Welcome to Bergamo!
Welcoming Guideline for Erasmus Students

Anna Maria di Marco
Milena Plebani
incoming@unibg.it
via San Bernardino 72/e
Bergamo
Siamo Capitale Italiana della Cultura 2023

BERGAMO
BRESCIA
ERASMUS COORDINATORS & TUTORS
Coordinator:  
**Prof.ssa Ivana Rota**  
ivana.rota@unibg.it

Phone: 035 2052714

Office Address:  
Piazza Rosate 2, room 207

The appointment will be on Skype (contact: live:.cid.5117ded3e07413eb) but contact via email before.
Coordinator: Prof.ssa Paola Gandolfi
paola.gandolfi@unibg.it
Phone: 035 2052966
Office Address: Via Sant’Agostino, Room 24
Office hours: Wednesday afternoon
Contact via e-mail for an appointment.
LETTERE, FILOSOFIA e COMUNICAZIONE
(Department of Letters, Philosophy and Communication)

Campus: Pignolo and palazzo Bernareggi (via Pignolo, 76)

Coordinator:
Prof.ssa Francesca Pagani

francesca.pagani@unibg.it

Phone: 035 2052410

Office Address:
Palazzo Bassi Rathgeb
Via Pignolo 72, Room 6

The appointment can be in presence or on Google Meet but please contact via e-mail before.
GIURISPRUDENZA
(Department of Law)

Coordinator: Prof. Silvio Troilo
silvio.troilo@unibg.it
Phone: 035 2052846
Office Address: Via Gianbattista Moroni 255, Room 10
Office hours: Wednesday from 4:30 p.m. to 6:30 p.m. only by appointment, contact via e-mail
Coordinator: **Prof.ssa Mara Grasseni**

mara.grasseni@unibg.it

Phone: 035 2052540

Office Address:
Caniana, room 212

The appointment will be on Skype, please contact via e-mail before.
Coordinator: **Prof.ssa Francesca Magno**

francesca.magno@unibg.it

Phone: 035 2052848

Office Address:
Caniana, room 259

The appointment will be on Skype, please contact via e-mail before.
INGEGNERIA
(School of Engineering)
Campus: Dalmine

Coordinator:
**Prof.ssa Maria Sole Brioschi**
maria-sole.brioschi@unibg.it

Phone: 035 2052089

Office Address:
Dalmine, building C, room 5.02

Office Hours: Monday and Friday from 1 p.m. to 2 p.m. The appointment will be on Microsoft Teams, and it can be in other days but please contact via e-mail before.
THE INTERNATIONAL OFFICE

Ask to International Office for Information about:

- Residency Permit (Only Erasmus Student).
- Learning Agreement.
- Before and during Mobility.
- Courses List
- Transcript of Records
- Arrival and Departure Certificate
- Student Card
- Doubts about how to book an Exam
- Tax Code
HOW TO FIND THE INTERNATIONAL OFFICE

International Office
via San Bernardino 72/e, Bergamo
2° Floor

Office hours: Tuesday and Thursday
9.30 a.m. – 12.00 a.m.
2 p.m. – 4 p.m.

Please arrangement an APPOINTMENT with the amministrative staff writing an email to the staff (next slides).
ADMINISTRATIVE STAFF BY DEPARTMENT

please arrange an appointment by email before visiting our offices in Via San Bernardino

Departments of Economics, Management and Human and social sciences: **Anna Maria di Marco**
anna-maria.di-marco@unibg.it

Departments of Foreign Languages, literatures and cultures and Letters, Philosophy and Communication: **Milena Plebani**
milena.plebani@unibg.it

Departments of Law and Engineering: **Blerta Topalli**
blerta.topalli@unibg.it
HOW TO FIND ALL THE INFORMATION YOU NEED AS AN ERASMUS STUDENT

Visit the page https://en.unibg.it/global/students-exchange/erasmus-incoming-students

Erasmus - Incoming students

This page is intended for those students who have been selected and nominated by their Home University to participate in the Erasmus+/Exchange program with the University of Bergamo. The following procedure is valid if the University of Bergamo signed a bilateral agreement with the Partner University.

Contacts

International Office
1) Go to the Unibg Website
2) Click on EN to translate the page in English language
3) Click on Global and choose Erasmus-Incoming Students
About us - Study - Research - Engagement - Global - Life at UniBg - Info for -

Going abroad
Destinations
Erasmus+
Short mobility
Extra mobility
Before the departure
Visiting Professors and Scholars
Teachers and staff mobility

Students Exchange
Marco Polo Project
Joint programs, UniBg Summer & Winter Schools
Double-degree agreements
Erasmus - Incoming students
Swedaly

Cooperation and Development
Unesco Chair
Education and Training
Research, Publications and Documents
Third Mission
Partners
Events
Click on Course Catalogue 2023/2024

Before leaving home: Learning agreement

Before leaving home: 2023-2024 Course catalogue: now published

Before leaving home: Language requirements and Italian language courses: Now published

Before leaving home: Non-Eu students entry requirements and entry Visa
Before leaving home: 2023-2024 Course catalogue: now published

Each Department sets and approves the Course catalogue yearly. In addition, each Department offers some English taught subjects at Master's and Bachelor's Level.

Course Catalogues for a.y. 2023/24 will be available from June-July onwards. For this reason you will submit your Learning Agreement-Before mobility within 30 August.

Please have a look at the previous Course Catalogue, because anyway most courses don't differ from one year to the next, but the semester in which the courses are held might change.

Please check very carefully the Semester in which the course is offered:

- **Primo Semestre** > 1st Semester CLASSES (Autumn Semester - from September to December) > EXAMS between January and February.
- **Secondo Semestre** > 2nd Semester CLASSES (Spring Semester - from February to June/July) > EXAMS in June and July.
- **Annualità singola** > Full Academic Year (from September to June/July) > EXAMS in June.
Now you can choose your department, teaching language, degree level and semester

Elenco insegnamenti

<table>
<thead>
<tr>
<th>Anno accademico / Academic year</th>
<th>Dipartimento / Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023/2024</td>
<td>- Tutto -</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lingua dell’insegnamento / Teaching language</th>
<th>Tipo di corso / Degree's level</th>
<th>Semestre / Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Tutto -</td>
<td>- Tutto -</td>
<td></td>
</tr>
</tbody>
</table>

- **APPROFONDIMENTI DI ECONOMIA INTERNAZIONALE** - Codice: **165009** - Crediti: **6**
- **AUDIT E GOVERNANCE** - Codice: **87101** - Crediti: **9**
- **BUSINESS ETHICS** - Codice: **90017-ENG** - Crediti: **6**
- **CHALLENGES IN A WORLD IN TRANSITION** - Codice: **179001-ENG** - Crediti: **6**
- **COMPLEMENTI DI MATEMATICA** - Codice: **86006** - Crediti: **6**
- **COMUNICAZIONE SCRITTA E ORALE (SKILLS)** - Codice: **87162** - Crediti: **3**
- **CONTEMPORARY ISSUES IN MANAGEMENT** - Codice: **87126** - Crediti: **6**
- **CONTROLLO MANAGERIALE** - Codice: **87141** - Crediti: **9**
WHAT YOU SHOULD CHECK

**Department**: The department names are in Italian, please translate your department in Italian and choose it from the list.

**Academic year**: 2023/2024

**Teaching language**: English (inglese)

**Semester**:
- First semester (primo semestre)
- Second semester (secondo semestre)
- Whole year (annualità singola)

*If you stay here only for one semester you can’t choose a course with «annualità singola»*
You can choose courses from other departments (it’s not compulsory)

BUT

50% of the courses must be from your department
REMEMBER:

Pay attention to the code of each course

For example:
Psychometrics Course
640014 -ENG Psychometrics
40023 Psicometria

For example:
Same prof / different CFU (10 cfu vs 5 cfu)
ENG-Code courses:
44136 -ENG Territorial and Environment Studies (10 cfu)
44107 -ENG Geography of the Environment and Tourism
44118 -ENG Territorial Studies
HOW TO CHANGE YOUR LEARNING AGREEMENT
( Exceptional changes)

Exceptional Changes can be possibly modified filling in the “During Mobility Learning Agreement” form.

The document can be downloaded from:
https://en.unibg.it/global/students-exchange/erasmus-incoming-students > DURING MOBILITY section.
LEARNING AGREEMENT (Exceptional changes)

CHECK the proposal with the International Departmental coordinator in Bergamo or with the International office

Arrange an appointment with the International office for final signature and approval

Remember to sign the form yourself!!

THE CHANGES TO THE LEARNING AGREEMENT document will be sent to Home University International Office for the final approval/confirmation.
(Exceptional changes) DEADLINE TO SUBMIT THE LEARNING AGREEMENT DURING MOBILITY

No changes allowed after the following deadlines:

• Dep. FOREIGN LANGUAGES, LITERATURES AND CULTURES, HUMAN AND SOCIAL SCIENCE: 13 October

• Dep. ECONOMICS, LAW AND ENGINEERING: 6 October
<table>
<thead>
<tr>
<th>Reasons for deleting a component</th>
<th>Reason for adding a component</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1. Previously selected educational component is not available at the Receiving Institution</td>
<td>B1. Substituting a deleted component</td>
</tr>
<tr>
<td>A2. Component is in a different language than previously specified in the course catalogue</td>
<td>B2. Extending the mobility period</td>
</tr>
<tr>
<td>A3. Timetable conflict</td>
<td>B3. Other (please specify)</td>
</tr>
<tr>
<td>A4. Other (please specify)</td>
<td></td>
</tr>
</tbody>
</table>
HOW TO USE DASHBOARD
HOW TO USE MYUNIBG

You can log in MyUnibg with this link [MyUnibg](#) with your username and password.

![MyUnibg login page](image)
HOW TO CHECK YOUR LESSONS TIMETABLE. EXAMS CALENDAR AND ROOM OCCUPATIONS:
WEB AGENDA UNIBG
WEB AGENDA UNIBG

Check your timetable of courses by clicking on “Classes Schedule” and choose “search your timetable by course”.

Welcome to the student's Web Agenda of the University of Bergamo

- Classes schedule: Consult your timetable
- Exams calendar: Search for your exams
- Rooms occupation: Consult the rooms daily planning
WEB AGENDA UNIBG

Click on and choose “search your timetable by course”.
HOW TO CHECK YOUR LESSONS TIMETABLE. EXAMS CALENDAR AND ROOM OCCUPATIONS:
EasyUnibg App

You can also download the app on your cellphone reaching on your Play Store or on your Apple Store: EasyUnibg.
HOW TO USE E-LEARNING

COURSE UNITS: E-Learning System
COURSE UNITS

E-Learning System

To check on the information about the courses and programmes, you can use e-learning platform.

What includes:
• Course content
• Teaching activities (Lectures, case studies, classroom exercises, group work and presentation)
• Assessments

To log in the system, click on myUnibg, then:
• Username: (your student number/matricola)
• Password: (your password)
HOW TO BOOK EXAMS
EXAMS

Exams can be either written or oral

ONLY IN PRESENCE.

What you need:
To register to your exams ONLINE

Where:
From sportello internet (Dashboard) login with your id and pw

When:
From 15 days before the exam until 5 days before the exam
1. **Prenotazione appelli - Esito prenotazione**

   Riepilogo dati:
   
   Atività Didattica: A40D5S-ENS - Psychodiagnostic methods and techniques
   Appello: Psychodiagnostic methods and techniques del 06/03/2019
   Sessioni:
   Tipo esame: Scritto

   ATTENZIONE: PRENOTAZIONE NON EFFETTUATA
   NON RISULTA COMPILATO IL QUESTIONARIO DI VALUTAZIONE DELLA DIDATTICA.

   Per effettuare la prenotazione clicca qui.

   Al termine della compilazione del questionario è necessario effettuare una NUOVA PRENOTAZIONE all'appello.

   [Ricerca sito tesi attivi]

2. **Sportello Internet**

   Open the survey

   Students' appraisal surveys
   Students' appraisal survey

   Attention, please:
   After completing the appraisal survey, please remember to register for your exam.

   Unità Didattica: A40D5S-ENS - Psychodiagnostic methods and techniques
   Docente: EDWARD HALI MARTIN
   Tipo Attività: Lezione
   Fam. Iscritto: Nessun partecipante

3. **Sportello Internet**

   Click "Clicca qui" and fill the survey

4. **Sportello Internet**

   You enrolled successfully!
<table>
<thead>
<tr>
<th>LUISS</th>
<th>Letter Grade</th>
<th>Grade Point Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 e lode</td>
<td>A+</td>
<td>4.3</td>
<td>Excellent</td>
</tr>
<tr>
<td>30</td>
<td>A</td>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>29</td>
<td>A-</td>
<td>3.7</td>
<td>Excellent</td>
</tr>
<tr>
<td>28</td>
<td>B+</td>
<td>3.3</td>
<td>Good</td>
</tr>
<tr>
<td>27</td>
<td>B</td>
<td>3.0</td>
<td>Good</td>
</tr>
<tr>
<td>26</td>
<td>B-</td>
<td>2.7</td>
<td>Good</td>
</tr>
<tr>
<td>25</td>
<td>C+</td>
<td>2.3</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>24</td>
<td>C</td>
<td>2.0</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>23</td>
<td>C-</td>
<td>1.7</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>22</td>
<td>D+</td>
<td>1.3</td>
<td>Marginal</td>
</tr>
<tr>
<td>21</td>
<td>D</td>
<td>1.0</td>
<td>Marginal</td>
</tr>
<tr>
<td>20 - 18</td>
<td>D-</td>
<td>0.7</td>
<td>Marginal</td>
</tr>
<tr>
<td>&lt; 18</td>
<td>D+</td>
<td>0.0</td>
<td>Failing</td>
</tr>
</tbody>
</table>
HOW TO FIND INFO ABOUT PROFESSOR’S OFFICE HOURS: INFO WEB

Click > Contacts (IT= Rubrica)

Search for person (Cercapersone)
(To find professors’ personal page / office hours)

Search for office / service (Cerca Ufficio / servizio)
(To find offices’ page / working hours)
HOW TO TAKE A LANGUAGE’S COURSE: AAL (Attività di Addestramento)

If you would like to take foreign languages course (i.e. French, Spanish, German etc.), language exercises such as translation, writing skills, listening comprehension are very important to understand.

Language Exercises Classes (AAL) area compulsory part of this process.

Student cannot take the Oral language exam without passing the written test at the end of AAL course. The AAL does not offers credits it is only “IDONIETA”
ENJOY BERGAMO!