

Welcome to Bergamo!

Welcoming Guideline for Erasmus Students



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

Anna Maria Di Marco
Valentina Delucchi
incoming@unibg.it

Via San Bernardino 72/e
Bergamo

What are we gonna talk about?

- Erasmus **Coordinator**
- The **International office**
- Academic and Exam **Calendar**
- **Incoming webpage**
- **Course catalogue**
- **Learning Agreement** during mobility
- How to use **dashboard**
- How to look for your **timetable**
- **E-learning**
- How to **book exams**
- How to find professor's email
- ★ **Info desk** and **tutor**
- ★ **US Card**
- ★ **University facilities** (print center, dining services, CUS...)
- ★ **Transportation** in Bergamo
- ★ **Health insurance**
- ★ Post office
- ★ **AEGEE & ESN Bergamo**



Arrival/Departure certificate

Arrival certificate

is provided by your home University.

It indicates the date of your arrival in Bergamo which corresponds to the beginning of academic activities (ig Italian intensive courses, general courses) or the Welcome meeting.

Departure certificate

is provided by your home University.

The end date of the study period is the last day the student had to be present at the Receiving Institution for academic purposes (ig courses/exams) not his actual date of departure.



ERASMUS INCOMING OFFICE AND ERASMUS STAFF



ERASMUS INCOMING OFFICE

The staff will be able to support you with regard to the following matters:

- Residency Permit (Only Erasmus Students)
- 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



ADMINISTRATIVE STAFF

ANNA MARIA DI MARCO
+39 0352052293

Human and Social Sciences
Law
Economics
Management

VALENTINA DELUCCHI
+39 0352052246

Foreign Languages, Literatures and
Cultures
Letters, Philosophy and Communication
Engineering

incoming@unibg.it

Via S. Bernardino, 72/E 24127 Bergamo - ROOM 3
Tuesday and Thursday, 9.30 am – 12.00 am 0 2 pm – 4 pm



International programs

FOR **DOUBLE DEGREES** →
MILENA PLEBANI milena.plebani@unibg.it

FOR **MERCURY PROGRAM** → GIOVANNA DELLA CIOPPA
giovanna.della-cioppa@unibg.it



How to arrange an appointment with Anna Maria and Valentina

- Visit Unibg website (English version);
- Select WEB AGENDA > Front-desk service booking > New booking
- Select “Ufficio Erasmus - Incoming” from the service menu and the department you are enrolled in;
- Chose date and time of your visit filling in the fields with the required information.



Servizi a sportello

MENU ▾ IT ▾ Accedi

A screenshot of the Unibg website's service selection interface. The page title is "Seleziona il servizio - Passo 1 di 6". The main content area shows a selection process for the "Ufficio Erasmus" service. At the top, it displays "School of Economics, Law and Social Sciences" and "Ufficio Erasmus". Below this, there is a dropdown menu for "Seleziona la durata" with "15 minuti" selected. The interface includes three input fields: "Ufficio Erasmus", "School of Economics, Law and Social Sciences", and "Ufficio Erasmus", each with a close button (X). Below the fields, the address "Indirizzo: via S. Bernardino 72/E" is displayed. At the bottom, there is a dark blue button labeled "Avanti".

DEPARTMENT COORDINATORS

MANAGEMENT

Prof.ssa Viviana Meschitti → [webpage](#)

viviana.meschitti@unibg.it

ECONOMICS

Prof.ssa Mara Grasseni → [webpage](#)

mara.grasseni@unibg.it

LAW

Prof. Silvio Troilo → [webpage](#)

silvio.troilo@unibg.it

ENGINEERING

Prof.ssa Maria Sole Brioschi → [webpage](#)

maria-sole.brioschi@unibg.it



DEPARTMENT COORDINATORS

FOREIGN LANGUAGES, LITERATURES AND CULTURES

Prof.ssa Ivana Rota → [webpage](#)
ivana.rota@unibg.it

LETTERS, PHILOSOPHY AND COMMUNICATION

Prof.ssa Francesca Pagani → [webpage](#)
francesca.pagani@unibg.it

HUMAN AND SOCIAL SCIENCES

Prof.ssa Paola Gandolfi → [webpage](#)
paola.gandolfi@unibg.it



CIS

ITALIAN LANGUAGE AND CULTURE COURSES FOR FOREIGNERS

infocis@unibg.it
+39 035 205 2407
→ webpage

ACCOMMODATION SERVICE

accommodation.service@unibg.it
+39 329 6836882
→ webpage



ERASMUS TUTORS

Berina, Chiara, Davide, Ester and Giuseppe

Students like you with international experience!
You will meet them at the information desk at your arrival.

From 10th to 27th of February (2 pm - 4 pm)
you can find Tutors also
in Via San Bernardino 72e (2nd Floor)
The service will be active from Monday to Thursday



ERASMUS STUDENTS ASSOCIATIONS

AEGEE BERGAMO

info@aegeebergamo.eu

→ [webpage](#)

ESN BERGAMO

bergamo@esn.it

→ [webpage](#)



ACADEMIC CALENDARS AND EXAM SESSIONS

The academic calendar may change depending on your department!

Check your calendar at the following link

→ [2024 - 2025 ACADEMIC CALENDARS](#)

PLEASE NOTE:

- If you decide to take **exams from different departments** please check very carefully lectures and exam dates
- **The first lesson of each teaching unit is very important!**
- Professors will provide you with specific information such as: topics that will be faced during lessons, moodle platform access, exam structure...
- **For some courses attendance could be mandatory,** please check it with the professor on the first day



EXAMS

- Exams are given **in-person only** and may be written or oral
- You must always **register online** for exams through the dashboard, also in case of paper/assignment (online registration available 15 to 5 days before the exam)
- There are several **“appelli”** (dates) for each exam and you can choose the most convenient date for you
- If you fail the exam on the first attempt you can retake it even in the same session
- If the teacher allows it, you can even split the exam in two parts called **“esami parziali”**.



ERASMUS - INCOMING STUDENTS → webpage



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International Office -

COURSE CATALOGUE → webpage

WHAT YOU SHOULD PAY ATTENTION TO:

**ACADEMIC
YEAR:**
2024/2025

TEACHING PERIOD:

First semester,
second semester
or annual

If you stay here only for
one semester you **can't**
choose a course with
«annualità singola»

50% of the chosen
teaching units
must belong to the
**study field of the
agreement** under
which you have
been nominated

*Please pay attention to the
code of each teaching unit!



HOW TO CHANGE YOUR LEARNING AGREEMENT

1. Check the course catalogue and the list of active teaching units send
2. Modify your Learning Agreement by filling in the “**During Mobility Learning Agreement**” → [download here](#)

Please check the changes with your department coordinator in Bergamo or with the International office.

The **changes** to the learning agreement must be approved by:

- The student
- The sending institution
- The receiving institution



The University of Bergamo will accept:

A PDF version of your Learning Agreement.

This must respect either your Home University format or the standard one that you can find below. Other format will not be accepted. The Learning Agreement should be typed and not handwritten.

Online Learning Agreement (OLA) through the online platform of your University.



An example of change in your PDF LA

During the Mobility

Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)							
Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component	Added component	Unchanged Component	Reason for change ⁶	Number of ECTS credits (or equivalent)
			[tick if applicable]	[tick if applicable]	[tick if applicable]		
	93184	CULTURAL THEORY	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		12.00
	57117	COMPARATIVE LITERATURE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		5.00
	92108	COMUNICAZIONE VISIVA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Language of class	5.00
	57097	HISTORY OF NORTH AMERICA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overlapping class	5.00
	900006-ENG	PUBLIC SECTOR GOVERNANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overlapping class	6.00
	164011-ENG	INDUSTRIAL AND TRADE MARKETING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Overlapping class	6.00
	13181-ENG	Intercultural heritage, media and archives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interest in topic	5.00
	60104	CIS - Lingua Italiana - Livello pre-B2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Improving language skills	5.00
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Total: 27.00
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Fill in Table A2 with previous and the new exam choices:

- In case the exam does not change, tick the box **“unchanged component”**;
- In case of a new exam, tick the box **“added component”**;
- In case you want to delete the exam, tick the box **“deleted component”**.



DURING MOBILITY LEARNING AGREEMENT

The “During Mobility Learning Agreement” **must** be submitted within **three weeks** after the beginning of the semester.

***During these weeks attending is strongly recommended!**

No changes will be allowed after the following deadlines:

- **March 7th, 2025** - All other departments
- **March 14th, 2025** - Engineering departments

ONLY FOR Economy students:

If you choose Missouri Business Program courses you can submit your LA once the result of the call are published



LANGUAGE COURSES

AAL (Attività di Addestramento Linguistico) → webpage

If you include a language exam in your study plan please keep in mind that **language learning activities** (AAL) are carried out for each course (classroom and e-learning exercises, small group tutoring, support for individual students, etc.). They are provided by the Center for Language Competence (CCL) and are carried out by native speakers or Italian speakers (Arabic, Chinese, French, Japanese, English, Russian, Spanish, German and Italian).

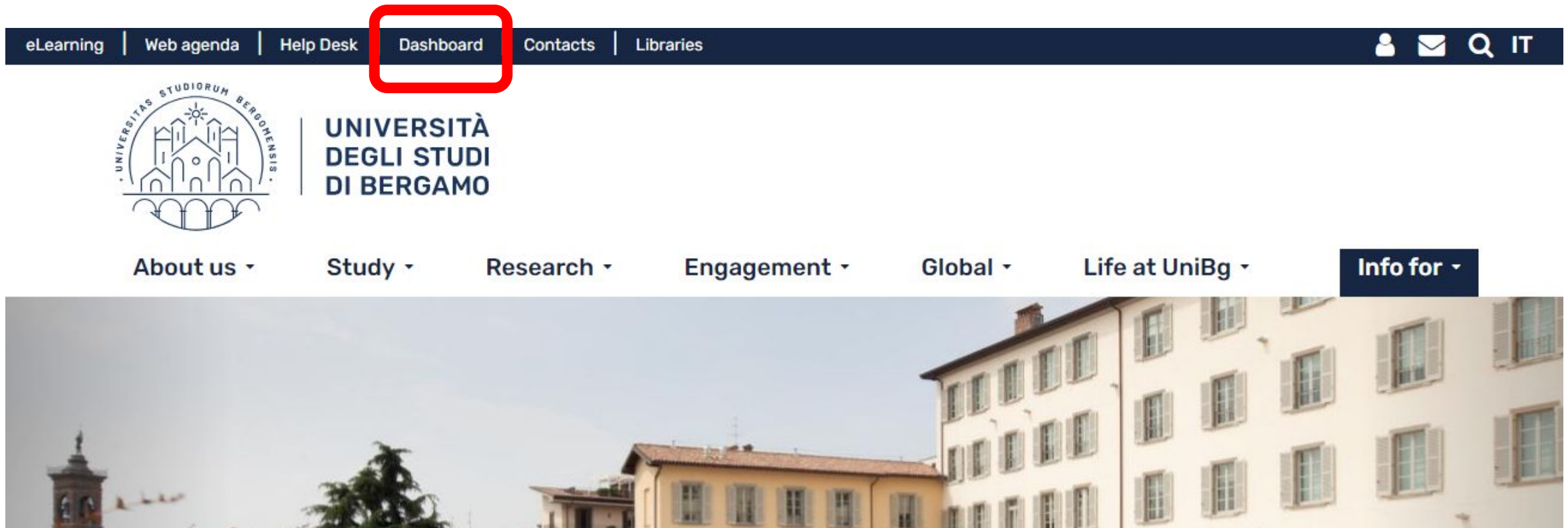
*Such activities are mandatory for students in the language department but are strongly recommended for all students

****You can take the oral language exam only after passing the written exam at the end of the AAL course**



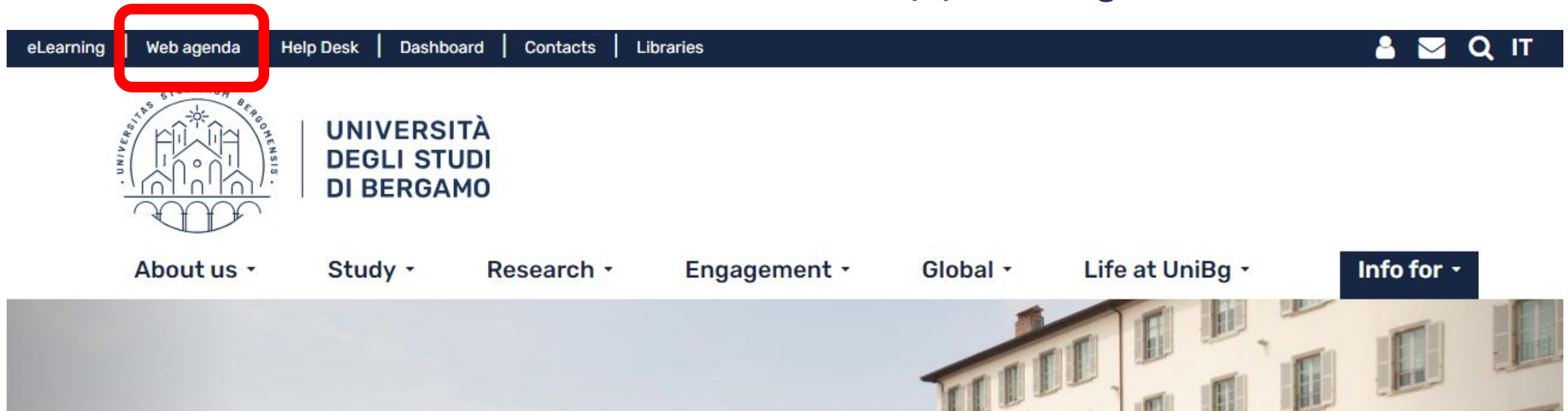
DASHBOARD → webpage

Log in using your username and password to access your **reserved area**



WEB AGENDA → webpage

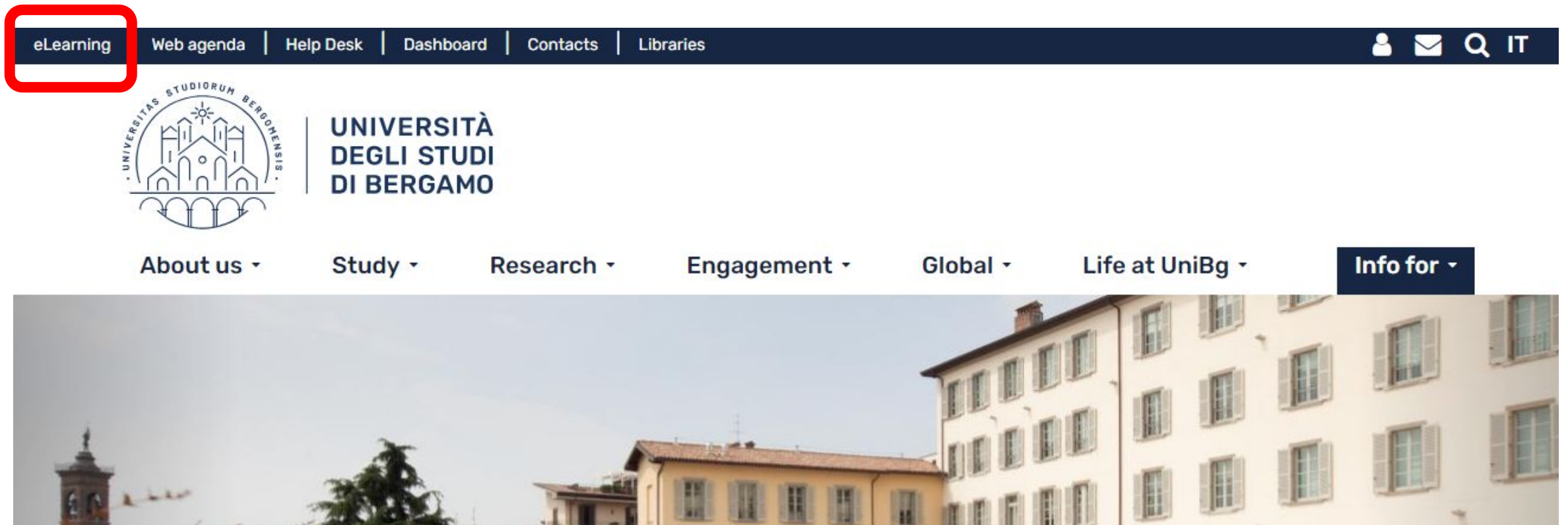
Here you can check your classes timetable, search for your exams and consult the rooms daily planning



You can access the same information by downloading the **EasyUnibg app** for your mobile phone: create a profile and edit the app with the teaching units you are interested in

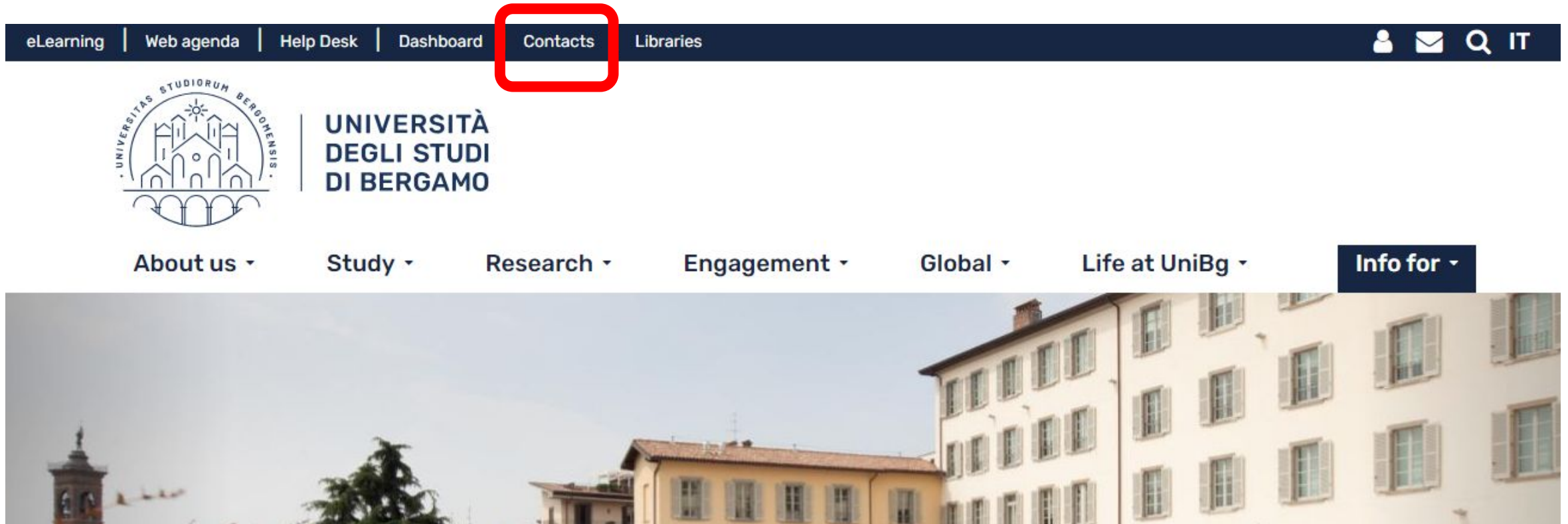
E-LEARNING → webpage

Through the e-learning platform you can access more information about your courses: course contents, teaching activities (lectures, case studies, classroom exercises, group works and presentations) and assessments



CONTACTS → webpage

From here you can access the **personal pages** of professors and staff and get contact information as well as information about the reception days and times, publications, etc.



eLearning | Web agenda | Help Desk | Dashboard | **Contacts** | Libraries

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ENJOY BERGAMO!



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