



UNIVERSITÀ
DEGLI STUDI
DI BERGAMO

SHORT GUIDE FOR STUDENTS

Main information, notices and forms

You may find all the information you need for your enrollment and study at <https://en.unibg.it/> (www.unibg.it ITA).

You may get more details in the following ways:

- from the home page, in the "Study" section
- in the sections dedicated to the various types of students [Studying at UniBg]: Undergraduate/Graduate/Postgraduate
- through the Student Service Help Desk: Students with a foreign qualification: [open a Ticket](#)

In order to manage requests for information/remarks and reply as quickly as possible, the Student secretariat (Bergamo and Dalmine offices) uses a ticket system. A specific ticket (number) is assigned to each request made and you may use it to follow the progress of the request online and view the answers given by the office staff.

For more information, please refer to the Ticket Management Guide published on the following webpage: <https://en.unibg.it/node/7035> (Online Procedure Guides).

At the time of registration, you will be assigned an email address (usually n.surname@studenti.unibg.it) on the Internet desk, which must be used for communications with the various offices. For further information, go to www.unibg.it/node/1647/

On the web page <https://en.unibg.it/node/7035/> you will find links **to the main information and all notices from the Student secretariat**.

Opening hours of the Student secretariat desks (Bergamo and Dalmine):

By appointment only, at this [link](#): Mondays 13.30 - 15.30 Thursdays 10.00 - 12.00

Videoconference interview (by appointment on this [link](#)): Wednesdays and Fridays 10.00 - 12.00

The page with instructions on how to contact the Student secretariat **by phone** (ITA) is: www.unibg.it/node/9564/

All forms are available at www.unibg.it/node/6673/

The **SOS matricole service** (phone 035 2052791) you will find details at www.unibg.it/node/7555/

Lessons timetables and exam sessions, teaching calendars and final exams

All **information and notices** in relation to lessons, exams, degrees can be found on the web page (ITA) <https://www.unibg.it/node/6946>. Exams' information: <https://en.unibg.it/node/7039>.

University locations

In the home page www.unibg.it you will find details and information on all the university locations.

Learn more at: <https://en.unibg.it/node/7052/>

How to enroll

For Bachelor's degree courses' deadlines (free or programmed access courses) go to <https://en.unibg.it/node/7037/>

You will find all the details on programmed access Bachelor's degree courses' enrollments at www.unibg.it/node/10733/.

Please read the calls for applications carefully to know in detail the procedures and deadlines for programmed access courses.

We suggest you read the necessary steps for: pre-enrollment (for Primary Education Sciences and Master's degree courses only); registration for admissions (for programmed access Bachelor's degree courses); enrollment and administrative deadlines on this page: <https://en.unibg.it/node/7653/>

For details on part-time study, please visit <https://en.unibg.it/node/7656/> (under the heading "Part-time").

Student fees

You may find all the information concerning the student fees and types of exemption from payment of the annual all-inclusive fee on <https://en.unibg.it/node/7676/>.

Request for certificates

If you wish to obtain certificates or documents regarding your career, you must make a request to the Student secretariat using the specific form available at www.unibg.it/node/6673/.

To obtain a stamped certificate, intended for private individuals, you must fill in the specific certificate request available at www.unibg.it/node/6673/.

For uses for which no stamp is required by law (Presidential Decree 26/10/1972 No. 642 Table Annex B), a request on plain paper should be sent by ticket, specifying the article of the table under which the exemption is granted).

The form for declarations in lieu of certification is available on www.unibg.it/segremoduli

You may send your request via ticket ([Student Help Desk](#)) and at the same time ask for the stamp duty contribution, where applicable (€ 16.00 for the request and € 16.00 for each certificate issued). Certificates will be sent by ticket (or may be requested and collected from the Student Help Desk during opening hours, by prior appointment. You may delegate a trusted person to do this providing him/her with a duly completed and signed proxy form and a front-back copy of your identity document. The proxy form is available at www.unibg.it/segremoduli). For the issue of certificates in English, the Secretariat must have 7 working days to issue them.

Assessment of previous careers

Achievement of second degree

If you already have a university degree and wish to obtain another first degree or enroll in a single-cycle degree course in Law, you must submit your application exclusively online after taking the TOLC and, **for programmed access degree courses**, after **being placed in the ranking**, following the instructions for **obtaining a second degree (10th August-8th September 2023)**.

You may find all the information regarding this type of enrollment in the "Graduates" section; the Guide to the online procedure is available at www.unibg.it/node/6977/.

If you are interested in the single-cycle Master's degree course in **Primary Education Sciences**, you must first pre-enroll by the deadline specified in the admission notice, take the test (the date will be established by the Ministry) and be placed in the ranking; you must then apply for admission to the second degree course by the deadline specified in the notice and according to the procedures that will be indicated in the notice.

Course shortening

If you wish to apply for recognition of exams taken at foreign universities without having obtained the qualification or following enrollment in single courses, you must submit your application **exclusively online** after taking the TOLC and, for **programmed access degree courses**, after **being placed in the ranking**, following the instructions for **course shortening (10th August-8th September 2023)**.

You may find all the information regarding this type of enrollment in the "Future students" section; the Guide to the online procedure may be found at www.unibg.it/node/6977/.

If you are interested in the single-cycle Master's degree course in **Primary Education Sciences**, you must first pre-enroll by the deadline specified in the admission notice, take the (the date will be established by the Ministry) and be placed in the ranking; you will then have to apply for a course shortening by the deadline specified in the notice and according to the procedures that will be indicated in a specific notice.

Transfer from another university

If you wish to transfer to the University of Bergamo, you must submit your transfer application to your university of origin **by 3rd October 2023**, after passing the TOLC and, for **programmed access** degree courses, after **being placed in the ranking**, unless an earlier deadline is set by individual universities. You may find all the information regarding this type of enrollment in the "Future students" section.

If you intend to transfer to the single-cycle Master's degree course in **Primary Education Sciences**, you must submit a pre-enrollment application by the deadline specified in the notice and take the test. After passing the admission test on 20th September 2022 and being placed in the ranking, you must submit a transfer application to your university of origin. The receipt of the transfer request issued by your university must be sent to the secretariat by the deadline indicated in the application notice.

The University of origin will be responsible for forwarding your leave of absence form to the University of Bergamo. Following the decision of the competent academic body, the Student secretariat will send you an email informing you of the recognition of exams taken during your previous career.

Registration after withdrawal/dismissal

If you have taken exams in careers that have been discontinued due to withdrawal or dismissal and you wish to request their validation, you must submit your application **exclusively online**, after taking the TOLC and, for **programmed access** degree courses, after being placed in the ranking, following the instructions for **re-enrollment following withdrawal (10th August-8th September 2023)**.

You may find all the information regarding this type of enrollment and the Guide to the online procedure in the "Future students" section.

Please note: if you have been **dismissed** from a course of study at the University and you choose to enroll in the **same course** within **the academic year following the year of dismissal**, you will be **exempt** from the admission test, if this is a **local programmed access course**.

If you are interested in the single-cycle Master's degree course in **Primary Education Sciences**, you must first pre-enroll by the deadline specified in the admission notice, take the test (the date will be established by the Ministry) and be placed in the ranking; you must then apply for re-enrollment following withdrawal/dismissal by the deadline specified in the notice and according to the procedures that will be indicated in a specific notice.

Enrollment in free access Master's degree courses

Check the range of Master's degree courses available here: www.unibg.it/node/8303. See all deadlines on this page: <https://en.unibg.it/node/7883/>. If you already have a degree and wish to enroll in a free access Master's degree course, first check the requirements and methods for previous studies assessment on the notice board of the chosen department (see this page: <https://www.unibg.it/node/94/>).

Online pre-evaluation and enrollment information: <https://en.unibg.it/node/7134>.

It is possible to enroll in a maximum of two Master's degree courses by paying the pre-enrollment fee of € 52.00 for each course.

The steps for enrolling in a free access Master's degree course are as follows:

Departments of Management, Information and Production Engineering / Engineering and Applied Sciences / Management / Economics / Law

1) Pre-enrollments

From 19th April to 31st May 2023 (1st period)

From 3rd July to 10th August 2023 (2nd period)

2) Previous studies assessment

From 19th to 23rd June 2023 (for pre-enrollments within 31st May 2023)

From 4th to 8th September 2023 (for pre-enrollments within 10th August 2023)

3) Registrations

From 11th July to 10th August 2023 (for pre-enrollments within 31st May 2023)

From 15th September to 12th October 2023 (for pre-enrollments within 10th August 2022).

Departments of Letters, Philosophy, Communication / Foreign Languages, Literatures and Cultures / Human and Social Sciences

4) Pre-enrollments

From 19th April to 31st May 2023 (1st period)

From 3rd July to 23rd August 2023 (2nd period)

5) Previous studies assessment

From 19th to 23rd June 2023 (for pre-enrollments within 31st May 2023)

From 4th to 8th September 2023 (for pre-enrollments within 23rd August 2023)

6) Registrations

From 11th July to 10th August 2023 (for pre-enrollments within 31st May 2023)

From 22nd September to 12th October 2023 (for pre-enrollments within 23rd August 2023).

If you **have the required preparation**, you must submit your application together with the payment of the regional tax for the Right to University Study and the virtual stamp duty for a total of 156,00 euros.

You will have to pre-enroll without reserve if, at the time of submitting your application, you have already obtained your Bachelor's degree. You will have to pre-enroll with reserve if you intend to graduate by the March-April 2024 special session and, at the time of enrollment, you still must sit no more than 3 exams for a maximum of 24 cfu (including any internship) in addition to the final exam. In the latter case, the reserve will only be revoked if you graduate by the end of the session.

If you are enrolled in a single course in the academic year 2022-2023, you may enroll if, at the time of enrollment, you still must sit exams for a maximum of 24 cfu to be passed by the January/February 2024 session. If you are already enrolled in a Master's degree course at another university or already hold a Master's degree, if you intend to transfer to a Master's degree course or if you have withdrawn from a Master's degree course and wish to request recognition of the exams you have taken, you must in any case pre-enroll within the periods specified above and, in case of admission, submit the subsequent application. For further information please refer to the "Graduates" guide.

Guides to pre-enrollment for Master's degrees and guides to online procedures may be found at <https://en.unibg.it/node/7035/>.

Enrollment in programmed access Master's degree courses

Check the educational offer for Master's degree courses here: <https://en.unibg.it/node/7454/> and <https://en.unibg.it/node/7884>

Check all deadlines on this page: <https://en.unibg.it/node/7883/>

First check the requirements and methods for previous studies assessment on the notice board of the Department of "Human and Social Sciences" (see: <https://dsus.unibg.it/it> (ITA).

Online pre-evaluation and enrollment information: <https://en.unibg.it/node/7134>.

1) Pre-enrollments

From 19th April to 31st May 2023 (first time slot)

From 3rd July to 23rd August 2023 (second time slot)

2) Publication of the admission list

By 30th June 2023 (first time slot)

By 15th September 2023 (second time slot)

3) Registrations

By 6th July 2023 (first time slot)

By 13th July 2023 (publication of available places for first time slot)

By 20th September 2023 (second time slot)

By 26th September 2023 (publication of available places for second time slot).

To know the results' ranking, look at [this page](#) (ITA).

If you are placed in **a good position in the ranking and therefore admitted to the course**, you must submit your application together with the payment of the regional tax for the Right to University Study and the virtual stamp duty for a total of 156,00 euros.

You will have to pre-enroll **without reserve** if, at the time of submitting your application you have already obtained your Bachelor's degree. You will have to pre-enroll **with reserve** if you intend to graduate by the March-April 2024 special session and, at the time of enrollment, you still must sit no more than 3 exams for a maximum of 24 cfu (including any internship) in addition to the final exam. In the latter case, the reserve will only be revoked if you graduate by the end of the session.

If you are enrolled in a single course in the academic year 2022-2023, you may enroll if, at the time of enrollment, you still must sit exams for a maximum of 24 cfu to be passed by the **January/February 2024 session**.

If you are already enrolled in a Master's degree course at another university or already hold a Master's degree, if you intend to transfer to a Master's degree course or if you have withdrawn from a Master's degree course and wish to request recognition of the exams you have taken, **you must in any case preenroll within the periods indicated above** and, in case of admission, submit the subsequent application. For further information please refer to the "Graduates" guide.

MyUniBg

To access the University portal's reserved areas, please visit: <https://www.unibg.it/node/7528/>.

Click **MyUniBg** (<https://my.unibg.it/>) from the bar at the top right of each page on the website. The system will recognise the user (through User ID and Password) and will let him/her access the reserved areas of the University portal.

WHAT ARE THE DATA REQUIRED FOR IDENTIFICATION? To log in, you must enter your User ID and Password in the login window (the User ID corresponds to your registration number, while the Password is the personal code used to access the Internet Desk procedures).

HOW TO RECOVER A FORGOTTEN PASSWORD? To "recover" your forgotten password you need to go to the Student Internet Desk and use the Forgotten Password function: if you have indicated a personal email address the password will be sent to you by email (obviously the address @studenti.unibg.it cannot be used), otherwise you will have to contact the Student secretariat staff.

Wi-Fi network

The service gives you the possibility of accessing all the Internet pages, including all the services offered by the University (portal, eLearning, etc.), using the University's Wireless network (Wi-Fi). It is possible to access the Internet and the University's online services directly from one's own mobile devices, using the University's wireless network (Wi-Fi) available throughout the University.

The service is open to:

- Active and regularly enrolled students at the University, for whom the Unibg-students network (SSID) is available
- Teachers, Technical-administrative staff and internal students and those from Universities or Research Institutions belonging to the Eduroam Federation, using the network (SSID) eduroam
- Staff and Students of Universities or Research Institutions belonging to the Eduroam Federation, using the network (SSID) eduroam

For further details: www.unibg.it/node/1206/

Email info: wifi@unibg.it

Other services

The Orientation and International Programs Office coordinates pre-university orientation, ongoing orientation and job placement activities, and the management and organisation of international exchange programs.

Guidance activities are addressed not only to upper secondary school students, but also to those who are already studying at university, to guide them in drawing up their study plan and choosing an internship experience according to their future professional ambitions.

For further information: <https://en.unibg.it/node/7638/> - <https://en.unibg.it/international/going-abroad> - <https://en.unibg.it/node/7598/> - <https://en.unibg.it/node/7644/>

There is an **Office for services to students with disabilities and/or specific learning disorders**, which you may contact for information on the services provided and the available opportunities in terms of tutoring and specific individual support measures. The services offered are both administrative (financial benefits for students with disabilities, grants for stays abroad, etc.) and educational (psychopedagogical support, drawing up of IEP/ PEP, finding digital texts, peer tutoring, etc.).

Book an appointment for the [Help desk service](#): Mondays 9:30-12; Wednesdays 14:00 - 16:30

On the same days and in the same hours a telephone service is available: + 39 035 205 2595 / +39 035 205 2883

To be contacted by phone or Meet, write an email to the following addresses:

servizi.disabili@unibg.it

servizi.dsa@unibg.it

Office for services to students with disabilities and/or learning disorders

Via dei Caniana 2 – room S5 (ground floor) Bergamo

For further details please visit <https://en.unibg.it/node/7043/>.

You will find the main services for the Right to study at:

<https://en.unibg.it/study/enrollment/foreign-students-join-us/fees-grants-and-scholarships>

These include:

- Scholarships
- International mobility
- Graduation awards
- Housing service
- Catering service

Do not miss the Top 10 Student Program, available here: <https://en.unibg.it/life-at-unibg/students-office/taxes-and-benefits>

University libraries: you will find all the details at <https://servizibibliotecari.unibg.it/en>

Printing Centre is located within the university buildings and is entrusted to Alba S.r.l.; the website explains the services offered.

All services are provided using the university card for payment and through recharges using the most common electronic payment methods (credit card, main circuits, paypal, etc.).

It is also possible to purchase rechargeable cards ("white cards") for those who have the previous version of the Student Card.

Further information and contacts at <https://en.unibg.it/node/7057/>.

Please note that you may collaborate for a maximum of **150 hours** in the University's offices during each academic year: <https://en.unibg.it/node/7689/>.

You may find the details on **calls for students and graduates** at <https://en.unibg.it/node/7051>.



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