



**UNIVERSITÀ
DEGLI STUDI
DI BERGAMO**

Guide
for
Exchan

2023/2024

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ABOUT UNIBG:

Formerly the Istituto Universitario di Bergamo, a private university set up in 1968, the University of Bergamo has been a State university since November 1st, 1992.

The University of Bergamo's strong points are:

- the wide range of academic programmes offered
- the excellent facilities available to students: Language Centre, Computer Labs, Library services
- the diversified and increasing number of International Student Exchanges
- numerous PhDs, Masters, and Post-graduate Specialisation Programs
- well organised work placement through the Student Placement Office.

The consolidation of scientific activities which reach beyond national boundaries is also important. At the University of Bergamo, research activity is carried out by the 6 Departments and by the numerous Research Centres. The University of Bergamo is the administrative site of 7 Research Doctorates; it also hosts prestigious initiatives such as the International Seminar of Russian Language and Culture, Courses in Italian Language, and culture for foreigners.

FACTS & FIGURES*:

8 departments

18 bachelor programmes

23 masters' degree courses

4 five-year Degree

15 Master's degrees
taught in English

23.000 enrolments,
including more than
1500 foreign students.

200 incoming Exchange
students

350 professors and
researchers

230 administrative staffs

* in academic year
2021/2022

Before Your Arrival



Your first few days and weeks in any new environment can be disorienting and confusing. The International Office of Bergamo University prepared this guide to make sure your arrival in Bergamo is organised and comfortable.

Certificates to prepare to complete the online registration and application procedure:

First and foremost, you have to make sure that all necessary certificates are collected. To complete the online application procedure as an Erasmus/ Exchange student at the University of Bergamo you will be requested to collect certificates and documents mentioned below

CHECKLIST

1. The Learning Agreement duly signed and stamped by your home institution's coordinator.
2. The official Transcript of Records (listing all exams taken at Home University prior to departure).
3. A copy of adequate health insurance for non-EU students or European Health Insurance Card (or equivalent) for EU students.

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The Health Insurance must be **valid in Europe and the Schengen Area and must cover the entire students' mobility period.**

4. A Copy of your valid passport or identity card.
5. A certificate stating the level of Italian (or English if applicable) competence issued by your home University or by an official Language Center.

- An ECTS Guide is usually uploaded between the end of July and early August each year. In the meantime, students must rely on the previous year [ECTS Guide](#).

www.unibg.it > DASHBOARD > Login > Nome Utente- Password – accedi



Nominated Exchange/Erasmus students will receive a **notification email and an access code** from the University of Bergamo International office, to start **their online registration and finalise their online application** and upload all the required certificates and documents. (certificates and documents sent by email will not be accepted)

1. [Pre-register online](#)
2. [Apply online](#)



Guidelines about how to proceed will be attached to the email.

You will be asked to provide the international office with the date of your arrival so that the staff will be organised and will be able to manage all the arrivals in the best way possible.

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• [Accommodation](#)

One of the most important things to arrange when coming to the University is where you are going to live. You have to decide which type of accommodation you want before arriving in Bergamo. Our Accommodation Service, designed especially for Erasmus/Exchange Students, helps you to settle quickly and easily.

- **Accommodation Service at the University of Bergamo**

As an Erasmus/Exchange Student you will be given the chance to rent a flat through the Accommodation Service of the University of Bergamo.

Reservation of the housing is

How to apply?

possible only through the online platform.

Accommodation applications are open:

- after 15th June for the 1st semester (Winter Semester/ or all academic year)
- after November 15th for the 2nd semester (Spring Semester).

Please note that even though most courses do not differ from one year to the next, the semester in which the courses are held, might change.

Faculty Boards officially approve class schedules around the end of July/beginning of August.

As soon as they are approved, students will be sent a notification email so that, in August, they can fill in the Learning Agreement

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Before you apply, please make sure you have first completed the online Registration/Application procedure and received your id and password. You will not be able to access the Accommodation Service, unless the online application is completed.

You can login the database [cerco alloggio](#) and see all available rooms provided with descriptions, pictures and prices.

You can choose what kind of room you would like to stay in (double or single). Most of the rooms have access to the Internet. The flats are fully furnished. However, bed linens and towels are not provided.

Please check : [Accommodation Service webpage](#)

Before renting a room check on the map where exactly your department and flat are located, to ensure the most convenient connection.

The service is completely free and reserved to exchange/Erasmus students only.

All students have to pay a deposit fee and a contact registration to be refunded at the end of tenancy.

Rents are to be paid to the owners monthly, at the beginning of each month.

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The contract registration fee is approximately €100,00. Before leaving the apartment, students are required to pay the owner a final cleaning charge of € 30,00.

Private Temporary Accommodation:

Otherwise, you can choose to stay in a private apartment (single or shared) in Bergamo. Do not book this kind of accommodation through a website. If you want to live in any private rented accommodation, we advise you to stay in a temporary accommodation and look for it while you are in Bergamo.

Below, there are some addresses of hostels where you can stay for a couple of days:

A. I. G. Nuovo Ostello della Gioventù di Bergamo
□ Via G. Ferraris, 1 - 24123 Bergamo
[Ostello di Bergamo](#)

Central Hostel BG

□ Via Ghislanzoni 30, 24122 Bergamo

<https://www.centralhostelbg.com/en/index.html>

If you wish to live with Italian students, it is always a good idea to check students' notice boards located at each department.

Attention please

Electricity in Italy is 220 volts, which, to draw a comparison, is twice the voltage you have in the United States (110 volts). Make sure your

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devices are designed also to 220 volt, otherwise you will need a voltage converter or a plug adapter.

HEALTH INSURANCE FOR INCOMING STUDENTS:

1. **EU and NON-EU STUDENTS** should have a valid passport or identity card and after reaching Bergamo they must apply for *Codice Fiscale*.
2. **HEALTH INSURANCE:** EU students should bring with them the valid European **Health Insurance Card valid (TEAM) and NON EU student should bring Health Insurance valid in Europe and Schengen Area which covers the entire mobility period. (if European student does not have TEAM card should apply for it at the local Health agency in the Home Country before applying for the Erasmus Mobility in Italy)**

For further information about TEAM, check [Ministry of Health - EHIC](#)

- If you need to see a GP, [here](#) is the list of doctors.

Just type the name of the town you live in in the "Comune Ambulatorio" box and select "Medico" (not "Pediatria").

- In case of emergency, when the GP is not available (during the night and on holidays), you can call the number **116117** and then speak to a doctor on duty ("ex guardia medica").

BERGAMO, Via Borgo Palazzo, 130 (Yellow building 6D).

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Please let the international office know if you have any problems and the staff will do their best to help you.

* Please note that medical treatment without coverage is very expensive!

** Please note that travel insurances usually only cover medical emergencies and are valid for a limited period of time only

***Further information about the Italian National Health Service (SSN).

NON EU S

- **VISA** - Non-EU students living in a non-EU country must apply online for a 'Study Visa' prior to departure through UNIVERSITALY PORTAL. Students are strongly recommended to start this procedure well in advance of their period abroad. An invitation letter to apply for the Visa will be provided by the International Office.
- Non-EU students living in an EU country have to submit a valid Permit of Residence issued in the EU country where they are

studying now. The Permit of residence must be valid for the whole mobility period.

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- Non-EU students must apply for residency (**Permesso di soggiorno**) within 8 days of arrival.

3. HEALTH INSURANCE for NON EU

Non EU students may choose one of the following options:

1. Subscribe to a private health insurance policy in their home country, and obtain from the competent Italian Consulate a statement of its validity for Italy or
2. At their arrival, purchase a health insurance policy with the Italian National Health Service.

This guarantees full healthcare coverage as provided by Italian law. Moreover, this ensures that students will receive the same treatment as Italian citizens. The registration lasts a year (from January 1st to December 31st) and is not divisible, regardless of the moment when students register with the National Health Service.

The service is offered at a cost of €149,77 which must be paid at the Post Office through the postal account n. 379222 of the Amministrazione P.T. Regione. On the Payment slip under "causale (reason for payment) students should write Incisioni Volontaria al S.S.N. - Servizio Sanitario Nazionale - The National Health Service.

HOW TO GET YOUR HEALTH INSURANCE CARD (TESSERA SANITARIA)?

In order to join the SSN and obtain the Health Insurance card you will need the following documents:

- Your passport and a copy of it.
- Residence Permit.
- Certificate attesting your enrolment at University of Bergamo
- Tax code, issued by Agenzia delle Entrate;
- Receipt of postal payment of 149,77€ (current postal account: "379222"; addressed to: "AMMINISTRAZIONE P.T. REGIONE LOMBARDIA"; reason for payment: "ISCRIZIONE VOLONTARIA AL S.S.N").
- "DICHIARAZIONE DI OSPITALITÀ". The "Declaration of hospitality" is a document stating the address where you live

WHERE TO GET THE CARD?

In order to get the health Insurance card, students have to address the ATS. office (Azienda Sanitaria Locale) of Bergamo or the ATS office of their city of residence (Office "Scelta e revoca del medico"), at the same time and in the same office students can choose a general Practitioner.

HOW TO GET a G.P.?

Applicants can ask at the office in charge about the list of General Practitioners or consult a list of locally available doctors here: https://www.ats-bg.it/servizi/anagraficamedica/medici_fase01.aspx (Type "Bergamo" in the "Comune" box)

ATS UFFICIO SCELTA E REVOCA MEDICO: Via Borgo Palazzo 130 – Building 6D - 24125, Bergamo.


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- **ITALIAN LANGUAGE COURSES:**

Incoming students should have a knowledge of Italian (A2) to attend classes, talk to teachers and fellow students, participate actively in project and group work, and complete their exams successfully.

Every year the University of Bergamo, in cooperation with the **CIS - Centro di Italiano per Stranieri - ricerca, formazione, didattica**, offers Italian language and culture courses to Erasmus and Exchange students.

There are **INTENSIVE, GENERAL and SPECIAL COURSES**.



Italian Language Courses are not compulsory but highly advisable as you are going to live in Italy for some period.

There are several types of courses, **FREE OF CHARGE**, available for you, depending on your preferences.

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- The intensive Italian language courses are mostly designed for beginners CEFR A1/A2 and it is offered **before the beginning of semester courses**.

- Erasmus students can choose the appropriate intensive language course.
- Before applying for the course below, please assess your language skills in the Erasmus+ Online Language Support System (OLS) or by using the framework available on <http://europass.cedefop.europa.eu/en/resources/European-language.levels-cefr>
- **NOTE: NO** **ects credits will be assigned for taking these Intensive courses.**
- Students may enrol in ONE General Course of Italian Language per semester and one Special course.
- Courses are **FREE OF CHARGE**, but students are required to buy a coursebook.

GENERAL ITALIAN LANGUAGE COURSE (60 hrs)

During the semester

1. The **General Courses** consist of two two-hour classes a week during the semester and are mostly held in different university buildings. Classes will then be formed according to different levels from level A1 to C2.
2. All Exchange/ERASMUS students who would like to take the General courses are obliged to take an **ASSESSMENT/ENTRY** **16** **ONLINE TEST** in order to determine their proficiency at the beginning of the semester.
3. At the end of each course, students will receive a certificate of attendance.

In addition, students attending at least 50% of the classes and taking the Final Exam will be assigned 5 ects credits per semester for the General Italian language course and 3 for the Special Semester

Courses. The grade will be included automatically in the final transcript.

SPECIAL COURSES

Special course of Writing (from level B2 upwards; I and II semester),
Italian culture (from level B1 upwards; I and II semester),
Reading with Expression (from level pre-B1; I semester),
Italian for Humanities (from level B2; I semester)
Business language (from level B2 upwards; II semester),
Public Speaking (from level B2 upwards; II semester).
These are 30 hour courses.

For further information and application procedures please check [CENTRO ITALIANO PER STRANIERI](#) or please write: infocis@unibg.it

Please note that the University of Bergamo requires a A2 level of Italian language given that classes are mainly taught in Italian.

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WHAT IS THE BEST WAY TO TRAVEL TO BERGAMO?

The next step is to decide **which means of transport** is better for you to take.

Bergamo is situated in the North of Italy.

It is in the centre of Lombardy, about 60 km from Milan.

It can be reached by **AIR, TRAIN** (check on the [National Railroad website](#) and look for Bergamo) or **CAR** (Autostrada A4 Torino - Venezia, uscita Bergamo).

MILANO MALPENSA Airport

If your flight arrives at [MILANO MALPENSA Airport](#), (which is 45 km from Milan) the journey time to get to Bergamo is quite a bit.

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WHEN TO ARRIVE AND WHAT TO BRING

It is important that you arrive with plenty of spare time before the start of the courses that you are going to take. Students are strongly advised to arrive at least one week before the start of classes (two weeks for those attending the Intensive Italian Language Course).

This will give you sufficient time to enrol at the University of Bergamo, organise your class schedules, apply for residency, and complete the accommodation procedure.

During the first week of each semester, a WELCOME DAY is organised for all the incoming students. Students will also be given a tour of the facilities and meet Bergamo students.

ORIO AL SERIO Airport

Probably the best option for you is to fly directly to Bergamo: Orio al Serio Airport

TOP TIPS

Make copies of all important Documents (i.e. ID, passports, visa etc) and keep them separately from the originals.

Don't forget to leave copies of all important documents at home, so that if you happen to lose any of them, it will be much easier and faster to replace them

- Secure adequate **accommodation** (to avoid time consuming house searching);
- Take passport-size **photographs** (for documents to be issued in Italy);
- Take any document which may be helpful when opening a bank account;

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PRE- DEPARTURE CHECK- LIST:

FOR EU STUDENTS:

- ✓ Tick the boxes on the checklist below once you have completed each task:
 - Send an email to incoming@unibg.it to confirm your arrival date.
 - Take a valid **Passport or id and a copy**;
 - Take the **European Health Insurance Card** for medical assistance, or other forms or insurance documents required and a copy;

FOR NON-EU STUDENTS:

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- ✓ Tick the boxes on the checklist below once you have completed each task:
 - Arrange an appointment with the International Office's Staff writing to incoming@unibg.it and confirm your arrival
 - Take a valid Passport
 - Arrange medical insurance if you are staying in Italy for more than 90 days.
 - Secure adequate accommodation (to avoid time consuming house searching)
 - Take passport-sized photos (for documents to be issued in Italy)

- Other documents necessary to issue the Residence Permit
- Take any document which may be helpful when opening a bank account

After your



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ARRIVAL PROCEDURE STEPS:

Go to the Welcome desk (we have one at the Economic Campus, one in Salvecchio and one in Pignolo) and take part of one of the **Welcome Meetings**. You also have to meet with the International Office staff; only by appointment!

- **CODICE FISCALE**

All exchange students must get the 'codice fiscale' from AGENZIA DELLE ENTRATE DI BERGAMO. Students can also apply for the Italian codice fiscale at the Italian consular authority in their country before departing. Codice fiscale is necessary to sign any accommodation contract or to open a bank account.

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REQUIRED DOCUMENTS:

- a copy of the passport and VISA or ID (and the original one as well to show, in case);
- completed application form;

In order to get the tax code, please send the filled and signed (handwritten signature is required) (PDF SCAN FORMAT) and the identity document in attachment to the following e.mail address:

dp.bergamo.utbergamo2@agenziaentrate.it

In the reference of the e-mail please indicate: Erasmus

Student_UNIBG_Name, Surname

Erasmus office provides students further details: you can check in our [website](#)

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- **PERMESSO DI SOGGIORNO**

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Only NOT EU Students must apply for the Residence Permit 'f di soggiorno' within 8 days after their arrival. An appointment will be scheduled by International Office at Patronato (UIL). At the appointment with Patronato NON-EU students must bring:

- copy of your Tax code (please bring paper copy and hard copy)
- a stamp worth 16,00 euro (which is called 'marca da bollo' can be bought at any local tobacconist's shop)
- a statement issued by the International Office
- copy of the declaration of hospitality (issued by the landlord or by the Accommodation Service)
- the acceptance letter from the University of Bergamo sealed by the Italian Consulate of the Home Country
- a copy of the whole passport, showing entry visa
- a copy of the health insurance policy, valid throughout Italy and for the entire period of study requested in the permit
- to have cash around 100 euros

Then students have to go to the Post Office with the relevant documents (without closing the Yellow Envelope called KIT) and be ready to pay by cash:

- 70,46 € for permit fee,
- 31 € for the application to be send

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The applicant will receive a registered letter through the Post Office with the **date and time** of the first appointment at the Questura (Police Station). For that appointment students must bring 4 identical passport size photos and all documents in original requested in the KIT (Yellow Envelope).

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Then, bring the receipt issued by the post office to the International Office.

- All students who decided to use the **ACCOMMODATION SERVICE** are requested to go to the Accommodation Service office in via Moroni to finalize the registration of their room (you need to have your codice fiscale number with you to finalize booking).

Studying And living



Academic Calendars at the University of Bergamo depend on the Department where you are going to study.

Academic Calendars for each Department,

<https://en.unibg.it/global/students-exchange/erasmus-incoming-students>

You will find the dates of beginning-end of courses for each semester and the dates for the exam session.

Please read carefully the [INCOMING PROCEDURE FOR ERASMUS/ EXCHANGE STUDENTS](#) which states your rights and duties as Erasmus/Exchange students at the University of Bergamo. It also explains what you should do in case of long-term absence or sick leave.

Please also note that, as stated students are requested to remain in Bergamo until the end of their exam session. Do not leave without notifying the International Office beforehand.

PUBLIC HOLIDAYS IN ITALY:

Lectures are suspended for the Christmas and Easter breaks, the national holidays, and other days decided by the Senate:

- **Christmas holidays:** December 23rd, 2023 - January 06th, 2024-
- **Easter holidays:** from March 28th – April 3rd, 2024

ACADEMIC CALENDAR:

1st January - New Year's Day (Capodanno)

6th January - Epiphany (Epifania)

Monday after Easter - Monday (Lunedì dell'Angelo, Pasquetta)

25th April - Liberation Day (Festa della Liberazione)

1st May - International Workers' Day (Festa del Lavoro)

2nd June - Republic Day (Festa della Repubblica)

15th August - Ferragosto (Ferragosto)

1 November - All Saints (Tutti i santi)

8 December - Immaculate Conception (Immacolata Concezione)

25 December - Christmas Day (Natale)

26 December - St. Stephen's Day (Santo Stefano)

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SUBMIT YOUR LEARNING AGREEMENT

Another important thing you have to decide is the subjects you are going to take during your study period.

Fill in before mobility Learning Agreement (enter correct course code, course title, semester and credits), sign it and let it sign by your Home University Coordinator and send by email to The University of

Bergamo International Office for final approval and signature by the deadlines listed as follow:

- August 30th (students who come for the 1st semester/full academic year)
- November 1st (students who come for the 2nd semester)

Students coming for one Academic Year must sign up to 60 credits and students coming for one semester to 30 credits. In case you need to change subjects or in case some of your lectures are overlapping, you will be given the opportunity to change it. After a given deadline, usually 3 weeks after the beginning of classes, the Definitive Learning Agreement cannot be changed!

Incoming students should undertake at least 50% of their workload in the area/Department as specified in our Inter-Institutional Agreement.

Should you have any problems, please contact your Department Erasmus Coordinator.



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All information which could be useful for planning your schedule are available on the UNIBG website.

Information about **courses programmes:**

www.unibg.it > Università - Dipartimenti >> choose your DEPARTMENT...

or you can check our [course catalogue](#) (make sure to filter the search based on the semester you will be in Bergamo).

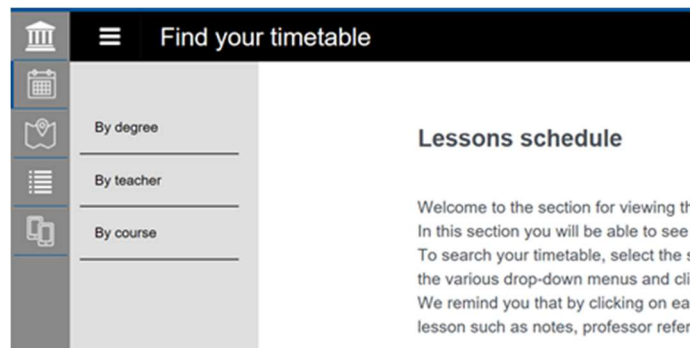
HOW TO CHOOSE YOUR COURSES?

While choosing your courses, please pay attention to the number of ECTS credits given. Courses in the University are divided into **Attività didattiche single** (single courses) and **Attività didattiche composite**. Compounded courses consist of 2 or more subjects, and the number of credits is appropriately higher.

Further information about the timetables and exams - ORARI LEZIONI ED ESAMI:

www.unibg.it > WEB AGENDA or ORARI (on the top-left corner)>

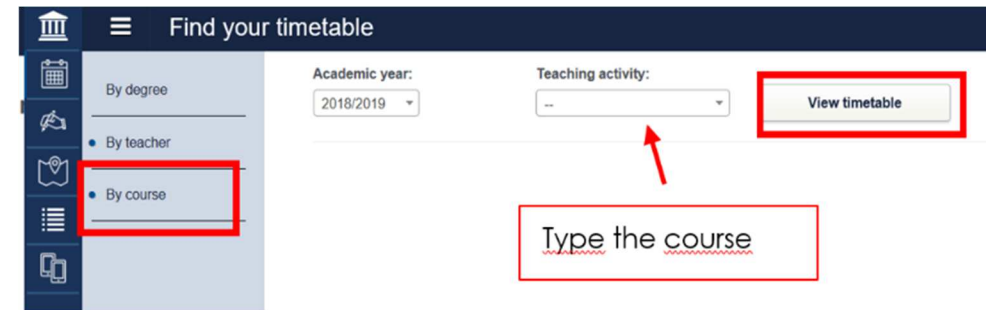
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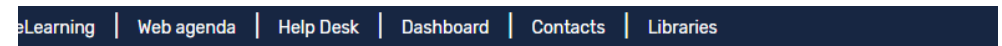
On the calendar you may check lessons schedule with regarding 3 options: By degree, By Teacher, By course

Example in the following picture we choose to check the calendar by course. So, the calendar will occur with respect to the selected week.

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information about **professors's office hours**- Orari Ricevimento Docenti: www.unibg.it > CONTACTS (on the top-left corner)>



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It is always a good idea to talk to the professors and introduce yourself before the beginning of classes. You can arrange a meeting by email and see them during their office hours.

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EXAMS

How to register for exams?

www.unibg.it > DASHBOARD > Login > Nome Utente– Password – accedi

Example:
Nome utente: m.chamas

> Login > Nome Utente – Password - OK

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> Esami > Choose the exam and click on for the “appello” you want to take the exam on> Register > Procedi

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Please also note that, as stated in the INCOMING PROCEDURE FOR INTERNATIONAL EXCHANGE STUDENTS any irregularity or failure to abide by the University’s rules and administrative procedures (student does not register for exams, submit final documents before departure, return library books, pay in part or in full the rent for accommodation provided by the Accommodation Service, etc.) will result in the immediate termination of the exchange student’s enrolment status. As a

consequence, no certificate of attendance nor Transcript of

Just a general introduction about taking exams in Italy...

When the exams calendars will be available on the UNIBG website, you will see that, in Italy, there are what are called “**appelli d’esame**”. They refer to the dates set by your Department in which you can take the final exams. Usually (except for written languages exams - only one appello), there are at least two “appelli d’esame” and therefore, you can choose, among the available dates, the one in which you would like to take your exams.

This means that you can organise your exams session, but it is better to think about it carefully and plan it in advance.

Some departments like Engineering have mid-term smaller exams (“prova in itinere”). The lecturer will point it out at the beginning of the course.

At the University of Bergamo, **you must register on “Sportello Internet” to take exams**. You can register for the exams **until 5 days before** the exam date.

Exams can be either written or oral, or both, depending on the lecturer’s choice. If not specified by the lecturer, check it on the course page and on the exams calendar (“appello scritto”/“appello orale”).

records will be issued.

The dates of the exams are available in advance for the whole academic year.

It is fundamental to take it into consideration when planning your departure!

Remember that students are requested to remain in

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CCL – CENTRO COMPETENZA LINGUE – UNIVERSITY LANGUAGE CENTRE

The University Language Centre is an inter-department centre providing services for teaching and learning foreign languages.

IMPORTANT

FOR ALL THE STUDENTS who want to take a FOREIGN LANGUAGE EXAM. Regardless of your Department, it is fundamental to check on this [WEBSITE](#) to CHOOSE the APPROPRIATE LANGUAGE COURSE.

1. Choose the foreign language from the LINGUE STRANIERE box
2. Look at the Courses list. They are grouped by Department. Choose the one corresponding to the LEVEL (A1-C2) of KNOWLEDGE OF THE LANGUAGE required for your foreign language course.

3. Read the Course Program by clicking on the **course code**. The Programme tells you what you will need to do and study for that course.
4. Remember the name of the course and the CODE. Once classes begin, **REMEMBER** that you **NOT ONLY** have to attend the course LECTURES, BUT **ALSO** the **correspondent ADDs!!!**

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ADD stands for Attività Di Addestramento. Attività di Addestramento " are more practical classes in which the foreign language, its grammar and vocabulary are taught. Listening activities are done as well and students can exercise and practice the language. They are provided by the CLL, the University Language Centre.

The Centre makes the following services available to users:

language courses with audio-cassettes, phonetics courses, exercises and mock tests (dictation, summarising, translation) grammar books, dictionaries, etc.

multimedia language courses, exercises and tests on computer, CD-ROM about culture, Internet connection

satellite TV channels (viewing must be booked), original language films

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Office hours: Monday to Friday 9.00 a.m. - 7.00 p.m.
Address: via Salvecchio 19 24129 - Bergamo (Città Alta)
tel.: +39 035 2052225
 Head: [Prof.ssa Cécile Desoutter](#)

UNIVERSITY STUDENT'S CARD (U.S. CARD)

The staff of International Office will provide you with the individual student number ("numero di matricola") and password which you will use during your study period.



You will also be given the University Student's card (U.S. card) which confirms that you are enrolled as a student of the University of Bergamo and guarantees your access to:

- all libraries of the University of Bergamo
- all computer rooms available at the University of Bergamo
- All the university canteens (where Erasmus students get a 42,7% discount by showing the card!)

In case you lose your U.S. Card you will have to:

- fill in the form Duplicato Tessera Magnetica U.S Card (available at the International Office)

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- pay € 35 through 'bollettino' (postal transfer) available at the International Office
- report the loss of your U. S. Card to Carabinieri or to a Police Station (Polizia)
- bring the payment receipt and a copy of your report to the Carabinieri/Police at the International Office. This will issue a new copy



In case of theft, it is not necessary to pay 35€ for a new copy.

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ITALIAN GRADING SYSTEM

At the end of every semester students have to take their exams. The exam is graded out of 30. The **minimum grade** is **18/30**, below this grade the exam is considered to be failed. The **maximum grade** is **30/ 30 or 30/30 cum laude** (with honours).

Here is a table illustrating the value of the grades compared to the ECTS scale.

30 con lode	Con lode (With honours and commendations)	A++
29-30	Ottimo (Excellent)	A+
	Molto Buono (Very Good)	A

27-28		
24-26	Buono (Good)	B
21-23	Soddisfacente (Satisfactory)	C
18-20	Sufficiente (Sufficient) 18 is the minimum grade for passing an exam).	D
0-17	Respinto (Fail)	F

If you have any queries regarding your courses, ECTS points etc., don't hesitate to contact your Department Erasmus Coordinator!

DEPARTMENTS and ERASMUS CO-ORDINATORS

SCHOOL OF **ENGINEERING**
 SCUOLA DI **INGEGNERIA**
viale Marconi 5 - 24044
DALMINE
 Erasmus Co-ordinator:
 Prof. **MARIA SOLE BRIOSCHI**
maria-sole.brioschi@unibg.it



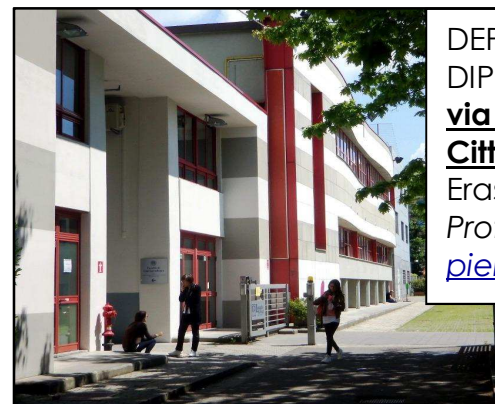
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 DIPARTIMENTO DI **SCIENZE**
ECONOMICHE Via dei Caniana 2 -
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 Erasmus Coordinator: Prof.
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francesca.magno@unibg.it

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 DIPARTIMENTO DI **SCIENZE**
AZIENDALI via dei Caniana 2 -
Bergamo, Città Bassa
 Erasmus Coordinator: Prof Mara
 Grasseni

E-mail: mara.grasseni@unibg.it

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DEPARTMENT OF **LAW**
 DIPARTIMENTO DI **GIURISPRUDENZA**
via G.B. Moroni 255 – Bergamo,
Città Bassa
 Erasmus Co-ordinator
 Prof. **Pierluigi Bizioli**
pierluigi.bizioli@unibg.it



DEPARTMENT OF **FOREIGN
LANGUAGES, LITERATURES
AND CULTURES,**

DIPARTIMENTO DI **LINGUE,
LETTERATURE E CULTURE
STRANIERE**

**piazza Rosate 2 - 24129 –
Bergamo, Città Alta**

Erasmus Co-ordinator:
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DEPARTMENT OF **HUMAN AND
SOCIAL SCIENCES** DIPARTIMENTO
DI **SCIENZE UMANE E SOCIALI**
**piazzale S. Agostino 2 – Bergamo,
Città Alta**

Erasmus Co-ordinator: *Paola
Gandolfi*

paola.gandolfi@unibg.it

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DEPARTMENT OF **BUSINESS MANAGEMENT**
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 DIPARTIMENTO DI **LETTERE, FILOSOFIA, COMUNICAZIONE**
via Pignolo 123 – Bergamo, Città Alta
 Erasmus Co-ordinator:
 Professor **Francesca Pagani**
francesca.pagani@unibg.it

GETTING AROUND – PUBLIC TRANSPORT

ATB is the bus service of public transport in the city of Bergamo.

- A ticket 'per la città' (tariffa A) can be bought at any newsagents' kiosk or tobacconist's and costs €1,50. It is valid for 75 minutes after the validation.
- You can also buy a slightly-cheaper-in-the-long-run multiple ticket: 1 carnet 10 rides (which costs € 11,50).
- With the same ticket you can also get a ride with 'funicolare' (the cable system which links Città Alta with Città Bassa). However, the best way to get around the city is by foot. The city is not very large, and full of splendid views.

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DEPARTMENT OF **HUMAN AND SOCIAL SCIENCES**
 DIPARTIMENTO DI **SCIENZE UMANE E SOCIALI**
piazzale sant'Agostino 2 – Bergamo, Città Alta
 Erasmus Co-ordinator:
 Professor **Paola Gandolfi**
paola.gandolfi@unibg.it

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You can also purchase a **monthly student bus pass** for €24 instead of €34.

HOW TO GET TO...?

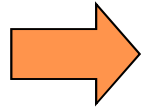
Città Bassa:

→ 1. Department of Law (via Moroni)

→ 2. Department of Management, Economics and Quantitative Methods (via dei Caniana)

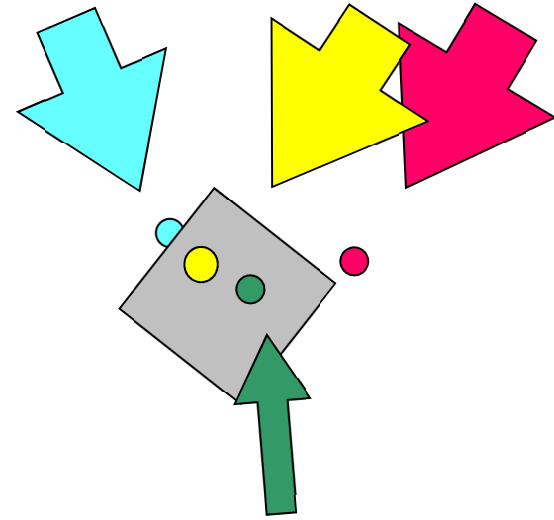
→ 3. International Office (via S. Bernardino 72)

→ Canteen, via dei Caniana 2



Take **bus number 5**

Every 15 min it leaves from Stazione and reaches Porta Nuova, Zambonate, **S. Bernardino, Moroni**



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Città Alta:

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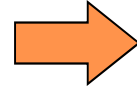
➡ 1. The Department of Human and Social Sciences (S. Agostino 2)

➡ 2. Department of Languages, Foreign Literatures (piazza Rosate 2)

➡ 3. Via Salvecchio (some classes for the Department of Languages are held there)

➡ 4. Via San Lorenzo (canteen)

➡ 5. Department of Letters and Philosophy and Communication Studies (Via Pignolo 123)



Take **bus number 1 A/B/ C or funicolare**, otherwise take a 30 min **walk** in wonderful surrounding



➡ 2) Canteen- via Pasubio 7

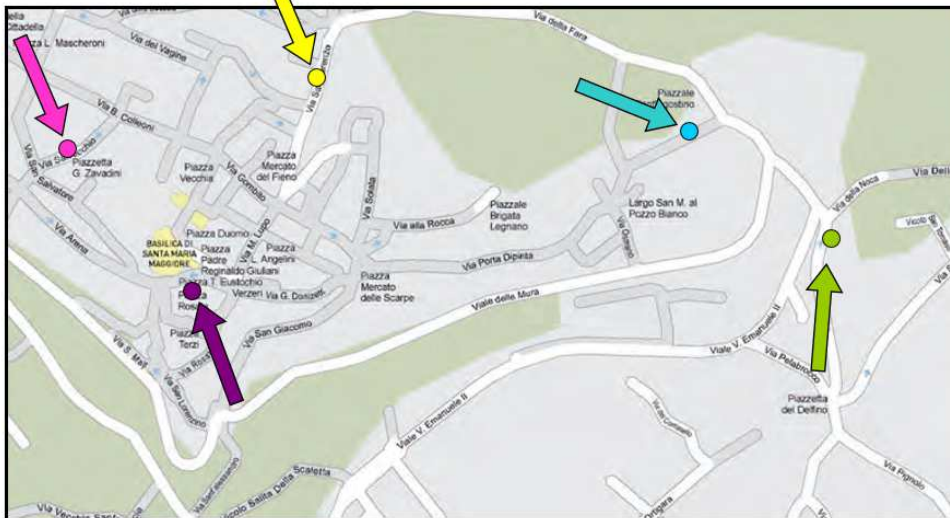


➡ 3) C.U.S. - via Verdi 56

For detailed hours and routes check on the [ATB website](#).

For further information and functions you can also download the app [ATB Mobile](#) directly from the APP store (for IOS) or Play Store (for Android).

There are hardly any free car parks in Bergamo. For most of them (light-blue parking lines) people have to pay an hourly tariff (1,80€).



Dalmine (**Bus no.5 or 10**):

➡ 1) Department of Engineering- Viale Marconi 5

UNIVERSITY FACILITIES

- **UNIVERSITY LIBRARIES**

The University of Bergamo's three libraries are the service points of a single library system.

Your department's library is the first and most important place where you can find a suitable environment for studying.

Humanities Library
P.le S. Agostino 2– 24129 BERGAMO
Desk tel: 035-2052977 e-mail: bibuma-desk@unibg.it
Reference Services and Interlibrary Loans
tel: 035-2052981 e-mail: bibuma-ill@unibg.it

Economics and Law Library:
Via dei Caniana,2—24127 BERGAMO
Desk tel: 035-2052527 e-mail: bibeco-desk@unibg.it
Reference Services and Interlibrary Loans
tel: 035-2052532 e-mail: bibeco-ill@unibg.it

Engineering Library:
Via Pasubio - 24044 DALMINE (BG)
Desk: tel: 035 -2052304 email: bibing-desk@unibg.it
Reference Services and Interlibrary Loans
tel: 035-2052331 e-mail: bibing-ill@unibg.it

Opening Hours

Humanities Library:
Monday - Friday 8:30-22:00 Saturday 8:30-12:30
Economics and Law Library:
Monday - Friday 8:30-19:30 Saturday 8:30-12:30
Engineering Library:
Monday - Friday 8:30-19:00

Even from home!

All the electronic resources of journals and databases are accessible through the Internet on the Servizi Bibliotecari homepage.



Your US Card functions also as borrower's ticket: use it at the desk when you borrow books

The services and resources of the other libraries are at your disposal as well: you can use them in person or, if you need a book or article, you can ask to have it sent to your own library. Near the International office, in via San Bernardino, there is the public library Biblioteca Tiraboschi.

Reading rooms offer quiet, comfortable study conditions, books and journals are mostly freely available on open shelving for immediate use, and can also be taken out on loan or photocopied. Numerous connection points for students' own lap-

top computers allow on-line access to further resources. There are also computer clusters in each Department.

- **DINING SERVICES**

University of Bergamo offers students low cost, full meals with a varied menu.

Canteens are open at lunch-time from **Monday to Friday**
From 11.50 a.m.
- 2.10 p.m.
Caniana Canteen Saturday
12 p.m- 1 p.m.

Erasmus students have 42,7% discount! Don't forget to show your U.S Card

Canteens are located in each department:

- via S. Lorenzo 11 - Bergamo Upper town (Foreign Languages and Literatures, Educational Studies, Humanities)
- via dei Caniana 2 - Bergamo (Economy and Law)
- via Pasubio 7 – Dalmine (Engineering).

Coffee Bars - The service is provided with administered prices, with no discounts applied by income bracket. They are located in

Via Pignolo, Sant'Agostino (Bergamo) and Engineering Campus (Dalmine).

Further details at the following webpage:

<https://en.unibg.it/services-facilities/facilities/dining-services>

- **CUS - University Sports Centre**

The **C.U.S.** organises and advertises sporting activities and events for the University of Bergamo. Students can practice sports and exercise. Some excellent sports equipment is available for their use.



It has 14,000 sqm of space, 4,000 of which indoors, with 2 playing fields (soccer, basketball, volley ball ...), 2 gyms where to practice fitness, aerobics, personal defence and martial arts, and changing areas (including sauna and Turkish Bath).

For info on opening hours, activities, how to get there etc.:

CUS BERGAMO WEBSITE <https://cusbergamo.it/>

Address: via Verdi 56 24044 - Dalmine (BG)

Tel: 035 2052328 / 035 372819

E-mail: cus@unibg.it

- **PROGETTO TANDEM – TANDEM PROJECT**



It is a free way of intercultural learning with a full autonomy of time and place. Students of different mother tongues practise and improve their competences in pairs. If you want to be in touch with Italian students in order to practise your Italian, you can join the TANDEM project.

The project is run by AEGEE-Bergamo. It provides all the University students with the opportunity to meet with native speakers from all around the world and to put their knowledge into practice.

For further information, please contact the language tutors at tutorcla@unibg.it



- **STUDENTS ASSOCIATIONS**

AEGEE

AEGEE (European Students' Forum) is the biggest interdisciplinary student association in Europe that promotes co-operation, communication and integration amongst young people in Europe. Today it counts 15.000 members, active in more than 240 university cities in 43 European countries.



AEGEE was founded in 1985 in Paris, and [thanks to the association](#), that persuaded in 1986 French President François Mitterrand to support funding for the Erasmus Programme, a compromise was worked out between European Member States and the programme was adopted. So, now, if you are here, it is also thanks to this "old" association!

In Bergamo AEGEE exists since more than 10 years and has a strong partnership with the University of Bergamo. During the year, we organize several activities for the hundreds of Erasmus that "invade" Bergamo!

With us you can watch movies in the original language once a week in a dedicated cinema, you can take part in cooking classes (Italian and Bergamo), sports tournaments (football, volleyball, basketball, etc.) and "aperitifs" where people can meet and learn each other mother tongue language.

Moreover, we organise hiking to the mountains and ski trips, an international dinner where everyone brings its typical food and drink from his country, guided tours of Bergamo and the most beautiful city in Italy (Milan, Venice, Florence, Rome, Verona, etc..) and, of course, several thematic parties!

You can keep in touch with us on [our website](#) or on [our Facebook page](#).

ERASMUS STUDENT NETWORK:



ESN in general:
Erasmus Student Network (ESN) is one of the biggest interdisciplinary student associations in Europe: it was born in 1989 and its aim is to support students that participate in exchange programs. ESN is present in more than 424 Universities from 36 countries and our network is constantly developing and expanding. In Italy there are 49 sections and ESN Bergamo is at its 2 years of life.

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ESN Bergamo: We are willing to help students from abroad to settle in our nice city and to know the Italian culture at its best! We help foreign students to know each other and to integrate with Italian students, we organize parties and trips all over Italy. Moreover, we are committed with serious programs such as Social Erasmus and Exchange Ability. We are all volunteers and we work to spread the European culture and to understand different ways of thinking!

ESN Bergamo
mail: bergamo@esn.it
web: [ESN Bergamo](#)

[Find us on Facebook](#) to be always up- to-date with our events

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programme prepared for Erasmus students like you!

FURTHER INFORMATION

Bergamo WI-FI: most of the popular areas of the city are covered by the Bergamo WIFI. It offers a free Wi-Fi connection at high speed and with no data limits. How to connect?

- o Text "Hello" using SMS to +39 3424035035
- o You'll receive a free SMS with your USERNAME and PASSWORD
- o Search for the free network "Bergamo WIFI" with your device
- o Connect using USERNAME and PASSWORD and start surfing with no data limits

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Visit Bergamo: This is a very useful webpage if you need further information about the city: what to see and what to visit. You can

find the webpage [here](#). You can eventually find the APP on the APP Store or Play Store.

I.A.T (Informazioni e Accoglienza Turistica) - Tourist Information

Points in Bergamo, are located:

- I.A.T Tourist Offices of Lower Town (at *Urban Centre*, Piazzale Marconi, near railway station), tel. +39 035210204
- I.A.T. Tourist Offices of Upper Bergamo (Via Gombito 13, at *Gombito Tower*), tel. +39 035242226
- Turismo Bergamo (Urban Center, Piazzale Marconi, near railway station), tel. +39 035230640
- Turismo Bergamo (Orio al Serio Airport, Arrivals Area), tel. +39 035320402

✓ TELEPHONE SERVICE:

In Italy country code from outside the country is 39. is **+39**
Area code (in Bergamo): 035

✓ EMERGENCY CALLS:

In Lombardy, there is now **one single phone number** you can call **for all the emergencies**. This is **112**. You can also download for free the app "**Where ARE u**" on your mobile phone. This allows you to signal your problem and also, thanks to the GPS, your position will be identified automatically. Emergency calls are free of charge from all phones. Hereby are the specific emergency phone numbers (but you can contact all of them just by calling only 112).

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- 122 Emergency
- 113 - Emergency Police Help Number (also ambulance and fire)
- 115 - Fire Department
- 116 - A.C.I. (Italian Automobile Club) road assistance.

- ✓ **POST OFFICE:** Bergamo's main post office:
Address Via Locatelli 11
Phone: +39 035 453 2211
Open hours: 8.30 am- 7 pm
(Monday- Friday), 8.30 am-12 pm
Saturday



- ✓ **TAXI:** Radio Taxi, tel. +39 0354519090

✓ THEATRES:

The **Gaetano Donizetti** Theatre is located in the city centre of the lower town. The closest bus stop is Porta Nuova. Students of the University of Bergamo can get a reduced rate on theatre tickets by showing their US Card when booking during show season at Teatro Donizetti in Bergamo.

Many performances, shows and concerts are held at **CREBERG TEATRO Bergamo** (via Pizzo della Presolana). You can get there in 15-20 minutes by bus (number 7 or 8 from the station).

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F.A.Q.

1. Can I be picked up at the airport?

The University of Bergamo does not provide the pick-up service. However, depending on the date and time of your arrival, we will

try to arrange for an ex-Erasmus student or a member of the AEGEE /ESN in Bergamo, to pick you up or meet you at the office.

2. Where can I buy some food just after my arrival?

The supermarkets in Bergamo (Esselunga, Auchan, Coop) are open every day. Usually, Monday- Saturday (8.00- 21.00) and Sunday, from 9.00 until 14.00. Check the websites (orario di apertura) to be up-to-date.

3. Where can I find lockers to leave my luggage, in case I need it after my arrival?

In Bergamo city, lockers can be found in two places:

- 1) Urban Center, bus station
Opening hours: Monday to Saturday from 8 a.m. to 7 p.m.
Sunday from 9 a.m. to 7 p.m. to leave luggage.
24/24h to collect luggage.

- 2) [Caravaggio Airport](#):
Arrivals area
€ 4,00 per item per day

4. Is it safe to drink water?

Thanks to the mountains, it is safe to drink water from the tap in Italy. Also, in the city you can find public fountains where water is

clean and safe. You can easily stop to take a drink instead of carrying a bottle of water around.

5. Where can I buy medicines in case I need it?

In Italy you can buy medicine at any 'Farmacia' (Chemistry), where you can find prescription drugs as well as over the counter drugs. Bergamo's chemists are open from Monday to Friday from 8.30 am to 12.30 pm and from 3.30 pm to 7.30 pm. Addresses of chemists are open all day long or/ and during weekends are posted on the pharmacies.

6. How can I improve my Italian?

There are many opportunities for you to improve your Italian. There are [Italian language University courses](#) organized for

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exchange students. The Intensive Courses take place at the beginning of each semester. Moreover, you can be part of TANDEM Project, initiative designed for students to practise new language with university fellows.

7. Where can I go shopping?

The main shopping streets in Bergamo are located in the Città Bassa: via Sant'Alessandro, via XX Settembre and via Torquato Tasso. In the città Alta you can also find some nice shops in via Colleoni. The bigger shopping centre is OrioCenter which is located in front of the International Airport of Orio al Serio.

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<https://logistica.unibg.it/PortalePlanning/UNIBG-servizi/index.php>

Or

E-mail:

Annamaria:

anna-maria.di-marco@unibg.it

Milena:

milena.plebani@unibg.it

[Website](#)

UFFICIO PROGRAMMI INTERNAZIONALI & INTERNATIONAL OFFICE STAFF

Location: via S. Bernardino 72/e 24127 – Bergamo

Office hours:

Monday to Friday 10.30-12.00 AM

Monday and Wednesday 14.00-15.00 PM

Tel.: +39 035 2052293

Contact: Arrange an appointment with the International Office's Staff through booking service:

The International Office is located **via S. Bernardino, 72** just off the via dei Caniana building. If you find the gate closed, please ring the door bell with "Università BG" written on it. Our office is on **2nd floor- right- at the end of the corridor on the right.**



Erasmus Coordinators

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INCOMING STUDENTS ADVISORS

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Dott.ssa Milena Plebani
milena.plebani@unibg.it

Dott.ssa Blerta Topalli
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Erasmus Traineeship

Sig.ra Giovanna Della Cioppa
[giovanna.della-
cioppa@unibg.it](mailto:giovanna.della-cioppa@unibg.it)

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Milena Plebani
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ICM – International Credit

Mobility:

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____Dott.ssa Sophie Mangili
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Dott.ssa Valentina Ratta
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Staff manager and International Coordinator

Dott.ssa Elena Gotti
elena.gotti@unibg.it

ABOUT THE AUTHOR:

This guide was realized in the framework of the Erasmus Placement programme. Below are some words from its author, Aleksandra Zieba, and Marta Maffioletti who updated it.



Education and Culture DG

Lifelong Learning Programme

Hello! I am a Polish student from KUL in Lublin (PL) and carried out my Erasmus placement at the International Office of the

University of Bergamo, where among my duties I was also in charge of the guide you have just read. I have stayed for a

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whole semester and I was enthusiastic about my experience. It was a great opportunity for me to get to know a culture in

depth and to learn to work in a foreign language: I feel I have learnt so much and it seems to me that time has flown! Realising this guide was a long, demanding task as I had to retrieve a lot of information about the city and then organise it into a text and a graphic layout. I had no previous experience of this sort of job, but in the course of it I realised I really liked it! That is just one of the many things my internship has allowed me to find out.

I also found out that Bergamo and its University are a great place to be and study, and I am already looking forward to coming back.

For this reason, I am very grateful for the opportunity the Erasmus Placement programme has offered me. I hope many of you will also take this chance and start their international adventure.



Hi! I am an Italian student at the University of Bergamo who studied at The University of Manchester for one year thanks to the Erasmus+



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Programme. I got my Undergraduate degree in 2013 in Foreign Languages and Foreign Literatures and I am writing my postgraduate dissertation at the moment. I have updated and added information to this guide as part of the internship I am having at the International Office. I have tried to add as many useful information as possible so that foreign students can better understand how things work at this University where I have studied for four years now. Being an Erasmus student, myself has made me aware of some issues people would normally take for granted and, inspired by the arrival guides I received before going to Manchester, I tried to further develop the guide Aleksandra created. I am always impressed by how beautiful Bergamo is, especially “Città Alta” where the Department of Foreign Languages is located. I hope all the students can enjoy their stay here and make the most of it!