



**UNIVERSITÀ
DEGLI STUDI
DI BERGAMO**

Guide for Exchange students

2020/2021

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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 Specialization Programs
- well organised work placement through the Student Placement Office.

The consolidation of scientific activities which is reached 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 + 1 school of Engineering

18 bachelor programmes

23 masters' degree courses

2 five-year Degree

9 Master's degrees taught in English

23.000 enrolments, including 1500 foreign students.

200 incoming Exchange students

350 professors and researchers

230 administrative staffs

* in academic year 2019/2020

BEFORE YOUR ARRIVAL



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

Documents to prepare to complete the application procedure:

First and foremost, you have to make sure that all necessary documents are collected and send them to the International Office. To complete the application procedure as an Erasmus/ Exchange student at the University of Bergamo you will be requested to collect documents mentioned below which have to be sent by your Home University.




1. The application Form and 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 certificate of Exchange/Erasmus status and grant assigned, issued by Home University;
4. a copy of adequate health insurance for non EU students or European Health Insurance Card (or equivalent) for EU students;
5. a copy of your passport;
6. one passport-size photo (to be attached directly on the application form)
7. A document stating the level of Italian (or English if applicable) competence issued by your home University



Students are required to fill in, submit and print out the online application

- 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](#).



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.



ONLY AFTER Exchange/Erasmus students receive the aforementioned **notification email** received from the International office in August, they will be told that there are THREE IMPORTANT THINGS to do to **finalize their registration** by the 30th August 2020:

1. FILL IN the TRAVEL FORM you will find attached to the email
2. Email the Office a passport-size photo in a .jpeg format
3. [Pre-register 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 organized and will be able to manage all the arrivals in the best way possible.

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

Example:
Nome utente: m.chamas

▪ 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 possible only through the online platform.

How to apply?

Accommodation applications are open:

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

Before you apply, please make sure you have first completed the Admission/ Registration procedure and emailed all relevant forms to the International Relations Office (see page 5). You will not be able to access the Accommodation Service, unless the required documents have been completed.

After that, you may request for your login and password by filling in the "Form on-line". Only then, you can enter the database and see all available rooms provided with descriptions, pictures and prices.

You can choose in what kind of room you would like to stay (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](#)

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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 of € 300,00 to be refunded at the end of tenancy. Rents are to be paid to the owners monthly, at the beginning of each month. The contract registration fee is approximately € 100,00. Before departure students are required to pay the owner a final cleaning charge of € 30,00.

▪ **Private 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 after 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
<https://www.ostellodibergamo.it/en/>

Central Hostel BG

□ Via Ghislanzoni 30, 24122 Bergamo

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

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Contacts

Accommodation Service

via Moroni, 255

24127 Bergamo

T +39 035 205 2511

F +39 035 205 2614

accommodation.servic...

Office opening

Monday, Wednesday,

Friday

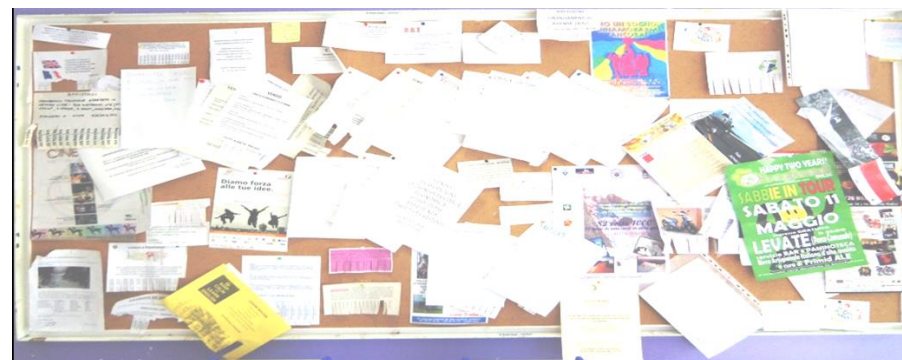
10:00 - 12:30

Tuesday, Thursday

14:30 - 17:00

F

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

▪ VISA AND HEALTH INSURANCE FOR INCOMING STUDENTS:

EU STUDENTS:

1. EU students should have a valid **passport** and after reaching Bergamo must apply for **Codice Fiscale**.

2. HEALTH INSURANCE:

EU students should bring with them the European **Health Insurance Card**

- If you need to see a GP, you can check on the doctors and clinics closer to where you live. :

http://www2.asl.bergamo.it/portale/anagraficamedici.nsf/elenco_medici

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"), or go to: BERGAMO, Via Borgo Palazzo, 130 (Yellow building 6D).

Please let the International office know if you have any problems and the staff will do its 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 STUDENTS:

1. VISA

Non EU students leaving 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.

2. Non EU student living in an EU country has 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.

3. Non EU students must apply for residency (**Permesso di soggiorno**) within 8 days of arrival (see page: 19)

3. HEALTH INSURANCE

Non EU students may choose one of the following options:

- 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.
- At their arrival purchase a health insurance policy with the Italian National Health Service.
.This guarantees full healthcare coverage as provided by the 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 Iscrizione Volontaria al S.S.N. - Servizio Sanitario Nazionale - The National Health Service.

HOW TO GET 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 (or the receipt you obtained at the Post Office)
- 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").

- Lease contract or "DICHIARAZIONE DI OSPITALITÀ". The "Declaration of hospitality" is a document stating the address where you live or the copy of the housing contract (ask it to the owner of the apartment or Diritto allo Studio office for those living in students' Hall).

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 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. Office hours: 08.30 a.m. to 1 p.m.

Or write to: scelgoilmedico.bg@asst-pg23.it

Further information will be provided by the International Office.

▪ ITALIAN LANGUAGE COURSES:

Incoming students should have a knowledge of Italian (B1) 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.

INTENSIVE ITALIAN LANGUAGE COURSE

1st semester (September 2018)

- 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.**

All courses are free of charge, but students are required to buy a coursebook.

GENERAL ITALIAN LANGUAGE COURSE (60 hrs)

During the semester

- ➔ 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 . Students

➔ All Exchange/ERASMUS students who would like to take the General courses are obliged to take an **ASSESSMENT/ENTRY TEST** in order to determine their proficiency at the beginning of the semester.

➔ At the end of each course, students will receive a certificate of attendance.

In addition, students attending at least two-thirds 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

- Special Semester courses
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.

➔ Students may enrol in ONE General Course of Italian Language per semester + Business Language Course **or** the Writing Skills Course **or** the Italian Culture Course or Developing argumentation and Communication Skills (only in the second semester), in addition to the Intensive Language Courses.

These courses are FREE OF CHARGE, but students are required to buy a coursebook.

For further information and application procedures please write infocis@unibg.it or check <https://ccl.unibg.it/it/cis-italiano-stranieri/presentazione>

If students take the final exams will be assigned 5ects credits per semester for the Language course.

The grade will be included automatically in the final transcript.

Please note that the University of Bergamo requires a B1 level of Italian language given that classes are mainly taught in Italian.

If you don't have the required level, you can attend a

SUMMER INTENSIVE LANGUAGE COURSE

which also offers cultural and recreational activities.

For further information (dates, fees etc.), please click [here](#).

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 60km 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).

ORIO AL SERIO Airport

Probably the best option for you is to fly directly to Bergamo.

The [ORIO AL SERIO Airport](#) is approximately 5 km from the city centre and 45 km from Milan. It is connected to many Italian and European destinations, and is known for its large number of low- cost airlines.

- A [Shuttle Bus Service](#) is available every 30 minutes and tickets can be bought at the airport (€2.40 for a single ticket into town).
- You can also get a taxi (035/4519090 and 3540136)

MILANO LINATE Airport

If you cannot find a flight to Bergamo airport, we advise you to get a flight to [MILANO LINATE Airport](#), located 7 km from Milano centre (not Milano Malpensa which is 45 km from Milan). You will then need to get from Linate airport to Centrale Station Milano for a train to Bergamo (we suggest you go to Lambrate Station as it is a shorter ride). In order to do so:

- either buy a bus ticket for STAZIONE CENTRALE at the [STARFLY](#) near Arrivals.
- take a taxi at the arrivals: apprx price from the airport to Milano centre, €30,00.

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 longer:

- the best option is to take the [ORIO SHUTTLE](#) which goes from Malpensa to Orio al Serio Airport, or directly to the city of Bergamo (Via Furetti, 17). One ticket costs €20,00 and the journey takes 2 hours. There are seven daily runs from Monday to Friday, three daily runs on Saturday and holydays.
- Otherwise, you can take the [Malpensa Shuttle AIR PULLMAN](#) to Milan "Stazione Centrale". Departures are every 20 min. A ticket costs €10.
- From Milano Stazione centrale to Orio al Serio airport ORIO SHUTTLE a ticket costs €5,00.
- Another – less convenient – solution (too many connections involved), is to take the [Malpensa Express Train](#) that leaves every 30 minutes (terminal 1- Floor 1) to Milano **Cadorna Railway Station**. Then, from there, the underground either to Lambrate Railway Station or to Milano Stazione Centrale, before getting a train for Bergamo.

Taxis are quite expensive. You can get one at the Arrivals (approximately €90,00 to go to Milano Stazione Centrale)

▪ WHEN TO ARRIVE AND WHAT TO BRING

It is important that you arrive with plenty of a 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.

TOP TIPS ☺

➡ **BANK:** Open a bank account in your country that does not charge you for transactions in other countries!

Otherwise, be prepared to open a local account. If needed, at University (via dei Caniana) there is a branch of Banca Popolare di Bergamo; near the International Office there is Banca Intesa.

➡ 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

▪ **PRE- DEPARTURE CHECK- LIST:**

FOR EU STUDENTS:



Tick the boxes on the check list below once you have completed each tasks:

- ☐ Send an email to incoming@unibg.it to confirm your arrival attaching the **Travel Information Form**
- ☐ Take a valid **Passport**
- ☐ Take the **European Health Insurance Card** for medical assistance, or other forms or insurance documents required
- ☐ Secure adequate **accommodation** (to avoid time consuming house searching)
- ☐ Take passport-sized **photographs** (for documents to be issued in Italy)
- ☐ Take any document which may be helpful when opening a bank account
- ☐ Take a **document stating the level of Italian** (or English if applicable) competence issued by your home University.

FOR NON EU STUDENTS:



- ☐ Send an email to confirm your arrival and arrange an appointment with the International Office's Staff.
- ☐ Take a valid Passport
- ☐ Arrange a 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
- ☐ A document stating the level of Italian (or English if applicable) competence issued by your home University.

After your arrival



• **ARRIVAL PROCEDURE STEPS:**

1. Make sure you have finalized your registration. You also have to meet with the International Office staff; **Due Covid-19 emergency the appointments are suspended. We will inform you by email.**

2. CODICE FISCALE

All exchange students must get the 'codice fiscale' from AGENZIA DELLE ENTRATE DI BERGAMO.

Codice fiscale is necessary to sign any accommodation contract or to open a bank account. All Exchange students must go to the office and bring the following documents:

- a copy of the passport or ID (and the original one as well to show, in case)
- the confirmation as Erasmus /Exchange students issued by the University of Bergamo
- application form completed

NON EU students must bring to the office:

- copy of passport (first page and page of Visto)
- the confirmation as Erasmus/ Exchange students issued by University of Bergamo (Erasmus Office)
- completed application form

AGENZIA DELLE ENTRATE:

Address: Via Bonomelli, 1/3, 24122 Bergamo

Tel : 035/22 79 211

Office hours:

Monday- Friday 8.30-12.30

Tuesday- Thursday (14.00- 16.00)

3. PERMESSO DI SOGGIORNO

(compulsory only for not EU students)

Only NOT EU Students must apply for the Residence Permit 'Permesso 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:

- 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
- 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

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Then students have to go to the Post Office with the appropriate documents (without closing the Yellow Envelope called KIT) and be ready to pay by cash around 80€:

- 27.50 € to send the issue of electronic permit,
- 30 € for the application to be send

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).

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

4. 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).

Studying And living



▪ **ACADEMIC CALENDAR:**

□ 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:** from 24.12.2020 to 06.01.2021

- **Easter holidays:** from 01.04.2021 to 07 .04.2021

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)

SUBMIT YOUR LEARNING AGREEMENT

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

Each department has its own deadline when the Definitive Learning Agreement must be submitted to the International Office. 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** **28**

beginning of classes, the Definitive Learning Agreement cannot be changed!

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



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...

>INSEGNAMENTI

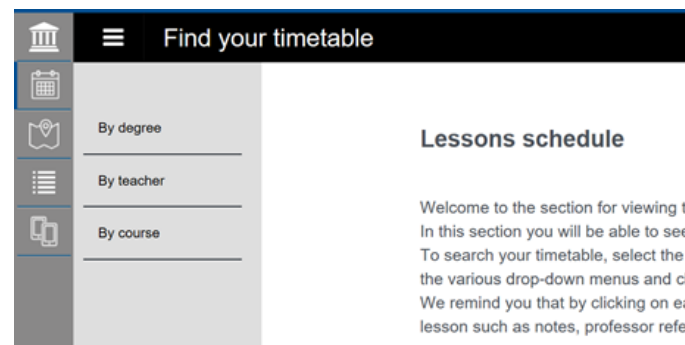
Insegnamenti attivi a.a. 2020-2021 (It might not be available yet, you can find the 2019/20 ones)

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 composte** (compounded courses). Compounded courses consist of 2 or more subjects, and the number of credits is appropriately higher.

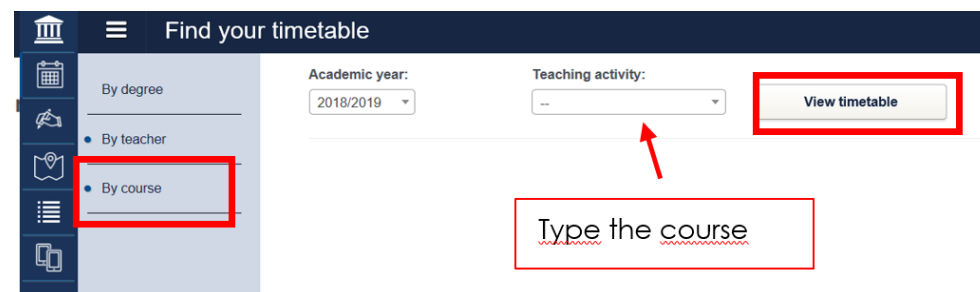
→ Further information about the timetables and exams - ORARI LEZIONI ED ESAMI:

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



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.



→ information about **professors's office hours**- Orari Ricevimento Docenti:

www.unibg.it > CONTACTS (on the top-left corner)>

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



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.

EXAMINATIONS

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How to register for exams?

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



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** "**Sportello Internet**" **to take exams**. You can register for the exams **until 5 days before** the exam date.

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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 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 Bergamo until the end of the exam session.

PLEASE TAKE ADVANTAGE OF ALL THE "APPELLI D'ESAME" AVAILABLE BEFORE YOU LEAVE – avoid having to come back!

▪ **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!!!**

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 (with glossary and script transcription), videos and documentaries, television recordings
- Music CDs (the video library currently holds more than 1,000 titles).

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](#)

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▪ **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 you 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 in the International Office)
- ➔ pay € 35 through 'bollettino' (postal transfer) available at the International Office
- ➔ reporting the losing of your U. S. Card to Carabinieri or to a Police Station (Polizia)

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- ➔ 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.

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 grades 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 comparing to ECTS scale.



DEPARTMENTS and ERASMUS CO-ORDINATORS at the University of Bergamo

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

30 con lode	Con lode (With honours and commendations)	A++
29-30	Ottimo (Excellent)	A+
27-28	Molto Buono (Very Good)	A
24-26	Buono (Good)	B
19-23	Soddisfacente (Satisfactory)	C
18	Sufficiente (Sufficient) This is the minimum grade for passing an exam).	D
0-17	Respinto (Fail)	F

DEPARTMENT OF **LAW**
DIPARTIMENTO DI **GIURISPRUDENZA**
via G.B. Moroni 255 – Bergamo, Città Bassa

Erasmus Co-ordinator

 Prof. **SILVIO TROILO**

silvio.troilo@unibg.it

DEPARTMENT OF **MANAGEMENT, ECONOMICS AND QUANTITATIVE METHODS**

DIPARTIMENTO DI **SCIENZE AZIENDALI, ECONOMICHE E METODI QUANTITATIVI**

via dei Caniana 2 - Bergamo, Città Bassa

Erasmus Coordinator: 

Prof. **MARIAFRANCESCA SICILIA**

mariafrancesca.sicilia@unibg.it



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

Erasmus Co-ordinator

 Prof. **ILARIA CASTELLI**

ilaria.castelli@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:

 Professor **IVANA ROTA**

ivana.rota@unibg.it



DEPARTMENT OF **LETTERS, PHILOSOPHY AND COMMUNICATION**
AREA DIDATTICA DI **LETTERE FILOSOFIA E COMUNICAZIONE**
via Pignolo 123 - 24121 – Bergamo, verso Città alta

Erasmus Co-ordinator:

 Prof.ssa **FRANCA FRANCHI**

franca.franchi@unibg.it



SCHOOL OF **ENGINEERING**
SCUOLA DI **INGEGNERIA**
viale Marconi 5 - 24044 DALMINE

Erasmus Co-ordinator:

 Prof. **MARIA SOLE BRIOSCHI**

maria-sole.brioschi@unibg.it



GETTING AROUND – PUBLIC TRANSPORT

ATB is the buses 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 €1,30. It is valid for 75 minutes after the validation.

- You can also buy a slightly-cheaper-in-the-long-run multiple ticket: '1carnet 10 corse' (for 10 rides) which costs €11,50. Once validated it lasts 75'. 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.

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

HOW TO GET TO...?

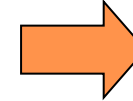
Città Bassa

→ 1. Department of Law (via Moroni)

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

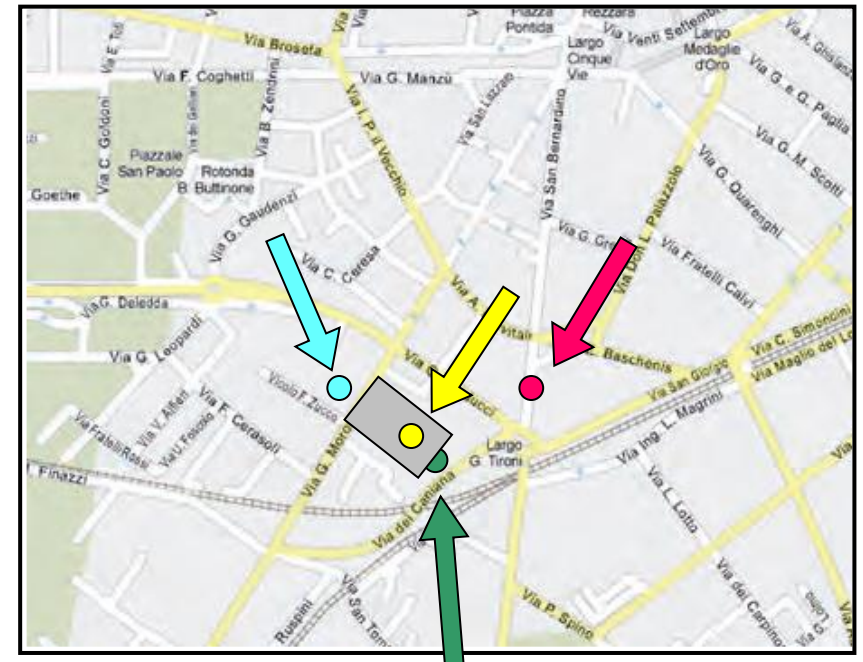
→ 3. International Office (via S. Bernardino 72)

→ Canteen, via dei Caniana 2



Take **bus number 5**

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



Città Alta:

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

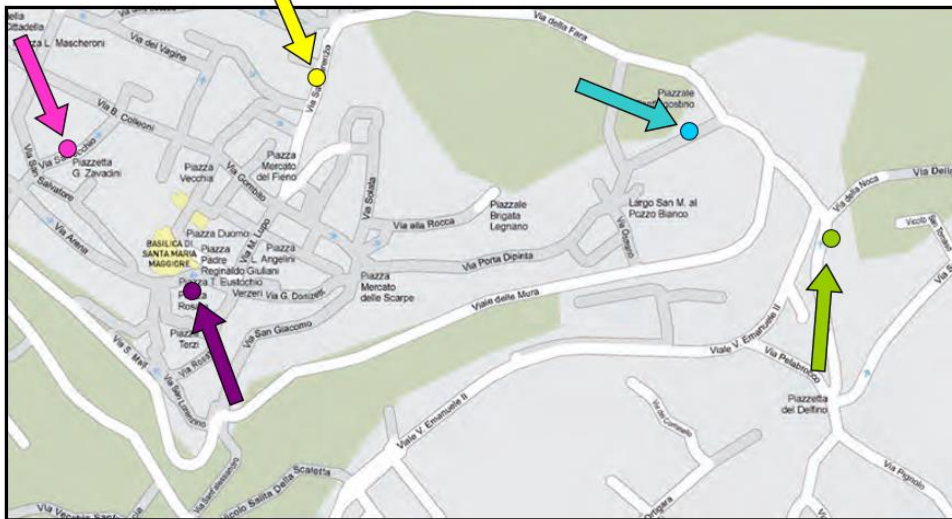
➡ 2. Department of Languages, Foreign Literatures (piazza Rosate 2)

➡ 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



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

➡ 1) Department of Engineering- viale Marconi 5

➡ 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€).

→ BIKE SHARING

In Bergamo there is a bike sharing service called "La BiGi". After filling in the form and paying the 20€ annual fee, people will be given a card by means of which they can get the bikes available in 22 different locations (ciclostazioni) in Bergamo. The first 45mins ride are for free. Further details are available [here](#).



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.



A survival guide is available [here](#).

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

Dining Services

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.

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

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

→ Are located in Via Pignolo, Sant'Agostino (Bergamo) and Enginering 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 practice 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 our association](#), that persuaded in 1986 French President François Mitterrand to support funding for the Erasmus Programme, in the next few months a compromise was worked out between European Member States and the

programme was adopted. So, now, if you are here, is even 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 organize 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.

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

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 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?

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

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 (I. A. T) - 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).



- ➔ 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).

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: **54**

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. Like all the rest 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 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. **55**

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

Office hours:

Tue 10.00-12.00 14.00-16.00

Thu 10.00-12.00 14.00-16.00

Tel.: +39 035 2052293

E-mail:

Annamaria:
anna-maria.di-marco@unibg.it

Milena:
milena.plebani@unibg.it

[Website](#)

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.

**UFFICIO PROGRAMMI INTERNAZIONALI &
INTERNATIONAL OFFICE STAFF**

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.**



<p>Dott.ssa Seila Canova seila.canova@unibg.it <u>OUTGOING student officer</u></p>	<p>Staff manager</p> <p>Dott.ssa Elena Gotti elena.gotti@unibg.it</p>
<p>Department of Economics</p>	<p>Sig. Daniele Valsecchi daniele.valsecchi@unibg.it <u>OUTGOING student officer</u> Department of Law</p>
	<p>ria di Marco marco@unibg.it <u>INCOMING student officer</u> International Students</p>

<p>Sig.ra Giovanna Della Cioppa giovanna.della-cioppa@unibg.it <u>Erasmus Traineeship</u></p>	<p>Dott.ssa Milena Plebani milena.plebani@unibg.it <u>INCOMING student officer</u> <u>All Departments except for Economics</u></p>
	<p>Dott. Marco Donizetti marco.donizetti@unibg.it <u>OUTGOING student officer</u> Department of Languages</p>

Erasmus Coordinators

■ 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.

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 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 allc



Education and Culture DG

Lifelong Learning Programme

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+ 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!

