



University of Bergamo -ITALY

KEY DATA SHEET - Academic year 2019/2020

Name of the University Erasmus code Erasmus Charter for Higher Education N° Webpage Homepage for Incoming Students	Università degli Studi di Bergamo / University of Bergamo I BERGAMO 01 ECHE n. 29286 www.unibg.it
Vice –Rector and Institutional Coordinator for International Programs	Prof. Matteo Kalchschmidt
Postal Address of INTERNATIONAL OFFICE	University of Bergamo INTERNATIONAL OFFICE Via dei Caniana, 2 -24127 – Bergamo ITALY
Webpage Homepage for Incoming Students	https://en.unibg.it/global/students-exchange/erasmus-incoming-students
INTERNATIONAL OFFICE Contact Persons	STAFF MANAGER and International Coordinator Elena Gotti Head of International Office: Paola Riva ERASMUS and EXCHANGE PROGRAMMES INCOMING STUDENT ADVISORS: email: incoming@unibg.it Milena Plebani e-mail: milena.plebani@unibg.it Anna Maria Di Marco e-mail: anna-maria.di-marco@unibg.it Tel. +39 035 2052.293 BILATERAL AGREEMENTS : Rita Ferrari Tel +39 035 2052 428 email: rita.ferrari@unibg.it OUTGOING STUDENTS ADVISORS: email: relint@unibg.it Marco Donizetti Tel. +39 035 2052831 marco.donizetti@unibg.it Seila Canova Tel. +39 035 2052833 seila.canova@unibg.it Daniele Valsecchi Tel. +39 035 2052468 daniele.valsecchi@unibg.it TS Mobility and ERASMUS TRAINEESHIP: Giovanna Della Cioppa Tel. +39 035 2052832 email: giovanna.della-cioppa@unibg.it
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APPLICATION PROCEDURES and ADMISSION DOCUMENTS	
Nomination Deadlines	Email Nomination (Winter Semester) : May 15 th Email Nomination (Spring Semester) : October 15 th
Application deadline	<u>Autumn semester</u> : 15 th June - from March to 15 June. <u>Spring semester</u> : 01 st November - from March to 01 November
Link to the application form and INCOMING Section	https://en.unibg.it/global/students-exchange/erasmus-incoming-students
Application documents	<ol style="list-style-type: none"> 1. The online application form signed by the student and by Erasmus coordinator at the Home Institution 2. Transcript of records issued by home University in English- with stamp and signature from the International Office 3. A document stating the Exchange/Erasmus status issued by home university. 4. Copy of passport or Identity Card 5. Copy of the EU Health Insurance Card (non EU applicants must have a private health insurance valid in Italy for the whole study period abroad) 6. *Learning Agreement * (please read below) 7. One passport-size photo (attached directly on the application form)
Language certificate requirements: Students can check their language level here: Self-Assessment Grid (CEFR)	<p>8.A) Proof of Italian language Proficiency (A2 level). This could be an official letter from a language instructor at student's home university stating that student's Italian skills are sufficient to study abroad. <u>It is highly recommended that students have at least a basic level of Italian (A2) before coming to our university, since our classes are taught mainly in Italian.</u> In addition, they are encouraged to take the Intensive Italian Language course at the beginning of September or during the summer.</p> <p>8.B) Proof of English proficiency (B1 level).</p>
VISA requirements and RESIDENCE PERMIT	NON EU students must have a valid VISA Entry. In May, the international office will issue and send an official invitation letter to Partner University once received the Application Form signed. Students should start the Visa procedure at the Italian Consulate as soon as they receive the Invitation letter. Once in Italy students have to apply for a residence permit after their arrival in Bergamo. For further details please refer to the webpage Incoming section (see above)
INSURANCE	We strongly recommend to all our exchange students from non -EU countries to arrive with adequate health insurance and for the whole duration of their study period abroad. Please note that the Travel Insurance is not enough. For further details please refer to the webpage Incoming section (see above)
HOUSING INFORMATION	<p><u>After 15 June</u>, students nominated as Exchange/Erasmus students (for the winter semester) can require the password to access to the webpage and book a room. Monthly rent 350 euros (a single room). <u>After 01 November</u> (for students coming for the Spring Semester).</p> <p>ACCOMMODATION OFFICE Tel.: +39 035 2052 511 e-mail: accommodation.service@unibg.it</p>

GENERAL INFORMATION	
Semester dates	<p><u>Winter</u> semester : from September to February <i>Lecture period: mid September- to mid December</i> <i>Winter Exam session :from January to mid February</i></p> <p><u>Spring</u> semester : from February to May/June <i>Lecture period: mid February to mid June</i> <i>Summer Exam session: from mid-June to end of July</i></p>
Course Catalogue for each department (language of Instruction Italian)	<p>https://www.unibg.it/studia-noi/frequentare/elenco-insegnamenti The up-to-date course catalogue will be available in July. Students can have a look at the current course catalogue to see what courses are usually offered. Students must choose at least 50% of their courses in the department stated in the institutional agreement.</p>
List of courses taught in English (for each department)	<p>English taught subjects: https://en.unibg.it/study/attendance/courses-list</p>
Workload per semester/year	<p>On the basis of ECTS credits: 1 full academic year : 60 credits One semester : 30 credits</p>
Orientation/Welcome day: Introduction to the University study system;	<p>We request that students arrive at least one week before the start of lectures in order to enrol and attend the Orientation day. Our Orientation day is mandatory and includes: (introduction to the study system and campus tour) Check academic calendars for exact dates.</p>
Italian Grading system	<p>The exam is graded out of 30. The minimum grade is 18/30 , below this mark , exam is considered to be failed. The maximum is 30/30 or cum laude (with honours).</p>
Academic calendars for each departments	<p>https://en.unibg.it/global/students-exchange/erasmus-incoming-students . 2019/2020 Academic calendar will be published soon.</p>
International Language Courses – organized by the CCL (University Language Centre)	<p>Students who want to take Foreign Languages Courses. They must attend and study the lectures called “ADD” practical classes + the MAIN Lecture, as well. Please refer to https://en.unibg.it/study/need-our-help/foreign-languages</p>
Italian Language Courses offered by CIS (Italian Language Centre)	<p>We require that students taking courses in Italian have at least A2 Level according to the CEFR when they start and study at UNIBG. However, we expect the home university to make sure their students have the required language proficiency. During the semester students can improve Italian attending the General Italian Courses. Different levels are offered and last the whole semester. 5 credits will be achieved if students take the exam. They are free of charge. https://www.unibg.it/studia-noi/ti-aiutiamo/apprendimento-linguistico/corsi-italiano-stranieri-cis/corsi-italiano</p>
Intensive Italian Language Courses	<p>One or two weeks before the semesters start, Preparatory Courses are designed for beginners. No credits are assigned for taking these courses. For further details: https://www.unibg.it/studia-noi/ti-aiutiamo/apprendimento-linguistico/corsi-italiano-stranieri-cis/corsi-italiano</p>

THE LEARNING AGREEMENT	
LA -Before Mobility	<p>During the summer time, students will be informed as soon as the new Course Catalogue is ready. Students will be able to fill in and send the proposed learning Agreement before mobility- duly signed and approved by Home University.</p>
LA -During Mobility	<p>After their arrival students can modify their Learning Agreement. Students have three weeks to change their Learning Agreement.</p>

