



Universidad
del País Vasco

Euskal Herriko
Unibertsitatea

GIPUZKOAKO
INGENIARITZA
ESKOLA
ESCUELA
DE INGENIERÍA
DE GIPUZKOA

EXCHANGE STUDENT GUIDE

Faculty of Engineering, Gipuzkoa
Eibar

www.ehu.eus

EXCHANGE STUDENT GUIDE

FACULTY OF ENGINEERING, GIPUZKOA (EIBAR)

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FACULTY OF ENGINEERING, GIPUZKOA (EIG)- Eibar

Name of the Institution	University of the Basque Country (UPV/EHU)	
ERASMUS Code	E BILBAO01	
Faculty	Faculty of Engineering, Gipuzkoa, Eibar section -Escuela de Ingeniería de Gipuzkoa (EIG), sección Eibar	
Address	Faculty of Engineering, Gipuzkoa. Eibar section Avenida Otaola, 29 20600 Eibar (GIPUZKOA)-Spain Google maps	
Website	https://www.ehu.es/web/gipuzkoako-ingeniaritza-eskola	
International Relations	Dr Francisco Javier Asensio (Academic Issues) Coordinator for International Exchange programs Vice-Dean of Academic Planning Tlf: + 34 943033014	Ainara Sánchez (Administrative issues) Administrative Support Officer Tlf: +34 943033111
	Email: gie-eibar.international@ehu.es	
Undergraduate Programmes	Degree in Renewable Energy Engineering	
Subjects taught in English	https://www.ehu.es/es/web/gipuzkoako-ingeniaritza-eskola/ingelesezko-ikasgai-eskaintza	
English Friendly Courses	https://www.ehu.es/es/web/nazioarteko-harremanak/eleoniztasun-plana-english-friendly-courses	
Application Deadlines	ERASMUS+ Exchange students: - Whole academic year (September to June/July): June 30 - First semester (September to January): June 30 - Second semester (January to June/July): November 30	Latin America & Other destinations - Whole academic year (September to June/July): 30th April - First semester (September to January): 30th April - Second semester (January to June/July): 31st October
Useful Links	-Spanish-Basque courses: https://www.ehu.es/en/web/nazioarteko-harremanak/en-spanish-basque-courses -Planning your stay https://www.ehu.es/en/web/nazioarteko-harremanak/en-planning-your-stay -Grading System: https://www.ehu.es/en/web/nazioarteko-harremanak/en-grading-system-information	
Useful maps	Map of Campus of Gipuzkoa.	

1. BEFORE COMING TO EIG - Eibar

1.1 Exchange Agreement

If you are interested in coming to the Faculty of Engineering, Gipuzkoa (EIG), Eibar section, the first step is to confirm that there is a student exchange agreement between the UPV/EHU and your university, and that it includes our Faculty.

Contact with the International Relations Office of your University to check it.

1.2 Academic offer for Exchange Students

This is the Undergraduate Program offered in our Faculty:

- [Degree in Renewable Energy Engineering](#)

Exchange students can select any course offered at our Faculty.

All of them are taught in Spanish and Basque. Some of them are available in English too (see [courses taught in English](#))

For those students with limited command of Spanish, can choose from a series of [English Friendly Courses](#). For these subjects, the programme and syllabus summary are available in English; also lecturer tutoring, examinations and/or papers can in some cases also be performed in English.

Visiting students can also follow courses offered by other Faculties of the Campus of Gipuzkoa. You can check the courses in these links:

- [Courses offered in other Faculties of the Campus](#)
- [Courses taught in English in other Faculties of the Campus](#)

1.3 Internship mobility

In order to do an internship at the Faculty of Engineering, Gipuzkoa, the visiting student must contact the Department or Research Group that will host him/her.

This Department/Research Group will be responsible for managing the necessary formalities for the visitor's stay. In order to do so, the student must send the following documentation to the Head of the Department or Group that will host him/her:

- Internship collaboration agreement signed by home university.
- Certificate of insurance coverage from the University of the Student for the activity he/she is going to be doing at the UPV/EHU.
- [Health, accident, travel and repatriation insurance](#). The visitor must have international health, accident, travel and repatriation insurance cover appropriate to his/her needs. This cover will be the visitors' own responsibility, and the UPV/EHU will not assume any responsibility for it.

- Civil liability insurance: the visitor must have adequate coverage for the civil liability risk that his/her stay may generate.
- A photograph in JPG format.
- Copy of identity card or passport scanned in PDF.

1.4 Nomination and Online Application

- Latin America and Other Destinations

The admission process will be managed by the International Relations Office of the UPV/EHU. You can consult the steps to follow here: [Latin America & Other destinations: incoming students](#).

- Erasmus+

If there is an agreement between your University and the EIG, and you were selected to come to our Faculty as an exchange student, Abroad/International Relations coordinator from your home university must send the nomination to gie-eibar.international@ehu.eus, entering the following data:

- Full name of the selected student
- Student's email
- Studies
- Stay period at EIG-Eibar

After receiving the nomination, we will send you an email with the information for the application. The first step is to send us by email these documents:

- Scanned copy of your passport or Identity Card
- [Application Form](#)
- [Learning Agreement](#) proposal

We will register you in our system and you will receive an invitation to apply through the Student Mobility Management System ([online application guidelines](#))

1.5 Other paperwork before your arrival at EIG- Eibar

At least two weeks prior your arrival, you have to send to gie-eibar.international@ehu.eus these documents:

- **LEARNING AGREEMENT** signed and stamped by your University. If you are interested in courses and in doing a Degree Project, it is advisable to tell us what areas you could develop, so that we can find a suitable project for you.
- **CERTIFICATE OF ENROLMENT OF YOUR UNIVERSITY** to certificate that you are registered there
- Copy of your **MEDICAL INSURANCE**: The University of the Basque Country requests all international visitors on exchange programmes to be covered by a Travel Assistance Insurance covering, at least, Transport and/or repatriation to home country in case of accident or illness of insured person and Repatriation of the deceased insured. You can find more information in this link: [Medical insurance for international visitors](#)

- [INSURANCE ATTESTATION](#) filled in with your insurance details, signed and stamped by your University
- Copy of your EUROPEAN HEALTHCARD (EU visitors only)

1.6 Visa

You can find more information in this link: <https://www.ehu.eus/en/web/nazioarteko-harremanak/en-visa-procedure>

1.7 Buddy programme

The objective of this programme is to help International visitors who arrive in the Faculty of Engineering, Gipuzkoa, Eibar section.

A Buddy is a student that offers his/her help to the visitor, in order to make easier the adaptation process.

Before your arrival, your Buddy will contact you by email so that you can discuss any concerns with her/him.

1.8 How to get here

UPV/EHU is formed by three main Campus. Our Faculty, belongs to the Campus of Gipuzkoa and is located in the city of Eibar. [Google Maps](#)



- By air:
 - Bilbao airport (Loiu) is approximately 10 km. from the city of Bilbao. Spanish Airport Authority, [AENA](#). Direct buses run every day from Loiu airport to Eibar (45min ride, approximately 8 euros). Check timetables at www.pesa.net. [Getting to airport](#)
 - Other nearby airports are:
 - San Sebastian airport (Fuenterrabía-Hondarribia).
 - [Biarritz airport](#) (in France)
 - [Noain airport](#) (in Pamplona)

1.9 Accommodation

The Eibar Faculty is located within a complex that counts with a residence, cafeteria and a sport center, where many of our students are staying. We certainly believe it is the best option for our students.

The residence is located next to our school. Contact the educational complex residence of Eibar:

- <https://eibarkoegoitza.eus/en/>
- Telephone: +34 943 899 211

In addition, you can find useful information in the website of the International Relations Office of the UPV/EHU. <https://www.ehu.eus/en/web/nazioarteko-harremanak/en-accommodation>

2. ARRIVAL AT THE FACULTY OF ENGINEERING, GIPUZKOA. EIBAR SECTION

[2.1 Registration at the EIG-Eibar](#)

It is advisable to arrive to de EIG-Eibar some days before the beginning of the courses. We will send you an email explaining what they you can visit the Secretariat of the EIG-Eibar, where you can pick up your registration slip, and the user and password for intranet.

[2.2 Foreign Citizens Identification Number \(NIE\) / Foreign Nationals' Identity Card](#)

Depending on your home country, de period of your stay and the visa that you have, you might need to visit the Aliens Office to regularize your situation.

In the Help Centre, the office staff will inform you about it.

[2.3 Meeting with the Coordinator for Exchange Programs](#)

The Coordinator for Exchange programs will call you for a meeting in the first two weeks of your stay. She will guide and help you with your doubts in relation to the courses or projects that you selected.

[2.4 Modifications of the Learning Agreement](#)

It is possible that the courses that you selected are not like you expected or maybe there are schedule problems between different courses.

If you have to modify the Learning Agreement you need the acceptance of both coordinators, the coordinator of your university and the coordinator of the EIG-Eibar. The Faculty of Engineering, Gipuzkoa allows changes during the first two weeks of your stay, if the professors of the courses agree and the coordinators accept the change.

A new Learning Agreement signed and stamped by your University will be necessary to formalize the modifications, delete the courses that you are not interested in and enroll you in the new subjects.

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3. AT THE END OF YOUR STAY

3.1 Transcript of Records and other Certificates

If you need the Coordinator to sign your attendance certificate, present the document at the secretariat.

We will send all the certificates (Transcript of Records and the certificates of the language courses) to your university by email.

3.2 Satisfaction Survey

We want to improve the assistance that the EIG-Eibar offers to visitor students. For this reasons, once your stay at our Faculty has finished, we will send you an email with a link to complete a satisfaction survey.

Thank you for your cooperation.