



Universidad
del País Vasco

Euskal Herriko
Unibertsitatea

GIPUZKOAKO
INGENIARITZA
ESKOLA
ESCUELA
DE INGENIERÍA
DE GIPUZKOA

EXCHANGE STUDENT GUIDE

Gipuzkoako
Ingeniaritza
Eskola

Escuela
de Ingeniería
de Gipuzkoa



EXCHANGE STUDENT GUIDE

FACULTY OF ENGINEERING, GIPUZKOA

FACULTY OF ENGINEERING, GIPUZKOA (EIG)	4
BEFORE COMING TO EIG.....	5
Exchange Agreement.....	5
Academic offer for Exchange Students.....	5
• Mobility for studies.....	5
• Internship mobility.....	6
Nomination and Online Application (mobility for studies)	7
• Latin America and Other Destinations.....	7
• Erasmus+	7
Other paperworks before your arrival at EIG (mobility for studies)	8
Visa	8
Buddy programme.....	8
How to get here	9
Accommodation	10
Getting around	10
ARRIVAL AT THE FACULTY OF ENGINEERING, GIPUZKOA (mobility for studies)	11
Registration at the EIG.....	11
Foreign Citizens Identification Number (NIE) / Foreign Nationals' Identity Card	11
Meeting with the International Relations Coordinator.....	11
Modifications of the Learning Agreement	11
AT THE END OF YOUR STAY (mobility for studies)	12
Transcript of Records and other Certificates.....	12
Satisfaction Survey	12

FACULTY OF ENGINEERING, GIPUZKOA (EIG)

Name of the Institution	University of the Basque Country (UPV/EHU)	
ERASMUS Code	E BILBAO01	
Faculty	Faculty of Engineering, Gipuzkoa-Escuela de Ingeniería de Gipuzkoa (EIG)	
Address	Faculty of Engineering, Gipuzkoa Plaza Europa 1 20018 Donostia- San Sebastián (GIPUZKOA)-Spain Google Maps	
Website	https://www.ehu.es/en/web/gipuzkoako-ingeniaritza-eskola/faculty-engineering-gipuzkoa	
International Relations	Dr Maddi Garmendia (Academic Issues) Vece-Dean of International Relations Tlf: + 34 943017270 gie-coord.international@ehu.es	Arantxa Zubizarreta (Administrative issues) Administrative Support Officer Tlf: +34 943015901 gie.international@ehu.es
Undergraduate Programmes	Degree in Building Engineering Degree in Civil Engineering Degree in Electrical Engineering Degree in Industrial Electronic Engineering & Automatics Degree in Mechanical Engineering	
Masters	Master in Control in Smartgrids and Distributed Generation	
Subjects taught in English	https://www.ehu.es/en/web/gipuzkoako-ingeniaritza-eskola/subjects-taught-in-english	
Subjects taught in English in other Faculties of the Campus (undergraduate programs)	https://www.ehu.es/en/web/nazioarteko-harremanak/en-courses-taught-in-english-and-french	
Application Deadlines	ERASMUS+ Exchange students: - Whole academic year (September to June/July): June 30 - First semester (September to February): June 30 - Second semester (February to June/July): November 30	Latin America & Other destinations - Whole academic year (September to June/July): 15th April - First semester (September to February): 15th April - Second semester (February to June/July): 15th October
Useful Links	-Spanish-Basque courses: https://www.ehu.es/en/web/nazioarteko-harremanak/en-spanish-basque-courses -Planning you stay: Planning your stay - Vice-Rectorate of Basque, Culture and Internationalization - UPV/EHU -Grading System: https://www.ehu.es/en/web/nazioarteko-harremanak/en-grading-system-information	
Campus of Gipuzkoa	Map of Campus of Gipuzkoa. How to get here Getting around Parking	

BEFORE COMING TO EIG

Exchange Agreement

If you are interested in coming to the Faculty of Engineering, Gipuzkoa (EIG), 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.

Academic offer for Exchange Students

Undergraduate Programmes

These are the Undergraduate Programmes offered in our Faculty:

- [Degree in Building Engineering](#)
- [Degree in Civil Engineering](#)
- [Degree in Electrical Engineering](#)
- [Degree in Industrial Electronic Engineering & Automatics](#)
- [Degree in Mechanical Engineering](#)

Master Programmes

- [Master in Control in Smartgrids and Distributed Generation](#)
- [Mobility for studies](#)

Exchange students can select any course offered at our Faculty. They can combine courses from different programmes. In the case of optional courses, exchange students can take them if there are free places after the registration of local students. Anyway, it will be necessary to obtain the approval of both the home and host coordinators for the academic agreement in order to register for the selected subjects.

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

Visiting students can also follow courses offered by other Faculties of the Campus of Gipuzkoa, if there are free places. (If you tell us which courses from other Faculties may be of interest to you, we will make the corresponding inquiry from here. Anyway, you will be registered in the Faculty of Engineering of Gipuzkoa, so you will have to attend most of the credits in our Faculty).

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](#)

- [Intership 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.

In order for an organisational unit (department or research group) to be able to host students not enrolled at the UPV/EHU for an internship, it is necessary for there to previously be an exchange agreement between the UPV/EHU and the student's university of origin.

The 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.

The person who will be supervising the visiting student will sign the work placement agreement and send all the documentation to gje.international@ehu.eus together with the duly completed and signed application for authorisation and application for the student card ([more information and documents for the host unit](#)).

Nomination and Online Application (mobility for studies)

- [Latin America and Other Destinations](#)

If you were selected to come to our Faculty as an exchange student, Abroad/International Relations coordinator from your home university must send by email the following forms to incoming.international@ehu.eus

- [Application form](#) duly completed. Following the request of the Spanish Foreign Affairs Ministry we need visitor students to fill the "CONSULAR OFFICE WHERE THE VISA WILL BE PROCESSED" box with the information in order to speed up the procedure.
- **Scanned copy of your passport.** That copy must contain the validity period of the passport. You must have your passport at the time of nomination and check that the document is valid for the whole of your stay here. We remind you that the number of your passport must appear in the letter of acceptance that you will need to apply for your visa.

After studying your request, you will receive an invitation to complete your online **registration**. [LINK TO THE INCOMING EXCHANGE STUDENT APPLICATION GUIDE](#)

Once you have been accepted, we will send the original letter of acceptance to your home university. We will also send a scanned copy to the student to start the [visa procedures](#).

Note: the communications in this first phase of your admission procedure will be exclusively with your Study Abroad/International Relations Coordinator (for example: if you there are questions or mistakes in the courses that have been chosen we will inform your institution).

- [Erasmus+](#)

If there is an exchange 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.international@ehu.eus , entering the following data:

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

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

- [Enrolment form](#)
- Scanned copy of your passport or Identity Card

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

Other paperworks before your arrival at EIG (mobility for studies)

At least two weeks prior your arrival, in addition to completing the online application you must send us the following documents **(It is necessary that you send us this documentation to complete your registration in our Faculty and to be able to enroll in the courses included in your academic agreement):**

- [Learning Agreement](#) signed and stamped by your University. If you are interested in courses and also 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).

Visa

If you don't have EU nationality, you probably will need to obtain a visa before arriving in Spain.

You can find more information here: [Visa procedures](#)

Buddy programme

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

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

The Faculty of Engineering Gipuzkoa manages the Buddy programme for students coming to our Faculty. Before your arrival, your Buddy will contact you by email so that you can discuss any concerns with her/him.

How to get here

Our university (UPV/EHU) has three academic Campuses, placed in three different cities / provinces:



- **Campus of Álava:** in Vitoria-Gasteiz.
- **Campus of Biscay:** the centres are divided into two areas, Bilbao and Leioa. It is necessary to use the public transport to move from one place to another, that is why it is really difficult to study subjects from several centres of Bilbao and Leioa at the same time.
- **Campus of Gipuzkoa:** Donostia / San Sebastián and Eibar.

Due to the long distances between the different Campuses, in case the students choose subjects from several centers, these centers must be located in the same Campus.

The Faculty of Engineering Gipuzkoa (Donostia) located in the Campus of Gipuzkoa, in the city of San Sebastian. [Google Maps](#)

How to get here:

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 Donostia-San Sebastian bus terminal (1h15min ride, approximately 17 euros). Check timetables at www.pesa.net.
- Other nearby airports are:
 - San Sebastian airport (Fuenterrabía-Hondarribia): 30 minutes away. Buses operate from the airport to San Sebastian city centre (Plaza Gipuzkoa) for 2 euros approximately. Check timetables at www.aena.es/en/san-sebastian-airport/public-transport.html.
 - [Biarritz airport](#) (in France): 1h20min away. [Buses to San Sebastian](#)
 - [Noain airport](#) (in Pamplona): 1 hour away. [Transport to the city centre](#).

By train

- Arriving by train is another option. The French high speed train TGV arrives at Hendaye station, a border town from where you can travel to San Sebastian. Check railway routes in France at www.voyages-sncf.com. Once in Hendaye, off the TGV station building to the right, take the EUSKOTREN train network to San Sebastian (arriving at EUSKOTREN terminal, Amara district). 40min ride, 3 euros approximately. Last train around 10pm. Check timetables at www.euskotren.es.

Accommodation

We do not manage the accommodation for visitors. You can find useful information in the website of the International Relations Office of the UPV/EHU. <https://www.ehu.es/en/web/nazioarteko-harremanak/en-accommodation>

Furthermore, the Help Center Office of the Campus of Gipuzkoa can guide and support you for housing:

HELP CENTRE LOCATION

Ignacio M^a Barriola centre (next to the big roundabout) - Floor 1

Plaza Elhuyar, 1 - 20018 Donostia [Location \(Google Maps\)](#)

Phone: +34 943015192

helpcentre4.internacional@ehu.es

Getting around

- [How to get to the University of The Basque Country. Public transport routes to the Campus](#)
- [Getting around the Basque Country](#)

ARRIVAL AT THE FACULTY OF ENGINEERING, GIPUZKOA ([mobility for studies](#))

[Registration at the EIG](#)

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

You also have to submit a photo for the student card of the UPV/EHU.

After being in the Secretariat of the EIG, you should visit the Help Center Office of the Campus of Gipuzkoa, where you can inform about:

- Foreign Citizens Identification Number / Foreign National's Identity Card
- [Accomodation](#)
- Sport activities in the Campus
- [Spanish/Basque courses](#)
- Etc.

[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.

[Meeting with the International Relations Coordinator](#)

The International Relations Coordinator 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.

[Modifications of the Learning Agreement](#)

Undergraduate programmes

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, the coordinator of your university and the coordinator of the EIG. 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.

Masters

The responsible of the Master will guide you if you have any problem with your Learning Agreement.

[Index](#)

AT THE END OF YOUR STAY ([mobility for studies](#))

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 and by regular mail.

Satisfaction Survey

We want to improve the assistance that the EIG 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.

[Index](#)