GUIDE FOR EXCHANGE STUDENTS
Academic year 2017-2018

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Before coming

Checking the information.

If you are planning to come to our Faculty of Engineering in Bilbao as an exchange student (Erasmus, Erasmus Mundus, Double Degrees, USA, Asia or Latin America exchanges), please verify that there is an agreement between your University/Institution and us. After that, contact the exchange Coordinator at your home university in order to start the procedure.

You will find all the relevant information in our website.

Nomination and registration: procedure and documents.

Once you are selected as an Exchange student, your coordinator has to send a message to ingenieria.internacional@ehu.eus before June 15th / November 15th to inform us about your nomination and your details:

- Name and surname
- Gender
- Date of birth
- Email
- Passport number/Identity Card number

You will receive in your email an invitation to complete an online application form, where you must fill in all your personal details, as well as your coordinator's and your university's details. In order to the registration to be valid, you will also have to upload the mandatory documents (Learning Agreement signed by you and your coordinator, and your Passport/Identity Card copy). All the necessary information to complete the procedure is available in this guide, we strongly recommend you to read it carefully before registration. Of course, you can ask any question to ingenieria.internacional@ehu.eus.

Please, do not forget that the deadlines to complete this online application form are the following:

- First semester (Fall semester): before July 1st
- Second semester (Spring semester): before December 1st

After checking out your Learning Agreement, if you are accepted you will receive two emails:

- In the first one you will find your acceptance letter (if you need the original document, tell us and we will send it to your university)
- In the second one we will inform you about our welcome meeting and will ask you for the documents you have to send us by email at least 7 days before arriving in Bilbao: copy of your health insurance, copy of your enrollment at your home University and a Passport size photograph. Please remember that the medical insurance is compulsory, if you do not deliver it you will not be able to do your mobility at our University.

If you want to do here your Bachelor Thesis / Master Thesis, you have to send us your CV and a motivation letter, and we will look for a tutor for you. Once assigned, you have to get in touch with him/her to know the steps you must follow.
How to find accommodation.

We recommend you to ask the Help Centre of our university about accommodation before starting your stay here. You can contact them sending a message to helpcentre3.internacional@ehu.eus or at the website.

There is a Help Centre office at our Faculty. If you do not find accommodation before coming, once you are in Bilbao you can go there, and you will be helped in person.

Buddy program.

The goal of this program is to help foreign students to know our Faculty and our culture. Volunteer students receive foreign students, attend the welcome meeting and explain to them how our Faculty works (schedules, reprography service, cafetera, associations, and so on), to make their stay as easy as possible from the beginning.

After receiving the acceptance letter and the message with our welcome meeting information, your buddy will contact you to know your travel plans to Bilbao and receive you on your arrival. If you don't have any communication from a buddy, please send a message to ingenieria.internacional@ehu.eus.
Once you are in Bilbao

Welcome meeting.

We inform you about the date of our welcome meeting after you are accepted as an Exchange student. We recommend you to come with your buddy, because the Vice-Dean of International Relations will explain some aspects about our Faculty and clarify doubts about your Learning Agreement and your stay in Bilbao. Moreover, you will receive important documents: the enrollment, in which you can verify the subjects you will study, and the password to enter the computer application where you will find your final marks, among others.

Credentials and insurance

Do not forget that at least 7 days before arriving in Bilbao you must send us by email the following documents: a copy of your Health Insurance, a copy of your enrollment at your home university and a passport size photograph. Please remember that the medical insurance is compulsory, if you do not deliver it you will not be able to do your mobility at our University.

Enrollment at our Faculty

At the welcome meeting you will be given an enrollment document where you can see the subjects and courses you will attend during your Exchange period. There you can also find the information about the group in which you are enrolled. You need to know your group to have access to the schedules and classrooms assigned to every subject.

If you need to change your Learning Agreement.

It is possible that at the beginning of your stay you need to modify your Learning Agreement, perhaps you will have to attend two different courses at the same time or maybe the course you have chosen does not suit your studies at your home university. In that case it is necessary to change your enrollment. For that purpose you need to change your Learning Agreement. The procedure is as follows:

- You outline the changes to your home university
- They agree with your proposal and send a new signed Learning Agreement to you.
- After you sign the new Learning Agreement, you need to hand it at our International Relation Office
- Our coordinator will sign it. Then, we will send a copy to you university by email.
- Once our coordinator has signed it, we will change your enrollment and send an email to you, so you can pick up your new enrollment.

We will only modify your enrollment and/or you Learning Agreement once your university agrees with your new proposal.

Your enrollment can be changed only if you have not done any exam. If you do an exam on any subject, we will not be allowed to remove it from your enrollment.
GAUR password.

GAUR is the computer application where you will see the subjects and courses in your enrollment. After doing the exams, you will also see your marks.

To be able to use you just need to enter the password we gave you at the welcome meeting. If you have any problem and need a new password, you can ask at the International Relations Office of the Faculty.
At the end of your stay

End of stay survey.

Before you go back to your home university, or once you are at home, we will send you an email to ask you to fill in a brief online survey. We kindly ask you to fill in the deadline you will see in our message, because this survey is useful to improve and correct (as far as possible) all the questions and problems that may have come out during your stay in Bilbao.

Marks.

After you have done all your exams, we wait to see all your marks in GAUR. Then, we prepare your Transcript of Records and send it to your university by regular post. An scanned copy will be sent to you by email.

The orientative grading system is as follows:

<table>
<thead>
<tr>
<th>ECTS Grade</th>
<th>Spanish Grade</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>10</td>
<td>Excellent global proficiency of the subject with no mistakes</td>
</tr>
<tr>
<td>B</td>
<td>9</td>
<td>Very Good outstanding performance with only minor errors</td>
</tr>
<tr>
<td>C</td>
<td>8</td>
<td>Good above the average standard but with some errors</td>
</tr>
<tr>
<td>D</td>
<td>6,7</td>
<td>Satisfactory good results but with significant shortcomings</td>
</tr>
<tr>
<td>E</td>
<td>5/PASSED</td>
<td>Sufficient performance meets the minimum criteria</td>
</tr>
<tr>
<td>FX</td>
<td>4</td>
<td>Fail some more work required before the credit can be awarded</td>
</tr>
<tr>
<td>F</td>
<td>0 to 3</td>
<td>Fail considerable further work is required</td>
</tr>
<tr>
<td>NOT TAKEN</td>
<td>NP</td>
<td>Not taken final exam not done (fail to attend the final exam)</td>
</tr>
</tbody>
</table>
Contact

For any questions and doubts about your university Exchange, you have to write to ingenieria.internacional@ehu.eus. You can also contact us on the phone number +34 94 601 82 28, or at the International Office in our Faculty in opening hours.

We strongly recommend you to read this guide before you ask any question, you may find the answer here. We wish you a happy and successful stay in Bilbao.

Regards,

International Relations Vice deanship