

VISITORS STUDENTS GUIDE.

SCHOOL OF ARCHITECTURE. UPV/EHU. Part 2

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ONCE YOU ARE HERE

Dear student first days at a new place are always complicated. You come to a new school where everything is new for you: people, classes, professors, methodology, and city...

This small guide will try to help you during these days. Take your time to read it carefully and be patient

Don't hesitate to ask for help if you need it

ENROLMENT AT SCHOOL

1.- If you have previously uploaded in our online system all documents required, you will receive your provisional enrolment copy and university card in the meeting that will be held during the first week of stay.

2.- **Only if you don't have previously uploaded** the documents in our online system, or any of them are missing, Go to the secretary of students to deliver them.

LEARNING AGREEMENT

COPY OF INSURANCE

PASSPORT PHOTO (ca. 32 mm x 26 mm)

COPY OF ENROLMENT AT HOME UNIVERSITY

CERTIFICATE OF ARRIVAL FILLED

All Missing documents must be delivered in secretary of students before the 30th of September (1st semester) or 30th of January (2nd semester)

3.- You will be **provisionally** enrolled in all subjects of your signed LA

Mandatory subjects have no limit of students

Elective subjects have a limit of 40 students. Enrolment will provisionally be done in order of arrival of the documents.

During the first days a welcome and information meeting will be celebrated. You will receive the appointment by email.

HELPCENTRE

Go to the helpcentre as soon as possible if you need help for accommodation or language courses.

SCHEDULES OF CLASSES

Check your schedules

They are published in the main corridor or

Web page of the School of Architecture

<https://www.ehu.eus/es/web/arkitektura/klaseko-ordutegiak>

Attention:

English groups are 61 (morning classes) or 66 (afternoon classes)

Spanish groups are 01 (morning classes) or 16 (afternoon classes)

Basque groups are 31 (morning classes) or 46 (afternoon classes)

Important: Start going to classes even if all paperwork is not finished yet

CHANGES TO LEARNING AGREEMENT

If you need to do changes to your LEARNING AGREEMENT (LA) both universities (home and host) must approve them

During the first two weeks of classes changes will be allowed. After the first two weeks only exceptional changes will be allowed.

How to do it:

Propose the changes to your home university

If the change is approved **Changes during mobility table** must be properly filled and signed by the student and the home university.

Take the LA with the changes to the International Office.

Our coordinator signs it and secretary of students will change your enrolment.

Go to secretary of students to take the copy of the new enrolment.

IMPORTANT DOCUMENTS

LEARNING AGREEMENT.

Signed by you, your home institution and the coordinator at UPV/EHU

Any changes during mobility must be agreed between you and your home university and host university.

You must keep a copy of the final document and send it to your home university. A third copy of the final document must be in secretary of students (Host university),

CERTIFICATE OF ARRIVAL.

Must be signed and stamped by a representative of host university (secretary of students or Mobility coordinator) when you arrive

CERTIFICATE OF END OF STAY.

Must be signed and stamped the day you leave by a representative of host university (secretary of students or Mobility coordinator)

INSURANCE/MEDICAL ASSISTANCE

Insurance in case of accident

You need to have insurance for the cases you have an accident and you must be repatriated. This can be private or probably your university offers one.

In case you don't have any our university offers one called IBILI. Check conditions here:

<https://www.ehu.eus/es/web/kontratazioa/borondatezko-asegurua>

<https://uni-prod-es-direct-shop.azurewebsites.net/>

Medical assistance

This is to have medical assistance in case you get ill and you need to go to doctors.

Depending on your country there must be different agreements with Spain. You have more information at the web page of UPV/EHU international relations office

<https://www.ehu.eus/en/web/nazioarteko-harremanak/en-medicalinsurance>

STUDENTS CARD

A personal students card that identifies you as student at our university will be provided once you are enrolled. This card identifies you as student of our university allows to use the library and also you can use it to enter to school during 24 hours.

<https://www.ehu.eus/es/web/arkitektura/ikasle-gela>

COPY OF ENROLMENT IN UPV/EHU

Is the copy of the relation of subjects you are attending at the UPV/EHU

WEB PAGE OF THE SCHOOL

<http://www.ehu.eus/es/web/arkitektura>

Most of the important information for students is published in ALUMNADO

<https://www.ehu.eus/es/web/arkitektura/ikasleak-informazioa>

ONLINE PLATFORMS AND APPLICATIONS:

To have access to all the platforms you will need a username and a password (LDAP) that will be provided once you are enrolled at the UPV/EHU. This username and password will also allow you to use the computers at the university.

GAUR

Is the application in which all your information is summarized. You can enter with a user name and password that you will get once you are enrolled at UPV/EHU. You can check your enrolment, your exams, your tutor sessions, your results...

<https://gestion.ehu.es/gaur>

App GAUR

GAUR application for handy telephone

eGELA

"Electronic teaching room".

Most of the professors use eGela to communicate with students. In eGela you will find material, exercises and most important you will have to UPLOAD YOUR WORKS.

<https://egela1819.ehu.eus/?lang=es>

All students enrolled at a subject have access to eGela with their username and LDAP password

Email

You also will have an official student email that has the following format xxxxxxxx@ikasle.ehu.eus

<https://webposta.ehu.eus/>

You can redirect your mails from the inbox to your personal mail using the filters

CORREO FILTROS REENVIAR

Wifi

You can use eduroam with your home university password

<https://www.ehu.eus/es/web/ikt-tic/wifi-eduroam-english>

PLACES YOU MUST KNOW:

SECRETARY OF STUDENTS

MAIN FLOOR (0 FLOOR)

Opening hours: consult <https://www.ehu.es/es/web/arkitektura/idazkaritza>

MOBILITY OFFICE

All offices of the Direction of the School including the Mobility Office are located at the first floor. Behind the PARANINFO. Consult opening hours

VICEDEAN FOR MOBILITY, PLURILINGUALISM AND IIRR will attend with previous appointment. Write to:

arquitectura.internacional@ehu.eus

HELPCENTER

IN AULARIO JOSE MARIA BARRIOLA (by the library)

Provides accommodation and Spanish or Basque courses information

helpcentre4.internacional@ehu.eus

Sport facilities are also provided in helpcentre

STUDENTS ROOM

-1 FLOOR. By the coffee machine

Is the place where you can study, have lunch, talk to other students,

COPY SHOP

-1 FLOOR. Behind students room

EMAIL: arkikopia@gmail.com

FABLAB

-1 FLOOR

Provided with laser cutters and 3D printers.

Technician: Luis Gurrutxaga

Available under the permission of the professor

COMPUTER'S CENTRE

-1 FLOOR.

Provided with computers of free use for students. You need your username and LDAP password to enter.

CITY

San Sebastian/Donostia is a city with a lot of cultural activities that might interest you. Here you will find more information.

<http://www.sansebastianturismo.com>

<http://www.donostiakultura.eus>

TRANSPORT.MUGI Txartela

It is a transport card that will allow you travel in most of the urban and interurban buses and local trains. To get this card you must go to:

Easo kalea, 74

20006 donostia

info@mugi.eus

943 000 117

You can have more information at the

www.mugi.eus

App Donostia transport:

donostiatransport.eus

BEFORE LEAVING

DOCUMENTS YOU NEED TO HAVE

LEARNING AGREEMENT

Be sure you have it signed with all changes done during your stay.

CERTIFICATE OF END OF STAY

Don't forget to fill and get the certificate of end of stay signed and stamped by our secretary of students or mobility coordinator the day you are leaving.

Your home university will provide you with the document you need.

TRANSCRIPT OF RECORDS AND CERTIFICATE OF LANGUAGE

Once all exams are finished and transcripts are signed by the mobility coordinator, all ToR will be sent to you and to your home university by email.

Hard copies will be kept in our secretary. If required a hard copy will also be sent to your university.

SATISFACTION SURVEY

Before you leave we will kindly ask you to fill a survey to let us know about your stay and help us to improve our work.