1 Table of Contents

2 Degrees ......................................................................................................................... 3
  2.1 Bachelor’s Degrees ................................................................................................... 3
  2.2 Master’s Degrees ...................................................................................................... 4

3 Information and communication .................................................................................... 4
  3.1 Web site of the Faculty ............................................................................................ 4
  3.2 E-mail address ........................................................................................................ 5
  3.3 Information points .................................................................................................... 5

4 Academic information ..................................................................................................... 6
  4.1 Classes schedules .................................................................................................... 6
  4.2 Exam dates ................................................................................................................ 6
  4.3 Regulations of the University .................................................................................. 6

5 General services .............................................................................................................. 7
  5.1 Secretaries at the Faculty ......................................................................................... 7
  5.2 Libraries .................................................................................................................. 7
  5.3 Publishing services .................................................................................................. 7
  5.4 Free-access computer rooms .................................................................................. 8
  5.5 Study rooms ............................................................................................................ 9
  5.6 Other rooms ........................................................................................................... 9
  5.7 Cafeteria .................................................................................................................. 10
  5.8 Dining rooms for students ..................................................................................... 10

6 Student body .................................................................................................................. 11
  6.1 Student Council ....................................................................................................... 11
  6.2 Students representation in the University ............................................................... 11
  6.3 Educational projects ............................................................................................... 12
  6.4 Associations of Students ....................................................................................... 12

7 Relations with companies ............................................................................................... 13
  7.1 Educational cooperation ......................................................................................... 13
  7.2 Job Day and Presentation of the companies ............................................................ 13
  7.3 Company awards .................................................................................................... 13
  7.4 Business classrooms (Aulas de Empresa) ............................................................... 14

8 International relations ................................................................................................... 14

9 Prevention area .............................................................................................................. 14
9.1 Accidents at the Faculty.................................................................................................................. 14
9.2 Use of IPE in the laboratories ........................................................................................................ 15
9.3 Defibrillators .................................................................................................................................. 15
9.4 Fire evacuation plan......................................................................................................................... 15

10 Respect to the environment ............................................................................................................. 15
10.1 Environmental Policy ..................................................................................................................... 15

11 Cleaning and maintenance .................................................................................................................. 16

12 Quality certifications ......................................................................................................................... 16
12.1 ISO 9001: 2015 Certificate ............................................................................................................... 16
12.2 IMarEst International Certificate ................................................................................................... 16
12.3 International EurAce Label ............................................................................................................ 16
12.4 Environmental Policy .................................................................................................................... 16
12.5 Others ........................................................................................................................................... 17

13 Offices of the deanship of the faculty ................................................................................................. 18

15 Layout of the buildings ...................................................................................................................... 19
The Faculty of Engineering in Bilbao (BIE/EIB) welcomes you to Bilbao and UPV/EHU. This brochure brings you the basic information that may be of your interest and that we hope it is indeed helpful during your stay at the Faculty.

We have included a map in the last page that includes the name and location of each building of the Faculty. If you have any doubt, you can always ask at the Janitor Services, located at the entrance of every building.

We wish you a happy and fruitful stay.

2 Degrees

The Bilbao School of Engineering consists of 3 buildings: Building I and Building II are located on the Bilbao Campus, next to San Mamés stadium, and the Portugalete Building is in Portugalete. You can check the location and plan of each building at the end of this document. Depending on the degree you are studying, the classrooms you will use to receive your lectures will be in a different building.

2.1 Bachelor’s Degrees

<table>
<thead>
<tr>
<th>Bachelor Degree</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSc in Industrial Technology</td>
<td>Building I</td>
</tr>
<tr>
<td>BSc in Industrial Organization Engineering</td>
<td>Building I (year 1)</td>
</tr>
<tr>
<td></td>
<td>Building II (years 2-4)</td>
</tr>
<tr>
<td>BSc in Environmental Engineering</td>
<td>Building I (year 1)</td>
</tr>
<tr>
<td></td>
<td>Building II (years 2-4)</td>
</tr>
<tr>
<td>BSc in Telecommunications</td>
<td>Building I (years 1-2)</td>
</tr>
<tr>
<td></td>
<td>Building II (years 3-4)</td>
</tr>
<tr>
<td>BSc in Electrical Engineering</td>
<td>Building II</td>
</tr>
<tr>
<td>BSc in Industrial Electronics and Automatic Control</td>
<td>Building II</td>
</tr>
<tr>
<td>BSc in Mechanical Engineering</td>
<td>Building II</td>
</tr>
<tr>
<td>BSc in Management Information Systems</td>
<td>Building II</td>
</tr>
<tr>
<td>BSc in Civil Engineering</td>
<td>Building II</td>
</tr>
<tr>
<td>BSc in Biomedical Engineering</td>
<td>Building I (engineering courses). Building of</td>
</tr>
<tr>
<td></td>
<td>the Faculty of Medicine and Nursing on the</td>
</tr>
<tr>
<td></td>
<td>Leioa Campus (Biomedicine courses)</td>
</tr>
<tr>
<td>BSc in Marine Studies</td>
<td>Portugalete Building</td>
</tr>
<tr>
<td>BSc in Nautical Studies and Maritime Transport</td>
<td>Portugalete Building</td>
</tr>
</tbody>
</table>
2.2 Master’s Degrees

<table>
<thead>
<tr>
<th>Master’s Degree Studies with access to regulated professions</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master in Industrial Engineering</td>
<td>Building I</td>
</tr>
<tr>
<td>Master in Telecommunications Engineering</td>
<td>Building II</td>
</tr>
<tr>
<td>Master in Marine Studies</td>
<td>Portugalete Building</td>
</tr>
<tr>
<td>Master in Nautical Studies and Maritime Transport</td>
<td>Portugalete Building</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Master’s Degree Studies</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master in Advanced Electronic Systems</td>
<td>Building I &amp; II</td>
</tr>
<tr>
<td>Master in Advanced Materials Engineering</td>
<td>Building II</td>
</tr>
<tr>
<td>Master in Construction Engineering</td>
<td>Building II</td>
</tr>
<tr>
<td>Master in Control Engineering, Automation and Robotics</td>
<td>Building I</td>
</tr>
<tr>
<td>Master in Environmental Engineering and Management</td>
<td>Building I</td>
</tr>
<tr>
<td>Master in Integration of Renewable Energy in the Electric System</td>
<td>Building II</td>
</tr>
<tr>
<td>Master in Mechanical Engineering</td>
<td>Building I</td>
</tr>
<tr>
<td>Master in Project Management</td>
<td>Buildings I &amp; II</td>
</tr>
<tr>
<td>Master in Research in Energy Efficiency and Sustainability in Industry, Transport, Construction and Town Planning Engineering and Technology</td>
<td>Building I</td>
</tr>
<tr>
<td>Master in Spatial Science and Technology</td>
<td>Building I</td>
</tr>
<tr>
<td>Master in Sustainable Energy Engineering</td>
<td>Building II</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Erasmus Mundus Masters</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erasmus Mundus Master in Renewable Energy in the Marine Environment (REM+)</td>
<td>Building II &amp; Other foreign Universities</td>
</tr>
<tr>
<td>Erasmus Mundus Master of Materials for Energy Storage and Conversion (MESC+)</td>
<td>Building I &amp; Other foreign Universities</td>
</tr>
</tbody>
</table>

3 INFORMATION AND COMMUNICATION

3.1 Web site of the Faculty

https://www.ehu.eus/bilboko-ingeniaritza-eskola

On the web site of the Faculty, you can find all the updated information related to the academic and institutional activity in the Faculty.

We recommend that you visit this web site regularly. The site has up to date information regarding schedules of classes, calendar of exams, content of the subjects, etc. You can also get some administrative tasks done.
There is WI-FI zone (Eduroam) all over the Faculty. It is a secure and restricted access zone, to which only students and staff of the University of the Basque Country (UPV/EHU) can access. In order to log in, you should use the LDAP ID and password provided at your arrival. Instructions are available on the web site of the Faculty (Practical information → Facilities and services → WI-FI), but please note that some information may not be in English.

### 3.2 E-mail address

Information and news sent by the Secretary of the Faculty and the academic staff will reach to this e-mail address. You should use this e-mail address as well when contacting any service of the University.

Once your enrolment is completed, you will get an e-mail address for academic use:

user_name@ikasle.ehu.eus

This e-mail address will be valid only during your stay in the Faculty. If you need to attach documents larger than the limit permitted, you can use the storage service provided by UPV/EHU (https://www.ehu.eus/zaindeg) or OneDrive app with your UPV/EHU account (1TB).

There are two ways to check the mail:

- Log in at www.office.com and identify yourself using the corporate email address and password (obtained with the first registration) and selecting the Outlook option.
- Using the Outlook mobile application. The first time you enter the application you have to enter your email address and password, as in the previous case.

We recommend that you check it frequently.

### 3.3 Information points

There are information points in every building of the Faculty. There, you can find information related to the following topics:

- Students
- Quality
- Culture and Activities UPV/EHU
- General Information
- Relations with Companies
- International Relations
- Secretary and Academic Ordinance: Bachelor’s and Master’s Degrees

Besides these information points, there are several screens located at the entrance of the buildings. These screens show information related to activities organized by the Faculty and the University of Basque Country.
4 ACADEMIC INFORMATION

4.1 Classes schedules

The schedules of the lectures are available in two platforms: GAUR and WebUntis. You can check your personal Schedule in GAUR, while in WebUntis you will find the schedules arranged by degrees and groups. You can download your calendar to your mobile phone using the web site and the respective Apps.

4.2 Exam dates

At the beginning of each academic year, the official exam dates are published on the web site of the Faculty. Before each call, the location of each exam is published as well.

4.3 Regulations of the University

You can find all the details about the regulations of the University on the web site of the Faculty (Information for students → Normativa) and on the web site of UPV/EHU. Since some information may not be in English, we present here a summary that can be of your interest.

STUDENTS REGULATION. The Students Regulation informs you about your rights and duties, along with other matters very important for the students: the representation of the students in the governance of the Faculty, the planning and evaluation of the teaching of each course, and the procedure to follow in case you want to write a complaint to any administration of the University.

CALLS FOR EACH COURSE. For each course, students have 2 calls per academic year; the ordinary call and the extraordinary call. The ordinary call will be in December-January for courses that take place in the first semester (fall semester), and in May for one-year courses and the ones that take place in the second semester (spring semester). The extraordinary call takes place, for every course, in June.

PROCEDURE FOR REVISION/CLAIMS. Students have the right to be present during the revision of their exams, which must be carried out individually and in person. If the student does not agree with the result of the revision of the exam, the procedure will be as follows: claim to the Department, claim to the Faculty and, finally, claim to the Vice-Rector. This procedure must always fulfill the deadlines defined in the Regulation for the Evaluation of the Students (Normativa de Evaluación del Alumnado): https://www.ehu.eus/es/web/estudiosdegradogradukoikasketak/akademia-araudiak
5 GENERAL SERVICES

The Faculty is open all the year around. During the non-class periods (Christmas break, Eastern break and summer), the opening and closing times of the Faculty change. The opening times for each building and the corresponding modifications are available on the web-site of the Faculty (Practical Information → Calendar and schedules): https://www.ehu.eus/en/web/bilboko-ingeneriatricza-eskola/egutegia-eta-ordugia

5.1 Secretaries at the Faculty

There are two secretaries in the Faculty: one in Bilbao and another one in Portugalete. The main Secretary of the Faculty is in Bilbao, on the second floor of the Building I (P2D1), and its opening schedule is from 9:00 to 13:00 h and from 15:00 to 16:30 h from Monday to Thursday. On Fridays and during Christmas, Easter and summer breaks, the opening times are from 9:00 to 13:00 h. The Secretary located in Portugalete (P1P15) opens from 9:00 to 13:00 h.

You can register in the Secretaries (they are part of the General Register of the UPV/EHU) any documents addressed to any organ or administrative unit of the UPV/EHU or any other public administration with which the University has an agreement.

In order to carry out any procedure in the Secretary, it is necessary to get an appointment in the Web Site of the Faculty:

https://www.ehu.eus/es/web/bilboko-ingeneriatricza-eskola/informacion_practica/secretaria/portal_de_cita_previa

5.2 Libraries

The Faculty has two libraries: one in Bilbao and one in Portugalete. The main library of the Faculty is located on the first floor of the Building II. It has more than 100,000 printed books and journals and allows you to access the most relevant collections of book, digital journals and databases specialized in engineering. Its opening Schedule is from 9:00 to 21:00 h, from Monday to Friday during the period of classes. There you can also find computers, scanner and photocopier for general use, along with different meeting rooms to work in. The second library is on the first floor of the building in Portugalete. Its opening times are from 9:00 to 18:30 h, from Monday to Friday during the period of classes.

You can find the schedule of the libraries and useful related information on the web site of the Faculty: https://www.ehu.eus/en/web/bilboko-ingeneriatricza-eskola/biblioteca

5.3 Publishing services

There are two publishing services at the Faculty. There, all the material that you will need for the classes will be available for purchase. Besides, they also have a photocopying service.
- Publishing service located in Plaza Von Siemens, in Building I: opening time from 8:30 to 20:00 during period of classes. Out of the period of classes, their schedule is from 9:00 to 14:00.
- Publishing service located on the ground floor of Building II: opening time from 8:00 to 19:00 during the period of classes, and from 9:00 to 13:30 out of the period of classes. Here, you can also buy office material and books published by the Editorial Service of UPV/EHU.

### 5.4 Free-access computer rooms

There are two types of computer rooms in the Faculty: the ones used during lectures and the ones with free access for the students. The rules to use the free-access rooms are the following:

1. **The students of the Faculty of Engineering in Bilbao are the only allowed users of the free-access computer rooms of the Faculty.**

2. **The use of these rooms is limited to tasks related to the studies carried out in the Faculty. Any other use (professional use, gaming, watching movies, listening to music...) is not allowed.**

3. **In order to start a session, the user has to type the e-mail address and password provided during the enrolment in the Faculty.**

4. **The user will be the responsible for the inappropriate use of the computers and the damage that consequently can occur.**

5. **The user must log-off ("cerrar sesión") before leaving the computer.**

6. **Eating and drinking is not allowed in the computer rooms.**

7. **We note that there is camera surveillance in all the free-access computer rooms and that the CIDIR service controls the use given to the computers.**

8. **The Deanship of the Faculty has the right to deny the entrance to the free-access computer rooms to anyone who does not use the equipment following the rules or who has an inappropriate attitude in the rooms.**

The free-access computer rooms in Building I are located on the ground floor of the Building I-B. In the Building II, the computer rooms are on the second floor of the Building II-I and on the sixth floor of the Building II-M. In the building in Portugalete, there is a room in the fourth floor (P4P12). Besides, you can use the computers available in the Library in that building (P1P27).

<table>
<thead>
<tr>
<th>Building</th>
<th>Rooms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building I</td>
<td>P0B14, P0B21, P0B25</td>
</tr>
<tr>
<td>Building II (I)</td>
<td>P212</td>
</tr>
<tr>
<td>Building II (M)</td>
<td>P6M6</td>
</tr>
<tr>
<td>Building in Portugalete</td>
<td>P4P12</td>
</tr>
</tbody>
</table>

Free-access computer rooms
5.5 Study rooms

There are self-access study rooms in every building of the Faculty. These rooms are available only to study.

There are three study rooms in Building I: two of them on the floor 0 of Building I-G and the third one on the floor -1 in Building I-A. Both rooms are open from 8:00 to 21:15 from Monday to Thursday and from 8:00 to 20:15 on Fridays. During the period of classes, they are also open on Saturdays from 8:30 to 13:00 h.

In Building II there are six study rooms on the second and third floors of Building II-I and on the second and seventh floors of Building II-M. Their opening time is from 8:00 to 20:30 from Monday to Friday.

<table>
<thead>
<tr>
<th>Building</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>P0G1, P0G2, S1A9</td>
</tr>
<tr>
<td>II-I</td>
<td>P2I3, P3I14, P3I11</td>
</tr>
<tr>
<td>II-M</td>
<td>P2M5, P7M6, P7M7</td>
</tr>
</tbody>
</table>

Study Rooms

Study rooms P0G1, S1A9, P2I3, P3I14, P7M6 and P7M7 are rooms for individual study, while group study is allowed in rooms P0G2, P3I11 and P2M5. According to the rules formulated by the Students Council, “The study rooms will be allocated for the individual study. Thus, there must be absolute silence in them. Smoking, eating and working in groups is forbidden. It is not allowed to book places; in case anyone leaves the books or material unattended for more than half an hour, those could be removed from the place.” The study room in Portugalete is located on the second floor (P2P41).

During the periods of exams, the Faculty opens extra rooms where students can also study.

5.6 Other rooms

There are several rooms especially convenient to host conferences, seminars, defenses of Thesis projects or institutional events.

**Building I**

- *Aula de Grados* (P1A1): room suitable for conferences, defenses of Thesis projects or general presentations.
- *Sala de Conferencias* (P0E1): room suitable for conferences, awards ceremonies or defenses of Thesis projects.

**Building II**

- *Aula Magna* (P0IA): room suitable for congresses, conferences and talks.
- *Sala de Juntas* (P1I15): room suitable for presentations, talks and defenses of Thesis projects.
- *Aula Magna* (P0M2): room suitable for conferences, talks and Faculty Board meetings.
- *Sala de Juntas* (P1M1): room for talks, presentations or defenses of Thesis projects.
- TFG y TFM (P1I2-12): rooms especially suitable for the defenses of Bachelor’s and Master’s Degrees projects.
- Computers room (P2I1): room with computers available only for specific courses.

**Building in Portugalete**

- **Salón de Actos (P0P1):** room suitable for congresses, conferences and talks.
- **Sala de Grados (P1P18):** room suitable for conferences and defenses of projects
- **Sala de Juntas (P1P1):** room for presentation and conferences.
- **Puente Alto (P6P1):** room especially suitable for meetings and courses
- **Saltillo boat:** students have the opportunity to sail on our school boat “Saltillo” (a classic sailing boat from 1932) throughout their studies at the Faculty to familiarize themselves with life at sea and to carry out part of their studies.

### 5.7 Cafeteria

The School has three cafeterias located in each of the buildings. The opening hours from Monday to Friday are from 8:00 a.m. to 8:00 p.m. in school time.

- Building I (from 2024, approximately): S1A3
- Building II: P0I4
- Portugalete Building (from 2024) on the 0th floor of the building.

### 5.8 Dining rooms for students

There are several dining rooms in the Faculty available for students, where they can heat up and eat their own food.

There are three dining rooms in the Building I-A, two of them located on the basement (S2A10 and S2A16) and the third one on S1 floor (S1A3), with an opening time from 12:30 to 16:00. The tables located in the corridor next to dining rooms S2A10 and S2A16 may also be used as part of these dining rooms. On the second floor of Building I–B and on the third floor of Building I-A, there are two resting areas, where students can find food and drinks in the vending machines.

In Building II, the dining room for students is on the ground floor, next to the cafeteria. There, students can also find vending machines with food and drinks.

In the building in Portugalete, there are two dining rooms on the first floor (P1P17 & P1P25). Besides, there are several vending machines on the ground floor.
6 STUDENT BODY

6.1 Student Council

The Student Council has its main office in Building I, next to the entrance of Building I-G (S1G3). Besides, they have other offices in Building II (on the ground floor of Building II-M and on the first floor, in front of the library) and in the building of Portugalete (on the first floor, in front of the Secretariat).

Volunteer students run the Student Council, and its aim is to solve doubts, to help students handle claims and to ensure that the rights of the students are respected.

You can find further information on their web site (http://elbikaslekontseilua.eus) and you can also reach them by e-mail: cec.elb@ehu.eus

6.2 Students representation in the University

GROUP REPRESENTATIVE. The duties of the Group Representative are: to represent the group in different matters, to provide his/her colleagues with all the information he/she gathers in the different meetings.

FACULTY BOARD.

CAMPUS BOARD.

GOVERNING COUNCIL.

SOCIAL COUNCIL.

UNIVERSITY SENATE.

DEPARTMENTS. The Departments are the basic organ of government. They are in charge of organizing, develop and coordinate the research and teaching in their competent area.

The Departments that work in the Faculty of Engineering in Bilbao are the following ones:

- Applied Mathematics
- Applied Physics
- Business Organization
- Communications Engineering
- Computer Languages and Systems
- Electrical Engineering
- Electronic Technology
- Energy Engineering
- Environmental and Chemical Engineering
- Graphic Expression and Engineering Projects
- Mechanical Engineering
- Mining and Metallurgical Engineering and Materials Science
- Navigation Sciences and Techniques, Machines and Shipbuilding
- Automatic Control and System Engineering
- Some professors from the following departments are also attached to the Faculty: Administrative, Constitutional and Philosophy of Law, Business Law and Civil Law, Preventive Medicine and Public Health, Basque Language and Communication and English and German Philosophy, Translation and Interpretation

### 6.3 Educational projects

There are three educational projects in the Faculty related to engineering areas that apply the methodology "Project Based Learning" (PBL). The main objective of these projects is to motivate students to learn and innovate in order to achieve outstanding technological challenges. In order to get that, in these projects, students develop not only technical skills, but also soft skills; this is, the ones related to communication, leadership, collaboration, etc., along with transversal skills, such as sustainability and gender equality.

**FORMULA STUDENT BIZKAIA**: This educational project started in 2006 with the main objective of encouraging the training, the talent and the employability of the participants. With this objective in mind, **Formula Student Bizkaia** challenges the students to design and manufacture a Formula-type single-seater vehicle that can compete in the international Formula Student events: https://www.fsbizkaia.com

**BIZKAIA EIB BILBAO**: **Bizkaia EIB Bilbao** is a voluntary educational project whose objective is to bring a solid practical complementation to the studies carried out at the Faculty of Engineering in Bilbao. The project is based on the Motostudent competition, organized by the Moto Engineering Foundation. [http://rmsbizkaia.org/index.html](http://rmsbizkaia.org/index.html)

**BISKYTEAM**: **BISKY Team** is a multidisciplinary educational project of the Faculty of Engineering in Bilbao. Its objective is to develop suborbital launchers that can reach a height of 100 km (Kaman line), the limit at which the space begins. These rockets will be able to harbor a useful load like cube-satellites or micro-experiments, enabling the experiments in zero gravity and offering a transport system cheaper and more accessible. [http://www.biskyteam.com](http://www.biskyteam.com)

### 6.4 Associations of Students

There are several Associations of Students in the Faculty, with different objectives each of them. You can find here the list of them with the links to their web sites.

**AEGEE**: Its members organize events related to the European ideal. [https://www.locals.aegee.org/bilbao](https://www.locals.aegee.org/bilbao)
IAESTE: Dedicated to organize internships for students at companies abroad. [http://iaeste.es](http://iaeste.es)

ENGINEERING WITHOUT BORDERS (ISF): [https://euskadilisf.es](https://euskadilisf.es)

## 7 Relations with companies

The Faculty of Engineering in Bilbao offers a wide program of activities in collaboration with the companies in the surroundings. These collaborations are certified following the UNE-EN ISO 9001:2015. You can find all the information about the Relations with the Companies in the website of the Faculty.

### 7.1 Educational cooperation

This program is oriented to students in second year of Master’s Degree Studies and in the last year of Bachelor’s Degree Studies. It consists of doing an internship in a company, organism or institution.

The external educational internships allow the students to apply the concepts learnt during their studies and get additional training and knowledge. In this way, the students can develop interesting competences for their future career.

In many cases, students also develop their Bachelor’s or Master’s Degree Thesis during the internships. All of this is possible thanks to the more than 400 companies that collaborate with the Faculty, signing more than 1000 internship agreements every academic year.

### 7.2 Job Day and Presentation of the companies

During the Job Day, Companies introduce themselves to the students. They also explain the activities they carry out, the job offers they currently have and the profile of candidates they are looking for. Around 80 companies visit us every year, so students have a realistic overview of the industrial panorama around us, along with its evolution, tendencies and perspectives of future.

If you are interested, the Job Day can be a good opportunity to hand in your CV to the companies.

### 7.3 Company awards

Some companies that collaborate with the Faculty of Engineering in Bilbao award the best Bachelor’s Degree Thesis (TFG) and Master’s Degree Thesis (TFM) developed by our students. The objective of these awards is to acknowledge the best projects, but also to encourage the students to develop their Thesis in a field of current interest.
7.4 Business classrooms (Aulas de Empresa)

Several companies have their own classroom at the Faculty of Engineering in Bilbao. We know them as Aulas de Empresa, and in them students collaborate with the companies on different projects.

- Aula Aeronáutica yMáquina-Herramienta (DFB/GV)
- Aula Velatia-Ormazaral
- Aula del Agua (CABB)
- Aula AR Racking
- Aula Fundación Repsol
- Aula OpenData Bilbao-Bizkaia

- Aula ZIV
- Aula Espazio (DFB)
- Aula Nortegas
- Aula Tecnalia
- Aula ROOM4STEEL
- Aula CAF

In these Aulas de Empresa, students develop their final Bachelor’s Degree Thesis, their Master’s Degree Thesis and they attend to different postgraduate courses. You can find more information in the web site of the Faculty.

8 INTERNATIONAL RELATIONS

All the activities related to International Relations are certified following the UNE-EN ISO 9001:2015. The Faculty has agreements with universities from all over the World. These agreements allow the collaboration between universities and the mobility of students and staff. You can find all the information related to International Relations on the web site: https://www.ehu.eus/en/web/bilboko-ingeniariitza-eskola/mugikortasuna

9 PREVENTION AREA

9.1 Accidents at the Faculty

Every student of the UPV/EHU has an insurance that covers accidents. You have more information in the Web Site of the University.

In case of accident, you should go to an agreed hospital. You should always carry your identification and student cards with you. Besides, when possible, you should communicate the accident to the Head of Administration (94601401), so (s)he can handle it along with the Prevention Services and you can get the accident report done before you go to the hospital. You can always ask at the receptions/janitorial services if you have any question or if you need help.

In case of vital urgency, you should go to a hospital of Osakidetza (Basque public health service) or call the emergency number 112.
9.2 Use of IPE in the laboratories

While performing the practicum in the laboratories of the Faculty of Engineering in Bilbao, students might face risk of injury or harm. Thus, it is very important to use the Individual Protection Equipment (IPE) required in each case. You must always follow the instructions that you will find in each laboratory.

9.3 Defibrillators

You can find defibrillators at every entrance of the Faculty. Everyone can use them in case of necessity. Even if they are very simple to use, the Faculty, along with the Basque Health Service, Osakidetza, offers courses to students to teach them how to use them correctly.

9.4 Fire evacuation plan

During the academic year, we will perform a fire safety drill and evacuation. Both students and staff have to participate, so we please ask you to collaborate following all the instructions that you will be given. The basic steps are:

As soon as you hear the sound alarm, leave the Building, classroom or laboratory where you are and head yourself to the exit following the evacuation signs.

- Help disabled people along with those who are feeling unwell.
- Keep the order and keep calm. Do not run.
- Do not use the lifts.
- Do not go back.
- Go to the established meeting point.

10 RESPECT TO THE ENVIRONMENT

10.1 Environmental Policy

In the Faculty of Engineering in Bilbao we are aware that we should work for the alignment between development and protection of the environment. Thus, we have the commitment to prevent the pollution and we have adopted some environmental criteria in our daily work. Consciousness of the values and improvement of the behaviors respectful with the environment in all the activities developed, inclusion of measurements that encourage the energetic efficiency, the responsible consumption of water, the spills on residual waters, the materials and the wastes are some of our main objectives.

We please ask you to use the recycling containers that you will find in different points of the Faculty and to follow all the instructions and tips indicated in order to support our environmental politics.
11 CLEANING AND MAINTENANCE

We all like to find all the rooms and services clean and in good state. In order to get that, both a good cleaning service and a responsible use of the facilities are essential. We encourage you to collaborate to keep the facilities clean by using the trash bins and the recycling containers.

12 QUALITY CERTIFICATIONS

12.1 ISO 9001: 2015 Certificate

- Management of extracurricular internships in companies.
- Exchange of students within the area of international relations.
- Training and evaluation in the official academic degrees of:
  - Bachelor Degree in Marine Studies
  - Bachelor Degree in Nautical and Maritime Transport
  - Master’s Degree in Marine
  - Master’s Degree in Nautical and Maritime Transport

12.2 IMarEst International Certificate

- Bachelor Degree in Marine Studies.

12.3 International EurAce Label

- Degree in Marine Studies.
- Master’s Degree in Industrial Engineering
- Master’s Degree in Telecommunications Engineering

12.4 Environmental Policy

- Implementation of the carbon footprint indicator ("Indicador de la huella de carbono de organización", Plan de Acción para la Energía Sostenible de Bilbao 2020).
- Acknowledgement of the Local Council of Bilbao (2016) for the participation in the program "low carbon footprint in Bilbao" ("Hacia una Estrategia baja en Carbono en Bilbao").
- The Bilbao School of Engineering is committed to and aligned with the 2030 Agenda for Sustainable Development adopted by the UN.
12.5 Others

- 2008 Achievement of the Silver Q.
- 2017 Usage of the excellence model EFQM as a reference for management.
- 2019 Certificate of the design SGIC (Audit).
- 2019 Achievement of the label EurAce for the Master’s Degree in Industrial Engineering and for the Master’s Degree in Telecommunications Engineering.
- 2021 Achievement of the International Label of UNIBASQ for the Master’s Degree in Project Management.
- 2022 Certification of the SGIC (Audit) Implementation.
# Offices of the Deanship of the Faculty

<table>
<thead>
<tr>
<th>Position</th>
<th>Office</th>
<th>Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deanship</td>
<td>P1D9</td>
<td>Building I</td>
</tr>
<tr>
<td>Academic Secretariat</td>
<td>P2D1.4</td>
<td>Building I</td>
</tr>
<tr>
<td>Vice-deanship of Students</td>
<td>P1D1</td>
<td>Building I</td>
</tr>
<tr>
<td>Vice-deanship of Quality</td>
<td>P1D6</td>
<td>Building I</td>
</tr>
<tr>
<td>Vice-deanship of Nautical Studies</td>
<td>P1P6</td>
<td>Portugalete Building</td>
</tr>
<tr>
<td>Vice-deanship of Academic Organization (Bachelor’s Degrees)</td>
<td>P2D1.1</td>
<td>Building I</td>
</tr>
<tr>
<td>Vice-deanship of Coordination for Post Graduate Studies (Master’s Degrees)</td>
<td>P2D3</td>
<td>Building I</td>
</tr>
<tr>
<td>Vice-deanship for Continuing Education and Postgraduate Studies</td>
<td>P2D1.2</td>
<td>Building I</td>
</tr>
<tr>
<td>Vice-deanship of Information and Communication Technologies</td>
<td>P1M9</td>
<td>Building II</td>
</tr>
<tr>
<td>Vice-deanship of infrastructure and equipment</td>
<td>P1M10</td>
<td>Building II</td>
</tr>
<tr>
<td>Vice-deanship of Study Programs</td>
<td>P1D5</td>
<td>Building I</td>
</tr>
<tr>
<td>Vice-deanship of Instructional Planning</td>
<td>P2D1.3</td>
<td>Building I</td>
</tr>
<tr>
<td>Vice-deanship of Relations with Companies</td>
<td>P1D3</td>
<td>Building I</td>
</tr>
<tr>
<td>Vice-deanship of International Relations</td>
<td>P1D4</td>
<td>Building I</td>
</tr>
<tr>
<td>Head of the Administration</td>
<td>P1D7</td>
<td>Building I</td>
</tr>
</tbody>
</table>

Additional information can be found on the web site of the Faculty:

[https://www.ehu.eus/bilboko-ingeniariitza-eskola](https://www.ehu.eus/bilboko-ingeniariitza-eskola)
15 LAYOUT OF THE BUILDINGS

Location of the classrooms

The naming of the classrooms indicate their location. For example, in Building I, classroom **P2G6A** is located on the 2nd floor of Building I-G and it is the 6th room. The letter **A** at the end means that it is a classroom (“Aula”).

Instead of **A**, the letter at the end can be either **S** (Seminar), **L** (Laboratory) or **I** (Computer classroom).

The names of the classrooms located at the basement start with the letter **S** instead of **P**.