EHU
Euskal Herriko Unibertsitatea
University of the Basque Country

GIPUZKOAKO INGENIARITZA ESKOLA
FACULTY OF ENGINEERING GIPUZKOA



EXCHANGE STUDENT GUIDE

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FACULTY OF ENGINEERING, GIPUZKOA (DONOSTIA)

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FACULTY OF ENGINEERING, GIPUZKOA (Donostia)

Name of the Institution	University of the Basque Country (UPV/EHU)	
ERASMUS Code	E BILBAO01	
Faculty	Faculty of Engineering, Gipuzkoa, Donostia section -Escuela de Ingeniería de Gipuzkoa (EIG), sección Donostia	
Address	Faculty of Engineering, Gipuzkoa (Donostia) Plaza Europa 1 20018 Donostia- San Sebastián (GIPUZKOA)-Spain Google Maps	
Website	https://www.ehu.eus/en/web/gipuzkoako-ingeniaritza-eskola/visiting-students-donostia https://www.ehu.eus/en/web/gipuzkoako-ingeniaritza-eskola/faculty-engineering-gipuzkoa	
International Relations	Dr Ainara Saralegi (Academic Issues) Vice-Dean of International Relations Tlf: + 34 943017270 gie-coord.international@ehu.eus	Jon Ander Kanpandegi (Administrative issues) Administrative Support Officer Tlf: +34 943015901 gie.international@ehu.eus
Undergraduate Programmes	Degree in Building Engineering Degree in Civil Engineering Degree in Electrical Engineering Degree in Industrial Electronics & Automation Engineering Degree in Mechanical Engineering	
Masters	Master in Control in Smartgrids and Distributed Generation Máster Universitario en Ingeniería de Infraestructuras y Construcción Sostenibles Máster Universitario en Tecnologías Avanzadas en la Industria	
Subjects/courses taught in English	https://www.ehu.eus/en/web/gipuzkoako-ingeniaritza-eskola/subjects-taught-in-english	
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.eus/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.eus/en/web/nazioarteko-harremanak/en-grading-system-information	
Maps	Map of Campus of Gipuzkoa	

BEFORE COMING TO EIG- Donostia

Exchange Agreement

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

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 may choose from any course offered by our Faculty and are welcome to combine courses from different programmes/BAs. Please note that admission to elective courses is subject to availability once local student registration is complete. In all cases, final enrollment requires the approval of both home and host coordinators as part of the formal academic agreement.

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

Students wishing to take subjects/courses in other Faculties should inform us so that we may facilitate the necessary inquiries. Please keep in mind that as you will be registered at the Faculty of Engineering of Gipuzkoa, the majority of your credits must be taken within 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

Although the Faculty has a building in Eibar where Renewable Energy Engineering is taught, it is unfortunately nearly impossible to combine courses at both locations. The distance between the two cities makes commuting between them impractical; therefore, we recommend exploring other alternatives.

- 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 gie.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

The admission process will be managed by the UPV/EHU's International Relations Office. You can consult the steps to follow here: UPV/EHU AL Programme and Other Destinations: visiting students

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).

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

- 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

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. In the case of the Erasmus+ programme, you will need to complete the OLA on the EWP (Erasmus Without Papers) platform.
- **TRAVEL/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: Required insurance for international visitors
    - INSURANCE ATTESTATION filled in with your insurance details, signed and stamped by your University
    - EU citizen: European Health Insurance Card (EHIC) is not enough
- **CERTIFICATE OF ENROLMENT OF YOUR UNIVERSITY** to certificate that you are registered there
- One picture in JPEG (for the student card)

Legal Residence

If you do not have EU nationality, you probably will need to obtain a visa before arriving in Spain.

You can find more information here: Legal Residence

Buddy programme

The objective of this programme is to support international visitors arriving at the Faculty of Engineering, Gipuzkoa.

A Buddy is a local student who offers guidance to help you settle in and make your adaptation process smoother. The Faculty manages this programme for all incoming students; before you arrive, your Buddy will contact you by email so you can discuss any questions or concerns directly with them

How to get here

How to get to Donostia-San Sebastián

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.eus/en/web/international-welcome-centre/practical-information-for-your-stay/accommodation

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

WELCOME CENTRE LOCATION
Ignacio Mª Barriola centre (next to the big roundabout) - Floor 1
Plaza Elhuyar, 1 - 20018 Donostia Location (Google Maps)
Phone: +34 943015192
donostia.welcomecentre@ehu.eus

ARRIVAL AT THE FACULTY OF ENGINEERING, GIPUZKOA (Donostia) (mobility for studies)

Welcome Meeting at the EIG, Donostia

It is advisable to arrive at the EIG a few days before the beginning of courses.

We will hold a Faculty Welcome Meeting for all visitors. Students will receive more information regarding this meeting once they have completed the admission procedure. The meeting may take place a week before the start of the semester.

Upon arrival you should visit the Welcome Center Office of the Campus of Gipuzkoa, where you can get inform about:

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

Modifications of the Learning Agreement

It is possible that the courses you selected are not what you expected, or you may face scheduling conflicts between them. For this reason, during the first two weeks of the semester, you will have a trial period to finalize your course selection.

You are welcome to attend any classes that interest you, even if you are not yet officially enrolled. After the first two weeks, you may either confirm your initial selection or modify your final list.

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.

To formalize these modifications later in the semester, a new Learning Agreement (signed and stamped by your home university) will be required to remove unwanted courses and complete your enrollment in new subjects. For Erasmus+ students, OLA (Online Learning Agreement) changes must be processed via EWP (Erasmus Without Papers).

Masters

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

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.