



Guide for international students



Tecnun
Universidad
de Navarra

ESCUELA DE INGENIERÍA
INGENIARITZA ESKOLA
SCHOOL OF ENGINEERING

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Letter from our Dean



Dear student,

Welcome to the University of Navarra! Everything is ready for an extraordinary university experience in academic year 2024-2025. Getting this far has been a real challenge, but now one of the **most exciting stages in your life** is just around the corner: many congratulations! In the journey you are about to begin, you'll have the **help and support of all the students**, professors and other staff at the University of Navarra. Your School will provide you with the academic and human space you need to **explore new fields of knowledge**, and enable you to take full **ownership of the learning process**. The cultural, social and sports activities available will also **broaden your horizons**, giving you the chance to mingle with students from other Schools and areas. Take every opportunity that comes your way! Fifty years ago, the founder of the University of Navarra gave a speech that continues to inspire our university community. He talked about the University as an institution that would **"contribute with its universal work to the lowering of barriers which prevent mutual understanding among men, to the alleviating of fear of an uncertain future, to the fostering, by its love for truth, justice and freedom, of true peace and concord among peoples and nations"**. These are words that should encourage us all, including new students starting out, to work towards building a better world from the various perspectives of our different fields of study. Last but not least, I would like to thank your families for the trust they have placed in the University of Navarra. I wish you all the best as you embark on your university journey!

María Iraburu Elizalde

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Tecnun and the University of Navarra

We are ready to welcome you very soon!



In detail

The University of Navarra is a **Catholic University** founded in **1952** on strong core values. Today has over **13.000 students**, **16 faculties** and **9 research centers**. The University has several campuses in **Pamplona, San Sebastián, Madrid, Barcelona, Munich** and **New York**.

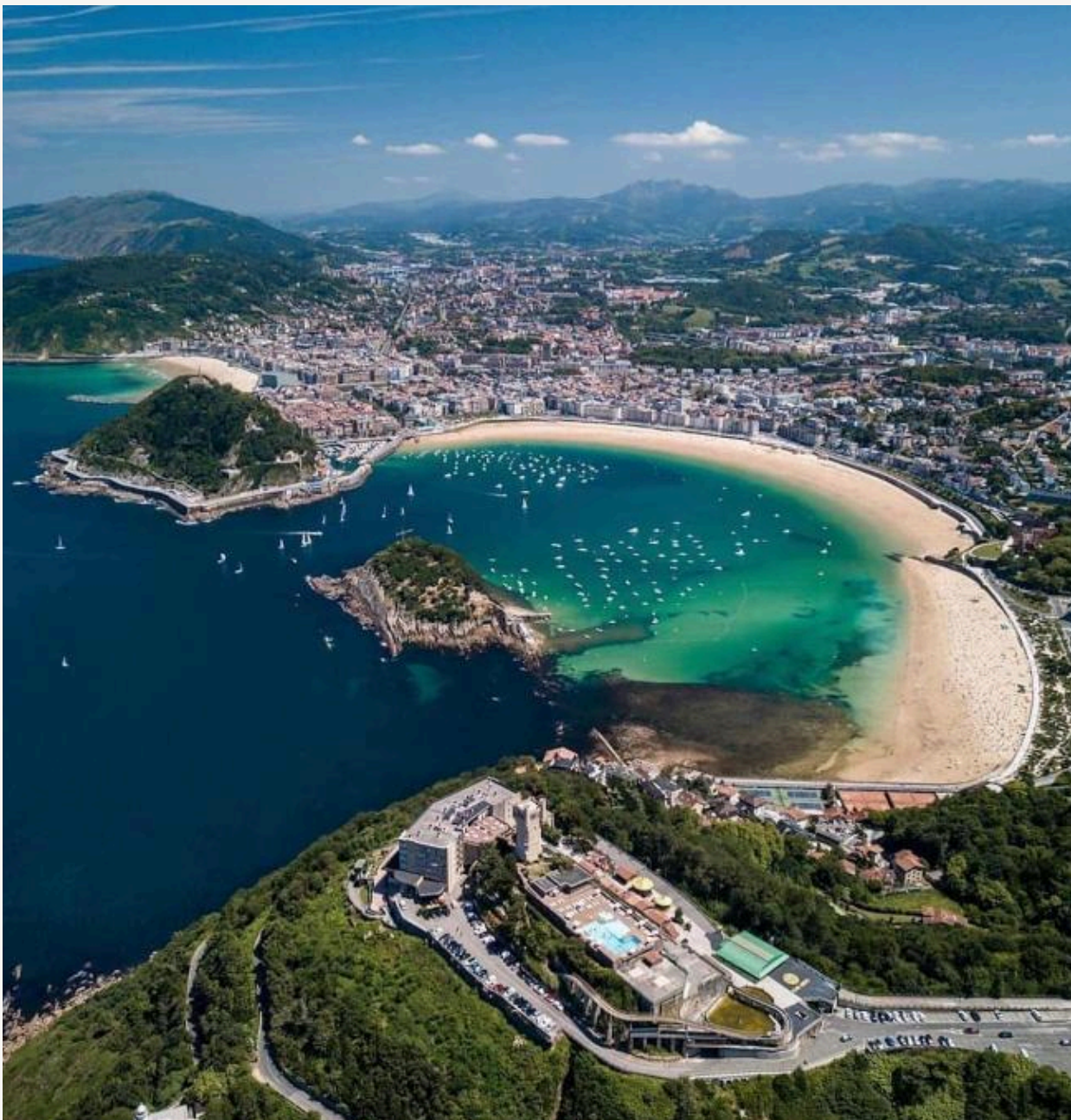
Tecnun , The Faculty of Engineering and the **Research Center CEIT** are located on the same campus in San Sebastián. CEIT with over 250 researchers in different areas which are closely associated with the different degrees offered in Tecnun.



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Practical information of the city

We want you to have the best possible experience!



Travel to San Sebastian

Flights should be into either Bilbao (BIO) or San Sebastian (EAS)

Bilbao is the larger airport and will have more flight options. Bilbao is slightly further (1 hour) from San Sebastian but transport options are more frequent/easier.

You can purchase a bus ticket from BIO to San Sebastian [here](#).

If you flight to SS, you can catch bus **E20** or **E21** at **San Sebastian airport** bus stop and they will take you to the city center.



Housing

San Sebastian has several residences that accommodate Tecnun students. We also offer apartment options for long term students.

For more information you can **check [here](#)** or ask the international office department.



Transportation

The public transport system is safe and convenient.

San Sebastian is a very walkable city. You can walk everywhere.

Taxis are available but must be hailed at designated taxi stands. You can book a taxi [here](#).

Also, the city has a system of **mechanical and electric bicycle rentals**. There are two types of pass: a regular 12-month pass or an occasional pass for a minimum of 30 days. You can register [here](#).

There is a **transport card** which allows travel with the same card on all public transport. The **MUGI system** offers great advantages to those who frequently use public transport in Gipuzkoa. The system is based on a single payment support and on the distribution of zones, so that when traveling in the same zone on different means of transport, the same fare is paid. The system offers free transfers, discounts and bonuses.

For more information click [here](#).



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Basic tools

Stay connected from day one!



Email

As an exchange student you will receive your university email account (**user@alumni.unav.es**) when you enroll.

You can access your University email through **Google Gmail** if you enter the University credentials in the gmail page - **user@alumni.unav.es + password** (the same you use for MiUnav).

From this email account you will also have access to **Google Apps: Calendar, Drive, Hangouts, among others.**

You will find an II Services booth in the building to assist you.



Wi-fi



The University is part of the Eduroam wifi network, along with many universities throughout the world. You can access the network from any place on the campus.

Find out how to configure your smartphone or laptop here.

University card



At the beginning of the academic year, every student is given a university card once they have enrolled.

It allows you to:

- Access the **library** and take out books
- Access all **buildings** on campus
- Access **sports** facilities
- As a form of **identity** during exams

Always carry the card with you when you are on campus. More information here.

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Academic information

It is important that you understand from the start how to manage your academic life.



If you are an undergraduate or an exchange student...

All students are assigned a MENTOR that provides them with personalized tutoring throughout their studies.

You should find out who your mentor is in the first few days. It is advisable that you **meet with your mentor regularly** from the beginning of the academic year so that you can start your studies in the best way.

Find out how personalized tutoring works by clicking [here](#).



miUNAV

You are already familiar with miUNAV, the online portal through which you enroll in the university.

miUNAV also enables access to the **Academic Information Portal** and processes all academic queries: submit a request, check your grades, apply for a certificate, etc.

Remember how to
access here.



ADI Online Classroom

Aula Virtual ADI or ADI Online Classroom is a digital portal for university teaching. This system gives you direct access to:

- The **webpage** of every subject with information about the program, evaluation criteria, bibliography, etc.
- **Notifications and updates** from professors
- **Organization and relevant information** for the academic year: election of student representatives, calendars, etc

To access ADI, enter
username + password of
your @alumni.unav.es
account [here](#).



Universidad de Navarra App

Use the **Universidad de Navarra app** to check your exam results whenever you want, from wherever you are.

Using your **smartphone** you can check your results, see the date, time and place of revision, and find out whether the grade is provisional or definitive. Furthermore, you can receive a **notification** every time a new result is published.

To access the app, all you need is your **username + password** of your email **@alumni.unav.es** and select your academic transcript.



The screenshot shows the login interface for the Universidad de Navarra app. At the top left is the university's logo and name. Below it, the title 'Plataforma de Evaluación' is displayed. There are two input fields: 'Usuario:' and 'Clave:'. Below the 'Clave:' field is a toggle switch for 'Recordar contraseña:'. At the bottom is a red button labeled 'Aceptar'.

You can download the iOS / Android app here.

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Academic Regulations

Like all organizations and as a third level institution according to national law, the University has a series of regulations to be followed so as to ensure it continues to be a center of academic excellence.



Student regulations

There are many types of regulations covering different areas: **evaluation procedures, behavior, personalized mentoring, requisites** to fulfill to pass from one academic year to the next, etc.

All the information is available [here](#). Make sure you select “Students” on the menu.



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Practical information

For Campus life



Academic calendar

The academic year usually begins on **the first day of September and finishes in the final week of June**, with holidays at Christmas and Easter.

Check the Students
section of our school
website.



Campus safety

The campus and the city are very safe, but it is always useful to have the relevant information about **steps to follow in case of emergency**.

In case of accident or emergency you should **call 112**, which is the national emergency number. Please save it in your telephone contacts list.



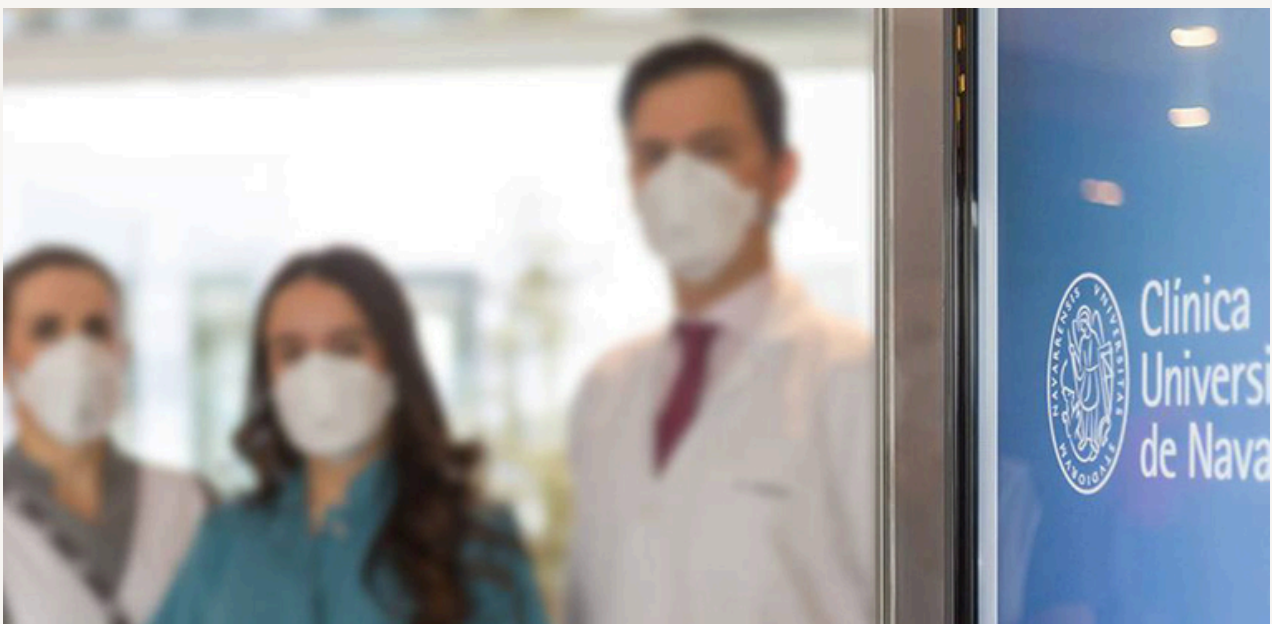
If you are on campus you should ring the Control Center (+34 943 21 98 77) or contact a doorman at the nearest building.

Accidents on campus

If you have an accident on campus, your exchange enrollment fees include healthcare coverage.

It is important that you read the conditions in the section “**En caso de accidente**” [here](#).

*All safety-related
information is available
[here](#).*

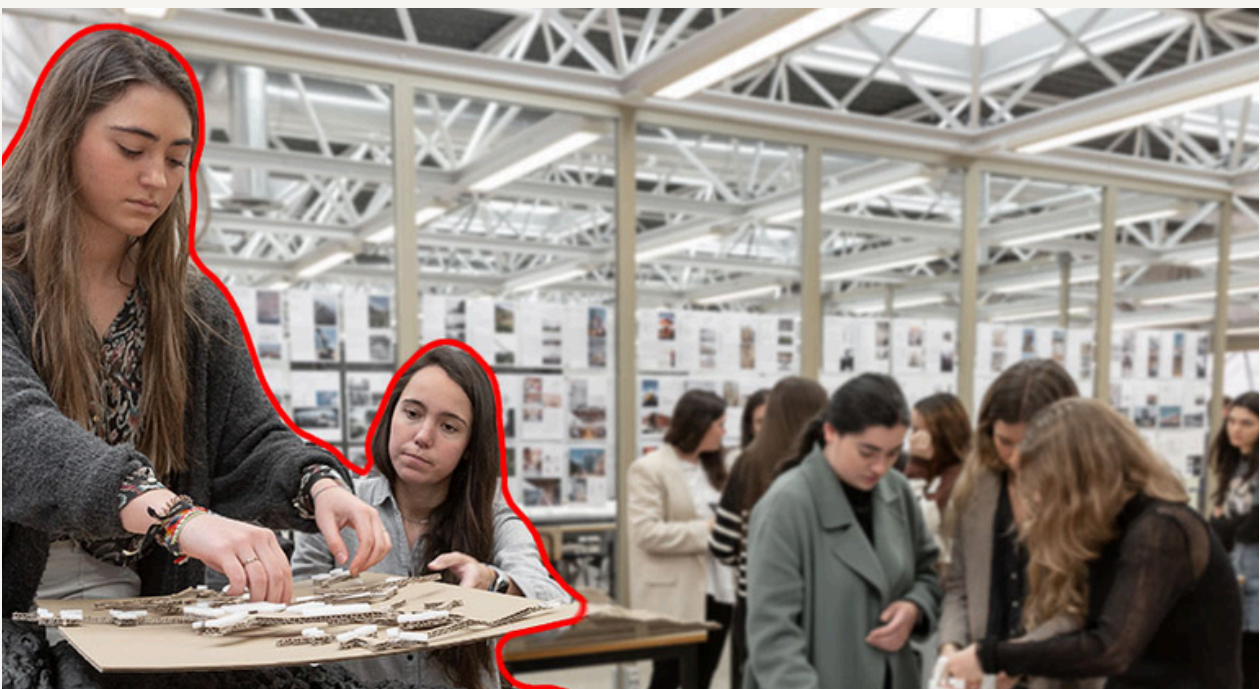


University style

For more
information click
[here](#)

Your university experience is another step towards professional life, an idea that shapes our approach at the University of Navarra.

How we dress reflects **respect for professors and the institution**. The context of professionalism means shorts, see-through clothing, sports clothes or any other garments that are not appropriate for an academic environment should not be worn to class. The dress code is **smart casual/business casual**. We would also ask for your cooperation in keeping our **facilities clean and tidy**. You can only bring a bottle of water into the classroom. Food and drink should be consumed in the appropriate eating areas.



AJÁ: Legal advice for students, from students

If you require legal advice at any time, contact AJÁ, which offers free legal advice about your rights and how to proceed.

Click [here](#) for further information.



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Campus experience

University life is more than classes, presentations, or the laboratory.



Sports

The University Sports Center has a number of **sports clubs**, **competitions** and **activities**. Highlights include the **Sports Talent Program** and the **Center for Olympic Studies**.

Find out more information, including how to reserve courts, etc. on the [web](#).



Tantaka

Tantaka is the **Voluntary Work** Time Bank at the University. Through Tantaka, you can devote time to the marginalized in our community.

Find out about the
volunteering programs
that best fit your
personality and talents
by clicking [here](#).



Museums

The University of Navarra has two museums in Pamplona that are a perfect complement to campus activity.

A **museum of contemporary art** with important fine art and photography collections which holds many exhibitions throughout the year. **The Museum Theater** is a great venue and hosts many dance recitals, plays and concerts run by prestigious companies.

The **Science Museum** offers a wide range of events and activities relating to scientific research and science communication for people of all ages and backgrounds.



You can visit the information about the Museum of Contemporary Art [here](#). This is the link to the Science Museum [website](#).

Creative Campus

Find out what
you can do on
this website.

If you would like to **act, join a choir or form part of a university orchestra**, participate in the **Artistic Talent program** or “The Voice of your School” competition among many other activities, check out all the details.



Chaplaincy

The Chaplaincy service and its priests are available for all students in all Schools.

Activities include the **celebration of Mass and administering the sacrament** of Penance to Catholic students, but the chaplaincy also organizes a wide range of other activities which all students are welcome to attend regardless of their beliefs. The **chaplains are always available** to listen and talk in confidence.



*Find out who is the
chaplain for your
School and further
information about
activities [here](#).*

Traineeships and employment

During your time at university, you will be able to do **internships in businesses or institutions related to your area of study**, as well as benefit from the opportunities and tools that our “**Servicio de Prácticas y Empleo**” offers you in preparation for your future professional life.

Don't miss on opportunities: check out their web [here](#).



Innovation Factory

Innovation Factory is the Centre for Innovation and Entrepreneurship at the University of Navarra.

They work to **improve** the entrepreneurial skills of our students, **create** companies from the knowledge arising from research and **support** all the projects that are born in the University.

Discover [here](#) the GPIE program and other activities organized by Innovation Factory.



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International Students

International students need information and support in certain processes and procedures to ensure their integration in Spain and on campus is as quick and easy as possible.

Bienveni2



Immigration

International students need to complete several processes so that their stay in Spain is legal.

Whether you are a citizen of a EU country, or a national of a non-EU country, you will find **all the relevant information here**.

Please address any
queries to the
International Relations
Office at visa@unav.es.



Healthcare and medical insurance

To receive healthcare in Spain, international students need medical insurance which has a good coverage, valid for a whole academic year, to be renewed annually.

Students from the EU can use their **European Health Insurance Card** for healthcare, but private insurance will include more coverage (like repatriation) which is advisable.

If you need to go to the hospital for any reason, we recommend that you go to the **Policlinica Gipuzkoa** as they are used to receiving international students with foreign medical insurance coverage.

You can check insurance options in the web, and how to get a medical appointment or go to hospital here.

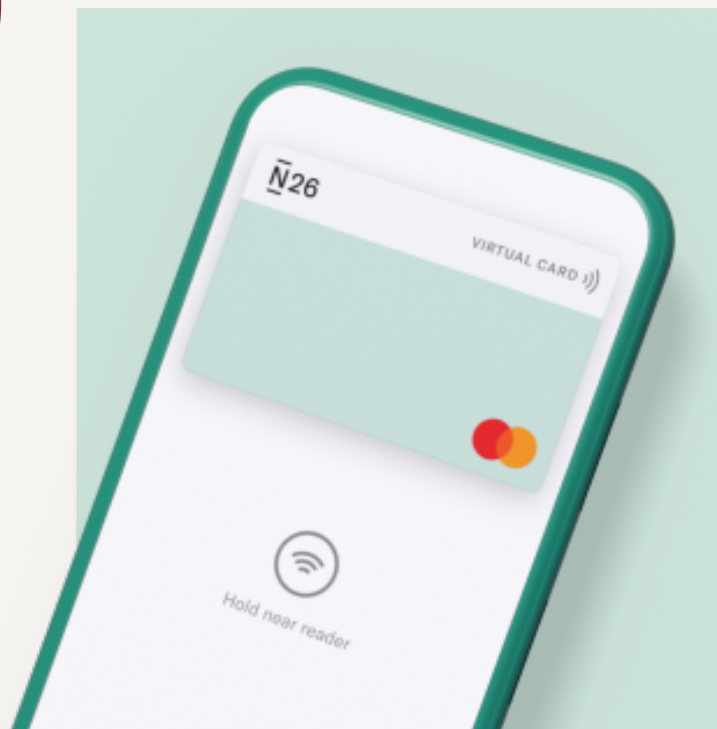


Banks

Have some local currency on hand upon arrival (can order from bank beforehand or use ATM at arrival airport). Contact your bank and credit cards prior to travel.

To open a bank account you will need to have a **TIE (Foreign Identity Card)**, which takes some time to obtain.

You can check insurance options in the web, and how to get a medical appointment or go to hospital here.



Cell Phones

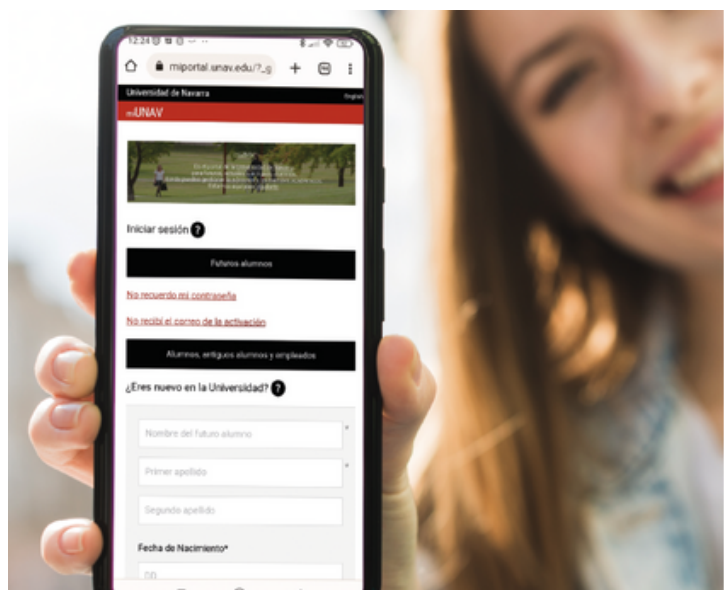
There are several cell phone companies in Spain offering competitive deals.

If you will be studying for several years at the University, it is better to **sign a contract**; however, you will need the **TIE** (Foreign Identity Card) to do so.

For short stays you have **three options**:

1. Get an **international calling plan** and keep your US number
2. Have an “unlocked” phone and then get a **SIM card** and pay as you go
3. Just use **WIFI** - Messaging apps

You can check insurance options in the web, and how to get a medical appointment or go to hospital here.





Homologation of high school degree and UNEDasiss Accreditation

All students coming from non-Spanish education systems must officialize their high school degrees.

Two possible ways depending on the education system of origin:

European Union education systems or IB Program

Apply for **UNEDasiss credential**

Non-European Union education systems

Apply for **homologation** of high school degree



For further
information contact:
admission@unav.es

International coordinator

The key contact for exchange students or short-term students is the International Coordinator in your School.

Contact your **Coordinator** for any queries about subjects, timetables or any academic issues that arise. You can find their contact details [here](#).

International Relations Office

All international students can contact this service for any non-academic questions or queries that may arise. The office for **exchange students** is located in the **secretariat**, first floor of the Ibaeta building. The office for **short-term students** is on the second floor of the same building. They can also be contacted at irs@tecnun.es.



Buddy program

The University also offers a **Buddy Program**, which is run by students of the International Committee

The Buddy Program was created to **help international exchange students** with any questions they may have prior to their arrival in San Sebastian and to ease their transition to a new city, university, and stage of life.

Each international exchange student is assigned a buddy who is also a student, either Spanish or international, who has been in a similar situation and will be able to help the student with basic questions from advising on accommodation and classes to referring questions to the appropriate university staff. Most importantly, **this program aims to help the international student integrate into the university community.**





DEI-TECNUN

The University of Navarra is committed to advancing the mental health and wellbeing of its students. If you or someone you know is feeling overwhelmed, depressed, and/or in need of support.

Please, contact the Program Coordinator at Tecnun International Office or visit **COMPASS**, the Guidance, Counseling and Wellbeing Unit.

STUDENTS WITH DISABILITIES

If you need an accommodation for a student with disabilities, please let TECNUN know before the program start.

Some aspects of the program course, the assignments, the in-class activities, and the way it is taught may be modified to facilitate your participation and progress. As soon as you make TECNUN aware of your needs, the **Office of Services for Students with Disabilities** will work to determine appropriate accommodations.

Any information provided with regard to disabilities will be treated in as confidential a manner as possible.



**A memorable
experience
awaits you!**



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