

UNIVERSIDAD
PABLO DE OLAVIDE
S E V I L L A

Centro de Estudios para Extranjeros

Hispanic Studies Program
Spring Semester 2010

English Version



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SPORTS FACILITIES (ON CAMPUS)

These include a covered pavilion, a semi-covered pavilion, 2 soccer fields, a baseball field, a gym, a high performance table tennis center and an outdoor track. Over a dozen sports activities are regularly organized on campus and are open for student participation.

- **Gym card:** To join the gym and obtain your gym card, please go to the Sports Office (SDUPO), located in building 14, ground floor. They are open on weekdays from 10:00 to 1:00 pm and from 5:00 to 7:00 pm (except Friday afternoons).

Two ID photos are required.

The gym fees are:

10,65 € for registration (*Matricula*)

13,10 € per month

27,90 € for semester

In order to pay the fees you first need to go to any branch of Santander Central Hispano bank (BSCH). There is one in building 17 (Celestino Mutis) on the ground floor. It is open from 9:30 to 1:30 pm. After making your payment, bring the receipt back to the Sports Office.

- **Sports ID card** ("Tarjeta deportiva"): It is also possible to participate in sports activities outside the gym (running, playing soccer, ping-pong, etc.). The cost of the sports card (*tarjeta deportiva*) needed for this is covered by the Center for Foreign Students, although you must request for it in the Sports Office. Two ID photos are also required and you must fill out a form with your name, address, etc.

For more information about activities visit SDUPO web page:

<http://www.upo.es/sdupo/>

Index



Centro de Estudios para Extranjeros 4



Academic Calendar of the Hispanic Studies Program 5



Academic Policies: Final Exams, Grading, etc 6



Bookstore 8



Computer Labs 8



Copy Centers 9



Cultural & Social Activities 9



Dining Hall/Cafeteria 9



How to Reserve Computer Time at UPO 10



Intercambios 12



Library 12



Lost and Found 12



Map 13



Newsletters 15



Printing Documents from the Computers in the UPO Library 15



Sports Facilities (on campus) 18

The Universidad Pablo de Olavide is also referred to as “la UPO”, “la Olavide” or “la Pablo de Olavide”. Most buildings on campus are open Monday through Saturday 8:00 - 22:00. The general website address of the University is: www.upo.es



CENTRO DE ESTUDIOS PARA EXTRANJEROS

The Centro de Estudios para Extranjeros office is located in building 14, on the ground floor. The general office hours are 8:00 – 18:00 Monday to Thursday and 8:00 - 15:00 on Fridays. The main phone number is: 95 497 73 00. The general email address of the Centre is intl@upo.es

For general information questions (about UPO or Seville), electronic versions of course syllabi, ID questions, cultural & social activities, intercambios and financial questions, please stop by the office and talk to Mentxu or send her an e-mail: intl@upo.es

For information regarding taking classes with Spaniards (schedules, course syllabi, etc.) and host family issues (if your family was arranged through the Center), talk to Jorge or send him an email: jpasdia@admon.upo.es

For questions concerning professor-related issues (office hours of professors, final exam schedule, etc), the placement exam and language classes, please stop by the office and talk to Isabel.

For specific questions concerning academically related issues, signing proof of enrollment forms, credit transfer and for any problems in general, please stop by the office and talk to Joanna.

And for questions related to activities with Spanish students and intercambios, talk to Carolina, Julia or Claudia. Their office hours will be posted on our door in the beginning of February. You can also reach them by e-mail: intercambiosupo@gmail.com

BOOKS: The Center has a number of books available for students to consult / borrow as well as a collection of videos and films on DVD and a subscription to *The Economist*.

the document that you want to print (pay attention to the last part of the document name).

If you would like to print all of the documents that appear, using the cursors, touch “seleccionar todo”.

- e. Once you have selected the document, push the green button to print.
 - i. If you protected your document, the printer will ask for the password that you entered at the time that you sent your document to the printer. Once you have entered it, the document will print.
 - ii. If you didn’t protect the document, it will directly start to print.
 - iii. If the printer asks you for a password and you didn’t put a password on the document, this means that the computer saved the password of the user before you. In this case, delete the document and resend it eliminating the user’s password.
- f. All of the sent documents will remain in the print line. After you have printed, delete all of the documents that you sent to the printer and that are in the print line using the “suprimir” button.

Do not erase sent documents from other users.

3. To exit, press the orange button.

Do not forget to remove your print/copy card.

If you encounter problems sending documents, printing or photocopying, ask for help from one of the monitors or library personnel.

- If you don't want to protect your document:
 - a. In case the document is protected, deactivate so that the pass word of the user before you does not save.
 - b. Click "aceptar". Click "aceptar" again.

4. The document will be sent to the printer.

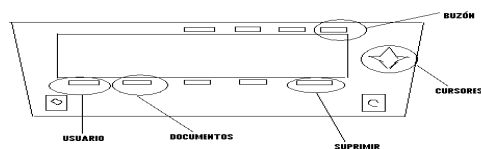
If the application becomes blocked at the time you are trying to print, it could be because others are using the printer/ copier. Wait a bit until the document sends

5. Picking up your document:

Go to the reprographics room that contains the printer that you selected for your document. Once there, you will need to remember the code of your pc, the protection password, and the printer name. (You can also follow the instructions that are found next to the printers to obtain printed documents).

In the reprographics Room

1. Insert your card in the card slot of the corresponding printer
2. Look for your document in the documents to be printed by doing the following:
 - a. Push the "buzón" button on the screen to activate the printing option



- b. Push the "usuario" button to locate your document in the print line.
- c. Using the "cursors" on the right side of the screen, select your pc (white label on computer...you might have to scroll through users to find your pc)
- d. Push the "documentos" button too see all of the documents sent from this computer. In case there is more than one, using the cursors, select



ACADEMIC CALENDAR FOR THE HISPANIC STUDIES PROGRAM

(The dates in **bold** are holidays – no classes will be held)

JANUARY

Monday, January 25:

- Spanish placement exam
- Tour of campus

Tuesday, January 26 (17:30 - 20:30):

- Orientation Session - Results of placement exam, schedules, sports information session, cultural differences talk...
- Welcome reception

Wednesday, January 27: First day of classes

FEBRUARY

Friday, February 5 - Cultural Activity: Excursion to the Roman ruins of Italica

Friday, February 5: Last day to change classes (last day of drop & add)

Tuesday & Wednesday, February 9 & 10: Intercambio event (15:00-16:00) - sign up for the day of your choice

Wednesday, February 24: Spanish Table (15:00-16:00)

Thursday, February 25 - "Puente"

MARCH

Monday, March 1: Día de Andalucía

March 2 - March 11: Mid-term exam period (2 weeks)

Friday, March 12: Last day to withdraw from a class

Saturday, March 13: Optional trip to Aracena/Sierra de Huelva (20€)

Tuesday, March 16: English table (15:00 - 16:00)

Wednesday, March 24: Spanish table (15:00 - 16:00)

Monday, March 29 - Friday, April 2: Semana Santa (Holy Week)

APRIL

Wednesday, April 7 and Thursday, April 8: Outing to the cinema with Spanish students - sign up for the day of your choice

Tuesday, April 13: English table (15:00 - 16:00)

Monday, April 19 - Friday, April 23: Feria de Abril

Wednesday, April 28: Spanish table (15:00 - 16:00)

MAY

Friday, May 7: Feria de Dos Hermanas

Thursday, May 13: Boat ride down the Guadalquivir

Friday, May 14 - Friday, May 21: Final exams (6 days total)

Friday, May 21: Farewell reception (in Seville)



ACADEMIC POLICIES

ABSENCES: An excused absence is one that is accompanied by a doctor's note: signed, stamped and dated - travelling is not an excuse. The note should be shown to your professors and must be handed in to the staff at the Centro de Estudios para Extranjeros office within one week of returning to class.

After 3 unexcused absences your final grade will be lowered by ½ a point (Spanish grade) for each day missed (starting with the 4th absence). If you have 6 unexcused absences, you will automatically fail the class.

For classes which only meet once a week, each absence will count as 2. For the elementary Spanish class which meets 4 days/week, your grade will be lowered after 5 absences (on the 6th) and you will automatically fail the class if you have 9 unexcused absences.

Exams missed due to an excused absence must be made up **within a week of returning to classes**. Talk to your professor immediately after your return. It is each student's responsibility to be informed of exam dates, paper due dates, required excursions, etc. before making any travel plans during the semester.

ACADEMIC HONESTY: Academic integrity is a guiding principle for all academic activity at Pablo de Olavide University. Cheating on exams and plagiarism (which includes copying from the Internet) are clear violations of academic honesty. A student is guilty of plagiarism when he or she presents another person's intellectual property as his or her own. The penalty for plagiarism and cheating is



NEWSLETTERS

We will send out newsletters in both Spanish and English to remind you of upcoming events. The e-mails will either come from intl@upo.es or intercambiosupo@gmail.com. Please set your filters to allow group e-mails from these addresses.



PRINTING DOCUMENTS FROM THE COMPUTERS IN THE UPO LIBRARY

When you want to print, you will need to remember:

1. The name of the document (the document name will look something like: <http://www.upo.es/serv/repr/autoservicio/lca/2LCA1.pdf>, the name of the document is the last part: 2LCA1.pdf)
2. The name of the PC (the white label on top of the PC)
3. The name of the printer where the document is being sent
4. The time that you sent the document to the printer.

1. When you have the document that you want to print on the screen, go to "archivo" and select "imprimir"
2. Choose one of the printers from the printer options list :
 - a. \\bibsala2imp1\0ce3145 : printer 1 in reprographics room 2.
 - b. \\bibsala2imp2\0ce3145 : printer 2 in reprographics room 2.
 - c. \\bibsala1imp1\0ce3165 : printer 1 in reprographics room 1.

3. protecting the document:

You can protect your document using a password so that other users are not able to print your document. Choose the option "propiedades" and after select "job":

- If you want to protect the document that you are going to print:
 - a. Activate the security option. (If it's already activated, deactivate it and reactivate it again so that you can change the password from the person who used it before you).
 - b. Introduce a new numerical pin code...you will be asked for this number when you go to print and pick up your document.
 - c. Click "ok". Click "aceptar". Click "aceptar" again.

1	Centro de Control y Comunicaciones	24h Security guard /Lost & found
2ab	Antonio de Ulloa	
3ab	Conde de Floridablanca	
4	Marqués de la Ensenada	Mailbox / public phone
5	José María Blanco White	
6ab	Manuel José de Ayala	Computer Information Center
7ab	Pedro Rodríguez Campomanes	Mail room / Small copy center (ground floor)
8	Félix de Azara	
9	Francisco de Miranda	
10ab	Francisco de Goya y Lucientes	
11ab	Conde de Aranda	
12	Alejandro Malaspina	Public phone
13	Francisco José de Caldas	Public phone
14ab	Gaspar Melchor de Jovellanos	Center for Foreign Students/ SDUPO (Sports office) /public phone
15	José Celestino Mutis I	Residence hall
16	José Cadalso y Vázquez	
17	José Celestino Mutis II	Gift shop, copy center, dining hall...
18	José Celestino Mutis III	Bank (BSCH)/ bookstore/ cafeteria...
20	CABD	Andalusian Center of Developmental Biology
24ab	Fausto Elhuyar y de Suvisa	
25ab	Juan Bautista Muñoz	Library
26		Table Tennis Pavillion
27		Gym
28		Outdoor running track
31	Paraninfo	Auditorium
32	Rectorado	President's office
41	Pabellón Deportivo	Sports Center

a failing grade for the assignment/exam and a failing grade for the course. Avoid plagiarism by citing sources properly, using footnotes and a bibliography, and not cutting and pasting information from various websites when writing assignments.

FINAL EXAMS: Final exams are held during the last week of the Program. Exam dates cannot be changed. The only exception is if a student has four or more exams on the same day. In this case, he/she may request that one of the finals be changed to another day (speak to Isabel or Joanna). The final exam schedule will be posted on our bulletin board by the end of February.

GRADING: There is no pass/fail option at UPO. If you do not officially withdraw from a class by the withdrawal deadline, a failing grade will appear next to the course name.

The grades that will appear on your final transcript are Spanish grades. The following conversion scale appears on the bottom of each transcript – it shows the equivalent for the U.S. and for European countries.

Grade conversion table

Española	10	9,9	9,4	8,9	8,4	7,9	7,4	6,9	6,4	5,9	5,4	4,9
		-	-	-	-	-	-	-	-	-	-	-
		9,5	9	8,5	8	7,5	7	6,5	6	5,5	5	0
USA	A+	A	A-	B+	B	B	B-	C+	C	C	C-	F
ECTS	A	B	B	C	C	C	C	D	D	E	E	F

Please be aware that anything below a 5 (i.e. a C- on the U.S. scale) is a failing grade.

LATE ASSIGNMENTS: Please abide by the deadlines set by your professor. Professors may take points off for late assignments or not accept them at all.

TARDINESS: Arriving late to class is disruptive to both the professor and your classmates. Please be punctual as your professor will count your late arrival as half of an absence or simply close the door and consider it as one full absence.

UNRULY BEHAVIOUR: The professor has the right to ask a student to leave the classroom if a student appears intoxicated or is unruly. If a student is asked to leave the classroom, that day will count as an absence regardless of how long the student has been in class.

Please note that students are not allowed to drink or eat in the classrooms (UPO regulations). Please also keep your cell phones off during class time.



BOOKSTORE

The University bookstore, Librería Díaz de Santos (open 10:00-14:00, 16:30-20:00), is located in the Celestino Mutis building. You will get a 5% discount if you show your student card.



COMPUTER LABS

The Computer Information Center at UPO has assigned each student a username and password which students can use to reserve computers on campus.

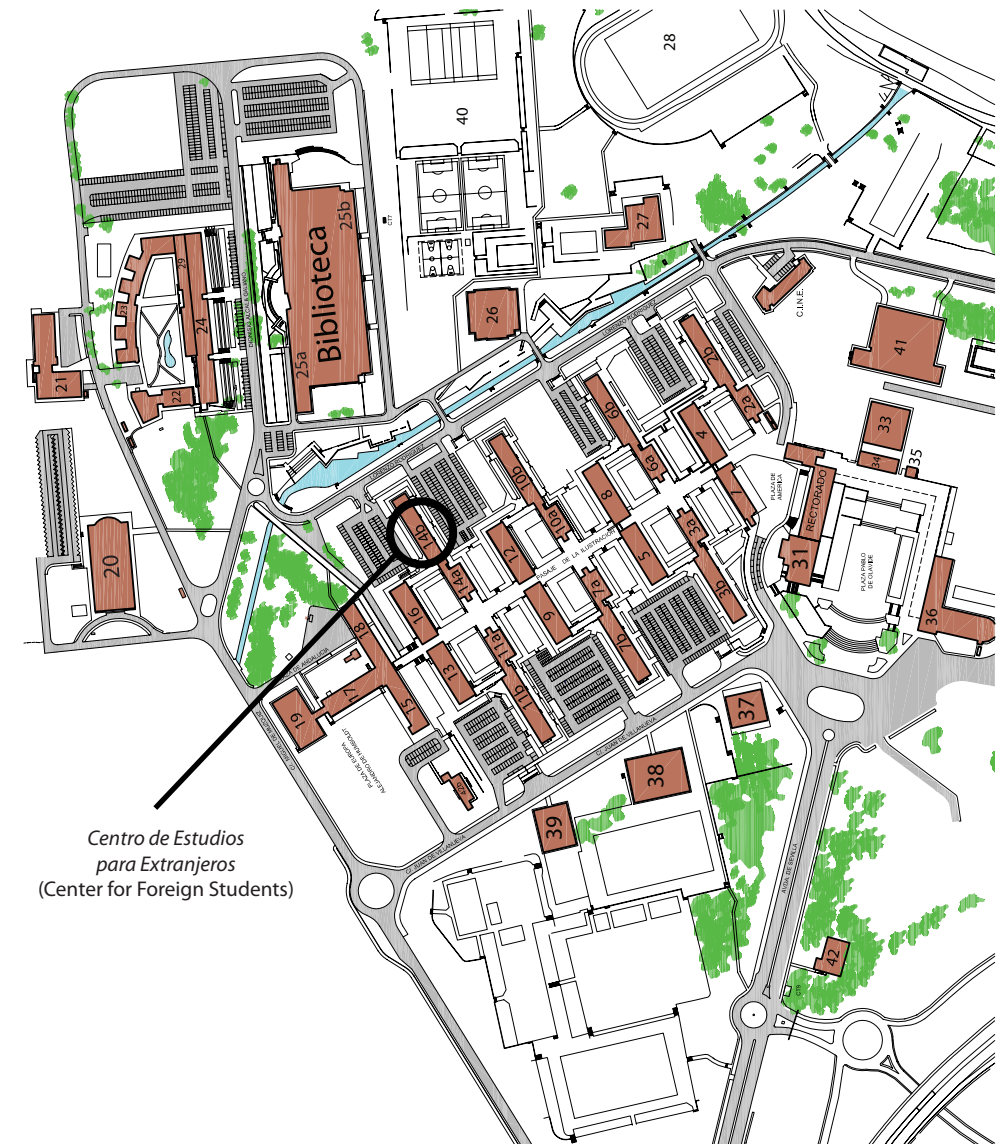
Reservations may be made directly from the *Centro de Informática y Comunicaciones website*, accessed from the UPO's general website: www.upo.es - see page 10 ("How to Reserve Computer Time at UPO").

If you are 15 minutes late arriving at your reserved computer, the reservation will be cancelled. Computers may be reserved for up to 1 hour daily in the library (21 computers with internet access) and up to 2 hours daily in the "acceso libre" computer labs that are also located in the library ("aula/fase 2").

If you need to print something, there are printers in the two blue corner rooms in the rear of the library. You will need a green plastic copy/print card to pick up your copies. This is the "tarjeta recargable" that is available for purchase in the copy center in the Celestino Mutis building. For instructions on printing in the library see "Printing Documents from the Computers in the UPO Library", page 15.



MAP



Centro de Estudios
para Extranjeros
(Center for Foreign Students)

INTERCAMBIOS

If you decide that you would like an intercambio (or have one and would like another one), please stop by the office (building 14, ground floor) and talk to Carolina, Julia or Claudia. You can also e-mail them at: intercambiosupo@gmail.com

LIBRARY

The library is located in building 25 and is open 8:30 - 21:00 . The library has a list of everyone's name. You can access your library account (to renew or reserve books) using the login and password you were assigned during the orientation session. You are permitted to take out books for up to 7 days (renewable) – you will need to show a photo ID. The library's website is:

<http://www.upo.es/serv/bib/bib.htm>. There are also 30 computers in the library with internet access. To reserve computer time in the library, please refer to page 10 (How to Reserve Computer Time at UPO).

A quick guide to the color coded call numbers:

white labels: books which are available for borrowing

red labels: reference books – cannot be taken out of the library

yellow labels: professor's copy – cannot be taken out of the library by students

For those interested in a detailed tour of the library, Carolina, Julia and Claudia will be organizing tours during the first weeks of the program. Please stop by the office to sign up for a tour – the tours will take place during their office hours.

LOST AND FOUND

The lost and found office is in building 1, where there is also a security guard on duty 24h. You can also ask the security guard in the building where you lost your belongings and stop by our office to see if anyone has turned them in.

COPY CENTERS

There is a copy center ("copistería") located in the Celestino Mutis building where you can make photocopies (3 cents/page), print papers from a pen drive or CD (5 cents/page) and purchase your course packets. It is open 8:00 – 21:00, Monday-Friday. As lines can get rather long, please be prepared for a lengthy wait - try to come early or go during siesta time. Be sure to plan ahead if you need to print a paper for a class.

There is also a smaller copy center on the ground floor of building 7. Regular cards (in various denominations) are available for purchase in both copy centers. Once you have a photocopy card, you can use the photocopy machines in any of the following buildings: 4, 5, 7, 10 (on the 1st floor), 14 (on the 1st floor), and 16.

CULTURAL & SOCIAL ACTIVITIES

The activities listed in the Academic Calendar are included in the program fee (except for the optional trip to Aracena/ Sierra de Huelva). Please be sure to sign up for them in the office. Specific times and meeting locations will be posted on our bulletin board.

DINING HALL / CAFETERIA

The main dining hall ("comedor") on campus is located downstairs in the Celestino Mutis building (next to building 16). It is open for lunch 13:00 – 16.30. The price for the "menu del día" is 4.85 € and for the fixed "menu joven" (no drink included) is 3.55 €. You are not allowed to bring your own food into the "comedor" or the cafeteria. Smoking is not permitted.

There are two cafeterias on campus which serve sandwiches, various dishes ("platos combinados") and drinks. The newer one is in the Plaza de America, near the Paraninfo and the other is in the Celestino Mutis building next to the dining hall. They open 8:00 - 20:00 but lunch is served from 13:30. There are also several microwave ovens and sandwich/drink machines in the upstairs hallway above building 16.



HOW TO RESERVE COMPUTER TIME AT UPO

1. Each student will be provided with a user name ("usuario") and a password ("contraseña") during the Orientation Session.
2. In order to reserve a computer, go to the University website www.upo.es and under "Vivir la Upo", choose "Sala de Estudios y Aulas de informática" that is listed in the 8th position in the pull down menu.
Important: this service is only available in the Spanish version of the website.
3. Go to "Servicio de aulas de informática"
4. Go to "Aplicación de Reserva de PC de biblioteca"
5. You may sign up for 1 hour time slots for the computers in the library. Whatever you choose, you will be asked for your user name and the password. Once you have entered them, you will find something like the following:




Biblioteca





MEDIATECA
2009-1-21

Salir Reserva Mapas

EQUIPO	1	2	3	4	5	6	7	8	9	10	11	12
	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00
MEDIATECA2						X	X	X	X	X	X	X
MEDIATECA3						X	X				X	
MEDIATECA4						X	X					
MEDIATECA5							X					
MEDIATECA6												
MEDIATECA7												
MEDIATECA8												
MEDIATECA9												
MEDIATECA10							X	X	X	X		
MEDIATECA11								X				
MEDIATECA12												
MEDIATECA13												

The first column corresponds to the names of the computers and the top row to the time when you wish to make the reservation. You are supposed to finish when the next turn begins. In order to make a reservation, click the computer . If you find a blank space (or a red cross on the library page) it means that that computer has already been reserved.

On the top of the page you can see the following symbols:

	this leads you to another computer lab if available		EXIT
	This is a calendar. You can reserve a computer for 1-2 hours daily at the time most convenient for you for up to 2 weeks.		This gives you the exact location of the computer you want to reserve in the computer room

Wireless Access

If you have a laptop with Windows XP/2000, you may borrow one of the CD's in our office which contains the software to connect to UPO's WIFI services. You will need the user name and password given to you during the Orientation Session. If you have a Mac or Windows Vista or have trouble connecting, please go to the Computer Center (CIC) in building 6. However, as their personnel and space resources are limited, they have requested that students stop by to get an appointment according to the following schedule. For students with last names beginning with:

- A-C: Wednesday, January 27 (10:00 - 14:00 or 16:00 - 18:00)
- D-H: Thursday, January 28 (10:00 - 14:00 or 16:00 - 18:00)
- I-M: Friday, January 29 (10:00 - 14:00 or 16:00 - 18:00)
- N-R: Monday, February 1 (10:00 - 14:00 or 16:00 - 18:00)
- S-Z: Tuesday, February 2 (10:00 - 14:00 or 16:00 - 18:00)

If there is a line of people waiting, you will be given an appointment and asked to return later that day or another day. If no one is waiting, the computer people might be able to download the software and help you configure your laptop at that moment.