


European-wide emergency number:
112

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UNIVERSIDAD
**PABLO^D
OLAVIDE**
S E V I L L A

STUDENT HANDBOOK

*Each student is expected to read and be familiar
with the contents of this handbook.*

THE INTERNATIONAL CENTER
Spring Semester 2018



-  **CUI (International Center)**
-  **Library**
-  **Cafeteria-Plaza de América**
-  **Dining Hall (Comedor)**
-  **Stationary (& bookstore)**
-  **Bank**
-  **Copy Center**
-  **Computer labs**
-  **Gym**
-  **Sports Facilities**
-  **Metro Station**
-  **Bus Stop**
-  **CABD (Andalusian Center for Developmental Biology)**
-  **Student Lounge**

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

INTERNATIONAL CENTER

The International Center office is located in building 25, on the ground floor. The general office hours are 8:00 – 18:00 Monday to Thursday and 8:00 - 14:30 on Fridays. The main phone number is: 95 497 73 00. The general email address of the Center is intl@upo.es and the website is www.upo.es/intl

For general information questions (about UPO or Seville), electronic versions of course syllabi, ID questions, excursions 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 issues concerning Blackboard (Virtual Classroom), talk to Jorge or send him an email: jpasdia@acu.upo.es

For host family issues (if your family was arranged through the Center), electronic versions of syllabi and Spanish tutoring talk to Lola or send her an email: mdgomval@acu.upo.es

For questions concerning professor-related issues (office hours of professors, final exam schedule, learning accommodations, etc), the placement exam and language classes, please stop by the office and talk to Rubén or send him an email: rdialop@acu.upo.es.

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 or send her an email: jwanmej@acu.upo.es

And for questions related to activities with Spanish students and intercambios, talk to Marina, Marta, Álvaro or Salva. 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*.



UPO MEMORABILIA:

- Short sleeved t-shirt: 8€
- Hooded sweatshirt: 20€

FOR SALE IN OUR OFFICE (Library, building 25, ground floor)



WIRELESS ACCESS:

You will need the user name and password given to you during the Orientation Session. The University's secure network is “EDUROAM”. Please be sure to connect to this network.

Find below links that explain how to connect to the different devices:

- **Iphone, Ipod, Ipad:** <https://goo.gl/DR0v31>
- **MAC OSX:** <https://goo.gl/NpA2MQ>
- **Android:** <https://goo.gl/TQzSml>
- **Windows 7:** <https://goo.gl/9vo7nn>
- **Windows 8:** <https://goo.gl/amMNK8>
- **Windows 10:** <https://goo.gl/luxQNK>

If you have any problems connecting, go to the Computer Center (CIC) in building 9. However, as their personnel and space resources are limited, they have requested that students stop by to get an appointment according to the first letter of their last name:

- A-C: Wednesday, January 31 (10:00 - 14:00 or 16:00 - 18:00)
- D-H: Thursday, February 1 (10:00 - 14:00 or 16:00 - 18:00)
- I-M: Friday, February 2 (10:00 - 14:00 or 16:00 - 18:00)
- N-R: Monday, February 5 (10:00 - 14:00 or 16:00 - 18:00)
- S-Z: Tuesday, February 6 (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.



www.facebook.com/cui.upo



youtube.com/intercambiosUpo



twitter.com/CuiUpo



instagram.com/Cui_Upo



SPORTS FACILITIES (ON CAMPUS)

These include a gym, a covered pavilion, a semi-covered pavilion, 2 soccer fields, a baseball field, 2 padel tennis courts, an outdoor track, a rock-climbing wall, a multipurpose indoor sports center and 3 outdoor playing fields (1 with natural grass, 2 with artificial grass). 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 17-18 (Celestino Mutis). They are open on weekdays from 10:00 to 14:00 and from 16:30 to 18:00 (except Friday afternoons). The gym fees are:

15 € for registration (Matrícula)

25 € for a 10 day pass (non-consecutive days)

40 € per 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 13:30. After making your payment, you can take the receipt and go directly to the gym.

Gym hours are 9:00 - 22:00 Monday - Friday.

For more information about activities visit the SDUPO web page:

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



STUDENT LOUNGE:

There is a new student lounge in building 24 (basement level) where a number of student organizations (such as the Photography Club, Humanities Club, etc.) are housed. The lounge also has sofas, a foosball table and an air hockey table. It is open from 9:00 to 22:00.



UPO ID CARDS:

Each Student will receive an UPO ID card. There is a 2 euro fee to replace a lost or stolen ID card.



ACADEMIC CALENDAR FOR THE HISPANIC STUDIES

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

JANUARY

Monday, January 29:

•Spanish placement exam & tour of campus

Tuesday, January 30 (10:30 & 17:00):

•Orientation Session - Results of placement exam, schedules, sports information session...

•Reception

Wednesday, January 31: First day of classes

FEBRUARY

Friday, February 9 - Last day of drop & add

Friday, February 9: Optional Activity- Visiting Flamenco Museum and Flamenco Show (10 €) (18:00-20:00)

Tuesday & Wednesday, February 13 & 14: intercambio event - sign up for the day of your choice (15:00-16:00)

Friday, February 16: Deadline for submitting learning accommodation documents.

Friday, February 16: Cultural activity: Excursion to the Roman ruins of Itálica

Tuesday, February 20: English Table (15:00-16:00)

Wednesday, February 28 – Día de Andalucía

MARCH

Saturday, March 3: UPO 8km race (a.m.)

Wednesday, March 7 : English Table (15:00-16:00)

Thursday, March 8: Visit to the Basillipo Olive Oil factory (5€)

March 12 – March 22: Mid-term exam period (2 weeks)

Friday, March 23: Last day to withdraw from a class

Monday, March 26 – Friday, March 30 - Semana Santa (Holy Week)

APRIL

Wednesday, April 4 : Spanish Table (15:00-16:00)

Saturday, April 7 - Optional trip (TBA) (25 euros)

Tuesday, April 10 and Wednesday, April 11: Outing to the cinema with Spanish students – sign up for the day of your choice

Monday, April 16-Friday, April 20: Feria de Abril (Seville's April Fair)

MAY:

Tuesday, May 1: Labor Day

Tuesday, May 8: Last Spanish/English table (15:00-16:00)

Monday, May 21 – Thursday, May 24: Final Exams (4 days total)

Thursday, May 24: Last day of the program

Thursday, May 24: Farewell reception (in Seville)

Note: Dates in bold are holidays. No classes will be held on those days.



ACADEMIC POLICIES

ABSENCES: An excused absence is one that is accompanied by a doctor's note: signed, stamped and dated - travelling or missing a flight/train/bus/ferry, etc. is not an excuse. The note should be shown to your professors and must be handed in to the staff at the International Center 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.

Attendance is required at all classes. Under no circumstances may a student miss a total of 6 classes (or 9 for classes that meet daily), even with a medical excuse.

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.



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/biblioteca/>.

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 tour of the library, our student interns 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

Ask the security guard in the building where you lost your belongings and stop by our office to see if anyone has turned anything in to us. The security guards usually keep objects for about two weeks. If no one claims them, they are sent to the control booth (the booth at the entrance of the University near the metro).



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.

SPECIFIC EMERGENCY PHONE NUMBERS IN SPAIN:

Police: 091

Fire Department: 080

Ambulance: 061

Samaritans in Spain: If you have something on your mind, give us a call. Talk to us any time you like, in your own way and off the record. You don't have to be suicidal to get in touch. You talk, we listen. We operate a 24 hour telephone support line on: 900-525-100. Or you can email us: pat@samaritansinspain.com

<http://www.samaritansinspain.com/>

For any information about English speaking psychologists, please stop by the International Office.



INTERCAMBIOS

If you would like an intercambio (or have one and would like another one) or your intercambio has not answered you, please stop by the office (building 25, ground floor) and talk to Marina, Marta, Álvaro or Salva. You can also e-mail them at: intercambiosupo@gmail.com



LAPTOPS FOR USE IN THE LIBRARY

There are 40 laptop computers available for student use in the library. Students can check them out for a maximum of 4 hours (or until the library closes, whichever occurs first). The laptops CANNOT be taken off campus. To request a laptop, please speak to someone at the circulation desk in the library. You will be asked to sign a document accepting the rules concerning laptop use. Please be sure to read the rules provided to you carefully.

Please be sure to return the laptops on time. Penalties for a late return are 2 days without borrowing privileges for every hour (or fraction thereof) that the laptop is returned late.

It is each student's responsibility to be informed of exam dates, paper due dates, required excursions, etc. **before** planning any absences (e.g. relatives visiting, traveling, etc.) 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 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 Rubén).

We may also consider exceptions for family weddings or graduations, however, all documentation must be turned into our office by February 16th. The final exam schedule will be posted on our bulletin board by the end of February and sent out to all students via email.

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 (some universities may use a slightly different scale)

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.

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.

You can also send your documents by email to speed up the process: reprografia.upo@gmail.com. Be sure to specify if you want it two sided (*dos caras*) and please remember to pick it up.



CULTURAL & SOCIAL ACTIVITIES

The activities listed in the Academic Calendar are included in the program fee unless noted otherwise. Please be sure to sign up for them in the office. Specific times and meeting locations will be posted on our bulletin board.

For more information, feel free to write to our interns at: intercambiosupo@gmail.com



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 prices for the menus are 4 € and 5.50 €. You are not allowed to bring your own food into the "comedor" or the cafeteria. Smoking is not permitted.

There are 2 cafeterias on campus which serve sandwiches, various dishes ("platos combinados") and drinks. One of them is in the Plaza de America, near the Paraninfo and the other one is outside the "Celestino Mutis" building. They open 8:00 - 20:00 but lunch is served from 13:30. There are also microwave ovens and sandwich/drink machines in the upstairs hallway above building 16.



FLAMENCO CLUB (Peña Flamenca)

The UPO flamenco club offers classes in dancing, singing and guitar. For more informacion contact:

- Guitar: guitarraupo@gmail.com
- Singing: maite.olivares@icloud.com
- Dance: Tuesdays and Wednesdays from 15:00 a 16:00 or from 16:00 a 17:00

How to add a course that is not on your schedule (content course)

1. Arrive early to the class if possible.
2. Approach the professor as soon as he/she walks in the door. Respect the order if others were there before you.
3. If there is room in the class, the professor will sign your form immediately and add your name to the class list.
4. If the class is full, you'll be placed on a waiting list (the professor will **not** sign your form).
5. Continue attending class to see if you have moved up on the waiting list.

How to add a course that is not on your schedule (Spanish language course)

1. Approach the professor as soon as he/she walks in the door. Respect the order if others were there before you.
2. If the course is at your level and there is room in the class, the professor will sign your form and add your name to the class list.
3. If the level recommended following your Placement Exam does not coincide with the class you wish to add:
 - 1. You need to prove to the professor that this is really your level (speak in Spanish)
 - 2. If the professor disagrees, you will need to have your advisor send us an email that you absolutely require this class before you are allowed to enroll in the class.

How do I move up on the waiting list?

1. If an enrolled student skips a class TWICE, that student is taken off the roster and the 1st student on the waiting list is added to the class list - the professor then signs the student's form.
2. As there are many changes during the drop & add period, continue attending the classes you want to add but have a plan B in mind in case you don't get in. If you are deciding between two classes, be sure not to miss the same class more than once to avoid being taken off the roster or waiting list

What do I do with the drop & add forms?

We have a box at the International Center (building 25).

ONLY ONE FORM PER STUDENT WILL BE ACCEPTED. The main changes you should be making are language courses and new content courses in Spanish (or English). Please be sure to put the section (if the class has more than 1 section) if you are adding a new class.



BLACKBOARD (virtual classroom)

The virtual classroom or Blackboard is a tool that facilitates access to course materials and/or additional educational materials via the internet.

The virtual classroom is accessible both on campus as well as off campus. To connect, you need the username and password you received in your orientation folder.

The first time you use the platform you will see that you have access to all the courses offered by the International Center. Once the add & drop period ends and all the course enrollment lists are confirmed, the courses you are not enrolled in will be erased from your account.

Here is the link to access the virtual classroom:

<https://campusvirtual.upo.es/>



BOOKSTORE / STATIONARY STORE

Books will be available at the the stationary store in the “Celestino Mutis” building at UPO unless the professor advises you otherwise. It is open 8:30 - 14:00 and 16:00 - 20:00, Monday-Friday



CHOIR

Objectives:

The Pablo de Olavide University Choir was created to learn about and interpret Spanish and European choral repertoire. The members of the choir are mainly students of Pablo de Olavide University.

Certification: After your participation in the choir, a certificate from Pablo de Olavide University will specify your activity.

For any additional information, conditions to join the choir, rehearsal times, etc. please send an email to: ciglesiasrodriguez@yahoo.es
Or visit: <http://upotv.upo.es/video/1024>



COMMUNICATING WITH PROFESSORS AND STAFF

Please keep in mind that the office is only open Monday-Friday (on Fridays until 2:30pm) and that most professors do not check their emails on weekends. Though most emails will be answered within 48 hours, please be aware that the weekend is not included in this timeframe. If you have an urgent request or question for your professor, be sure to send it during the week.



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

Your computer reservation will be cancelled if you are 15 minutes late. Computers may be reserved in the 2 computer labs in the library (B.01 and B.02) which are located on the ground floor of building 25B. There are also computers in the central area of the library (“mediateca”). Many students do not reserve computers and just take one that is available, however, if someone has a reservation, they have preference.

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.



COPY CENTERS

There is a copy center (“copistería”) located in the Celestino Mutis building where you can make photocopies (3 cents/page) and purchase your course packets. It is open 8:30 – 19:00, Monday-Friday. As lines can get rather long, please be prepared