



UNIVERSIDAD  
**PABLO<sup>D</sup>  
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 2021**

# INDEX

	<b>THE INTERNATIONAL CENTER</b>	<b>3</b>
	<b>ACADEMIC CALENDAR OF THE HISPANIC STUDIES PROGRAM</b>	<b>4</b>
	<b>ACADEMIC POLICIES: FINAL EXAMS, GRADING, ETC</b>	<b>5</b>
	<b>COMMUNICATING WITH PROFESSORS AND STAFF</b>	<b>6</b>
	<b>BLACKBOARD</b>	<b>6</b>
	<b>INTERCAMBIOS</b>	<b>7</b>
	<b>NEWSLETTER</b>	<b>7</b>
	<b>HEALTH INFORMATION</b>	<b>8</b>
	<b>BASIC COVID-19 REGULATIONS</b>	<b>9</b>
	<b>MAP</b>	<b>10</b>

Universidad Pablo de Olavide is also referred to as “la UPO”, “la Olavide” or “la Pablo de Olavide”. The general website address of the University is: [www.upo.es](http://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 – 15:00 Monday to Friday. The main phone number is: 95 497 73 00. The general email address of the Center is [intl@upo.es](mailto:intl@upo.es) and the website is [www.upo.es/intl](http://www.upo.es/intl)

**Mentxu Zalla:** If you need any information about the UPO or Seville, course syllabi, activities or have any payment questions, please contact her and she'll be glad to help you: [intl@upo.es](mailto:intl@upo.es)

**Jorge Pascual:** If you have any issues concerning Blackboard, please feel free to contact him. Also, if you are talking classes with Spanish students, he is your main contact.: [jpasdia@acu.upo.es](mailto:jpasdia@acu.upo.es)

**Lola Gómez:** if you have any issues with your host family (if your family was arranged through the Center and for those of you here in Seville already), questions regarding virtual exchange partners or Spanish language tutoring, she'll be happy to help you. She is also in charge of social media so if you have any photos you'd like to share, please feel free to send them to her.: [mdgomval@acu.upo.es](mailto:mdgomval@acu.upo.es)

**Rubén Díaz:** If you have any questions concerning professor-related issues or learning accommodations, please get in touch with him. He'll also be teaching Cultural Psychology and Spanish Identity: Film, Advertising and Pop Music: [rdialop@acu.upo.es](mailto:rdialop@acu.upo.es).

**Joanna Wandycz-Mejías:** If you have any specific questions regarding academic issues, proof of enrollment forms, credit transfer or any problem in general, please feel free to contact her: [jwanmej@acu.upo.es](mailto:jwanmej@acu.upo.es)

**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.



[www.facebook.com/cui.upo](http://www.facebook.com/cui.upo)



[twitter.com/CuiUpo](https://twitter.com/CuiUpo)



[youtube.com/intercambiosUpo](http://youtube.com/intercambiosUpo)



[instagram.com/Cui\\_Upo](https://instagram.com/Cui_Upo)



## ACADEMIC CALENDAR FOR THE HISPANIC STUDIES PROGRAM

### **JANUARY**

Monday, January 25

- First Day of Online Classes

Friday, January 29: Last day to turn in learning accommodations

### **FEBRUARY**

February 22 – 25 – Mid-term exam period

February 26: Last day to withdraw from a class

### **MARCH**

**Monday, March 1: Día de Andalucía**

March 2: Orientation session and tour of UPO campus

March 3: First day of on-campus classes

Friday, March 5: Picnic in Parque María Luisa

Wednesday, March 10: Activity in Seville

Friday, March 19: Cultural activity: Excursion to the Roman ruins of Itálica

**Sunday, March 28: Sunday, April 4 - Semana Santa (Holy Week)**

### **APRIL**

Wednesday, April 7 – Visit to the Basillipo Olive Oil factory (5€)

April 12 – Reading/study day

April 13-15: Final Exams (3 days total)

April 15: Farewell reception

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



## ACADEMIC POLICIES

**ABSENCES:** Attendance is mandatory at all classes, both online and on-site. All absences must be justified by a doctor's note (signed, stamped and dated). More than one unjustified absence will adversely affect your final grade. Professors will keep track of each student's attendance and active participation during the course. Students are expected to have their webcams turned on during the online sessions.

**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. The International Center may also report this to your home university. 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). The final exam schedule will be sent out to all students via email by mid-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 (some universities may use a slightly different scale)

Española	10	9,9 - 9,5	9,4 - 9	8,9 - 8,5	8,4 - 8	7,9 - 7,5	7,4 - 7	6,9 - 6,5	6,4 - 6	5,9 - 5,5	5,4 - 5	4,9 - 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.

**LEARNING ACCOMMODATIONS:** If you require special accommodations, or have any other medical condition you deem may affect your class performance, you must send an email to Rubén ([rdialop@acu.upo.es](mailto:rdialop@acu.upo.es)) to either turn in your documentation or to confirm that our office has received it. The deadline is January 29. Rubén will explain the options available to you.

**TRANSCRIPTS:** An official transcript will be sent directly to the university/organization you came to Seville through (unless you enrolled directly) approximately one month after the semester ends.



## COMMUNICATING WITH PROFESSORS AND STAFF

Please keep in mind that the office is only open Monday-Friday (8-3) 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 or staff member, be sure to send it during the week.



## BLACKBOARD (virtual classroom)

In Spring 2021, all our courses will be taught both online and on-site (except for those few who will follow this whole semester online). For the entire semester, Blackboard will be used as the main teaching and learning environment for both instructors and students. Blackboard is a tool that facilitates access to both synchronous and asynchronous course materials and/or additional educational materials. It's accessible both on campus as well as off campus.

To log in, you need the username you received by email to generate the password (information will be given in an extra document)

Here is the link to access the virtual classroom:

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

All courses have a similar organization: a navigation menu on left side-bar, and a content area on the right with information, folders, files and links. The first time you log in to a course, please click on Getting Started and follow the steps for a course overview.

Faculty coordinator and professor Rubén Díaz will give you a tour of Blackboard before the semester starts, and will be available for you during the rest of the semester in case you need any help or have further questions.



## INTERCAMBIOS

If you would like an intercambio (a language exchange partner), please fill out the intercambio form posted on our website and send it to Lola at [mdgomval@acu.upo.es](mailto:mdgomval@acu.upo.es). If you are not physically in Seville, you may start it out as a virtual exchange (or continue it as a virtual exchange if you are a virtual student). It's a great chance to practice your Spanish and to help a Spanish student practice their English. You can decide how often you want to talk and if you prefer to do one meeting all in Spanish and the next one all in English or half and half, it's up to both of you!

If you already have an intercambio and would like to meet more Spanish students, just request another one from Lola ([mdgomval@acu.upo.es](mailto:mdgomval@acu.upo.es)).



## NEWSLETTERS

We will send out newsletters in both Spanish and English to remind you of upcoming events. The e-mails will come from [intl@upo.es](mailto:intl@upo.es). Please set your filters to allow group e-mails from this address.



## HEALTH INFORMATION

### - PUBLIC HOSPITALS

<b>Hospital Universitario Virgen del Rocío</b> Avda. Manuel Siurot s/n. Teléfono: 95 501 20 00	<b>Complejo Hospitalario Virgen Macarena</b> Avda. Doctor Fedriani 3. Teléfono: 95 500 80 00
<b>Hospital Victoria Eugenia (Cruz Roja Española)</b> Avenida Cruz Roja, 1. Teléfono: 95 435 14 00	<b>Complejo Hospitalario Nuestra Sra. de Valme</b> Carretera de Cádiz s/n. Teléfono: 95 510 50 00

### - PRIVATE HOSPITALS/ CLINICS

<b>Clínica Santa Isabel</b> Luis Montoto 100. Teléfono: 95 491 90 00	<b>Centro Médico Arenal</b> C/ Pastor Y Landero, 13, 41001 954 29 33 38
<b>Clínica Sagrado Corazón</b> Rafael Salgado, 3. Teléfono: 954 93 76 76	<b>Fremap</b> Avda. de Jerez s/n. Teléfono: 954 24 91 00
<b>Hospital Infanta Luisa</b> San Jacinto, 87. Teléfono: 954 33 01 00	

# EMERGENCY PHONE NUMBER: 112

(For all countries in the European Union)

## SPECIFIC EMERGENCY PHONE NUMBERS IN SPAIN:

**Police: 091**

**Fire Department: 080**

**Ambulance: 061**





## BASIC COVID REGULATIONS

A face mask is required everywhere in Spain both inside and outside. The only exception, at the moment, is for those who are practicing individual sports outdoors (running, biking, etc.) as long as they can maintain a distance of 1.5 meters from others.

While on campus:















- You **must** wear a **face mask** on campus **at all times** (both inside and outside), even when social distancing is maintained. The only exception are those with special circumstances as defined by current legislation.
- Maintain a distance of **1.5 meters** between people (who do not live together) at all times. This distance should be maintained always (while walking, talking, in common areas, offices, classrooms, etc.).
- Practice adequate **hygiene** and **frequent hand washing**.
- Practice proper **respiratory etiquette** (sneezing or coughing into your elbow or a tissue).
- **Crowds** should be **avoided** and building and classroom entrances should be kept clear, maintaining the 1.5 meter distancing at all times.
- Do NOT come to campus if you present any symptoms of Covid-19 or if you are in quarantine for any reason.

If you have Covid-19 symptoms (fever, cough, trouble breathing, etc.), you must stay at home and refer to the **“What to do if you experience Covid-19 symptoms”** guide on our website ([www.upo.es/intl](http://www.upo.es/intl) under “Covid-19 News”). You must also communicate this to Joanna at the International Center: 95-497-73-03 or via email: [jwanmej@acu.upo.es](mailto:jwanmej@acu.upo.es).

Office hours, exam revisions and meetings should be conducted virtually. If not possible, they may be conducted in person but with prior appointment and with social distancing measures (1.5 meters, face mask) in place.

For more complete Covid-19 information, please refer to our website: [www.upo.es/intl](http://www.upo.es/intl) (click on the British flag for the English version) and “Covid-19 News”.



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



# European-wide emergency number:

# 112



UNIVERSIDAD PABLO DE OLAVIDE  
The International Center  
Edificio 25, planta baja  
Autovía A 376, Km 1  
41013 Sevilla



Tel. +34 95 497 73 00

Fax: +34 95 434 90 96



[intl@upo.es](mailto:intl@upo.es)



[www.facebook.com/cui.upo](https://www.facebook.com/cui.upo)



[twitter.com/CuiUpo](https://twitter.com/CuiUpo)



[youtube.com/intercambiosUpo](https://youtube.com/intercambiosUpo)



[instagram.com/Cui\\_Upo](https://instagram.com/Cui_Upo)

[www.upo.es/intl](http://www.upo.es/intl)

