

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
Fall Semester 2021



	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)

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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: ridalop@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 Ana or Hiniesta. 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.

 www.facebook.com/cui.upo

 twitter.com/CuiUpo

 youtube.com/intercambiosUpo

 [instagram.com/Cui_Upo](https://www.instagram.com/Cui_Upo)



MAP





WIRELESS ACCESS:

You will need the user name and password generated following the instructions 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>



ACADEMIC CALENDAR FOR THE HISPANIC STUDIES PROGRAM

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

SEPTEMBER

Monday, September 6

- 10:00 tour of campus
- 11:00 Orientation Session - Results of placement exam, schedules, sports information session, etc.

Tuesday, September 7: First day of classes

Monday, September 13 - Last day of drop & add

Friday, September 17: Classes will be held (Monday's classes)

Tuesday, September 21 & Wednesday, September 22 at 15:00: 1st social/cultural activity (intercambio event) – sign up for the day of your choice

Friday, September 24: Last day to submit learning accommodation documents

OCTOBER

Friday, October 1: (18:00-20:00) Flamenco Show + Flamenco Museum (10€)

Wednesday, October 6: Spanish Table (15:00-16:00)

Tuesday, October 12 – Bank holiday

Wednesday, October 13 – Thursday, October 21: Mid-term exam period

Friday, October 22: Last day to withdraw from a class

Tuesday, October 26: English Table (15:00-16:00)

NOVEMBER

Monday, November 1: All Saint's Day

Friday, November 5 at 17:00: cultural visit to Basillipo Olive Oil factory (5€)

Wednesday, November 10 at 15:00pm: Spanish Table

Friday, November 12 at 12:00 (am): 2nd social/cultural activity – morning excursion to the town of Carmona

Tuesday, November 16 at 15:00: English Table

Wednesday, November 24: 3rd social/cultural activity – visit to the Museum of Fine Arts, at 18:30 – group A

Thursday, November 25: 3rd social/cultural activity - visit to the Museum of Fine Arts, at 18:30 – group B

DECEMBER:

Wednesday, December 1 at 15:00: 4th social/cultural activity: Christmas Spanish/English Table

Monday, December 6: Bank holiday

Tuesday, December 7: No classes will be held

Wednesday December 6: Bank holiday

Friday, December 10: Classes will be held (Wednesday's classes)

Friday, December 10: Last day of classes

Monday, December 13-Thursday, December 16: Final Exams (4 days)

Thursday, December 16: Last day of the Program



ACADEMIC POLICIES

ABSENCES: Attendance is mandatory at all classes. As we understand that you might fall ill or be unable to come to class (e.g. due to a religious holiday, a flight delay, a family wedding/ reunion, a graduation, a job interview, etc.) at some point during the semester, you are allowed up to 4 absences. You will be responsible for the material covered and any work missed. You will not need to justify your absences (up to 4) in any way **unless** you miss an exam, a presentation, a quiz, etc. In this case, you **must** present a doctor's note (signed, stamped and dated) to be able to reschedule the exam, etc. It will still count as an absence but you will be allowed to retake the exam, etc. We don't encourage you to use all 4 days unless you really need them as your participation grade may suffer if you are not in class. If used unwisely and you get sick later in the semester, the following penalties will apply:

- On your 5th absence, 1 point will be taken off of your final grade (Spanish grade of 1-10)
- On your 6th absence, 3 points will be taken off of your final Spanish grade
- On your 7th absence, 5 points will be taken off of your final Spanish grade

For classes that meet once a week, each absence counts as two. For classes that meet daily, the penalties outlined above apply if you go over 6 absences (7th absence=5th absence above).

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,



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. The gym fees are:

40 € per semester

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

15 € for training with an UPO sports team

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

For more information about activities visit the SDUPO web page:

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



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.



UPO MEMORABILIA:

- Short sleeved t-shirt: 8€

- Hooded sweatshirt: 20€

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

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.



GENDER EQUALITY OFFICE

This office works to prevent, detect and act against gender-based violence as well as train and raise awareness regarding gender equality.

Building 7, ground floor, office number 12



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.

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. 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).

We may also consider exceptions for family weddings or graduations, however, all documentation must be turned into our office by September 24. The final exam schedule will be posted on our bulletin board by mid October 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.

LEARNING ACCOMMODATIONS: If you require special accommodations, or have any other medical condition you deem may affect your class performance, you must stop by the International Center to speak to Rubén to either turn in your documentation or to confirm that our office has received it. The deadline is September 24. Rubén will explain the options available to you.

LEAVING THE CLASSROOM: Leaving the classroom on repeated occasions is disturbing to both your professor and your classmates and may adversely affect your participation grade. Please make use of the 10 minute breaks in between classes to fill up your water bottle, use the restroom, etc.

TARDINESS: Arriving late to class is disruptive to both the professor and your classmates. Please be punctual as your professor may count your late arrival as half of an absence or simply close the door, not let any late students in and consider it as one full absence.

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.

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. Cell phone use is not allowed and animals (except seeing-eye dogs) are not permitted in the classrooms.



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 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/>

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 or send us an email.



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 Ana or Hiniesta. 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.



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 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/>.



HEALTH INFORMATION

- PUBLIC HOSPITALS

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

- PRIVATE HOSPITALS/ CLINICS

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



BOOKSTORE / STATIONARY STORE

Textbooks are available at 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



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 or staff member, be sure to send it during the week.



COMPUTER LABS

The Computer Information Center at UPO has assigned each student a username. Once you generate your password, you can use it 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

The copy center ("copistería") located in the Celestino Mutis building. There 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 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.



BASIC COVID REGULATIONS

A face mask is required everywhere in Spain when inside.

While on campus:

- You **must** wear a **face mask** inside all buildings **at all times** and outside if social distancing of 1.5 meters cannot be maintained.
- 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 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.

Office hours, exam revisions and meetings may be conducted virtually. If conducted in person, they must be 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 (click on the British flag for the English version) and "Covid-19 News".



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 or via email. 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

There are 2 cafeterias on campus which serve sandwiches, various dishes ("platos combinados"), full menus and drinks. One of them is in the Plaza de America, near the Paraninfo and the other one is inside the "Celestino Mutis" building. They are due to open in late September.

There is also a kiosk next to the Celestino Mutis building (building 16) which is serves sandwiches, pizzas, salads, etc as well as breakfast.

You are not allowed to bring your own food into the dining hall or cafeterias. Smoking is not permitted.