



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 2025**



# Index

	<b>The International Center</b>	<b>4</b>
	<b>Academic Calendar of the Multidisciplinary Studies Program</b>	<b>5</b>
	<b>Academic Policies: Final Exams, Grading, etc</b>	<b>6</b>
	<b>Blackboard</b>	<b>9</b>
	<b>Bookstore</b>	<b>9</b>
	<b>Choir</b>	<b>9</b>
	<b>Communicating with Professors and Staff</b>	<b>9</b>
	<b>Computer Labs</b>	<b>10</b>
	<b>Copy Centers</b>	<b>10</b>
	<b>Contagious diseases</b>	<b>10</b>
	<b>Cultural &amp; Social Activities</b>	<b>10</b>
	<b>Dining Hall/Cafeteria</b>	<b>11</b>
	<b>Health Information</b>	<b>11</b>
	<b>Intercambios</b>	<b>12</b>
	<b>Laptops for use in the Library</b>	<b>13</b>
	<b>Library</b>	<b>13</b>
	<b>Gender Equality Office</b>	<b>14</b>
	<b>Lost and Found</b>	<b>14</b>
	<b>Newsletters</b>	<b>14</b>
	<b>Sports Facilities (on campus)</b>	<b>14</b>
	<b>Student ID card</b>	<b>15</b>
	<b>UPO Memorabilia</b>	<b>15</b>
	<b>Wireless Access</b>	<b>15</b>
	<b>Map</b>	<b>16</b>

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](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 - 17:30 Monday to Wednesday. Thursdays 8:00 - 16:30 and 8:00 - 14:00 on Fridays. 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)

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](mailto: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](mailto:jpasdia@acu.upo.es)

For questions concerning professor-related issues (office hours of professors, final exam schedule, learning accommodations), the placement exam and language classes, please stop by the office and talk to Marta or send her an email: [mcaroro@acu.upo.es](mailto:mcaroro@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](mailto:jwanmej@acu.upo.es)

And for questions related to activities with Spanish students and intercambios, talk to Mercedes, Rocío or Iván. You can also reach them by e-mail: [intercambiosupo@gmail.com](mailto: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.



[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](http://instagram.com/Cui_Upo)



## ACADEMIC CALENDAR FOR THE MULTIDISCIPLINARY STUDIES PROGRAM

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

### JANUARY

Monday, January 27

- 9:00 -11:00 Spanish Writing Exam
- 9:30 -12:00 Tours of campus

Tuesday, January 28

- 4.30 - 6pm Orientation Session
- 6-7 pm Welcome Reception on campus

Wednesday, January 29 - First day of classes

### FEBRUARY

Tuesday, February 4: Last day of drop & add

Friday, February 7 – Classes will be held (Thursday's classes)

Friday, February 7 (pm) - Cultural Activity- Flamenco Show (10 €)

Tues & Wed, Feb. 11 & 12 - Social/cultural activity: Intercambio event (3:00-4:00pm)  
– sign up for the day of your choice

Tuesday, February 18 – English table (3-4pm)

Thursday, February 20 –Last day to turn in learning accommodations

Thursday, February 20: Last day to submit learning accommodation documents

Friday, February 21 (am) - Cultural activity: Excursion to the Roman ruins of Itálica  
(mandatory for some classes)

Tuesday, February 25 – Typical Día de Andalucía snack (3-4pm).

### MARCH

Wednesday, March 5 – English table (3-4pm)

Friday, March 7 – Visit to the Basillipo Olive Oil factory (5€)

March 12 - Cooking class (in Spanish) 4-7pm (10€)

March 10 – March 20 – Mid-term exam period (2 weeks)

Friday, March 21 – Last day to withdraw from a class

### APRIL

Wednesday, April 2 – Spanish table (3-4pm)

Tuesday, April 8: Last Spanish/English table (3-4pm)

## **Monday, April 14 - Friday, April 18 – Semana Santa (Holy Week)**

Tuesday, April 22 and Wednesday, April 23–Outing to the cinema with Spanish students–sign up for the day of your choice

Friday, April – 25 Mandatory visit for SPAN/CUL 339 Tapas class

April 29 - Cooking class (in Spanish) 4-7pm (10€)

## **MAY**

**Thursday, May 1 - Workers' Day (no classes will be held)**

**Monday, May 5 – Sunday, May 11 - Feria de Abril (Seville's April Fair)**

Tuesday, May 13 - Last day of class

**Wednesday, May 14 – Reading Day**

Thursday, May 15 – Tuesday, May 20 – Final Exams (4 days total)

Tuesday, May 20 – Farewell reception (in Seville)



## **ACADEMIC POLICIES**

### **STUDENT ENGAGEMENT POLICY:**

Student's engagement will account for at least 20% of the final grade for every course, thus highlighting its significance for high-impact learning.

Students will receive two engagement grades: a mid-term grade (at least 10%) and an end-of-semester grade (at least 10%).

An engagement rubric is provided to ensure transparent and consistent grading.

#### **Absences and lack of engagement**

Absences during the add/drop period do not count against the students' engagement grade, but may impact their performance in the course.

As a consistent lack of academic engagement may raise concerns about a student's overall academic performance, the following steps will be taken in order to support students' success:

#### **Initial outreach – after missing 3 classes\***

E-mail from professor reiterating engagement policy and consequences for additional absences.

*\* 1 class for courses that meet once a week and 6 classes for courses that meet daily.*

#### **Second outreach – after missing 4 classes\***

E-mail from professor and notification of academic staff at the International office.

*\* 2 classes for courses that meet once a week and 8 classes for courses that meet daily.*

#### **Academic probation – after missing 6 classes\***

Student is called in for a meeting with academic staff at the International office.

Automatic notification of home institution and further academic consequences.

*\* 3 classes for courses that meet once a week and 12 classes for courses that meet daily.*

Any additional absences will result in a failing grade.

**Note:** Absences for the "SPAN/CUL 339 Tapas" class will count differently.

**ABSENCES:**

Attendance is mandatory for all classes.

You do not need to justify your absences in any way unless you miss an exam, quiz or other graded activity. In this case, you must present a doctor's note (dated, stamped and signed by a doctor in Seville) to be able to reschedule the exam, etc. Graded activities missed due to an excused absence must be made up within ONE week of returning to class. 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 planning any absences (e.g. relatives visiting, traveling, etc.) during the semester.

Please refer to the engagement rubric to ensure that any absences incurred have the lowest possible impact on your grade.

**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 Marta).

The final exam schedule will be posted on our bulletin board by February 14, sent out to all students via email and posted on Blackboard.

**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 and using AI chat bots) 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 sources when writing assignments.

**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 medical condition you deem may affect your class performance, you must turn in an official letter from your home university stating the specific accommodations that you need. Also, you must meet with the Academic Coordinator (Marta Carrillo) to discuss how we can best help you and to sign a student agreement form. The deadline to turn in the official letter and have the meeting is February 20.

**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 arriving late may negatively impact your engagement grade.

**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)**



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.

During the semester you will have access to the courses you are enrolled in and to the “Multidisciplinary Studies Program” virtual space, where you will find important information about the program.

Here is the link to access the virtual classroom: **<https://campusvirtual.upo.es/>**



## **BOOKSTORE / STATIONARY STORE**

Textbooks are 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**

The Pablo de Olavide University Choir was created to learn about and interpret Spanish and European choral repertoire.

If you join the choir, you will receive a certificate from Pablo de Olavide University certifying your participation (at the end of the semester/year).

For any additional information, requirements to join the choir, rehearsal times, etc:

- Send an email to: [coroupo@upo.es](mailto:coroupo@upo.es) or [mrodrod@upo.es](mailto:mrodrod@upo.es)
- Send a WhatsApp to 626-13-31-37
- 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 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](http://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") is located in the Celestino Mutis building. You can make photocopies (5 cents/page) and purchase your course packets there. 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](mailto:reprografia.upo@gmail.com). Be sure to specify if you want it two sided (*dos caras*) and please remember to pick it up.



## CONTAGIOUS DISEASES

If you experience any symptoms related to a **contagious illness** (eg. Covid, flu, mono, etc.), we encourage you to wear a mask to class in order to protect those around you. If you have a **fever**, you should avoid coming to classes.



## 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](mailto: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.

There is also a kiosk next to the Celestino Mutis building (building 16).

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



## 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	

## **PSYCHOLOGY AND PSYCHIATRY INFORMATION:**

Unison Health  
+ 34 605 91 10 54  
unison-health.com  
unisoncontact@unison-health.com

For information about other English speaking psychologists or other doctors, please stop by the International Office or send us an email.

**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](mailto:pat@samaritansinspain.com)  
<http://www.samaritansinspain.com/>

**EMERGENCY PHONE NUMBER: 112**

**(For all countries in the European Union)**

## **SPECIFIC EMERGENCY PHONE NUMBERS IN SPAIN:**

**Police: 091**

**Fire Department: 080**

**Ambulance: 061**



**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 Mercedes, Rocío or Iván. You can also e-mail them at:

[intercambiosupo@gmail.com](mailto: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 Monday through Friday. The library has a list of everyone's name. You can access your library account (to renew or reserve books) using the login you received 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.



## GENDER EQUALITY OFFICE

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

- Building 7, ground floor, office number 12
- [oficinaparaaigualdad@upo.es](mailto:oficinaparaaigualdad@upo.es)
- Tlf: 954 97 73 09 - 954 97 73 51



## 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 and announcements in both Spanish and English to remind you of upcoming events. The e-mails will either come from [intl@upo.es](mailto:intl@upo.es) or [intercambiosupo@gmail.com](mailto:intercambiosupo@gmail.com). Please set your filters to allow group e-mails from these addresses.



## 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.

### Training with an UPO team:

If you are interested in training at any sport at UPO with Spanish students in a regular way, please contact the following email address and they will inform you how to proceed:

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



## 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: 10€
- Hooded sweatshirt: 25€
- Tote bag: 5€

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



## 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>



## MAP





-  **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)**





**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



intl@upo.es



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

