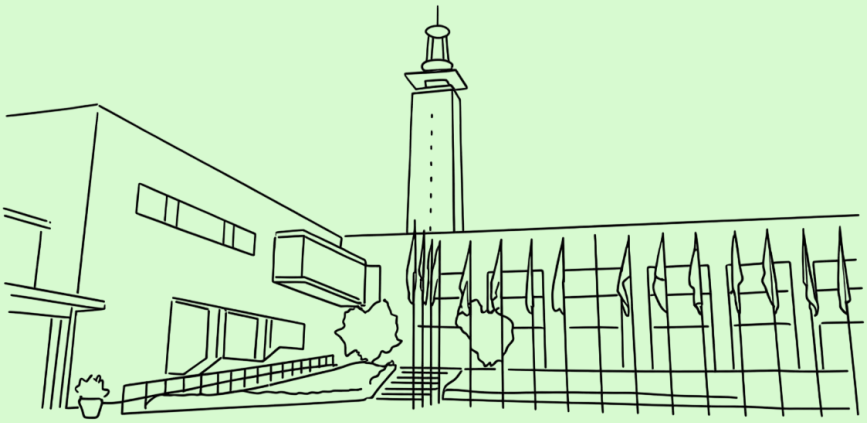
UNIVERSIDAD PABLO DE OLAVIDE SEVILLA

THE INTERNATIONAL CENTER

STUDENT HANDBOOK

FALL 2026

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



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01 THE INTERNATIONAL CENTER

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

OFFICE	Building 25, ground floor
HOURS	Mon–Thu 8:00–17:00 · Fri 8:00–14:00
CONTACT	95 497 73 00 · intl@upo.es · www.upo.es/intl

The International Center office is located in building 25, on the ground floor. The general office hours are 8:00 - 17:00 Monday to Thursday 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 and the website is www.upo.es/intl

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
twitter.com/CuiUpo
youtube.com/intercambiosUpo
instagram.com/Cui_Upo

Who to talk to

Mentxu	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
Jorge	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
Marta	For questions concerning professor-related issues (office hours of professors, final exam schedule, learning accommmodations), the placement exam and language classes, please stop by the office and talk to Marta or send her an email: mcaroro@acu.upo.es.
Álvaro	For general information questions (about UPO or Seville), please stop by the office and talk to Álvaro or send him an e-mail: aoliesp@acu.upo.es
Guillermo	For general information questions (about UPO or Seville), please stop by the office and talk to Guillermo or send him an e-mail: gsahrub@fundacion.upo.es
Joanna	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
Ana, Manuela & Juan Manuel	And for questions related to activities with Spanish students and intercambios, talk to Ana, Manuela or Juan Manuel. You can also reach them by e-mail: intercambiosupo@gmail.com

02 ACADEMIC CALENDAR

Fall 2026 Semester — dates in bold are holidays, no classes are held.

SEPTEMBER

Monday, 7	• Spanish Writing Exam (AM) • Tour of campus (AM)
Tuesday, 8	• Orientation Session: 4:00 - 5:30 PM in the Paraninfo • Welcome Reception: 5:30 - 6:30 PM in the Cafeteria
Wednesday, 9	**First day of classes**
Tuesday, 15	DEADLINE Last day to change classes (last day of drop & add)
Tuesday, 22 & Wednesday, 23	Social/cultural activity (intercambio event) (3-4 PM) – sign up for the day of your choice
Thursday, September 24	Workshop for students: "¡Hola, Sevilla! Your Guide to Feeling at Home" – 15:00 - Building 24 / room 102
Friday, 25	• Classes will be held (Monday's classes schedule) • Last day to submit learning accommodation documents • Cultural visit - Flamenco Show (10€) (7:00 PM)

OCTOBER

Friday, 2 (10:00 AM)	Cultural visit to the Basilippo Olive Oil factory (5€)
Tuesday, 6 (3-4 PM)	Social activity – Spanish Table
Monday, 12	**Bank Holiday. No classes will be held.**
Tuesday, 13 – Thursday, 22	EXAMS Mid-term exam period
Wednesday, 21 (3-4 PM)	Sports activity
Friday, 23	DEADLINE Last day to withdraw from a class
Tuesday, 27 (3-4 PM)	Social activity – Halloween table / pumpkin carving

02 ACADEMIC CALENDAR

NOVEMBER

Monday, 2	**Bank Holiday. No classes will be held.**
Tuesday, 3 (3-4 PM)	Social activity – English Table
Friday, 6	Classes will be held (Monday's class schedule)
Wednesday, 11 (3-4 PM)	Sports activity
Friday, 13	Mandatory visit for SPAN/CUL 339 Tapas class
Tuesday, 17 (3-4 PM)	Social activity – English Table
Friday, 20 (AM)	Cultural visit – morning excursion to Carmona

DECEMBER

Wednesday, 2 (3-4 PM)	Social activity – Christmas Table
Monday & Tuesday, 7 & 8	**"Puente" and Inmaculate Conception Holiday. No classes will be held.**
Thursday, 10	**Last day of classes**
Friday, 11 – Wednesday, 14, 15 & 16	EXAMS Final Exams (4 days)
Wednesday, 16	**Last day of the Program**
Wednesday, 16 (PM)	Farewell reception (in Seville)

Student engagement policy

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:

1	**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.
2	**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.
3	**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.

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, and **only** 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 September 25, sent out to all students via email and posted on Blackboard.

Please, remember that the program ending date is December 16th. Make sure to plan your trip back home accordingly, as you may have exams through December 16th. We recommend waiting until you know your final exam dates before booking your return flight.

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 copying and pasting information from various sources when writing assignments.

Grading

There is no pass/fail option at UPO. If you stop attending class but 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. You must also meet with the Academic Coordinator (Marta Carrillo) to discuss how we can best help you and sign a student agreement form. The deadine to turn in the official letter and have the meeting is Friday, September 25.

Leaving the classroom

Leaving the classroom on repeated occasions is disturbing to both your professor and your classmates and may adversely affect your engagement 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.

04 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/

05 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 of participation from Pablo de Olavide University (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 or consocano@gmail.com
- Send a WhatsApp to 626-13-31-37
- Or visit: http://upotv.upo.es/video/1024

06 COMMUNICATING WITH PROFESSORS AND STAFF

Please keep in mind that the office is only open Monday-Friday (on Fridays until 2:00pm) 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.

07 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

08 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**. Be sure to specify if you want it two sided (dos caras) and please remember to pick it up.

09 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 classs.

10 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

11 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.

12 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

Mental health

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
http://www.samaritansinspain.com/

112 EMERGENCY PHONE NUMBER
(For all countries in the European Union)

POLICE	FIRE DEPARTMENT	AMBULANCE
091	**080**	**061**

Specific emergency phone numbers in Spain

13 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, Manuela or Juan Manuel. You can also e-mail them at: intercambiosupo@gmail.com

14 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.

15 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

16 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
- oficinaparalaigualdad@upo.es
- Tlf: 954 97 73 09 - 954 97 73 51

17 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).

18 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 or intercambiosupo@gmail.com. Please set your filters to allow group e-mails from these addresses.

19 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 regularly training in any sport at UPO alongside Spanish students, please contact the following email address and they will inform you how to procceed: entrenamientosdeportivos@upo.es

20 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.

21 UPO MEMORABILIA

FOR SALE IN OUR OFFICE (BUILDING 25, GROUND FLOOR)

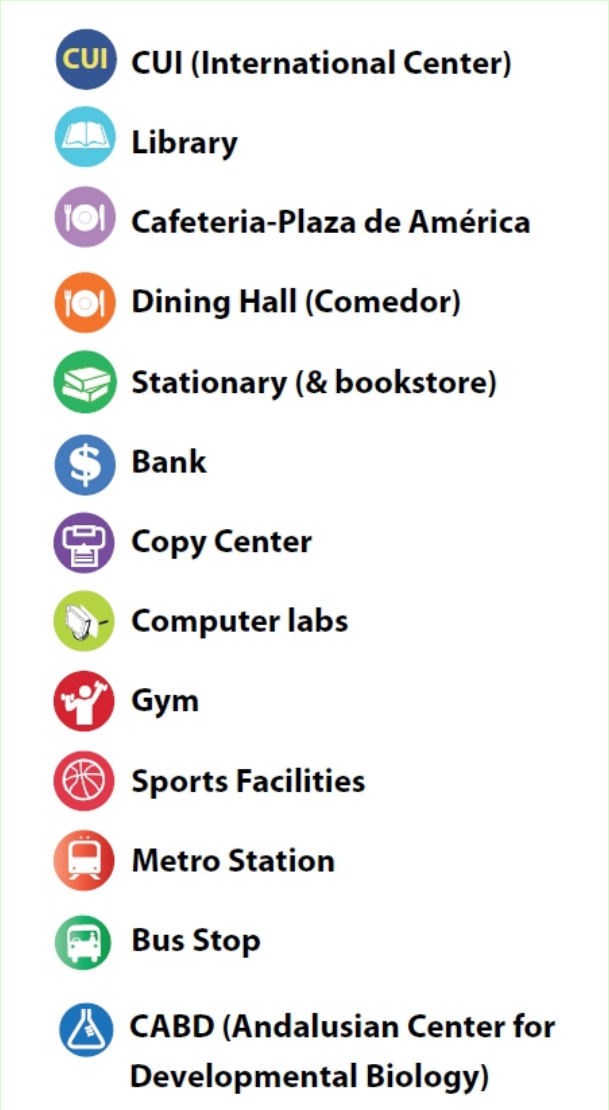
Short sleeved t-shirt **10€**	Hooded sweatshirt **25€**	Tote bag **5€**

22 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/IuxQNK


Building 45
Building 11
The International Center
Building 10
CUI
Building 24
Building 23
Building 25


CUI
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)

UNIVERSIDAD PABLO DE OLAVIDE SEVILLA

The International Center

Edificio 25, planta baja
Autovía A 376, Km 1
41013 Sevilla

Tel. +34 95 497 73 00
intl@upo.es
www.upo.es/intl

www.facebook.com/cui.upo
youtube.com/intercambiosUpo
instagram.com/Cui_Upo

SCAN FOR OUR WEBSITE

European-wide emergency number **112**