



*Incoming Students Guide*

*U. P. O. 2024-2025*



## INFO UPO



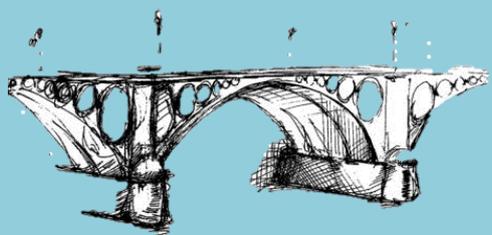
- ✓ **General Information**
- ✓ **Faculties and Schools**
- ✓ **Student Services**
  - **Library**
  - **Sports**
  - **Culture**
  - **Computing and Communications**
  - **Accommodation**
  - **Food services**
- ✓ **Transports**
- ✓ **Map**
- ✓ **Insurances**

## STUDY AT UPO

- ✓ **International Relations Office**
- ✓ **Academic offer**
- ✓ **Languages**
- ✓ **Academic calendar**



## USEFUL INFORMATION ABOUT THE CITY



- ✓ **Emergencies**
- ✓ **Firemen**
- ✓ **Police**
- ✓ **Hospitals and Health Care Centers**
- ✓ **Electricity**
- ✓ **Post Offices**
- ✓ **Tourist Offices**

# INFO UPO

## General Information

<b>Name</b>	Universidad Pablo de Olavide
<b>Erasmus Code</b>	E SEVILLA03
<b>Rector</b>	Vicente C. Guzmán Fluja
<b>Vice-rector for International Relations</b>	Isabel Victoria Lucena Cid
<b>International Office's Director</b>	Miguel Ángel Herrera Sánchez
<b>Address</b>	Universidad Pablo de Olavide Área de Relaciones Internacionales Edificio 6, planta baja Carretera Utrera, Km 1 E-41013 SEVILLA
<b>Telephones</b>	+ 34 95 434 93 72
<b>Fax</b>	+ 34 95 434 93 04
<b>E-mail address</b>	Please, contact to IRO by using our new contact system TIKÁ ( <a href="https://www.upo.es/tika">https://www.upo.es/tika</a> ) > personas no vinculadas a la universidad
<b>Website</b>	<a href="http://www.upo.es/aric/">http://www.upo.es/aric/</a>

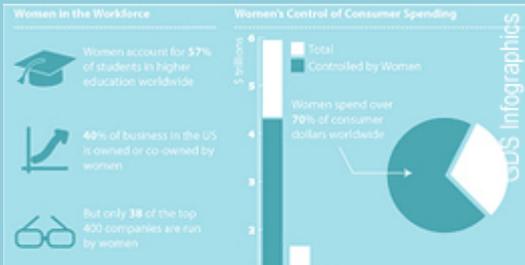
# Faculties and Schools



**Ciencias del Deporte**



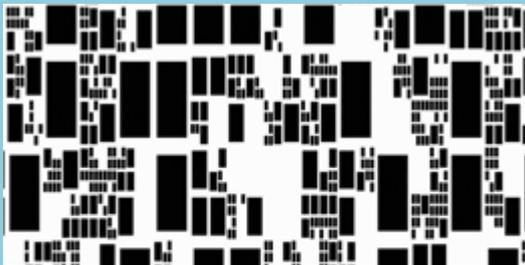
**Ciencias Experimentales**



**Ciencias Empresariales**



**Ciencias Sociales**



**Escuela Politécnica Sup.**



**Derecho**



**Humanidades**



UNIVERSIDAD  
**PABLO DE OLAVIDE**  
SEVILLA

## Students services

### Library



UPO's Library/Learning Centre is provided with a wide range of facilities and equipment to make possible the consulting, study, research and group work. The building's usable floor area is 14,957 m<sup>2</sup> distributed in two floors; The reading room on the ground floor counts on 1.159 reading stations, including 84 stations inside of 9 group work rooms. In addition, there are 4 computer rooms available, two being free access, and a multimedia area with 51 computers and 3 multimedia stations, 30 laptops to borrow and Wi-Fi internet access all over the building and surroundings. Concerning the collection, almost 70% are e-resources available in internet.

<b>Opening times</b>	8:30 – 21:00 (Monday-Friday)
<b>Address</b>	Universidad Pablo de Olavide – Biblioteca  Carretera de Utrera, km. 1  Edificio 25, Juan Bautista Muñoz  41013 Sevilla (SPAIN)
<b>Website</b>	<a href="http://www.upo.es/biblioteca/">http://www.upo.es/biblioteca/</a>
<b>Telephones</b>	+34 95 434 9255 / 95 497 8111
<b>Fax</b>	+34 95 434 9257
<b>E-mail</b>	<a href="mailto:infobib@upo.es">infobib@upo.es</a>

### Sports

Pablo de Olavide University's Sports Service is in charge not only of providing opportunities for physical exercise and sports, but also of complementing the educational process of the University community.

All sports activities take place in a wide range of sport complexes. The size of Pablo de Olavide University's campus is 140 hectares, 20 of which 20 are dedicated to sports. These 20 hectares are divided into two:

170.000 m<sup>2</sup> for sporting equipment.

30.000 m<sup>2</sup> for the golf-course.

<b>Address</b>	Edificio Celestino Mutis, nº18; planta baja.
<b>Telephones</b>	954 34 83 83
<b>Website</b>	<a href="http://www.upo.es/sdupo/">http://www.upo.es/sdupo/</a>
<b>Opening times</b>	Mornings: Monday till Friday, 10 a.m. to 2 p.m. Evenings: Monday till Thursday, 4 p.m. to 6:30 p.m.



Please click on the following link in order to see the sports installations that Pablo de Olavide University students may currently enjoy:

<https://www.upo.es/sdupo/instalaciones/>

## Culture

Centre of Attention and Service to the Student (C.A.S.A.) and Information Center for Youngs (C.I.J.)

The Centre for Attention and Service to the Student reports to the Vice rector of Student Affairs. It was created to coordinate services to the University Community, such as information on degrees, socio-cultural activities, workshops, courses and seminars, advertisements and interesting proposals for students, and its publication on the notice-boards, scholarship and grants calls, spare time activities, student card's distribution, etc.

Finally, and in the context of the agreement signed between the Andalusian Youth Institute of the Andalusian Government and Pablo de Olavide University, this University institution is recognised as a Centre for Official Information, through which activities such as campaigns for the prevention of accidents and road safety education take place, as well as actions which promote healthy life habits, and the design of projects to create working fields, among others.



This centre owns a data base with accommodations which lists different flats only for students. You can check it in the following link:

<b>Address</b>	Edificio 18, 1ª planta. (Edificio José Celestino Mutis) Ctra. de Utrera, Km. 1 41013 – SEVILLA
<b>Telephones</b>	954 34 90 86 – 96 00
<b>E-mail</b>	✉ <a href="mailto:casa@upo.es">casa@upo.es</a>
<b>Website</b>	<a href="https://www.upo.es/portal/impe/web/contenido/49506018-438c-11de-afdd-3fe5a96f4a88?channel=d3563863-2f47-11de-b088-3fe5a96f4a88">https://www.upo.es/portal/impe/web/contenido/49506018-438c-11de-afdd-3fe5a96f4a88?channel=d3563863-2f47-11de-b088-3fe5a96f4a88</a>
<b>Opening times</b>	Monday till Friday: 9.00- 2.00 p.m.

## Computing and Communications

### Wi-Fi

Pablo de Olavide University has a wide wireless network which allows students to connect to the Internet with laptops from any place on campus, even out of buildings and in free time places.

<https://www.upo.es/cic/servicios/catalogo-servicios/conexion-redes-inalambricas/>

**CIC: Building 9, open from 10a.m. to 2:00 p.m and from 4:00 to 6:00 p.m., from Monday until Friday.**

**Website:** <https://www1.upo.es/cic>



### WebCT

Our University has a WebCT service which lets students do classwork from any place with an Internet connection. With that, professors can provide students with notes, practical exercises or resolve any questions via chats and forums.

In order to access this service, please use the personal user name and password you will request as it is indicated in the document “Information Procedure” you will receive in few weeks.

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

## Computer Rooms

Pablo de Olavide University has 576 computers in different buildings of the campus.

### Rooms for Faculties and Schools:

- Building 2: 5 computer labs with 26 places each one (computer for two people).
- Building 3: 1 computer lab with 26 places and 1 with 34 places (1 computer for two people).
- Building 6: 2 computer labs with 54 places each one and 1 with 34 places (1 computer for two people).
- Building 7 (1st floor): 5 computer labs, each with 26 places (1 computer for two people).
- Building 10: 3 computer labs with 46 and 3 more with 30 places respectively on the 1st, 2nd and 3<sup>rd</sup> floor (1 computer for two people).
- Building 14 (room B.29): 1 multimedia room for the Language Laboratory.
- Building 29: rooms B04, 104 and 204, each with 32 places (1 computer for two people).

### Free access rooms:

- Building 25 (Library): rooms B02, with 34 places, B03 with 42 places and Media Library with 42 places (1 computer for two people).

### Rooms for PhD students (teaching and free access):

- Building 45 (1st floor): rooms 102, 103 and 104, each with 25 computers.

## Accommodation



### 1. Triana and los Remedios:

- These neighborhoods combine local tradition and modern style
- Different types of apartments. Average monthly rates: 500€ - 900€
- Close to the river, a very popular zone
- Good connections with the Metro and walking distance to the city center



### 2. Nervión:

- Modern apartments -
- Higher prices: 550€ - 1000€ -
- Shopping centers, bars and discos -
- Connections: bus, train and metro -

### 3. Alcampo:

- Very well connected from and to the university
- Different types of apartments. Rents: 450€ - 600€



### 4. La Macarena:

- Close to the city center -
- Very good connections with buses -
- Prices between 450 € and 800 € -
- Calm and familiar neighborhood -

### 5. City center:

- Older apartments
- Close to entertainment areas
- Good connections with bus and metro
- Prices between 550 € and 1000€



**6. El Porvenir:**

Student and familiar quarter -

Prices between 550€ and 1000€ -

**7. Montequinto:**

- Very close to UPO by foot
- Modern apartments, 600€ - 800€
- Local bus and metro connection to UPO
- Calm and familiar quarter

**8. Calle Arroyo/Carretera Carmona:**

- Calm and familiar neighborhood.
- 15 minutes from city center
- Well-connected with buses to all areas
- Rents: 450€ - 750€



## Pablo de Olavide's Student Residences

**Student's residence "Celestino Mutis"**

University Campus

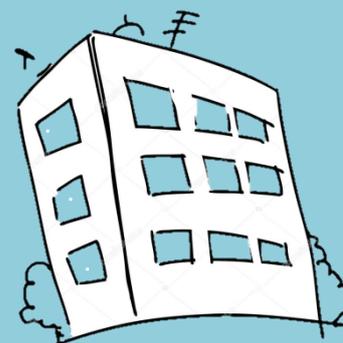
Tel.: +34 954 298 490

E-mail: [reservas@campuspatrimonial.es](mailto:reservas@campuspatrimonial.es)Website: <http://residenciauniversitariacampus.com/es/residencias/celestino-mutis/>**Student's residence "Flora Tristán"**

Barrio de las Letanias (close to campus)

E-mail: [trft@admon.upo.es](mailto:trft@admon.upo.es)

Tel.:+ 34 954 97 8046



**Website:** <http://www.upo.es/floratristan/>

## Flats to rent

**Flats to rent or share:**

**Assistance Service to the University Community (SACU, University of Seville)**

**Pabellón de Uruguay**

**Avda. de Chile, s/n**

**Tel.: 95 448 60 14**

**Web:** <http://sacu.us.es/spp-servicios-alojamiento-pisos>

## **Accommodation Bourse C.A.S.A**

**Building 18, 1<sup>st</sup> floor. (Edificio José Celestino Mutis)**

**Ctra. de Utrera, Km. 1**

**41013 – SEVILLA**

**Tel: 954 34 90 86**

**✉ [casa@upo.es](mailto:casa@upo.es)**

**Web:** <http://www.upo.es/portal/impe/web/contenido/20433861-4442-11de-819e-3fe5a96f4a88?channel=e129a629-2f47-11de-b088-3fe5a96f4a88>

## **Casa Tropical**

Appartments for young professionals and students

[www.casatropical.org](http://www.casatropical.org)

## Youth hostels

**Albergue Juvenil Sevilla**

**C/ Isaac Peral, 2. 41012 Sevilla**

**Tel.: 95 5 035 886**

<https://www.inturjoven.com/albergues/sevilla/albergue-inturjoven-sevilla>

## UPO Food Services

Inside of campus you could find the following food services:



- **Canteen: Building 18, Celestino Mutis.**  
Monday til Friday, from 8:00 a.m. to 4:30 p.m.  
- Youth menu for students, menus with reduction for students with scholars, 10, 20 and 30 meals tickets.
- **Campus Cafeteria in Plaza de América**  
Monday til Friday, from 7:45 a.m. to 9:45 p.m.  
Saturday: from 8:00 a.m. to 3:00 p.m.  
- Today's menu (*Menú del Día*). Wide variety of nourishments (for soft diets, allergies, low-calories, gluten- free –with prescription).

- **Pizzeria Plaza de Andalucía**  
Breakfasts, sandwiches, pizzas and kebabs.

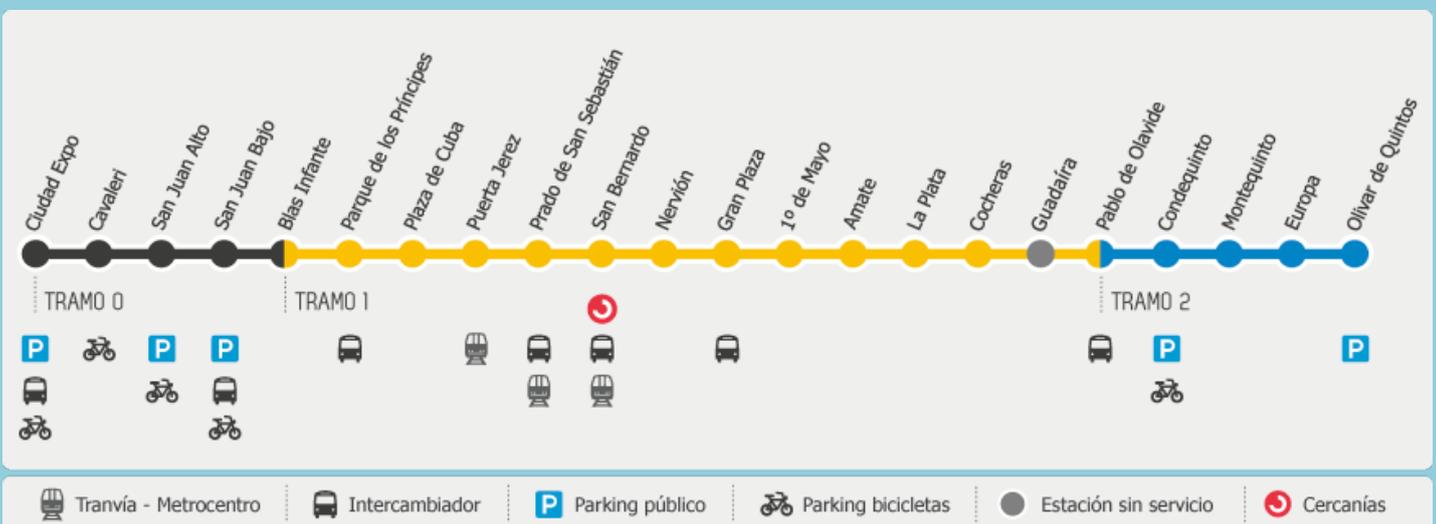
## Transports

### Metro

<http://www.metro-sevilla.es/>

The metro service has currently one line and three more projected.

Line 1 has a stop at Pablo de Olavide University, and it goes from Aljarafe to Montequinto, passing through Seville's city center. Line stops:



Stations, trains and ticket machines are adapted for people with disabilities.

Los horarios del metro son:

<http://www.metro-sevilla.es/es/horario>

**TARIFFS:**

<http://www.metro-sevilla.es/es/billetes-y-tarifas>

**Central office:** Avda. Luis de Morales, 32. Edificio Forum. Bajo

Tel: 902 364 985; 954 540 785

Fax: 954 546 299

[informacion@metrode Sevilla.info](mailto:informacion@metrode Sevilla.info)

Opening hours: Monday til Thursday from 09:00 to 7:00 p.m.

Friday from 09:00 to 3:00 p.m.

## Local Buses



Buses from Seville to the UPO

- *Line M130 130 Av. De Portugal-Avenida de Montequinto*

Please find here the line plan:

<http://www.consorcio transportes-sevilla.com/lineas metropolitanas/pdf/horarios/linea130.pdf>

**Tariffs:**

<http://www.consorcio transportes-sevilla.com/tarifa.php>

- *Line 38 Prado de San Sebastián – UPO*

Local Buses information - TUSSAM: <http://www.tussam.es>

Special tickets and tariffs:

<http://www.tussam.es/index.php?id=192>

Tickets available in:

- El Prado de San Sebastián
- Plaza Ponce de León
- Gran Plaza

## Bus stations

### Estación de Autobuses Plaza de Armas

<http://www.autobusesplazadearmas.es/>

### Estación de Autobuses Prado de San Sebastián

<https://sevilla.costasur.com/sites/estacion-de-autobuses-prado-de-san-sebastian/es/index.html>

## Taxis

Radio-Taxi Giralda tlf. 954 675 555

Radio-Taxi tlf. 954 583 605

Tele-Taxi tlf. 95 462 22 22

## Airport

Aeropuerto San Pablo

Tel.: + 34 902 404 704

Airport information: <http://www.aena.es>



## Trains



Estación Santa Justa

Tel.: + 34 902 432 343 / 902 240 202

Further information in: <http://www.renfe.es>

## Bicycle renting

Bicycle is a very common transport in Seville. City Council of Seville has a Bicycle Renting Service: <http://www.sevici.es>

Tariffs and renting modalities:

<http://www.sevici.es/abonate/tarifas>

## Campus Map



## Insurances

It is highly recommended to provide yourself with a health and liability valid in Spain. UE students have to demand the European Health Card. Please request all the necessary information about the procedure in your home country. The European card allows you to benefit of the national social security.

Other useful insurances: lost, damages or stolen baggages, etc.

Insurance information:

<https://www.upo.es/aric/estudiantes-upo/info-seguros/>

## STUDY AT UPO



## Área de Relaciones Internacionales y Cooperación (International Relations Office)

The International Relations Office is at your disposal to provide you with the necessary assistance during your stay here:

- **COURSE REGISTRATION:**  
All students will be inform about the course registration procedure you have to make after the mobility. There are a limited number of places in groups, so the inscription will be made in strictly inscription order.
- **COURSE REGISTRATION CHANGE:**  
During the mobility, a course registration change period will be fixed for you to delete and add courses (if there would be free places).
- **LEARNING AGREEMENT:**  
You can come to our office to get your learning agreement signed.
- **CERTIFICATE OF ARRIVAL:**  
Your arrival date will be the same as the welcome meeting date you will participate in. If it is impossible for you to come to any of them, please come to our office to inform about your arrival date in order to get your certificate of arrival signed for your home university.
- **CERTIFICATE OF ATTENDANCE:**  
At the end of your mobility, you have to come to our office to inform about the departure date and get the certificate personally at the same time.

We work every day to make your experience the most successful possible.

<b>Location</b>	Building 6, ground floor, office 22
<b>Timetable</b>	Monday til Friday from 9.00 to 14.00

## Academic offer

<https://www1.upo.es/matricula/oferta-academica/>

## Language learning

### International University Center (C.U.I.)



#### Spanish intensive course

The CUI offers language intensive courses (1 or 2 weeks length) in all levels for international students before the semester starts. Every course includes different activities. For further information, please follow this link:

[www.upo.es/intl](http://www.upo.es/intl) - Programas/Lengua Española.

There are some places for free for Erasmus students with A1 level of Spanish. For further information about dates, please write to: [intl@upo.es](mailto:intl@upo.es).

#### Spanish courses during the semester

In addition, the CUI offers 45 hours language courses along every semester (January-May or September-December), two days a week, for all levels and 6 ECTS credits.

#### Summer Spanish courses 2022

Three weeks Spanish courses. Two different terms available:

<https://www.upo.es/intl/verano/>

<b>Location</b>	Building 25, Library
<b>Contact</b>	+34 954 97 73 00 <a href="http://www.upo.es/intl">www.upo.es/intl</a> / <a href="mailto:intl@upo.es">intl@upo.es</a>
<b>Opening times</b>	Monday until Thursday from 8:00 to 6:00 p.m./Friday from 8:00 to 3:00 p.m.
<b>Opening times (July-August)</b>	Monday until Friday, from 9:00 to 2:00 p.m.

## Language Centre (*Servicio de idiomas*)



The Language Centre offers the necessary language teaching within European Higher Education. Our objective is to encourage the teaching, development and promotion of foreign languages amongst the different members of our university community.

The levels of each of the languages taught are aligned with the Common European Framework of Reference for Languages (CEFR).

We promote language learning by offering 3-hour/weekly courses during the academic year as well as intensive courses in July and September in English, French, German, Chinese, Japanese and Portuguese. We prepare our students for official exams such as: Acles/Cercles, Cambridge, DELF/DALF, Goethe Institut, DEPLE. Our Language Centre also offers its own exams (English B1, B2, C1 and French B1) which have European recognition (Cercles).

Special discounts are offered to members of our University Community.

We also offer shorter 30-hour courses for the preparation of external official exams as well as 12-hour Exam Technique courses for preparation of our internal exams.

We are an official Exam Preparation Centre and Collaboration Centre for Cambridge Language Assessment. We are also an official centre for TOEIC exams. The Language Centre has a translation service for any members of our community who may need it.

**LOCATION:** Building 18 (Celestino Mutis), 1<sup>st</sup> floor.

**OPENING HOURS:** Monday to Friday from 10 a.m. to 2 p.m. and Tuesday and Thursday from 4.30 to 6.30 p.m.

**TIMETABLE DURING REGISTRATION DATES:**

Monday to Friday from 9 a.m. to 2 p.m and Tuesday and Thursday from 4.30 to 6.30 p.m.

<b>Address</b>	SERVICIO DE IDIOMAS Edificio 18 (Celestino Mutis), 1ª planta Universidad Pablo de Olavide Carretera de Utrera, Km, 1 – 41013 Sevilla
<b>Telephone/email</b>	954 23 82 00 / <a href="mailto:serviciodeidiomas@upo.es">serviciodeidiomas@upo.es</a>
<b>Website</b>	<a href="http://www.upo.es/idiomas">http://www.upo.es/idiomas</a>
<b>Opening times</b>	Mornings: Monday til Friday from 10.00 to 2.00 p.m. Evenings: Monday til Thursday from de 4.30 a 6.30 p.m.

## Academic calendar

You can check it [here](#).

## USEFUL INFORMATION ABOUT THE CITY

### Emergencies

Central line for emergencies: security, health care, firemen, etc.

Tlf. 112

### Firemen

Tlf. 085

### Police

Information about police offices in the city center and towns:

[https://www.policia.es/depenpol/depenpol\\_provincia.php?id\\_region=21&id\\_provincia=](https://www.policia.es/depenpol/depenpol_provincia.php?id_region=21&id_provincia=)

## Hospitals and Health Care Centers

### Social Security

EU students must have the European Health Card or E-111 or E-128 formular to get assistance in the social security health care centers. Non-EU international students will be covered regarding the International Treatments stablished at this prupose.

Tel. 112

### Public hospitals

<http://www.sevillaguia.com/sevillaguia/hospitales/hospitales.htm>

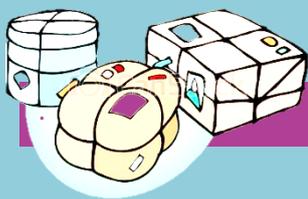
### Health Care Centers (primary assistance)

<http://www.sevillaguia.com/sevillaguia/centrossalud/centrosdesalud.htm>

## Electricity



In Seville, the electricity is 220 V and two pins sockets. Adaptators are sold in ironmongers.



## Post

### Post Offices

<http://www.sevillaguia.com/sevillaguia/Correos/Correos.htm>

### Other delivery services (national and international)

**DHL:** <http://www.dhl.es/es.html>

**SEUR:** <https://www.seur.com/es/index.html>

**NACEX:** <https://www.nacex.es/irHome.do>

**MRW:** <http://www.mrw.es/>

**TOURLINE:** <http://www.tourlineexpress.com/>

## Tourist Offices



**Where to find tourist information offices in the city:**

[http://www.andalunet.com/info\\_sevilla/info.php?op=ofi](http://www.andalunet.com/info_sevilla/info.php?op=ofi)