

# PABLO DE OLAVIDE UNIVERSITY

## DATA SHEET

<b>Name of University</b>	Universidad Pablo de Olavide
<b>Erasmus code - EUC number (if any)</b>	E SEVILLA03
<b>Website</b>	www.upo.es
<b>Head of the Institution</b>	Sr. D. Vicente C. Guzmán Fluja
<b>Postal address</b>	Carretera de Utrera Km 1, 41013 Sevilla, Spain
<b>Telephone number</b>	+34 954 34 92 00
<b>Fax number</b>	+34 954 34 93 04
<b>E-mail</b>	erasmus@upo.es
<b>Institutional Mobility Coordinator (tel, fax, email)</b>	+34 954 34 92 29 +34 954 34 93 04, erasmus@upo.es

### INTERNATIONAL MOBILITY OFFICE CONTACT DETAILS

<b>Institutional Coordinator</b> (name, tel, fax, email)	<b>BRAULIO L. FLORES MORÓN</b> Tel:+34 954 34 92 29 Fax: +34 954 34 93 04, erasmus@upo.es
<b>Bilateral Agreements contact person</b> (name, tel, fax, email)	<b>CARMEN MARIA SERENA CORTÉS</b> Tel: +34 954 34 90 70 Fax: +34 954 34 93 04 cmsercor@admon.upo.es
<b>Incoming students' contact person</b> (name, tel, fax, email)	<b>LAURA INÉS CÁMARA ARENAS</b> <b>LAURA ROBLES PEREA</b> <b>MARÍA JESÚS RUIZ SUTILO</b> Tel: +34 954 34 90 70 Fax: +34 954 34 93 04 <a href="mailto:incoming@upo.es">incoming@upo.es</a>

<b>Outgoing students' contact person</b> (name, tel, fax, email)	<p style="text-align: center;"><b>GLORIA MOREJÓN FERNÁNDEZ</b></p> <p style="text-align: center;">Tel: +34 954 34 90 70 Fax: +34 954 34 93 04 gmorfer@admon.upo.es</p> <p style="text-align: center;"><b>CARMEN M<sup>a</sup> SERENA CORTÉS</b></p> <p style="text-align: center;">Tel: +34 954 34 90 70 Fax: +34 954 34 93 04 cmsercor@admon.upo.es</p>
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## INFORMATION FOR INCOMING STUDENTS

<b>E-mail for Nominations</b>	<p style="text-align: center;"><a href="mailto:incoming@upo.es">incoming@upo.es</a></p> <p style="text-align: center;">We need the following data to be included:</p> <ul style="list-style-type: none"> <li>• SURNAME , NAME</li> <li>• FIELD OF STUDIES</li> <li>• EMAIL</li> <li>• SEMESTER</li> </ul>
<b>Nominations deadline</b>	<p style="text-align: center;"><b>WINTER SEMESTER AND FULL YEAR: 30<sup>TH</sup> APRIL</b></p> <p style="text-align: center;"><b>SUMMER SEMESTER: 30<sup>TH</sup> OCTOBER</b></p> <p style="text-align: center;"><i>IF YOU CANNOT NOMINATE WITHIN OUR DEADLINES, PLEASE CONTACT US</i></p>
<b>Website for incoming students</b>	<p style="text-align: center;"><a href="http://www.upo.es/erasmus_incoming">www.upo.es/erasmus_incoming</a></p>
<b>Application deadline</b>	<p style="text-align: center;"><b>WINTER SEMESTER: 30<sup>TH</sup> MAY</b></p> <p style="text-align: center;"><b>SUMMER SEMESTER: 30<sup>TH</sup> NOVEMBER</b></p> <p style="text-align: center;"><i>THESE DATES MAY CHANGE BUT EVERY NOMINATED STUDENT WILL BE TOLD</i></p>
<b>Application process</b>	<ol style="list-style-type: none"> <li>1. CONTACT THE NOMINATED STUDENTS TO GIVE THEM INSTRUCTIONS ABOUT THE ONLINE INSCRIPTION PROCEDURE</li> <li>2. SEND NOMINATED STUDENTS INFORMATION PACK ABOUT STUDIES IN OUR UNIVERSITY, ACCOMMODATION, TRANSPORT AND USEFUL INFORMATION ABOUT SEVILLA.</li> <li>3. STUDENTS MUST SEND US BY POST THE FOLLOWING DOCUMENTS: <ul style="list-style-type: none"> <li>- RECEIPT OF THE REQUEST</li> <li>- A COPY OF THE PASSPORT</li> <li>- TWO PASSPORT SIZE PHOTOS</li> <li>- A COPY OF THE NOMINATION</li> </ul> </li> </ol> <p style="text-align: center;"><i>ANY DOCUMENT WITH A POSTMARK LATER THAN THE DEADLINE WON'T BE ACCEPTED.</i></p> <ol style="list-style-type: none"> <li>4. CONTACT STUDENTS BEFORE THEIR ARRIVAL TO INFORM THEM ABOUT THE INTERNATIONAL WELCOME BRIEFING.</li> </ol>

Academic calendar	<a href="http://WWW.UPO.ES/ERASMUS_INCOMING">WWW.UPO.ES/ERASMUS_INCOMING</a>	
Recommended arrival dates	IT WILL BE TOLD BY EMAIL TO NOMINATED STUDENTS	
Link to course catalogue index	<a href="http://www.upo.es/portal/impe/web/listadoCanalCentrosDepartamentos?channel=a3645af1-2f47-11de-b088-3fe5a96f4a88&amp;centroID=f3d24cd0-300c-11de-a2d8-3fe5a96f4a88">http://www.upo.es/portal/impe/web/listadoCanalCentrosDepartamentos?channel=a3645af1-2f47-11de-b088-3fe5a96f4a88&amp;centroID=f3d24cd0-300c-11de-a2d8-3fe5a96f4a88</a>	
Teaching language	SPANISH ENGLISH (NOT ALL COURSES – SEE ACADEMIC OFFER ABOVE)	
<b>ECTS Credit System</b>		
ECTS Grading Scale	ECTS GRADES	LOCAL GRADES
	A	MATRICULA DE HONOR
	B	SOBRESALIENTE
	C	NOTABLE
	D	APROBADO
	E	APROBADO
	F	SUSPENSO
FX	SUSPENSO	
Minimum ECTS credits required for enrolment	REQUIRED BY HOME INSTITUTION	
<b>EXCHANGE RELATED INFORMATION</b>		
Orientation session for incoming students	IT WILL TAKE PLACE AT THE BEGINNING OF EACH SEMESTER. NOMINATED STUDENTS WILL RECEIVE AN EMAIL WITH THIS INFORMATION	
Language courses available for international students (date, costs and/or web link)	FREE INTENSIVE SPANISH COURSE FOR BEGINNERS: WINTER SEMESTER: FROM OCTOBER TO JANUARY SPRING SEMESTER. FROM FEBRUARY TO MAY. OTHER LEVELS: <a href="http://WWW.UPO.ES/INTL/">HTTP://WWW.UPO.ES/INTL/</a>	
<b>HOUSING INFORMATION</b>		
WE DO NOT OFFER ANY ACCOMMODATION SERVICE <a href="http://www.upo.es/erasmus_incoming">www.upo.es/erasmus_incoming</a> STUDENTS WILL RECEIVE FURTHER INFORMATION ABOUT HOW TO LOOK FOR AN ACCOMMODATION IN THE INFORMATIVE PACKAGE		

