

Erasmus+ Programme

E SEVILLA03

UNIVERSIDAD PABLO DE OLAVIDE

Prof. Paola Dusi

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDAD PABLO DE OLAVIDE	E SEVILLA03	Institutional Coordinator/Head of International Office: Miguel A. Herrera Sánchez. Carretera de Utrera Km 1 41013 Sevilla, Spain. Tel: +34954349398 - +34954349372 Fax: +34954349304 email: erasmus@upo.es Goria Morejón: gmorfer@admon.upo.es Departmental Coordinator: Rosa María Rodríguez Izquierdo, Departamento de trabajo social y servicios sociales. Carretera de Utrera Km 1 41013 Sevilla, Spain Tel: +34954349349 Email: rmrodizq@upo.es	www.upo.es Incoming students: http://www.upo.es/aric/estudiantes_ext/index.jsp

C. Recommended language skills

Receiving institution Erasmus code	Subject area ISCED	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
				Student Mobility for Studies	
E SEVILLA03	all	Spanish	English	B1-B2 A certification will not be generally required	

D. Additional requirements

Receiving institution [Erasmus code]	Minimum Number of Credits to be included in the study plan	Available Courses or Modules in the Faculty or Department(s)	Access to other Faculties or Departments (yes / no)	Support and infrastructure to welcome students/staff with disabilities (yes / no)
E SEVILLA03

Students can choose courses of the whole Faculty of Social Sciences + one course per semester of any other Faculty at ours.

It is possible to find the offer of courses under the following link:

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

E SEVILLA03:

The Pablo de Olavide University organizes a **welcome week** for international students in which the "incoming team" of the International Relations Office gives all the necessary documents (Student card, a map of the city, list of activities...) in different informative meetings. Also we send them a link where they can see the International student guide with all information relating to accommodation, courses, timetable, cost of life:

http://www.upo.es/aric/estudiantes_ext/index.jsp

A tutor programme is offered for all international students for having a better start of their academic year (Spanish students help them to find courses, looking for accommodation). Besides the international students can participate in cultural activities and they go with their tutor.

Intensive Spanish Course: There will be a free 50 hour course at the beginning of the academic year, for beginners ONLY (level A1). This course will last the whole semester and at the end of the course, if you achieve all the objectives, you receive 5 E.C.T.S. credits.

¹ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

In the campus there is a service unit for disable student/staff. They provide of assistance and information. The contact person is: Juan Vázquez Garrido. Carretera de Utrera km 1. 41013 Sevilla. Email: jvazgar@admon.upo.es. Tel: +34 954-97-73-99.

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution Erasmus code	Autumn term month	Spring term month
E SEVILLA03	Nomination deadline (both semesters): 30 th April Application Deadline (both semesters): 30 th May	

2. E SEVILLA03: The application procedure will be online via the following link: http://www.upo.es/erasmus_incoming/. The student will be informed upon nomination from the partner institution.

- The students must fill out all the details and click on "Registrar solicitud/send".

3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.

4. Termination of the Agreement or changes in the data set above should be made by written notification before **October 1st for the following academic year**. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

1. Grading systems of the institutions

E SEVILLA03:

http://www.upo.es/aric/export/sites/rrii/estudiantes_ext/english/Sistema_ECTS/ects.pdf

2. Visa

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E SEVILLA03	erasmus@upo.es +34 954 34 93 98 +34 954 34 93 72	Non EU-students willing to stay longer than three months must apply for the corresponding visa at the Spanish Consulate: http://www.interior.gob.es/es/web/servicios-al-ciudadano/extranjeria/regimen-general/entrada-requisitos-y-condiciones

3. Insurance

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E SEVILLA03	erasmus@upo.es +34 954 34 9398 +34 954 34 9372	We strongly advise students to have a health insurance policy as well as a third part damage insurance which may be used in Spain. All students from the European Union must fill in the E-111 or E-128 form. Students must ask about this form in their country, since it will allow them to use Spanish Social Security Services if needed. Other insurance for luggage loss or theft may also be useful.

4. Housing

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E SEVILLA03	erasmus@upo.es +34 954 34 9398 +34 954 34 9372	An accommodation service is not provided. Students will receive further information on how to find accommodation in the information package (www.upo.es/erasmus_incoming) as well as on our facebook profile: Incoming UPO.