

**INTERNATIONAL STAFF TRAINING WEEK**

**UNIVERSIDAD DE SEVILLA, SPAIN**

**May 19th – 23rd 2025**

**Date: Monday 19th May 2025**

Place: Universidad de Sevilla’s Main Lecture Hall (*Paraninfo*) Rectorate Building, Calle San Fernando, 4

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| **Time** | **Session/Activity** |
| 09:00 | **Attendee Registration** |
| 09:30 | **Institutional Welcome and Presentation of Universidad de Sevilla**   * Mr Ángel Luis Trigo García, Director of the International Strategy Secretariat, Universidad de Sevilla * Mr Manuel Jesús Soto Prieto, Academic Director of Mobility, Universidad de Sevilla |
| 10:00 | **Presentation of UlysseUS Project**   * Ms Rocío Martínez de Pablos, UlysseUS Project’s Academic Director |
| 11:00 | **Coffee Break** |
| 11:30 | **Spanish Service for Internationalising Educational (SEPIE)**  (TBC) |
| 12:30 | **Guided Tour of the Rectorate (3 groups), Distribution of cheques and subsequent visit to bank to cash them** |
| 14:00 | **Welcome Lunch in the Rectorate Courtyard** |

**Date: Tuesday May 20th 2025**

Place: *Salón de Actos* room, Centro Internacional (Avda. Ciudad Jardín, 20-22)

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| **Time** | **Session/Activity** |
| 09:00 | **Distribution of cheques and subsequent visit to bank to cash them** |
| 11:00 | **ROUND TABLE: INTERNATIONAL MOBILITY**   * Ms María Gracia Suano Fernández, Manager of Incoming International Mobility, Universidad de Sevilla * Ms Elena Martín Delgado, Manager of Outgoing International Mobility, Universidad de Sevilla * Good practice in partner universities (TBC) |
| 12.00 | **ROUND TABLE: INTERNATIONAL PROJECTS**   * Mr Jose Manuel de la Rosa Utrera, Director, International Projects General Office, Universidad de Sevilla * Mr Enrique López Antelo, International Research Projects Manager, Universidad de Sevilla * Good practice in partner universities (TBC) |
| 13:00 | **Universidad de Sevilla’s Secretariat for Knowledge Transfer and Entrepreneurship**   * Ms Catalina Gómez Quiles, Secretariat Director |
| 13:30 | **Universidad de Sevilla’s Development Cooperation Office**   * Ms Lourdes Romero Rodríguez, Head of Unit |
| 14:00 | **Free Time** |
| 17:00 | **Visit to Alcázar Palace (Patio de Banderas, s/n, Puerta del Apeadero)** |

**Date: Wednesday May 21st 2025**

Place: *Biblioteca Rector Machado* library (Avenida de la Guardia Civil s/n)

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| **Time** | **Session/Activity** |
| 09:00 | **Visit to Universidad de Sevilla’s Antiquarian Funds and Historical Archive** |
| 11:00 | **Universidad de Sevilla’s International Post-Graduate and Doctoral Schools**   * Ms Mercedes Fernández Arévalo, Director of the Schools |
| 11.45 | **Coffee Break** |
| 12:30 | **University Community’s Assistance Service (SACU)**  (TBC) |
| 13:00 | **Universidad de Sevilla’s Orientation Unit**   * María Ángeles Hinojosa, Technical Director of the Unit |
| 13.30 | **Universidad de Sevilla’s Publication Service**  (TBC) |
| 14:00 | **Free time** |

**Date: Thursday May 22nd 2025**

Places: Reina Mercedes, Pirotecnia and Health Sciences Campuses

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| **TIME** | **Session/Activity** |
| 10:00 | **Visit to Centres at the Reina Mercedes Campus (Group 1)**  Meeting point: Faculty of Mathematics (Avenida Reina Mercedes, s/n) |
| 10.00 | **Visit to Centres at the Pirotecnia Campus (Group 2)**  Meeting point: Faculty of Work Sciences (Avenida San Francisco Javier, s/n) |
| 10:00 | **Visit to Centres at Health Sciences (Group 3)**  Meeting point: Faculty of Nursing, Physiotherapy and Podiatry (Calle Avenzoar, 6) |
| 10.00 | **Pre-arranged visits to Teachers and Researchers**  To be confirmed, dependent on requests and availability |
| 13:30 | **Free Time** |
| 19:00 | **Cultural activity** (TBC) |
| 20.00 | **Cocktails** (Venue to be confirmed) |

**Date: Friday 23rd 2025**

Place: *Salón de Actos* room, Centro Internacional (Avda. Ciudad Jardín, 20-22)

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| **TIME** | **Session/Activity** |
| 09.30 | **Workshop: Administrative Management** |
| 09.30 | **Workshop: Academic and Research Collaboration** |
| 11:30 | **Round Table: Participants’ conclusions and distribution of Attendance Certificates** |
| 13:00 | **International Week Closure** |