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WELCOME HANDBOOK
NEW INCOME STUDENTS

Your first 10 steps at the University.



UNIVERSIDAD DE SEVILLA

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Dear Student,

We are pleased to welcome you to the University of Seville, a place where you will spend a lot of time in the upcoming years and where we hope that you acquire the knowledge for your professional and personal development. With this objective in mind, we have created this host manual where you can find essential information to start your journey.

You are now a member of an institution with more than five centuries of history, of accredited academic tradition and that has been recognized as a Campus of International Excellence. Our university community is made up of more than eighty thousand people, including students, professors and professionals of administration and services, which, in terms of enrolment, makes us the second largest university in Spain and the largest in Andalusia. Not surprisingly, we have a complete catalog of degrees, as well as being a leader in research, culture and knowledge transfer. We are, in short, one of the most complete universities in Spain and a benchmark in research, development and innovation (R + D + i).

The University of Seville is integrated in the city. The 25 educational centers where our degrees are taught are deployed in several urban areas, contributing to the integration of the Andalusian capital. We invite you to discover our campus which is full of facilities for research, recreation and the enjoyment of the valuable artistic heritage that contributes to the unique cultural heritage of the city of Seville.

As Rector of the US, I defend the model of a public university at the service of society. To this end, I encourage you to use the wide range of resources which are at your disposal. In this manual, we will show you the ones that may be most useful to you in this initial moment of your university career.

This is your university. I hope that our offer satisfies your interests and that, as a university student, you engage in a responsible and constructive criticism in your day to day life here, not only in the classroom but also outside of it. Discover everything we have prepared for you.

Welcome to the University of Seville, your University!

Miguel Ángel Castro Arroyo,

Rector of the University of Seville

GET TO KNOW YOUR UNIVERSITY

KNOW WHO CAN HELP YOU



In your center

Your Faculty or School is headed by a team of professors headed by the **Dean** (Faculty) or **Director** (School). Each member of the team has different responsibilities, but there will always be a Deputy Dean or Assistant Principal who deals with issues that affect students.

If any doubts shall arise regarding your enrollment or academic record, the **Secretariat** of your center will be your reference to solve them.

You can go to the **Concierge** (located at the entrance of the building) to ask for the location of any classroom, laboratory or service offered by your Center.

Near the entrance you will find the **promoter** of your Center, a student like you, to whom you can consult any doubts about the services and activities of the Center itself. They will also guide you on how to access the other services offered by the University.

In addition, you can find help in the **Student Delegation**, where you will be able to locate the representatives of the students of your Center.


Within the framework of the **Guidance and Tutorial Action Plan (POAT)**, most of the Centers have a mentor student program (to accompany you during the first courses) and tutors (who will advise you during your studies). It is usually the Vice-Dean or Assistant Principal who deal with the students who coordinate the POAT.

In addition, your Center has a **website** with relevant information that we advise you to visit.

In the Vice-Rector for Students

The US government team is composed of the Rector and a team of Vice-rectors, of whom one is in charge of all matters that concern the student. The Vice-Rectorate of Students has its headquarters in the semi-basement floor of the Pavilion of Brazil (Paseo de las Delicias, s / n).

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Here you can find information regarding course offerings, access to various **official degrees, MECD scholarships and scholarships** from the University, the management of degrees or any other query related to your passage through the US.

In the CADUS

The Student Council of the University (CADUS) is the highest body of student representation and is composed of all the Student Delegations of the Centers. Its mission is to look after the interests of students within the University as well as before other autonomous or state bodies. You can address the delegates of the CADUS in the Pavilion of Uruguay (Avda. De Chile, s / n)

In the Central Services

Many professionals in the US work so that you can have everything you need: a complete catalog of books and publications to support your studies (**Library**), accommodation and university dining halls with healthy menus at affordable prices (**University Community Assistance Service -SACU-**), 24-hour study rooms (**Vice-Rectorate for Students**), internships (**Business and Employment Practices Service -SPEE-**), national and international mobility grants (**International Center**), a wide cultural offering (**Cultural Initiatives -CICUS-**), recreation (**Sports Activities Service -SADUS-**), information about the activities organized in the US (**News Bulletin -BINUS-**) and many other services that you will find more detailed in the **Student Guide** (Guiadeestudiantes.us.es) or by consulting the directory of services on the US portal (us.es/about/directory)

On-line

If any doubts shall arise, you can contact the Center of Attention to Students from any place at any time. Experts from the US will generally answer your queries within a maximum period of 48 hours.

cat.us.es

KNOW THE RULES

AFFECTING YOU



- **What are my rights?**
- **How many times can I take final exams of a given subject ?**
- **What can I do if I am not satisfied with my test score?**
- **How many credits can I take each year?**
- **How can I be a representative of the students in my Center or University senate?**
- **What is credit recognition?**
- **What is credit transfer?**

Find the answers to all these questions and more at the following web addresses:

[*estudiantes.us.es/legislacion-alumnos*](http://estudiantes.us.es/legislacion-alumnos)

[*students.us.es/faqs-tudents*](http://students.us.es/faqs-tudents)

[*students.us.es/legislacion-titulos*](http://students.us.es/legislacion-titulos)

[*students.us.es/legislacion-acceso*](http://students.us.es/legislacion-acceso)

[*cat.us.es*](http://cat.us.es)



STUDENT HANDBOOK FOR INCOMING STUDENTS TO THE US USING YOUR VIRTUAL USER

DE LA UNIVERSIDAD DE SEVILLA (UVUS)



To change your password and / or know your virtual user (UVUS) consult how to do it in the following web address:

sic.us.es/servicios/cuentas-y-accesos-los-servicios/UVUS_gestion-de-usuarios-contrasenas

Or go to a computer lab in any University Center or Campus, or go to the SOS Service of Students, located in Avda. Reina Mercedes, Edificio Rojo, from 8:00 to 15:00 and from 17:00 to 20:00 , remembering to bring your ID card.

With your UVUS you can access the following ONLINE services:

buzonweb.us.es

Personal Information Management Service (GIP)

Webmail. Use your institutional email (uvus@alum.us.es).
Virtual agenda. Record your events in the electronic calendar.
Virtual disk. Up to 1 GB of storage on US servers.

sevius.us.es

Virtual Secretary (SEVIUS)

In SEVIUS you can consult: your personal data and update your contact details, your registration data and obtain proof of enrollment, consult your transcript, academic records, the calendar of exams, consult your scholarship application and its current status , The results of your entrance exam carried out at the University of Seville, your academic credit for the following semester, consult tutoring hours and receive notifications. You can also apply for your University Card and follow the process of issuing it.

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[ev.us.es](#)**Virtual Teaching Platform**

Download the Blackboard Student app on your mobile device ... and activate the option to receive alerts!

The Virtual Teaching platform of the University of Seville is designed to support face-to-face teaching through technological resources of online training. These means facilitate the access of students to the contents and training materials of various teaching methods at any time and regardless of where they are.

Note that not all of the subjects you have enrolled in have to appear on your "course list", as it depends on whether they have been registered by the professor on the platform.

[identidad.us.es](#)

User **profile of the University of Seville** where you can consult your personal data, the data of your university email, enter additional data or change the password of your US Virtual User (and thus, of all related applications: mail, virtual secretariat, virtual teaching, wireless network of The US, etc.).

[webprint.us.es](#)**Webprint**

You will be able to print documents in the different copy shops located in each campus of the University of Seville. The files sent to Webprint are available for a week, during which time you can go to any copy shop listed in the section 'Centros de Reprografía' (Print Centers) and print your document easily.

reinus.us.es

Access to the US (ReInUS) and Eduroam WIFI Network

Given that the University of Seville is part of the Eduroam network, users of the network, in addition to accessing the US Wi-Fi network, can access the wireless networks of other Eduroam organizations (most universities and Research centers of Spain and many other foreign countries), using its UVUS. The first time you go to connect you must configure your device or mobile device following the directions you find in the following URL: eduroam.us.es For the following connections, the configuration will be saved and you only have to indicate your username and password (UVUS).

sic.us.es/servicios/infraestructuras-comunicaciones-hw-y-sw/equipamiento-informatico-software/descarga-de-programas

US Software Repository

In the indicated link you can download all the software that the US puts at your disposal, both licensed and free software.

fama.us.es/patroninfo*spl

Access to the **library's electronic services**, easily and from anywhere with your UVUS.

consigna.us.es

File Settlement

For exchange of large electronic files, up to 700 MB.

sede.us.es

Electronic Headquarters US

At the US Headquarters you can access procedures and services for students; Of special interest to you may be the possibility to request scholarships and aid, to present an application by online registration or to request a loan of a bicycle. Please note that for some of these procedures you will need to identify yourself with your UVUS and for others you will need your digital certificate or electronic ID.

The complete catalog of services of the SIC can be consulted in:

sic.us.es



REQUEST YOUR UNIVERSITY CARD

The Certificate of the University of Seville is a smart card that accredits you as a member of the University Community. It contains a chip where your informational data is stored, protected by a secret code (PIN) that only you know.



How do I get it?

sevius.us.es

The route to follow within SEVIUS is My profile > University card.

What is it for?

As a library card. In order to check out books, you will have to identify yourself with your card at the library desk or at the self-loan terminals. You can also borrow a laptop.

- To access the computer labs of the university centers. In some of them, computers have chip card readers and an access program that will require the PIN of your card so that you can use it.
- To access the Sports Activities Service of the University of Seville (SADUS). If you subscribe to the SADUS, your card will be required to enter the facilities.
- Next to the entrance door of the Study Rooms, you will find card readers that will allow you access to them outside the general operation hours.
- Also, there are card readers that will allow you to open gates to parking lots and doors of areas reserved for motorcycles and bicycles. (Please note that some car parks require authorization).

In addition, with your card you can use the University Information Points (P.I.U.), which are electronic consultation terminals located in the University Centers, which allow you to carry out consultation operations through SEVIUS. You can also place your digital signature on your card and you can use it to identify yourself in companies that make special offers to students of the university.

Check the offers at the following address: sacu.us.es/spp-servicios-ofertas



GET YOUR FIRST OPTIONAL CREDIT AT UNIVERSITY!

When?

You can take the course any time you want, from October to June.

How?

From the virtual teaching platform, with your virtual User of the US. You can download all the materials in your computer at any time on the course website.

bib.us.es/cursos_orientacion

Where?

Anywhere! You only need to have a computer with Internet access to enter the platform of the University of Seville. Click on virtual teaching (ev.us.es) to access it.

What will I learn?

- The most effective study techniques.
- The computer services offered by the University of Seville: how to access them, software available, resources you can find on the net, and how to acquire your digital identity.
- In addition, you will learn to find and locate useful information for your classwork, to evaluate it and avoid plagiarism, citing sources and establishing “your privacy” on the network. The Library will have no secrets for you.

How do I get my ECTS credit for the Study Guidance Course?

New students entering undergraduate degrees who have passed the COE course and conducted the satisfaction survey will receive a message in mid-July and, from September, will be able to pick up their accreditation, and if they so wish, apply their credit to their degree. (If that specific program allows it.) For more information contact the Secretary of your Center.

ENJOY THE RESOURCES

AVAILABLE THROUGH OUR UNIVERSITY

Regularly consult the **Portal of Scholarships and assistance of the US** and the CAT Portal (phase "During Studies", Section Scholarships and assistance) **And do not miss the possibility of applying for scholarships and grants!**

PORTFOLIO OF SCHOLARSHIPS AND HELP

To help you in your studies, both the Ministry of Education, Culture and Sports and the University of Seville offer a series of grants that can be requested by university students.

In this Portal is made available to students and graduates of the University of Seville. Information on all scholarships and grants can be accessed at:

us.es/estudios/becasyayudas/index.html

- **STUDY AID**

In order to promote equal opportunities in the field of university education, the University of Seville offers an extensive assistance program of its own.

- **ASSISTANTS**

In order to alleviate the different adverse circumstances or events in which a student may find themselves in, the University of Seville offers assistance for the social and general well being of the student.

- **TRAINING**

In order to offer students complementary training to their degrees, the University of Seville calls for grants to carry out training in their Central Services (to qualify for these grants, it is necessary that you will have surpassed at least 25% of the credits of your Curriculum).



• **MOBILITY**

Mobility grants allow you to take part of your studies in another Spanish or foreign university or to practice in other countries through an agreement.

• **CULTURAL AND SPORTS**

The purpose of these grants is to encourage the development of cultural initiatives and support the performance of recreational activities.



• **AWARDS AND DISTINCTIONS**

The University of Seville, with the purpose of recognizing and encouraging excellence in the study of its students, grants a series of awards and distinctions, such as the extraordinary prizes for the end of your undergraduate or doctorate degrees or prizes for the best admission scores, along with others.

CAT PORTAL

In addition, the Student Center offers information on scholarships not only from the University of Seville, but also from other external organizations.

cat.us.es/seccion/durante-los-estudios/becas-ayudas-y-premios



GET YOUR LANGUAGE ACCREDITATION



You will need it to obtain your degree and to enjoy international mobility scholarships.

institutodeidiomas.us.es

DO NOT LEAVE IT FOR THE END!

Accreditation of at least a B1 level of a foreign language is essential for graduation. If you are not accredited at the end of your studies, you will not be able to obtain your degree. To accredit your level in a foreign language, it will be necessary that you present your certificate at the Institute of Languages (IDI). If you do not have it, you will be able to take the courses taught at IDI or perform your accreditation tests. You have to plan ahead of time; it is advisable that you get your accreditation as soon as possible.

NATIONAL / INTERNATIONAL MOBILITY INTERNATIONAL CENTER

Do you want to do part of your university studies in another Spanish university or in another country?

Do you know that our University welcomes university students from other countries? (This allows linguistic, cultural and social exchanges)

Did you know that the University of Seville maintains a permanent and committed action to Cooperation of Development

The International Center offers you answers to these questions and information on scholarships and national and international mobility grants.

Check your website regularly:
internacional.us.es



USE THE SERVICES

WHAT DOES THE US OFFER YOU?

STUDY SUPPORT SERVICES

University Library

The library of the University of Seville has seventeen service points distributed across the different campuses and has a large amount of resources for study, including:

- Access to its **bibliographic collection** (with more than 2,000,000 books and 30,000 journals in printed or digital form) through the Fama catalog (fama.us.es).
- **Loan of up to 7 documents** (books, dvd, laptops, e-books, magazines, etc ...) with possibility of renewal and / or reservation.
- **Information, orientation and courses** to learn how to manage information and bibliographic resources.
- **Group work** reservation.

Many of these services are offered virtually and all of them are offered in person, hours from Monday to Friday from 8 a.m. to 9 p.m. In addition, every Saturday, a Library will open from 9 a.m. to 9 p.m. (in evaluation periods, five libraries will be open).

All information is available on the library's website: bib.us.es

24-hour study rooms

Take advantage of the 8 study rooms that are distributed in the different university campuses that are open 24 hours a day throughout the year.

us.es/campus/biblioteca/salasestudios.html

TCI Spaces

The TCI Spaces for Learning are **classrooms that are equipped with computers** that you can use when you need them. In the following web address you can consult the location of the computer classrooms by Campus:

sic.us.es/servicios/apoyo-la-docencia-e-investigacion/espacios-tic-para-el-aprendizaje/espacios-tic#Otros



ASSISTANCE SERVICES

Are you familiar with the university dining halls?

The University of Seville has dining halls distributed throughout the University Campuses that offer healthy menus.

Download the APP 'Comedores Universitarios' to know the weekly menu and learn healthy living habits: sacu.us.es/spp-servicios-comedores

Bicycle lending

To travel to your Center, the University of Seville provides you with bicycles in loans through the Integral **System of Bicycles of the University of Seville (SIBUS)**. You can obtain more information and consult the procedure and the deadlines to request one in the following web address: sacu.us.es/servicios/sibus

Attention to students with disabilities

SACU has an **advisory and technical assistance** unit for students with disabilities and implements projects to support them. Contact the unit if you are interested in collaborating.

Used book exchange

The SACU Used Book Exchange allows all interested parties to **purchase and sell books or manuals** related to university studies.

Language Exchange

The Language Exchange program is an instrument offered from SACU to facilitate communication between Spanish and foreign university students, in order to promote **cultural and linguistic exchange**. It encourages the “Encounter” between Spanish and foreign university students by practicing languages and / or expanding knowledge about the language, society and culture of other countries.

More information on these and other services offered by the SACU is available at: sacu.us.es

SPORTS SERVICES

The **Sports Activities Service of the University of Seville (SADUS)** offers the whole university community a full range of possibilities for practicing sports at all levels and with a wide schedule.

As a student of the US you can subscribe and make use of the sports facilities.

With your card you can access services such as university competitions, enroll in various activities (such as in swimming pools and gyms), sports courses, study halls, cycling rooms, etc.

Login to: sadus.us.es

CULTURAL SERVICES

The Center for Cultural Initiatives of our University is a benchmark within the city. It organizes cultural events of all kinds, supporting artistic creation and encouraging the participation of members of the university community in the activities it plans. It also supports the Cultural Centers of the university centers and contributes to the dissemination of the artistic heritage of the University.

Enter in: cicus.us.es



PARTICIPATE!

Find out what you can participate in:

WITH RECOGNITION OR NO RECOGNITION of credits:

Cultural activities

Cultural classroom of your Center,

Sports competitions

University hall

Student Governing

Council representation

(Delegate of class, center, student council)

Volunteering and solidarity activities

Mentoring Courses and Courses University Choir

As a collaborator in the Student Hall

As a collaborator at the Researchers' Night



In the Vice-Rector of Academic Planning you can consult the activities with academic recognition: servicio.us.es/academica/reconoactivgrados

KNOW THE OPTIONS

WHAT THE UNIVERSITY OFFERS YOU TO DO INTERNSHIPS AND

WORK PLACEMENT IN COMPANIES

The objective of the Secretariat of Internship in Business and Employment is to facilitate the connection between the students of the US, of both Undergraduate and Master, and recent graduates with the world of work. You can perform:

Curricular Practices

Offered by your Center. You must be enrolled in the subject of external practices that is part of the curriculum of your degree. More information in: Vicedean / Sub-Directorate of Practices of your Center.

Extracurricular Internships

Offered by companies and institutions. They are not part of your curriculum. You can do them voluntarily during your studies if you have exceeded 50% of the credits needed to obtain the degree you are studying and you must be enrolled in your degree during the internship.

More information in the Secretariat of Practice in Business and Employment:

alojaservicios.us.es/spee

WE HOPE TO HAVE HELPED YOU . NOW IT IS YOUR TURN TO CONTINUE TO EXPLORE THE US AND ENJOY YOUR UNIVERSITY LIFE!

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Web
cat.us.es



STAY INFORMED!

Do not hesitate to read the **BINUS**
(Internal News Bulletin)
that you will receive weekly in your email.

You can also access it from:

binus.us.es



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