

**INTERNATIONAL STAFF TRAINING WEEK**

**UNIVERSIDAD DE SEVILLA, SPAIN**

**July 17th – 21st 2023**

**Date: Monday 17th July 2023**

Place: *Paraninfo,* Main Lecture Hall Rectorate (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 International Strategy, Universidad de Sevilla- Ms Rosario Asián Chaves, Director of the International Centre, Universidad de Sevilla  |
| 10: 00 | **Spanish Service for the Internationalisation of Education (SEPIE)**(pending confirmation) |
| 11.00 | **Coffee Break**  |
| 11.30  | **Presentation of Ulysseus Programme**Ms Melania Rivers, Director of the General International Projects Office |
| 12.15 | **Erasmus KA2 NanOer Project**Ms Pilar Mercader Moyano, Project Coordinator |
| 13:00  | **Guided Tour of the Rectorate**  |
| 14:00  | **Welcome Lunch in the Rectorate Courtyard**  |

**Date: Tuesday July 18th, 2023**

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 bank visit to cash them** |
| 11:30 | **ROUND TABLE on INTERNATIONAL MOBILITY**- **The Welcome Office:** Ms Rosario López Ruiz Technical Director of International Relations, Universidad de Sevilla - **Incoming International Mobility:** Ms María Gracia Suano Fernández, Manager of Incoming International Mobility, Universidad de Sevilla - **Outgoing** **International Mobility:** Ms Elena Martín Delgado Manager of Outgoing International Mobility, Universidad de Sevilla  |
| 13:00 | **Knowledge Transfer Office** Ms Catalina Gómez Quiles, Director of Universidad de Sevilla’s Secretariat for Knowledge Transfer and Entrepreneurship |
| 13:30  | **Cooperation Development Office**Mr Francisco J. Rivera de los Santos, Director of the Development Cooperation Office, Universidad de Sevilla |
| 14:00   | **Lunch in the Centro Internacional**  |

**Date: Wednesday July 19th, 2023**

Place:**Reina Mercedes, Pirotecnia and Cartuja university campuses**

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| **Time**  | **Session/Activity**  |
| 10:00  | Visit to the Reina Mercedes Campus Centers (Group 1)Meeting point: (pending confirmation)  |
| 10:00  | Visit to the Pyrotechnics Campus Centers (Group 2)Meeting point: (pending confirmation)  |
| 10:00  | Visit to Cartuja Campus Centers (Group 3)Meeting point: (pending confirmation) |
| 13:30 | Free time |
| 19:00   | Cultural activity organized by CICUS (Calle Madre de Dios, 1) |

**DATE: Thursday July 20th, 2023**

Place: *Biblioteca Rector Machado* Library (Avda. de la Guardia Civil, s/n)

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| **TIME** | **Session/Activity**  |
| 9:30 | **Visit to Universidad de Sevilla’s Antique Funds and Historical Archive**  |
| 10:30 | **Transport to Pabellón de Uruguay for a presentation of the University Community’s Assistance Service (SACU)** |
| 12:30 | **Universidad de Sevilla’s Translation Service**Mr Rafael Wagner Parets, Technical Manager, Teaching and Research Support, Universidad de Sevilla  |
| 13:30 | **Free Time** |
|  17:00 | **Visit to Alcázar Palace and Gardens**  |

**DATE: Friday July 21st, 2023**

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

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| **TIME** | **Session/Activity**  |
| 10:00 | **Round Table to elicit conclusions from all participants; distribution of Attendance Certificates**  |
| 13:00 | **International Week Closure** |