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**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** |