



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

Time	Session/Activity
09:00	Attendee Registration
09:30	Institutional Welcome and Presentation of Universidad de Sevilla <ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> - 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)

Time	Session/Activity
09:00	Distribution of cheques and subsequent visit to bank to cash them
11:00	ROUND TABLE: INTERNATIONAL MOBILITY <ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> - 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)

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

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)

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