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Trainee's guide



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Individual practices in companies

- The internships are located in different parts of cities: Seville, Malaga, Úbeda.
- In Seville and Malaga, places where the internships take place, are spread throughout the city, so participants must use public transport.
- The students in most of the cases are placed in the companies individually.
- Only sometimes it can happen that more than one person will be assigned to the same company.
- However, it all depends on a company preferences, its logistic possibilities and a candidate profiles.
- Selected participants of the project are asked to prepare for the interview using the Skype communicator and to prepare their CV in English.



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Group practices in one company or at the workshops of the Spanish vocational school



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- Trainees take part in the internship in the group.
- In case when tutors do not speak English, the group is accompanied by the euroMind employee as a linguistic assistant.
- The company or vocational school where the internship takes place is usually located relatively far from the place of accommodation, that's why trainees have public transport cards. The first trip takes place in the company of euroMind employee. It takes 30 to 50 minutes depending on traffic.
- Internships take place in the afternoon or morning depending on the logistic possibilities of each company or school.



Work dress code

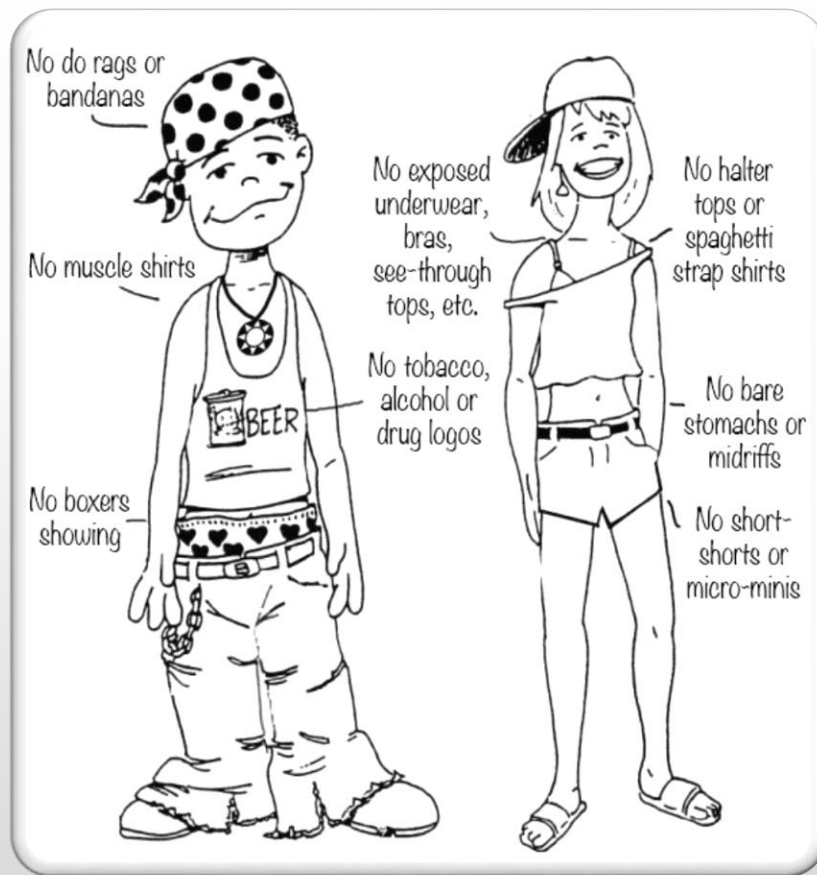


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- Your dress code depends on the sector in which you will be training.
- In most of workplaces casual clothing is acceptable.
- However, please do not violate certain standards, and do not come to work wearing flip-flops, tracksuits, T-shirts with inscriptions and lots of pictures, low-waist & saggy trousers, glaringly bright coloured trousers, short dresses or mini-skirts, blouse with exposed bust etc.
- Just to be on the safe side, it's better to be moderate in choosing your clothing for work!
- Those trainees who need special work clothing are asked to not forget to bring it to Spain in their luggage.



Work dress code - examples



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- Trainees who practice in hotels or restaurants are asked to bring with them a white or a black shirt and a black pants/skirt, as well as outdoor shoes.
- A white cotton t-shirt will not be accepted.
- Sneakers will not be accepted.
- Please ask your euroMind coordinator what dress is required in your company.



Work dress code - examples



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- Trainees who practice in workshops, warehouses, etc. they are asked to bring protective shoes and a special working dungarees.
- A special work outfit will help avoid staining of everyday clothing.
- Sneakers in most places of internships will not be accepted.
- Please ask your euroMind coordinator what dress is required in your company.



Work culture

- Shops are usually open from 9:00 a.m. to 1:30 p.m. or 2 p.m. , then from 4:30 p.m. or 5 pm until 8 p.m., Monday through Friday, and Saturday morning – so it happens that the trainees are working in two shifts.
- Large department stores are open all day, from Monday to Saturday.
- The break from 2 p.m. to 5 p.m. is called SIESTA.
- SIESTA is a short nap taken in the early afternoon, often after the midday meal.
- Such a short period of sleep is a common tradition in countries like Spain, where the weather is warm.



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Weather in Spain



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- The summers are very hot.
- Temperatures in August may exceed 40 °C
- It is very important to drink a lot of liquids in the summer period.
- Spring and autumn are usually very short and temperature fluctuations quite significant.
- In winter in the south of Spain temperatures normally never fall below - 1 °C, but the temperature is quite low.
- Please, be prepared for a lot of rain, humidity and low temperatures in the winter.



Spanish houses



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- They are constructed in order to keep the warm out and not keep it in.
- Floors are covered with tiles or marble to give the cooling sensation during the summer.
- In winter, such floors cause a feeling of coolness.
- Some of the rooms look out onto interior patios which are not so well lit like the rooms looking out onto the exterior streets.



Spanish cuisine



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- There are quite large differences compared to the rest of Europe.
- It is a cuisine rich in seafood. However, you do not have to worry: usually it is not served by us or the host families, unless at the request of the participant.
- In Spain, it is very typical to go on 'tapas' – these are small portions of food, consumed with a drink in bars.
- For dressing salads are used olive oil and vinaigrette.
- Many dishes are served cold, for example a cold tomato soup, called 'gazpacho' or a potato salad with tuna and sweet corn.
- Spanish people eat a lot of dishes deep fried in olive oil.



Spanish lifestyle



- Spanish people spend a large part of their free time outside – and the atmosphere is particularly lively during the parties called ‘fiesta’.
- On warm evenings, street bars and cafes are filled with people who want to rest and relax.
- Life in Spain goes slower than in the rest of Europe, especially in the south.

Siesta and silence at night



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- According to Spanish law, the hours of silence are between 2 p.m. a 5 p.m. and between 11 p.m. and 8 a.m.
- In cases of non-observance of hours of silence, neighbours can call the police to intervene.
- A police call means a fine of € 600 to € 12,000.
- Please respect the hours of silence and do not make a noise.
- In case of police intervention, participants who do not follow the rules will be checked out from the place of accommodation.

What should I bring?



In the summer period:

- Light, airy clothing,
- Flip-flops for the swimming pool and to walk over the residence,
- sunscreen with a high SPF (Sun Protection Factor),
- beach towel,
- hat/cap.

In the winter period:

- warm clothing,
- long-sleeved warm pajamas,
- warm slippers,
- warm cup,
- scarf,
- warm coat or jacket,
- umbrella.



What else will I need?

- Laptop or tablet

As all of our accommodation have an access to Internet, it is a good idea to bring your own laptop or tablet.

- Adaptors

The UK & Irish trainees can't forget to bring adaptors with them for their plugs.

- Power bank

Intensive photographing and recording movies during the trips quickly makes battery running low in your phone, so get your power bank with you and you will never run out of energy.



What I MUST NOT take or buy while I am in Spain?

Participants of the Erasmus + program are requested not to bring any speakers or sound equipment or water pipes.

Non-compliance with this rule will result in the equipment being taken away from the participants during their stay.

Water pipes will be taken away from the participants without the possibility of their recovery.



Healthcare in Spain



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- Nationals of EU countries can get free medical treatment in Spain upon showing the valid European Health Insurance Card.
- Please do not forget to bring it with you. Otherwise, the waiting time for the doctor will be longer, and some clinics may refuse to accept the patient.



Money & Banks



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- There are many banks in Seville, Malaga and Ubeda. The names of some of them are: Unicaja, Caja Rural, Santander, ING Direct, etc.
- You can withdraw money from any ATM. However, when using ATMs you need to check what kind of fees are charged (as they may fluctuate between, depending on the bank system, usually oscillate around 2 Euros).

Post office



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Opening hours:

Monday - Friday : about 2 p.m. - 2:30 p.m.

Saturdays: about 12:30 p.m. - 1 p.m.

Sundays: closed

- To send a postcard or a letter, you can buy a stamp at the post office or at any kiosk.
- The European Union stamp costs 1,5€.
- Mailboxes can be found in many places, so if you do not need to send a parcel or a registered letter, you can simply drop a letter with a stamp into one of the boxes.



Deposit

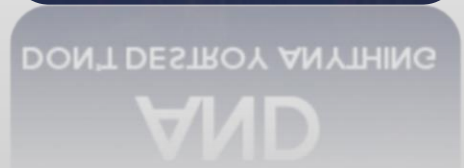


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- On the first day of arrival, the trainees will be asked to leave a deposit of **20 Euro** to cover the cost of damage (if there will be any).
- In case of any damage of accommodation equipment, the trainee is obliged to cover the cost of purchasing a new one of the same value as the destroyed one or cover the costs of its repair.
- The deposit will be fully returned to the participants at the end of their stay only if during the control of an accommodation there are no damages done and the rules are not going to be broken at all.



Residences



- Shared rooms for students
- Separate rooms for teachers accompanying the group
- 3 meals per day (breakfast, lunch & dinner)
- Unlimited tea, coffee and snacks (does not apply to Inturjovent)
- Cleaning service and laundry facilities
- Rooms are equipped with air-conditioning and heating system
- Free Internet access (Wi-Fi)
- Open air areas (patio, swimming pool, terrace, barbecue...)
- Suitable for large groups (up to about 25 people).



Cerro Residence in Seville

Residences



Fray Residence in Seville



Ubeda Residence

Kitchen / dining room

Terms of use



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- Food for breakfast and dinner will be left on the first shelf of the trolley.
- The second and third shelf of the trolley is designed for dirty dishes.
- Food should be picked up and eaten on a tray.



Kitchen / dining room

Terms of use

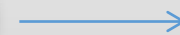
- Leftovers of food should be discarded in the trash.



- Clean cutlery will be stored in cutlery containers.



- Place the dirty cutlery in a container filled with water and dishwashing liquid.



Bathroom and towels



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If the trainee decides to use towels available in the residence, he should know that:

- Towels (one large and one small) can be rented for an additional fee of 2,5 € per set. After use, towels should be returned to the accommodation staff in a reusable condition after washing.
- Please do not use towels for cleaning shoes, floors, mascara, etc.
- To avoid charges, trainees can bring your towels.



Laundry in Cerro and Ubeda residences



- The washing machine is **operated only** by a cook or a cleaning lady.
- Participants must put their clothes in special bags.
- Make sure that one bag contains clothes of the same or similar color (colored, white and black clothes separately), otherwise the clothes may be dyed in the washing machine.
- Washing cost: 3 € for one full wash.
- One full load consists of three large bags and one smaller one.



Laundry in Fray and Nervion residence



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- On each floor there is a washing machine at the disposal of trainees with an automatic coin-operated counter.
- The cost of washing is 3 € for a cycle.
- Washing powder is not included in the price.



Laundry in Inturjoven residence



- The residence has a laundry room with washing machines at the disposal of trainees with an automatic coin-operated counter.
- The washing cost is 2,5 € for one cycle.
- Washing powder is not included in the price.



Linens change



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- The change of bedding is on Sunday.
- To get a new set, bedding must be handed over personally to the cleaning staff.
- Trainees change the bedding themselves.



Seville



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Entertainment



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The Andalusian capital delights with the joy, hustle and bustle of all the streets and squares of the old town. Here is an interesting complex of buildings inscribed on the UNESCO World Heritage List and the folk areas of Triana and La Macarena. Sevilla was in the past a reloading port for all ships returning from both Americas. You can meet exotic plants and parrots brought from South America.



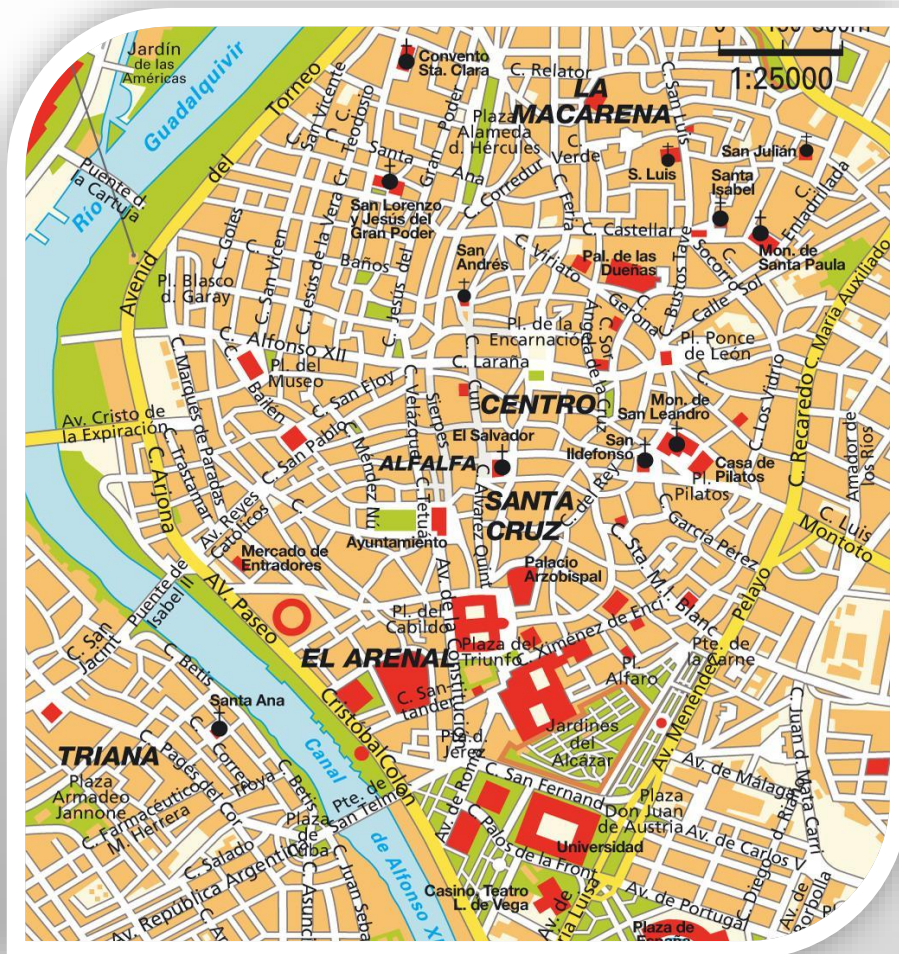
Seville Old Town



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Below is a list of the most important places and monument to visit in Sevilla:

- El campanario de la Giralda
- Los Reales Alcázares
- La Cathedral
- La Torre de Oro
- Plaza de España

Monuments of the Old Town



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La Cathedral

The Cathedral of Seville is one of the largest cathedrals in the world. It was built in the years 1402-1506 on the site of an old 12th-century mosque. The magnificent interior of the cathedral is the tomb of Christopher Columbus, and the climb to the Giralda bell tower, which was once a minaret, remain in our memory for a long time, because from its top there is a magnificent view of the entire city.



El campanario de la Giralda

Belfry of the cathedral, which initially functioned as a minaret. In 1987, the Cathedral with the Alcázar and the Central Archives of India was included in the UNESCO World Heritage List

Monuments of the Old Town



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Plaza de España

(in Spanish, "Plaza de España") it was created in the Maria Luisa Park in 1928, especially for the Ibero-American exhibition, designed by Aníbal González. The building was created in the neo-mudejar style with art deco elements.



Los Reales Alcázares

The royal palace in the style of mudejar, whose origins date back to the 11th century, when the representatives of the Arab Cordobian caliphate resided here. The building contains many rooms, patios and gardens.

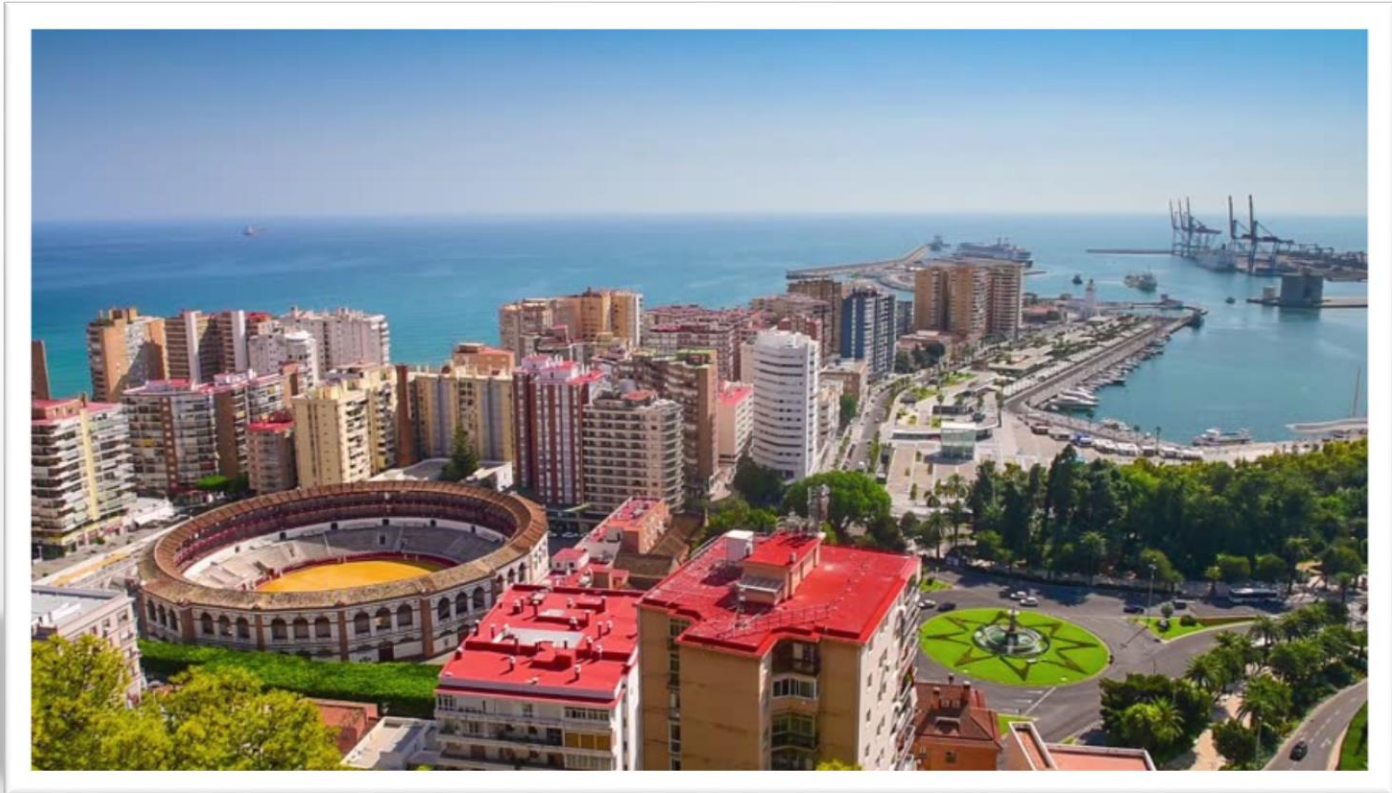
Malaga



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Malaga is famous especially for its beautiful weather! About 300 days a year the sun shines here. In addition, for history lovers, important points will be the castles, cathedrals and palaces created in the style of mudejar, which is a combination of Arabic and Christian architecture. In the first half of August, the Feria de Malaga Festival begins here, lasts a week and attracts tourists from all over Europe.



Malaga Old Town



Below is a list of the most important places and monument to visit in Malaga:

- El Palacio Aduana
- Mirador de Gibralfaro
- Plaza de la Merced
- Teatro Romano
- Alcazaba
- Gibralfaro
- Catedral
- Playa la Malagueta
- Parque

Monuments of Old Town



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Teatro Romano

Located in the heart of the city, below the Alcazaba fortress, the Roman Theater is the oldest monument in Malaga. It was built in the first century BC and was used until the 3rd century AD. After taking over this area in the 8th century, the Moors demolished part of the theater, and the obtained stone was used to build the fortress. To this day, Roman columns and capitals can be seen in the Alcazaba. Over time, the theater was forgotten and buried underground. There he remained for almost five centuries.



Alcazaba and Gibralfaro

Above the theater rises the aforementioned Alcazaba. The walls of Gibralfaro are even higher. Both objects were built by a Muslim. Alcazaba is a fortress built in the eighth century on Roman ruins, and its main goal was to protect the city from pirate attacks.

Monuments of Old Town



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Plaza de la Merced

This is one of the larger squares of Malaga, which is known primarily because it is near the Picasso family home. They say it was in this square where the famous artist made his first steps. The Picasso Museum is also nearby.



Catedral

A short distance from the castle hill, in the heart of the city, is the Cathedral of Malaga. This is the second tallest cathedral in Andalusia, just after the Seville Giralda. At the beginning, the project assumed the construction of two towers, but due to the lack of sufficient financial resources, the second tower was never completed, which is why the cathedral is called the One-Handed Lady - "La Manquita".

Ubeda



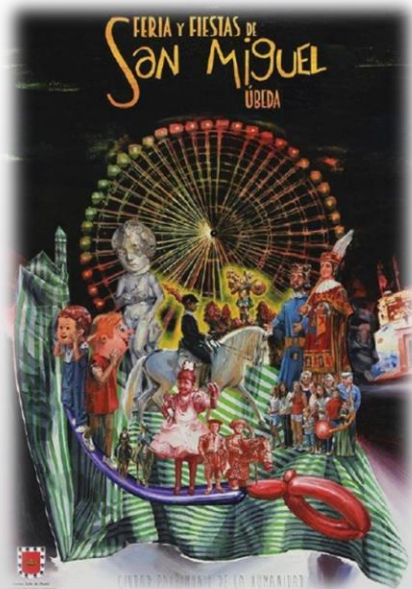
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Entertainment



Ubeda is a beautiful town located on the hill called La Loma. A magnificent view of the olive fields surrounding the hill makes the walk itself a wonderful experience. At the turn of September and October Fiesta San Miguel takes place. During the festival in Ubeda there are organized flamenco dance performances and local fairs. In Ubeda in mid-September there is also a Feria de la Tapa. We recommend this event, not only because of the festive and joyful atmosphere, but also because of the opportunity to taste many traditional Spanish tapas, especially those from Ubeda.

Monuments of Old Town



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Hospital de Santiago

The building was not only a church, pantheon and palace, it was also used to help the poorest patients. Currently, various types of cultural events take place there: concerts, exhibitions, chess competitions or conferences (on the right).



Iglesia de San Pablo

Built in the fourteenth century, although the building in a state in which we can admire it now, was built in the sixteenth century. (on the left).

Monuments of Old Town



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Capilla de San Salvador

The most famous building in Ubeda - and one of the best examples of the Spanish Renaissance in architecture, as well as one of the most ambitious examples of the private religious architecture of the Spanish Renaissance, which was to serve as a funeral chapel (photo on the left).

Paredes de la ciudad

Ubeda's defensive walls played a very important role due to their strategic location, i.e. near the border with the Arab kingdom of Granada. The chronicles of those years describe Ubeda as the most powerful city of Andalusia. The city has preserved many fragments of walls that were built - and rebuilt in the period between the 9th and 14th centuries.



Spanish style

What can surprise you?



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- Spain is a country of contrasts and fantastic people.
- Being aware of cultural differences will let you feel comfortable here, and your stay will be very successful.

Muuuah! Don't panic!



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- Spanish people are definitely relaxed and open for new relations. Their habit is to give each other two kisses on the cheek to greet. Children, young people, adults, family, friends and completely unknown people kiss each other.



- Remember that when someone presents you, you should answer "encantado" what can be translated as "nice to meet you".

Gestures & pats



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- Patting or touching the caller is much more socially allowed in Spain than in other countries.
- Spanish people speak loudly, they often exclaim and constantly make gestures.
- These are some of the cultural differences that foreigners notice being first time in contact with Spanish people.

JEZUS?!



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Do not be surprised that when you sneeze, someone will tell you *Jesus*. This is the Spanish equivalent of „bless you”.



Shoes at home?

- Contrary to the Polish tradition of taking off shoes right immediately after entering the house ... in Spain this custom does not apply.
- You may fill your hosts with consternation by leaving your shoes in the hallway.



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The dirtier, the tastier



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- Typically Spanish bars and restaurants are always full of people who make a lot of noise and mess.
- Europeans are always shocked by one thing - A BIG MESS. But please, don't get discouraged. Experts say openly - the bigger the mess, the better the restaurant.



¡Qué Guapaaa! ¡Qué Dios bendiga a tu madre!



- The Spanish tend to loudly express their opinions about women, even strangers.
- Do not feel offended if you hear on the street something about you.
- Their opinions are usually positive and express their appreciation.

El pan - bread



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Bread is eaten absolutely with everything: rice, potatoes .. and even with pasta.



Emergency Numbers



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+34955220923 - Sevilla

+34 656586430 - Malaga

+34 654807859 - Ubeda

Police/ Ambulance/ Fire
Brigade / Health Service -

Emergency number : **112**



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**Thank you
euroMind team 😊**