EXCHANGE STUDENT

GUIDE

2017-2018

Faculty of Humanities and Social Sciences
# Index

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GENERAL INFORMATION

Since its opening, more than a hundred years ago, the Faculty of Social and Human Sciences has had a humanist and diverse vocation, as well as the will to educate men and women capable of joining those who cultivate thinking skills and abilities to improve the human condition.

Studies offered by the faculty:

- Philosophy
- Psychology
- Criminology
- Social Work
- Translation and Interpreting
- International Relations
- Education
- Communication

People who can help me:

Vice Dean of International and external relations:

María Pilar Martínez Díaz

Phone: +34 91 548 44 07 (ext 2588)

Email: mapi@comillas.edu

International Relations Coordinator:

Patricia Vázquez Rodríguez

Phone: +34 91 542 28 00

Email: pvazquez@comillas.edu
LOCATION

The Faculty of Social and Human Sciences is located in the campus of Cantoblanco.

Cantoblanco

Universidad de Comillas St., 3-5
28049 Madrid
Phone: +34 91 734 39 50 Telefax: +34 91 734 45 70

Transportation:
Suburban Train (“Cercanías”): Line 4, direction “Alcobendas-S.S. Reyes”, station “Universidad P. Comillas”
Direct line from the main stations (Atocha, Sol, Nuevos Ministerios, Chamartín). Ticket cost is €1.85
Bus Numbers: 827, 827A, 828, 714

ACCESSIBILITY

- Access ramp to the building
- Reserved parking
- Adapted toilets in the class building
- Access ramp to the classes
- Stair lifts to the computer class

THINGS YOU SHOULD KNOW WHEN YOU’RE IN THE CITY

- Never carry your actual ID or Passport with you, a copy is enough.
- Take care of your purse or wallet when you’re in the metro or walking through crowded areas.
- Don’t carry too much money on you, just what you need for the day.
- If your ID or Passport is stolen, the first thing you have to do is go to the nearest police station and report it. You’ll need a copy of the incident report in order to go to the embassy of your country and apply again for the identity piece you’ve had stolen.
- If it’s your credit card that was stolen, you should call your card company as soon as possible to cancel your card.

Numbers you should call when your credit card is lost or stolen:

- American Express: +34 91 572 03 03
- Dinner’s: +34 91 547 40 00
- CajaMadrid: +34 91 519 38 00
- Sistema 6000: +34 91 355 30 00
- 4B: +34 91 726 00 00
- Visa: +34 91 519 21 00
- Eurocard-MasterCard: +34 91 519 21 00
HOW TO OPEN A BANK ACCOUNT

You should go to:

**Oficina Universitaria - BANCO SANTANDER**

Office of Alberto Aguillera St., 35

You need your Passport or your Identification Card and the acceptance letter that we have sent you.

TRANSPORTATION IN MADRID

The best way to move around Madrid is by public transport (metro, bus or suburban train). In the following web page you can find useful information about it: [http://www.emtmadrid.es/](http://www.emtmadrid.es/).

To get to our Cantoblanco campus, which is where your classes will take place, the best thing is to take the suburban train. In Madrid there are monthly tickets that are inexpensive. The price depends on the zone. For example, downtown would only be the A-zone. Cantoblanco is in the B1-zone. There’s a special discount for those under 26 (Abono Joven). You first need to get your transportation card issued (4 euros), then you choose the monthly rate that you want, and pay accordingly. It will be valid for 30 days, starting on whatever date that you use it for the first time.

To get your metro card you will need to show your passport / ID card, and leave a copy. You may do this online (it will be sent to you home address in a week or two); or in person at the offices of the main subway stations: Sol, Moncloa, Av. América. You need to get an appointment (dialing 012 or at www.tarjetatransportepublico.es). They will issue your card that day. Another way to get your card for the first time is at tobacco stores; no appointments needed. Normally, they send it to your home address in about 20 days. And there’s one (Estanco Cava Fuencarral) located at C/ Fuencarral 80, Metro Station: Tribunal, that will issue it right away.

<table>
<thead>
<tr>
<th>Zona/Abono</th>
<th>A</th>
<th>B1</th>
<th>B2</th>
<th>B3</th>
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<th>C2</th>
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<tr>
<td>Normal</td>
<td>54,60€</td>
<td>63,70€</td>
<td>72,00€</td>
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<td>89,50€</td>
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<td>20,00€</td>
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<tr>
<td>Tercera Edad</td>
<td></td>
<td></td>
<td></td>
<td>12,30€</td>
<td></td>
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</tr>
</tbody>
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| 30 días / Una sola zona |

![Map of Madrid showing the location of Estanco Cava Fuencarral](attachment:map.png)

Comillas’ stop is UNIVERSIDAD P. COMILLAS
Academic Year 2017/2018

**August 2017**
- 1st to 5th
- 6th to 12th
- 13th to 19th
- 20th to 26th
- 27th to 31st

**September 2017**
- 1st to 7th
- 8th to 14th
- 15th to 21st
- 22nd to 28th
- 29th to 31st

**October 2017**
- 1st to 7th
- 8th to 14th
- 15th to 21st
- 22nd to 28th
- 29th to 31st

**November 2017**
- 1st to 7th
- 8th to 14th
- 15th to 21st
- 22nd to 28th
- 29th to 31st

**December 2017**
- 1st to 7th
- 8th to 14th
- 15th to 21st
- 22nd to 28th
- 29th to 31st

**January 2018**
- 1st to 7th
- 8th to 14th
- 15th to 21st
- 22nd to 28th
- 29th to 31st

**February 2018**
- 1st to 7th
- 8th to 14th
- 15th to 21st
- 22nd to 28th
- 29th to 31st

**March 2018**
- 1st to 7th
- 8th to 14th
- 15th to 21st
- 22nd to 28th
- 29th to 31st

**April 2018**
- 1st to 7th
- 8th to 14th
- 15th to 21st
- 22nd to 28th
- 29th to 30th

**May 2018**
- 1st to 7th
- 8th to 14th
- 15th to 21st
- 22nd to 28th
- 29th to 30th

**June 2018**
- 1st to 7th
- 8th to 14th
- 15th to 21st
- 22nd to 28th
- 29th to 30th

**2017**
- **30 Aug**: Orientation Day (Alberto Aguilera 23 Campus)
- **31 Aug**: Orientation Day (Canobianco Campus)
- **01 Sep**: Guided Tour of Madrid
- **04 Sep**: Classes begin. Semester-long Spanish Language Course begins
- **12 Oct**: National Holiday. Columbus Day
- **01 Nov**: Holiday. All Saint's Day
- **09 Nov**: Regional Holiday. “Nuestra Sra. de la Almudena”
- **00 Dec**: National Holiday. Spanish Constitution Day
- **07 Dec**: End of 1st semester classes
- **08 Dec**: Spanish Holiday
- **11 Dec**: Exams for 1st semester begin (until December 22nd)
- **23 Dec**: Christmas Holidays begin

**2018**
- **10 Jan**: Orientation Day (Alberto Aguilera 23 Campus)
- **11 Jan**: Orientation Day (Canobianco Campus)
- **12 Jan**: Guided Tour of Madrid
- **15 Jan**: 2nd semester classes begin
- **24 Mar**: Easter Holidays begin
- **03 Apr**: Classes begin
- **27 Apr**: End of 2nd semester classes
- **30 Apr**: Exams for 2nd semester begin (until May 23rd)
- **01 May**: Holiday. Labour Day
- **02 May**: Regional Holiday. Community Day of the Madrid Autonomous Region
- **15 May**: Regional Holiday. “San Isidro”, Patron of Madrid
- **11 Jun**: Extra exam session begins (until June 27th)
Orientation Days and Welcome Sessions for Exchange Students

FALL SEMESTER – 2017/2018 ACADEMIC YEAR

Every academic year we set up two orientation weeks: one for the students coming for the 1st semester (in August); and another one for those arriving the 2nd semester (in January). During these days we provide general information about the University and the services that it offers. IT IS CRUCIAL TO ATTEND THESE MEETINGS. IF YOU CANNOT MAKE IT, YOU MUST TALK TO PATRICIA VÁZQUEZ IN ORDER TO GET AN APPOINTMENT.

Also, each faculty organizes its own orientation session where they explain the enrollment process, subjects and so on.

For Theology and Humanities’ students (Education, Philosophy, Psychology, International Relations, Social Work, Criminology, Translation and Communication)

Cantoblanco Campus

How to get there: Suburban Train “Cercanías”: Line 4, direction “Alcobendas-S.S. Reyes”.

***Get off at “Universidad P. Comillas” (NOT Cantoblanco-Universidad)

Ticket cost is 1.85€. Length of the journey: 25 minutes from Sol Station.

Wednesday, 30 August 2017

Time: 10:00

Place: Main Auditorium “Aula Magna”

10:00 General Academic Presentation

Presentation of the activities from El Comillas, cultural activities, sports and housing

11:00 Living in Madrid: standard safety measures while your stay in Madrid and practical information.

12:00 Breakfast with Comillas’ students (buddies) and campus tour

12:30 Campus tour with the buddies

Thursday, 31 August 2017

Time: 10:00

Place: Main Auditorium “Aula Magna”

10:00 Greetings and presentation of the University by the Vice-Dean of Research and International Affairs and the Head of International Relations Service. Presentation of the services available at the University.

11:30 Break for snacks

12:00 Orientation session – Strategies to help you adjust and manage any stress caused by the exchange program

Friday, 1 September 2017

10:30 Guided tour of Madrid (you will receive an email to sign up for this)

August 30, August 31 and September 1st

Academic information (students will meet in small groups for courses’ selection and work on your schedule). An email will be sent to each student, in June, with the date and time of his/her appointment.

NOTE: One weekend and another one-day excursions will be organized during the semester. Further information will be provided later on.
ORIENTATION DAYS

SPRING SEMESTER – 2017/2018 ACADEMIC YEAR

Every academic year we set up two orientation weeks: one for the students coming for the 1st semester (in August); and another one for those arriving the 2nd semester (in January). During these days we provide general information about the University and the services that it offers. IT IS CRUCIAL TO ATTEND THESE MEETINGS. IF YOU CANNOT MAKE IT, YOU MUST TALK TO PATRICIA VÁZQUEZ IN ORDER TO GET AN APPOINTMENT.

For Theology and Humanities’ students (Education, Philosophy, Psychology, International Relations, Social Work, Criminology, Translation and Communication)

IMPORTANT: ALL THE STUDENTS WILL RECEIVE AN EMAIL IN DECEMBER WITH THE DATE AND TIME WHEN YOU WILL HAVE THE ACADEMIC MEETING IN SMALL GROUPS. IT IS VERY IMPORTANT TO HAVE THE PRESELECTION OF COURSES DONE IN YOUR ONLINE APPLICATION. IF YOU CAN BRING YOUR LAPTOP, TABLET ETC IT WOULD BE USEFUL.

Cantoblanco Campus

How to get there: Suburban Train “Cercanías”: Line 4, direction “Alcobendas-S.S. Reyes”.

Get off at “Universidad P. Comillas” (NOT Cantoblanco-Universidad) Ticket cost is 1.85€. There will be a group of Spanish students at 9:00 o’clock at SOL station where you buy the tickets. They will help you to get to Comillas.

Wednesday, January 10th

Place: Conference Room, Building B

10:00 Living in Madrid: tips on wellness, practical issues and local customs
Presentation of the activities from Ei Comillas
11:30 Gymkana - Campus Tour
12:30 Breakfast with Comillas’ students
13:00 General Academic Presentation
13:30 Accommodation / Student Association Ei Comillas

Thursday, January 11th

Place: Conference Room, Building B

10:00 Greeting and presentation of the University by the Vice-Dean of Research and International Affairs and the Head of International Relations Service. Presentation of the Services available at the University.
Presentation of the services available at the University
10:45 Brief presentation on standard safety measures for your stay in Madrid
11:30 Break for Snacks
12:00 Orientation session – Strategies to help you adjust and manage any stress caused by the exchange program

Friday, January 12th

10:30 Guided Tour of Madrid (you have received an email to sign up for this)

NOTE: One weekend and another one-day excursions will be organized during the semester. Further information will be provided later on.
UNIVERSITY SERVICES

- **Information Office (ACCOMODATION OFFICE)**
  [http://studentsglobalrelocation.com/web/servuniversidad/que-hacemos/comillas-pontifical-university/](http://studentsglobalrelocation.com/web/servuniversidad/que-hacemos/comillas-pontifical-university/) (you may copy this on your web browser if the link is broken)

- **Library**— We have libraries in all of our buildings – Ask the Information Desk where they’re located.

- **International Relations**— The central office of International Relations is located in Alberto Aguilera 23.

- **Sports**
  - **Campus Alberto Aguilera** (next to the gym)
    Monday through Thursday
    8.45h to 14.00h and 15.00h to 17.30h
    Friday
    8.45h to 14.00h
    +34 91 542 28 00 Ext: 2133
  - **Campus Cantoblanco** (Services office: Main building, across information desk)
    Thursday
    10.30h to 14.00h and 15.00h to 15.50h
    +34 91 542 28 00 Ext: 2619

- **Central Unit for Cultural Activities, Seminars and Workshops**
  - **Campus Alberto Aguilera, 23**
    Offices
    OD-417, OD-418, OD-419 y OD-420
    Email: cultura@comillas.edu
    Phone: +34 91 542 28 00 Ext.: 2459, 2460, and 2910
    Monday through Thursday: 9.00h to 13.30h and 16.00h to 18.00h.
    Friday: de 9.00h a 14.00h.
  - **Campus Cantoblanco**, Faculties building.
    Services Office, Ground floor
    Email: cultura@comillas.edu
    Phone: +34 91 734 39 50 Ext.: 2619
    Monday 9.00h to 14.00h and 15.30h to 17.30h

- **Pastoral**
  - **Campus Alberto Aguilera, 25.**
    Office 115, 1st Floor.
    Phone: +34 91 542 28 00. Ext: 2389.
    Student service:
    16.30h. a 18.30h. (Monday)
    8.00h. to 10.00h. (Wednesday)
  - **Campus Cantoblanco**
    Pastoral room.
    (across Information desk)
    Phone: +34 91 734 39 50. Ext: 2524.
    Student service:
    9.00h. to 13.00h. (Tuesday)

- **WIFI**
The University of Comillas has its own WIFI network in all buildings. In order to install and set it up you can find more information on the following link:
If you need further assistance, you may go to the IT department of each faculty.
SPANISH COURSES

All students who come from a non-Hispanic university must do the Spanish test online. Students with lower than B1 level of Spanish, after taking the test, will have to take the course “Spanish for exchange students” (5 ECTS). It is crucial to take the test in order to take the classes. All the students will receive an email with information on how to take the Spanish test online before they arrive in Spain.

HOUSING/ACCOMODATION

Comillas doesn’t have its own housing facilities.

• People Global Relocation exclusively offers the following for Comillas´ exchange students

http://studentsglobalrelocation.com/web/servuniversidad/que-hacemos/comillas-pontifical-university/ (you may copy this on your web browser if the link is broken)

Information about housing in Madrid, including resources as guidance in locating housing, manage your accommodation, choosing and renting apartments, rooms in shared apartments, families… and other housing solutions, by contracting PGR services. We always recommend you contract them info@studentsglobalrelocation.com

The most common options are:

• **Living with a family.** You will receive information from the one that suits your preferences. Then you may confirm your reservation. Housing with a family includes cleaning up the room, laundry and 3 daily meals (full board 950€ per month) or breakfast and dinner (half board 800€ per month).

• **Living in a private residence.** You can ask for a list of private residences. Most of them include meals. The cost is between 850-1.110€ per month.

• **Living in an apartment.** You can arrive a week early to stay in a hostel, while you look for an apartment. A lot are shared. You would have your own room, but you would share the living room and the kitchen with other people.

• If you have any questions please don’t hesitate to contact the International Relations Coordinator of the Faculty of Humanities and Social Sciences - Patricia Vázquez pvazquez@comillas.edu
MEDICAL INFORMATION

Medical coverage and insurance in general

AS A GENERAL RULE, it is compulsory that exchange students that are not covered by the Spanish public health, have insurance from their countries. It should cover illness, hospital stay, accidents, civil responsibility and repatriation, according to individual cases but always including all the period the student will be staying at the University.

No student can register or take part in classes without a suitable insurance.

The exchange students that are covered by the Spanish public health must have an extra insurance to cover civil responsibility and repatriation.

SOCIAL SECURITY. For students from the EU: To have access to the Spanish Social Security services, you need to come with the European Health Card.

This document is valid from the 1st of June, 2004 and there is no need to exchange it with any other one. With this card you may go to your nearest INSALUD outpatient clinic.

Exchange students that aren’t covered by civil responsibility or repatriation must get the required insurance, in their country, before coming to Spain.

The University has several medical services:

**COMILLAS EMERGENCY TELEPHONE NUMBER +34 647 319 715 (24 HOURS)**

An emergency includes the following:
- Medical emergency involving hospital admission
- Medical emergency when the student cannot move from the location where he/she is
- Accident with injured people or Police emergency

<table>
<thead>
<tr>
<th>CANTOBLANCO</th>
<th>Psychological Support: Dª Marina Engelmo</th>
<th>Ext.: 2592</th>
<th><a href="mailto:mengelmo@comillas.edu">mengelmo@comillas.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>General Practice: D. Manuel del Solar</td>
<td>Ext. 2376</td>
<td>Monday, Wednesday &amp; Friday 11:15h – 12:45h</td>
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There are Pharmacies opened 24/7

Public hospitals

*Hospital 12 de Octubre*: Avda de Córdoba s/n - Madrid 28041. Metro station: Doce de Octubre, Line 3

*Hospital Universitario La Paz*: Pº de la Castellana, 261 – Madrid 28046. Metro Station: Begoña, Line 10

*Hospital Clinico San Carlos*: Profesor Martín Lagos, S/N – Madrid 28040. Metro Station: Moncloa, Line 3 or 6; or Islas Filipinas, Line 7; or Metropolitano, Line 6
English-speaking Medical Groups (Clinics)

- UNIDAD MEDICA Directors: Dr. Marcos Broschi and Dr. Rafael Lozano. Address: Conde de Aranda, 1-1 izq, 28001 Madrid. Phone: 914 351 823 Office hours: Mon-Fri, 9:00-20:00, Sat 10:00-13:00 (by appointment only) General practice and medical specialties. House calls 24 hours.

- HOSPITAL DE MADRID Address: Plza del conde del Valle Suchil, 16 (Metro San Bernardo) Phone 9H -21H: 629823493 & Phone 21H – 9H: 629824020

- INTERCLINIC Director: Dr. Manuel Cid. Address: C/ Claudio Cuello, 117 bajo dcha, 28006 Madrid. Phone: 915 769 901/902, Fax 915 772 904 Office hours: Mon-Fri, 9:00-18:30 General practice and medical specialties

- AMESS MEDICAL GROUP Director: Dr. Ricardo Picatoste. Address: C/ Jose Abascal, 48-7 dcha, 28003 Madrid. Phone: 914 412 544/ 655 Office hours: Mon-Fri, 9:00-13:00 and 16:00-21:00 by appointment General practice & Medical specialties

- CENTRO de RADIODIAGNÓSTICO Dr. Enrique Puerta Scott, Dr. Miguel Llopis. Address: C/Alberto Aguilera, 29-1ª izda, 28015 Madrid. Phone: 915 474 527 Office hours: Mon-Fri, 10:00-12:00 Consultations, checkups, laboratory facilities Dr.Llopis: Wednesday & Thursday; Dr. Puerta: Monday & alternate Fridays

- Castellana 224 Drª Elisa Muñoz. Address: Paseo de la Castellana, 224 Bajo dcha, Madrid, Phone: 913 150 105 Office hours: Mon-Fri, 9:00-14:00 and 16:00-20:00 Consultations, checkups, medical certifications http://www.castellana224.com

Dentist

- Eduardo Fernández Blanco. Address: Avda. América 4, Bajo D (Metro Avda. de América, Line 4) – Phone: 91 725 2172

Emergency Phone numbers

Emergency services in Madrid: 112
Information Madrid City Hall: 010
Information of the Community of Madrid: 012
Pharmacies on duty: 098

Social Security:
- SAMUR (Accidents in Public Places): 092
- INSALUD (Emergency room): 061
- Cruz Roja:
  - Emergency: +34 91 522 22 22
  - Intoxications: +34 91 562 04 20
  - Ambulances: +34 91 473 93 61

** If you’re a member of the EU, check where’s your nearest (public) medical center:
http://www.centrossanitarios.sanidadmadrid.org/CentrosDireccion/misCentroPorDireccion.aspx
GRADING SYSTEM IN SPAIN

Academic grading in Spanish universities consists of a scale from 0 to 10, normally listed in six different classifications:

**Matrícula de Honor**

The highest grade. It is only given to exceptional students, and implies gratuity for a course for the next year.

**Sobresaliente**

9. This grade is given to very good students who have fully responded to the requirements of the course.

**Notable**

7 to 8. This grade is given to good students who have responded favorably to the course requirements.

**Aprobado (Pass)**

5 to 6. This grade shows the student has responded with enough level to the course requirements.

**Suspenso (Fail)**

0 to 4. This grade shows that the student hasn’t accomplished the course requirements and has to re-take it.

**N.P. - No Presentado (Withdrawn)**

The student has not taken part in classes, has not done the exam or has not taken the evaluation test established by the professor; therefore, he/she has not passed the course nor gets the credits assigned.

CLASS ASSISTANCE IS COMPULSORY. If you don’t go to class and don’t justify your absence, the professor can refuse to examine you, or may grade you as NO PRESENTADO.

BEGINNING OF THE COURSE

As you can see in the academic calendar, the first semester starts September 4th, until December 22nd (Including Finals’ Period). The second semester starts January 16th and ends May 23rd (including Finals’ Period). It is the student’s responsibility to stay in Comillas for the exams. Examination dates will not be changed, unless two or more exams overlap on the same day, and at the same time.

COMILLAS EMAIL

From the moment in which you complete step I, we will activate your Comillas email account. You will receive an email with the information of how to activate this account. WE WILL NEVER CONTACT YOU AGAIN THROUGH YOUR PERSONAL EMAIL.

These are three methods to get access to Comillas eMail.

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Method 1. REDIRECTION OF COMILLAS EMAIL TO ANOTHER PERSONAL EMAIL ACCOUNT.

With this method you can receive messages in your personal account, but you will always reply using your personal email address.

*Go to https://outlook.office365.com/ then to Options/Accounts/Forwarding and provide your personal email address.

Use the email in the format 2015xxxxx@alu.comillas.edu and your Comillas password

Method 2. CONFIGURE YOUR PHONE TO ACCESS YOUR EMAIL ACCOUNT.

You will manage your Comillas messages separately from your personal messages.

You will be able to send messages as xxxx@alu.comillas.edu

*Create a new email account, type Exchange. Use the email in the format 2015xxxxx@alu.comillas.edu and your Comillas password

*If your phone requires manual configuration, use the server name: outlook.office365.com

*Usually you will want to synchronize just your email. Your contacts, calendar, notes, etc. should be already in sync with Google or iCloud.

Method 3. CONFIGURE GMAIL (OR SIMILARLY YAHOO, HOTMAIL...) TO MANAGE YOUR COMILLAS ACCOUNT.

You will be able to see comillas messages along with your personal email or in a separate folder.

You will be able to send messages as xxxx@alu.comillas.edu

*Log in Gmail, then go to settings

*Select "Accounts and import".

*Select "Add a POP3 mail account you own".

*Use the email in the format 2015xxxxx@alu.comillas.edu and your Comillas password

*The POP server is outlook.office365.com, port 995, protocol SSL.
ONLINE APPLICATION

User and password for the online application

You have to apply online for an exchange period in Comillas.

a. Please remember that your university has to nominate you through your coordinator. We need the following information: Name and surname, passport number, email and length of stay.

b. Once we receive your information, we will send you a username and a password that will allow you to complete your online application at: http://www.comillas.edu/intercambio/entrantes/. (It’s important to use INTERNET EXPLORER)

PHASE I

Step 1 – Go to the link http://www.comillas.edu/intercambio/entrantes

Step 2 – Fill in username and password
### Step 3. Fill out your personal information

**Institución de Origen:**

<table>
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<tr>
<th>Nombre de la Institución:</th>
<th>Aboe Salomon-Fachhochschule Belin</th>
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<tr>
<td>Dirección:</td>
<td>Aboe Salomon Pluz 5</td>
</tr>
<tr>
<td>Ciudad:</td>
<td>Belin</td>
</tr>
<tr>
<td>País:</td>
<td>Allemere</td>
</tr>
<tr>
<td>Código Postal:</td>
<td>12627</td>
</tr>
</tbody>
</table>

**Datos Personales del Alumno:**

<table>
<thead>
<tr>
<th>Nombre:</th>
<th>Primer apellido:</th>
<th>Segundo apellido:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fulinto</td>
<td>Mergento</td>
<td>Pierre Paul Jacques</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tipo:</th>
<th>Número de documento de identidad:</th>
<th>Nacionalidad:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pasaporte</td>
<td>F02002209</td>
<td>Tanafe</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Sexo:</th>
<th>Lugar de Nacimiento:</th>
<th>Fecha de Nacimiento (dd-mm-aaaa):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hombre</td>
<td></td>
<td>01-01-1980</td>
</tr>
</tbody>
</table>

**Documents that have to be uploaded to the web:**

- A recent passport photograph*
- Copy of the passport (page with personal details)*
- Copy of the health insurance (this document can be added later on)

Please note: The documents with * are essential
The application will only be accepted once we receive all the essential documents online – the deadline is June 15th for students coming on the first semester and annual students and November 15th for students coming on the second semester.

First Semester - September to December

Second Semester – January to July

CLASS SCHEDULES

ATTENDANCE in class is compulsory. If you do not attend classes and do not justify your absence the teacher may refuse to examine you, so your transcript will show “not submitted”.

Notice that for some subjects, there are two or more groups, and that some subjects are taught over several days. Students will have to choose a group for that subject and stick to it for the full period. It is not mandatory to pick all subjects with the same group.
CHOOSING YOUR COURSES

Sometime in June we will send you an email about the selection of courses. While starting November 15th, we will send another email for the second semester students.

- Students from Non-Anglophone universities have limited access to subjects in English.
- FULL YEAR STUDENTS – You may choose annual or semester classes. The annual courses are for the whole academic year. Students cannot drop off before it’s over, but will be able to change them during the first 2 weeks of classes, of each semester.
- SEMESTER STUDENTS – If you’re only coming for a semester, you may choose annual courses, but the total of credits will be split in 2.
- First semester starts in September and finishes in December and the Second semester starts in January and finishes in May.


DEFINITE SUBMISSION & REGISTRATION DEADLINE

The application will be complete once the student arrives in Madrid.

- Full year students or 1st semester students: Before September 16th. During the first 2 weeks of classes the student has the opportunity to attend classes before choosing the courses that best fits his/her interests. AFTER THE FINAL SUBMISSION, THERE WON’T BE CHANGES OF ANY KIND.
- Full year students with changes in their courses (only 2nd semester) or 2nd semester students: Before January 26th. During the first 2 weeks of classes the student has the opportunity to attend classes before choosing the courses that fits best his/her interests. AFTER THE FINAL SUBMISSION THERE WON’T BE CHANGES OF ANY KIND.

Before arriving in Madrid, students will receive an email setting an appointment date / time, for a specific academic meeting with the coordinator, during the orientation days. This meeting is mandatory. Later on, there will be another meeting with the coordinator, in order to add / drop courses, and this way complete the registration process.

- The final application will be handed to Patricia in Madrid

- IMPORTANT – Once the final application is presented, no changes will be accepted. If a student abandons a course, it will show “NO PRESENTADO” – Not submitted.
HOW YOU MAKE THE SELECTION OF COURSES IN THE WEB

PHASE II

Step 1 – Go to the link http://www.comillas.edu/intercambio/entrantes (english version available)

Step 2 – Fill in username and password

Step 3 – Click in “Modificar datos de la Fase II”

Step 4- Then, you’ll be able to search and choose courses. When you type a key word (for example: traducción), you will get a list of the possible courses. Be careful when you pick them, according to the right degree, and corresponding year. You may use the list of courses we sent you, along with its’ descriptions.

If you click on the code of the course, you will see its complete syllabus. See the bottom of the page that comes up, where it says “Guía Docente”. The course will be pre-selected only when you click on “+”.
OFFICIAL REGISTRATION

PHASE III

If you already have your contact data in Spain and/or your health insurance, you can complete phase III. Otherwise, you will have to fill it out when you arrive in Spain.

Official registration deadline for first semester is **September 16th** and deadline for second semester **January 26th**

There is a calendar hanging on my door (office D102) for you to make an appointment with me.

What should you do before this meeting?

- Select the subjects you want to take (online application)
- Upload medical insurance
- Bring your timetable (including the subjects you want to take) and print the documents below.

You will have to bring the following documents printed and signed to my office no later than four days after the deadline.
EXAMS

- The official period of exams for the 1st semester is from **December 12th until the 22nd**. And the one for the 2nd semester is from **May 3rd till the 23rd**. EXAMINATION DATES WILL NOT BE CHANGED, UNLESS TWO OR MORE EXAMS OVERLAP ON THE SAME DAY AND TIME.

- Students that don’t take the final exams, even if they attend class, will be graded as “NO PRESENTADO”.

- Students will be able to check their grades in the Intranet, approximately 15 days after the period of exams is finished (see in this guide “How to see my grades”). If a student fails a course, he/she may take the exam again. The period for extraordinary exams is from **June 11th to the 27th**. In this case, you will have to inform Patricia Vázquez by email (pvazquez@comillas.edu) before June 5th.

HOW TO FIND MY GRADES

All students will have access to their grades 15 days after the exams, through the university website. The instructions are:

**Step 1** – At Comillas’ webpage (**http://www.comillas.edu**) click on the top right corner, where it says **INTRANET**

![Intranet](http://www.comillas.edu)

**Step 2** – Fill in user and password.

**Step 3** – You will get the following screen
The coordinator of your home university will receive an official transcript with your grades.

**DIPLOMA DE INTERNATIONAL RELATIONS FROM A SPANISH PERSPECTIVE**

Some of you can get the Diploma “International Relations from a Spanish Perspective” — Only the students who have taken 20 ECTS specifically from the courses on the following link, are eligible for this diploma: [http://www.comillas.edu/estudios/otro_dipl_inte_rela.aspx](http://www.comillas.edu/estudios/otro_dipl_inte_rela.aspx). If you are not sure, please contact Patricia Vázquez.

**How do I get the diploma:**

- When you get the results/grades of your courses/modules and you know that you have passed the 20 ECTS, you have to fill out the application on the following link: [http://www.comillas.edu/images/Documentos_K2/SGAT/sgat_soli_titu_T3.pdf](http://www.comillas.edu/images/Documentos_K2/SGAT/sgat_soli_titu_T3.pdf).
- Make sure to include an address where we can mail you the diploma. The cost of the diploma is 44.50€ (this includes sending it by registered mail).
- We now have a TPV terminal. So if you provide your credit card details (card number, CVC and expiration date), we can take your payment. We do this frequently for payments from abroad.
- You will have to email your request (application included) to: solicitud.titulos@secretaria.upcomillas.es.

You can see the status of your diploma on the link


**Degree certificate issue status query:** This application enables students who have requested their degree certificates, to track the status of its issuance. ¡New!