

EXCHANGE STUDENT GUIDE

2026-2027

Faculty of Humanities and Social Sciences

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GENERAL INFORMATION

Since opening over one hundred years ago, the Faculty of Humanities and Social Sciences has been committed to diverse and humanist vocation, combined with our dedication to educating talented men and women, able to join those whose intentions are to cultivate the thoughts and skills necessary to improve well-being/humanity.

Degrees offered by the faculty:

- Philosophy
- Psychology
- Criminology
- Social Work
- Translation, Interpreting and Language Technologies
- International Relations
- Education
- Global Communication
- Psychology + Business Administration and Management
- Physical Activity and Sports

Useful Contacts for your time at Comillas:

Vice Dean of International and Institutional Relations:
Guillermo Sven Reher Díez
Email: nternacional.chs@comillas.edu

International Relations Coordinator:
Patricia Vázquez Rodríguez
Olga Jiménez Carte
Email: internacional.chs@comillas.edu
Phone: +34 91 542 61 27

Tutor:
Ana Trujillo
Email: ana.trujillo@comillas.edu
Phone: +34 91 542 28 00

LOCATION

The Faculty of Humanities and Social Sciences is located in the Cantoblanco campus, just north of central Madrid.

Cantoblanco Campus Address: https://goo.gl/maps/ThDmrGacACF2

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

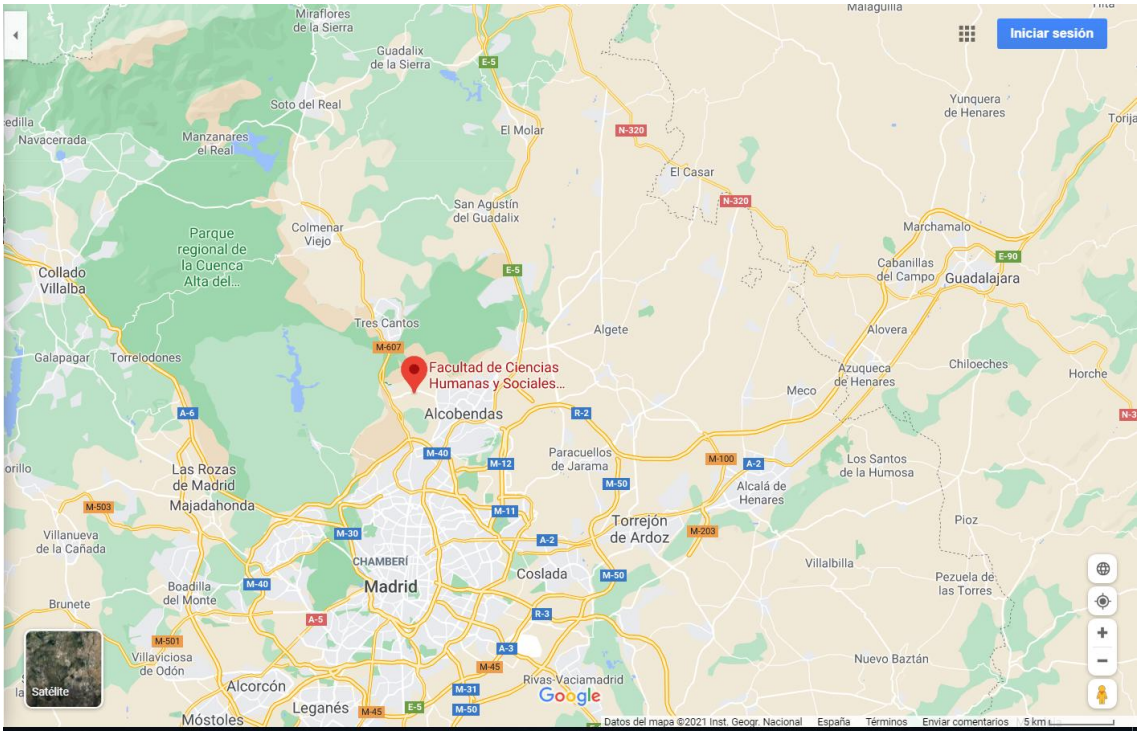
HOW TO GET TO THE CANTOBLANCO CAMPUS:

TRAIN: you must get the commuter train – in one of the main stations (Atocha, Sol, Nuevos Ministerios, Chamartín) You can take the commuter train in one of the main stations (Atocha, Sol, Nuevos Ministerios, Chamartín) – take line C-4 direction Alcobendas –San Sebastián de los Reyes. You must get off at the train station "UNIVERSIDAD PONTIFICIA COMILLAS" (NO CANTOBLANCO). You will cross a bridge over a highway that go directly to our campus

CITY BUS: you can take the bus Línea 714 in Plaza de Castilla and the last stop is Universidad Pontificia Comillas.

We have an **intercampus bus service** that connects the Alberto Aguilera and Cantoblanco campuses. You can find more information about the schedule and route at this link.

https://www.comillas.edu/buscomillas/



CAMPUS TOUR

ACCESSIBILITY

- Access ramp to buildings
- Reserved parking
- Adapted toilets in the teaching buildings
- Access ramp to the classrooms
- Stair lifts to the IT room

THINGS YOU SHOULD BEAR IN MIND WHEN MOVING TO MADRID

- Never carry your actual ID or Passport with you, a copy is sufficient.
- Take care of your purse or wallet when you're in the metro and 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 to take a copy of the incident report to your country's embassy in Madrid, in order to re-apply for the ID/Passport that was stolen.
- If your credit/debit card has been stolen, you should call your card company as soon as possible to cancel your card.

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

- American Express: **+34 91 572 03 03 /902 37 56 37**
- Diners Club: **+34 91 547 40 00 /902 40 11 12**
- Red 6000: **+34 91 596 53 00 / 91 596 53 35**

- 4B (Visa/Masterdcard): **+34 91 362 62 00 / 902 11 44 00**
- Visa: **+34 91 519 21 00 / 915 196 000**
- Eurocard-MasterCard: **+34 91 519 21 00 / 900 97 12 31**
- Servired (Visa/Mastercard): **91 519 21 00 / 902 19 21 00**

VISA AND MEDICAL INSURANCE

All students with passports from countries outside the EU must be in possession of the appropriate visa for their period of stay, as well as health insurance covering both health care and civil liability.

Once the student has been nominated, we will send them a letter of acceptance (students with passports from NON-EU countries) so that they can apply for a VISA at your nearest consulate. It is important that you inform yourself about the documentation that you will have to present through the web pages. The documentation that is usually requested is the following:

- Valid passport
- Recent photography
- Health insurance for the period
- Completion of the visa application form and payment of fees
- Proof of accommodation (the university in the acceptance letter indicates that it will help students find accommodation)
- Documentation to verify that you have enough income to live on.
- And the letter of acceptance from the University

More information about the Visa can be found in English in the following link at Comillas web page:

https://www.citylifemadrid.com/apply-for-spanish-student-visa/

Health insurance

Students from the European Union and the European Economic Space (Norway, Iceland and Liechtenstein, as well as Switzerland), must bring their European Health Card with them (information on: https://employment-social-affairs.ec.europa.eu/policies-and-activities/moving-working-europe/eu-social-security-coordination/european-health-insurance-card_en

Students from non-European Union countries: It is mandatory for international students who are not covered by the Spanish Social Security National Health Care System to bring an insurance policy from their home country, which covers illness, hospitalization, accidents, civil liability, and repatriation for the entire length of time to be spent at the University.

Comillas Pontifical University has signed agreements with the following insurance brokerage companies. COMILLAS and the insurers have no contractual relationship and COMILLAS will not be held responsible for the services provided by each insurer to students who take out insurance from the entity. Those interested in the services offered by these insurers will be linked to it, and must formalise, where appropriate, the corresponding documents directly with each entity:

- **Agente exclusivo ADESLAS**
  Persona de contacto: **Armando Falkenhagen**
  Teléfono móvil y WhatsApp Business: **+34 644 049 119**
  Correos electrónicos:
  FalkenhagenA@agente.segurcaixaadeslas.es
  Miseguro.en.espana@gmail.com
- **Nueva Mutua Sanitaria**
  Persona de contacto: **María Sanjuanbenito**
  Teléfono móvil y WhatsApp: **+34 679 948 938**
  Correos electrónicos:
  estudiantesinternacionales@nuevamutuasanitaria.es
  contratacion@nuevamutuasanitaria.es
  msanjuanbenito@nuevamutuasanitaria.es
  Página web:
  https://www.nuevamutuasanitaria.es/universidad-comillas/
- **SWISSCARE INTERNATIONAL INSURANCE**
  Los estudiantes de COMILLAS pueden beneficiarse de **descuentos exclusivos**.
  Para más información, consulte el siguiente enlace:
  https://forms.swisscare.com/#/isies/?group=3066

HOW TO OPEN A BANK ACCOUNT

You should go to: **Oficina Universitaria** - ***BANCO SANTANDER***

35, Alberto Aguillera St., next to the Alberto Aguillera Campus.

You need your Passport or Identification Card and your acceptance letter from Comillas that has been sent to you.

HOUSING/ACCOMODATION

At Comillas, we strongly recommend university residences as they usually provide students with a smoother and more secure experience during their stay in Madrid. In general, residences offer a higher level of service and support, with fixed pricing and no concerns related to landlords or rental management. In many cases, they also include meal plans and provide an excellent opportunity for students to integrate with other international and local students in a university environment. Additionally, the residences we work with are well connected both to our campuses and to the city of Madrid.

Nevertheless, below you will find information about the different university residences that collaborate with Comillas, as well as a list of other accommodation platforms offering rooms in shared flats, apartments, host families, and other housing options.

Link to our web page where you find all the possible solutions for your accommodation:
https://www.comillas.edu/en/student-accommodation/

University Residences

MICAMPUS Living, S.L	https://micampusresidencias.com/en/landing-wynwood-comillas/
STEPHOUSE	https://stephouse.es/ 10% discount on one-semester (4 months) accommodation only for the residence near CANTOBLANCO bookings with code: SHCMLLAS10RS
RESA	https://resa.es/

Other platforms

FLOWEAL	https://go.floweal.com/
NEELO HOMES	Email: mordovas@neelo.com
SPOTAHOME	https://comillas.spotahome.com/es Email: partnersupport@spotahome.com
HOMIII	https://homiii.com/ Email: comercial@homiii.com
NODIS	https://nodis.es/ Email: info@nodis.com
ALUNI.NET	https://www.aluni.net/ Email: info@aluni.net
MADRIDEASY	https://madrideasy.com/es Email: info@madrideasy.com
ROOMLESS	https://spacest.com/ Email: giulia.cinquetti@roomlessrent.com
INNFAMILY	https://innfamily.online/ Email: info@innfamily.com

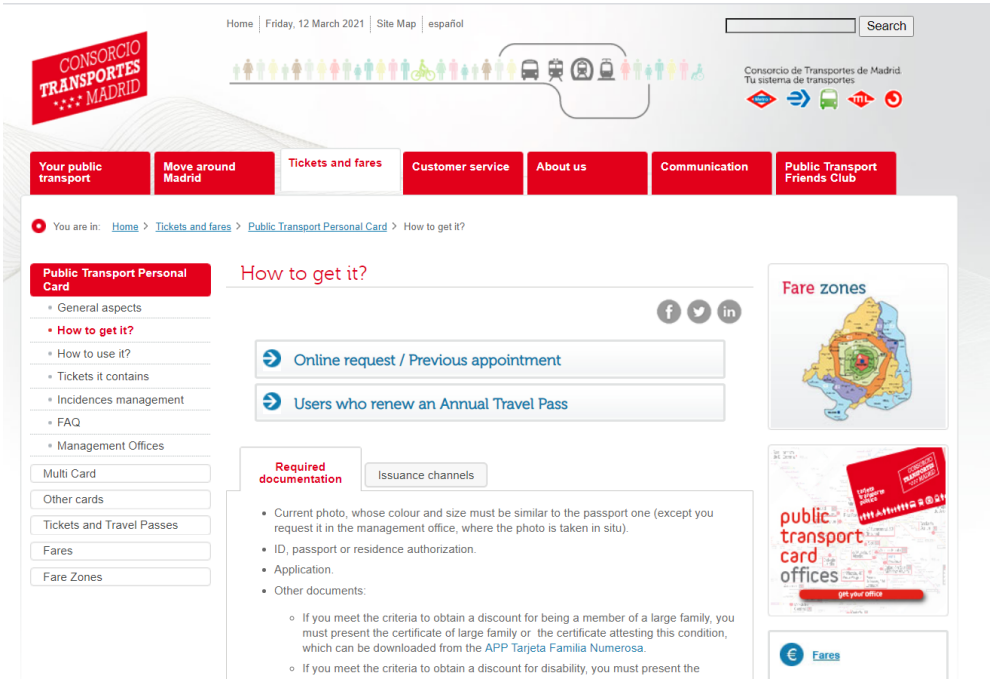
ERASMUSPLAY	https://erasmusplay.com/en/ Email: communication@erasmusplay.com

TRANSPORTATION IN MADRID

The best way to move around Madrid is by public transportation (metro, bus or suburban train). Useful information can be found at the following link: https://www.crtm.es/ .

You can request online an appointment to get your monthly transportation pass - this pass costs € 10 per month and you can travel on all public transport (bus, metro and train) in Madrid for a full month. It is important that you do so as soon as possible so you can start using your pass as soon as possible

https://www.comunidad.madrid/servicios/transporte/tarjeta-transporte-publico-personal



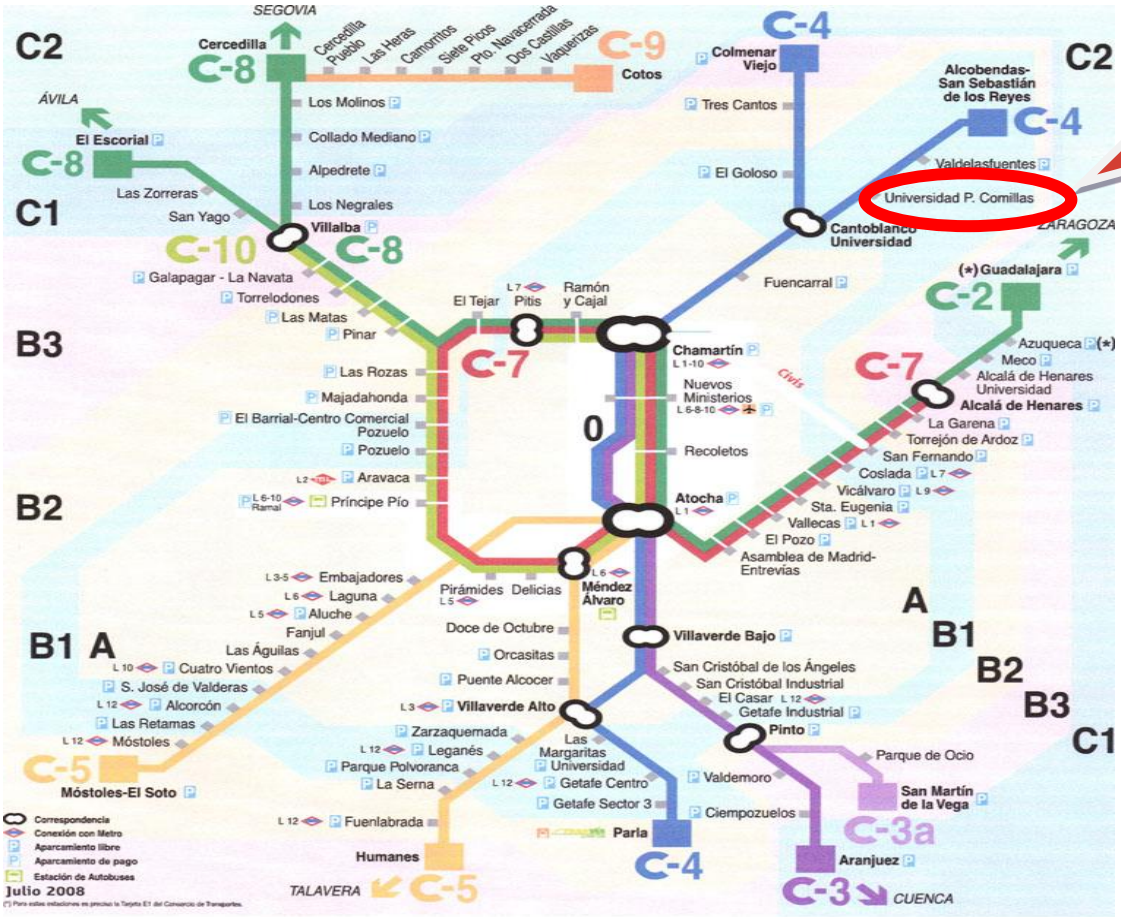
The best way to get to our Cantoblanco campus, where your classes will take place, is to take the suburban train. These are called “Cercanias Trains”. In Madrid there are cheap monthly tickets. The price depends on the zone. For example, central Madrid is all in the A-zone. Cantoblanco is in the B1-zone. You first need to get your transportation card issued, which costs 4 euros. Next you can choose the monthly rate you want and pay accordingly. It is valid for 30 days only, so remember to top it up every 30 days since you first used it.

Map of the suburban trains https://www.redtransporte.com/madrid/cercanias-renfe/plano.html- The Comillas´ stop is UNIVERSIDAD P. COMILLAS.

You can find useful information on topics of general interest in this portal for the international community in Madrid

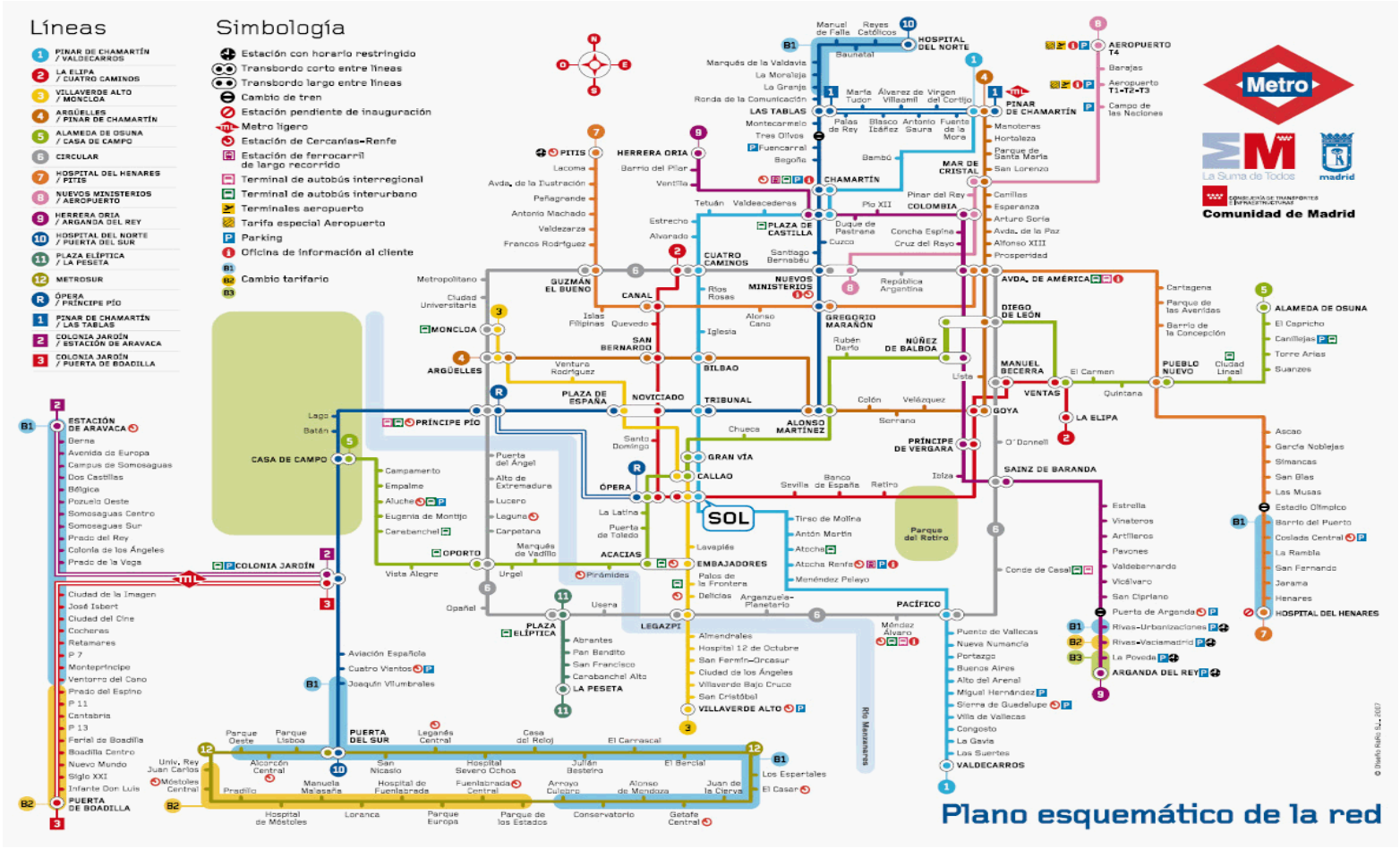
https://www.citylifemadrid.com/




SEGOVIA
ÁVILA
ZARAGOZA
CUENCA
TALAVERA
C2
C1
B3
B2
B1
A
0
Cercedilla
Cotos
Los Molinos
Collado Mediano
Alpedrete
El Escorial
Las Zorreras
San Yago
Los Negrales
Villalba
Galapagar - La Navata
Torrelodones
Las Matas
Pinar
Las Rozas
Majadahonda
El Barrial-Centro Comercial Pozuelo
Pozuelo
Aravaca
Príncipe Pío
Móstoles-El Soto
Las Retamas
Móstoles
Cuatro Vientos
S. José de Valderas
Alcorcón
Las Águilas
Fanjul
Aluche
Laguna
Embajadores
Humanes
Fuenlabrada
Parla
Getafe Sector 3
Getafe Centro
Universidad
Las Margaritas
Leganés
Zarzaquemada
Parque Polvoranca
La Serna
Villaverde Alto
Villaverde Bajo
Puente Alcocer
Orcasitas
Doce de Octubre
Pirámides
Delicias
Méndez Álvaro
Atocha
Chamartín
Nuevos Ministerios
Recoletos
El Tejar
Pitis
Ramón y Cajal
Fuencarral
Colmenar Viejo
Tres Cantos
El Goloso
Cantoblanco Universidad
Alcobendas-San Sebastián de los Reyes
Valdelasfuentes
Universidad P. Comillas
(*) Guadalajara
Azuqueca
Meco
Alcalá de Henares Universidad
Alcalá de Henares
La Garena
Torrejón de Ardoz
San Fernando
Coslada
Vicálvaro
Sta. Eugenia
Vallecas
El Pozo
Asamblea de Madrid-Entrevías
San Cristóbal de los Ángeles
San Cristóbal Industrial
El Casar
Getafe Industrial
Pinto
Valdemoro
Ciempozuelos
Parque de Ocio
San Martín de la Vega
Aranjuez
C-1
C-2
C-3
C-3a
C-4
C-5
C-7
C-8
C-9
C-10
Julio 2008


Líneas de Cercanías de Madrid
C-2 Guadalajara - Alcalá Atocha - Chamartín
C-3 Aranjuez - Atocha - Chamartín
C-3a S. Martín de la Vega - Pinto
C-4 Parla - Atocha - Chamartín Cantoblanco - Alcobendas Cantoblanco - Colmenar Viejo
C-5 Móstoles El Soto - Atocha Fuenlabrada - Humanes
C-7 Alcalá de Henares - Atocha Chamartín - P. Pío - Atocha Chamartín
C-8 Atocha - Chamartín Villalba - El Escorial Villalba - Cercedilla
C-9 Cercedilla - Cotos
C-10 Villalba - P. Pío Atocha - Chamartín - Pitis
Correspondencia
Conexión con Metro
Aparcamiento libre
Aparcamiento de pago
Estación de Autobuses
Conexión con Metroligero

Map of the metro https://www.metromadrid.es/es/viaja-en-metro/plano-de-metro-de-madrid



ACADEMIC CALENDAR 26 27

2026

Agosto

L	M	X	J	V	S	D
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Septiembre

L	M	X	J	V	S	D
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Octubre

L	M	X	J	V	S	D
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Noviembre

L	M	X	J	V	S	D
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2027

Diciembre

L	M	X	J	V	S	D
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Enero

L	M	X	J	V	S	D
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Febrero

L	M	X	J	V	S	D
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Marzo

L	M	X	J	V	S	D
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Abril

L	M	X	J	V	S	D
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Mayo

L	M	X	J	V	S	D
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Junio

L	M	X	J	V	S	D
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Julio

L	M	X	J	V	S	D
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Agosto

L	M	X	J	V	S	D
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Septiembre

L	M	X	J	V	S	D
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

ago-26	31	Bienvenidad Institucional (CIHS, ICAI, MACC, CEE y Derecho)
sep-26	1	Bienvenidad Institucional (EUEF)
	1	Inicio del curso académico
	2	Acto Inaugural Comillas Madrid
	4	Bienvenidad Institucional (INEA)
	16	Acto Inaugural Comillas INEA
dic-26	9	1er. periodo de evaluación
ene-27	15	1er. periodo de evaluación
	22	Entrega de Actas en Secretaría General
	28	Acto del Día de la Comunidad Universitaria
may-27	3	Convocatoria ordinaria
	21	Convocatoria ordinaria
	31	Entrega de Actas en Secretaría General
	22	Acto de Graduación (11.30 GITI y GITI+ADE)
	22	Acto de Graduación (19.00 MII y MII+Máster Profesional)
	23	Acto de Graduación (11.30 GITT, GITT+BA, iMAT, MIT, MIT+Máster Profesional)
	28	Acto de Graduación (11.30 Grados Psicología y Trabajo Social (TS) y M.U. Psicología y Trabajo Social)
	28	Acto de Graduación (19.00 M.U. Teología, CHS, EUEF y Migraciones - Másteres y Grado en Fisioterapia)
	29	Acto de Graduación (11.30 Grado CIHS -salvo Psicología y TS-)
	29	Acto de Graduación (19.00 Grado en Enfermería)
	30	Acto de Graduación (11.30 MACC + M.U. Económicas y Derecho)
jun-27	4	Acto de Graduación (11.30 E-3)
	4	Acto de Graduación (19.00 E-3 Analytics, E-1, E-5 FIPE y E-5)
	5	Acto de Graduación (11.30 E-2 Analytics, E-6 y E-6 Analytics)
	6	Acto de Graduación (11.30 E-2, E-2 en inglés y E-4)
	10	Convocatoria extraordinaria
	30	Convocatoria extraordinaria
jul-27	2	Acto de Graduación INEA Valladolid
	7	Entrega de actas en Secretaría General
sep-27	1	Comienzo de clases del curso 2027-2028

Días festivos nacionales

12-oct	Día de la Hispanidad
02-nov	Traslado Todos los Santos
07-dic	Traslado Constitución Esp.
08-dic	Inmaculada Concepción
25-dic	Natividad del Señor
01-ene	Año Nuevo
06-ene	Epifanía del Señor
25-mar	Jueves Santo
26-mar	Viernes Santo
01-may	Día del Trabajo
15-ago	Asunción de la Virgen

Días festivos (Madrid)

Autónomicos o locales:

09-nov	La Almudena
02-may	Día de la Comunidad de Madrid
15-may	San Isidro

Establecidos por la Universidad:

15-feb
30-abr

Días festivos (Valladolid)

Autónomicos o locales:

08-sep	San Lorenzo
23-abr	Día de Castilla y Leór
13-may	San Pedro Regalado

Establecidos por la Universidad:

08-feb
30-abr

Serán días no lectivos, además, los que sean declarados festivos para el año 2027 en los Boletines Oficiales correspondientes.

Orientation Days and Welcome Sessions for Exchange Students– 2026-2027 Academic Year

Further information regarding **Welcome Week and Orientation Sessions** in each Faculty or School will be sent to the students by e-mail.

Fall semester – Orientation days and Welcome Sessions: August 28th and 31st

Spring semester – January 14 th and 15th

UNIVERSITY SERVICES

- **University Services:**
  https://www.comillas.edu/servicios/
- **Library**– We have libraries in all of our buildings – You can ask where they are located at the Information Desk. (At Cantoblano, the library is on the ground floor of Building B)
- **International Relations Office**– https://www.comillas.edu/servicio-de-relaciones-internacionales/
  The central office of International Relations is located in the main campus at 32 Alberto Aguilera St.

- **Sports / Comillas Bienestar https://www.comillas.edu/deportes/**
- **Cultural Activities: Actividades Culturales/Comillas Arte https://www.comillas.edu/comillas-arte/**
- **Pastoral Care/ Comillas Espiritualidad https://www.comillas.edu/espiritualidad/**

- **WIFI**
  The University of Comillas has its own WIFI network in all buildings. You can find more information about how to install it and set it up on your device at the following link:
  Recursos Guías y Manuales

  If you need further assistance, you can go to the IT department at each faculty.

SPANISH COURSES

It would be advisable for all students with a Spanish level below B1 to take the course 'Spanish for foreign Students'. Non-Spanish speaking university students who wish to take this course will undergo a proficiency test (an email will be sent to all students to take the online test before arriving in Spain)

MEDICAL INFORMATION MEDICAL AND PSYCHOLOGICAL CARE. NURSING SERVICES

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 system have insurance from their countries. It should cover illness, hospital stay, accidents, civil responsibility and repatriation, according to individual students but it always needs to cover the entire period you are studying at Comillas.

Without adequate insurance, a student cannot register or take classes

The exchange students that are covered by the Spanish public health system need to have 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 your European Health Card.
http://ec.europa.eu/social/main.jsp?catId=559&langId=es

This document is valid from the 1st of June, 2004 and you do not need to change it for another one. You can go to your nearest INSALUD outpatient clinic to be seen to using your EHIC card.

Exchange students that aren't covered by civil responsibility or repatriation need to get the equivalent required insurance from their home country before coming to Spain.

The University has several medical services:

COMILLAS EMERGENCY TELEPHONE NUMBER +34 654 349 436 (24 HORAS)

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 involving injured people or a Police emergency

There are Pharmacies open 24/7

PUBLICS HOSPITALS- EU STUDENTS

- **Fundación Jiménez Díaz** Av. de los Reyes Católicos, 2, 28040 Madrid (Metro Islas Filipinas o Metro Moncloa) –Phone - +34 618071556 Email: international.fjd2@quironsalud.es (various languages)
- ***Hospital 12 de Octubre:*** Avda. de Córdoba s/n **-** Madrid 28041. Metro estación: Doce de Octubre – Línea 3
- ***Hospital Universitario La Paz***: Plaza de la Castellana, 261 - Madrid 28046. Metro Estación: Begoña - Línea 10
- ***Hospital Clínico San Carlos:*** Profesor Martín Lagos, S/N - Madrid 28040. Metro Estación**:** Moncloa **-** Líneas 3 y 6; o Islas Filipinas - Línea 7; o Metropolitano - Línea 6.

- ***Hospital General Universitario Gregorio Marañón****:* C/ Doctor Esquerdo, 46 - Madrid 28007. Metro Estación: O'Donnell o Sainz de Baranda - Línea 6

English-speaking Medical Groups (Clinics)- NON-EU STUDENTS

- ***HOSPITAL DE MADRID*** Address: Plza. del conde del Valle Suchil, 16 (Metro San Bernardo) Phone 9H -21H: + 34 629823493 & Phone 21H – 9H: + 34 629824020 (various languages)
- ***Fundación Jiménez Díaz*** Av. de los Reyes Católicos, 2, 28040 Madrid (Metro Islas Filipinas o Metro Moncloa) –Phone - +34 618071556 Email: international.fjd2@quironsalud.es (various languages)

Emergency Phone numbers

Emergency services in Madrid**: 112**
Information Madrid City Hall: **010**

Information for the Community of Madrid: **012**
On call Pharmacies: **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:

https://www.comunidad.madrid/servicios/salud/buscador-centros-sanitarios

Psycho-educational counselor - Educational psychologist
Comillas Contigo - Campus de Cantoblanco
https://www.comillas.edu/comillas-contigo/

CANTOBLANCO	*Psychological Support:* **José Luis Valencia Garrote**	**Ext.: 2879**	Jose Luis Valencia Garrote jvalencia@comillas.edu

Nursing Service at the Cantoblanco Campus

CANTOBLANCO	**Irene Escolar** iescolar@comillas.edu	Building A, ground floor	Monday - Thursday 8:30 -17:30 h

THE GRADING SYSTEM IN SPAIN

The Academic Grading System 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 academic 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 sufficiently 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 ATTENDANCE IS COMPULSORY. If you don't go to class and don't justify your absence, the professor can refuse to let you sit the exam, or may grade you as NO PRESENTADO, meaning you fail the course. Students will be assessed on daily assignments, exams, or using any other method mentioned in the syllabus. In order to pass the course, you have to pass the final exam.

SEMESTER START DATES and EXAMS

	Autumn Semester	Spring Semester
Arrival Date	August 27th	January 13th
Orientation	August 28th and 31st. Further information regarding Welcome Week and Orientation Sessions in each Faculty or School will be sent to the students by e-mail.	January 14th and 15th. Further information regarding Welcome Week and Orientation Sessions in each Faculty or School will be sent to the students by e-mail.
Spanish Placement Test – online before the student arrive	June/July	November/December
Course Registration	Open – July (previous mail will be sent to the students)	November (previous mail will be sent to the students)
Classes	September 1st – December 4th	January 18th – April 30th
Final Exams	December 9th – December 22nd	May 3th – May 21st
Transcript Issuance	**MID-FEBRUARY**	**LATE JUNE**
Other Important Academic Information	Resist period – all the students who fail a course either in first or second semester have the opportunity to retake an exam June 10th - June 30th.	

It is the student´s responsibility to stay in Comillas throughout the exam period. Examination dates will not be changed, unless two or more exams overlap on the same day, and at the same time. **ATTENDANCE to class is compulsory. If you do not attend classes and do not justify your absence the teacher may refuse to let you sit the exam, so your transcript will show "Withdrawn" as you have failed the class.**

EXAMS

What happens if I fail a course?

Grade review and assessment appeals must be requested **before January 22 (first semester)** and **before May 31 (second semester),** by email, by contacting the professor if you are not in Spain. If you are still in Spain, you must consult the exam schedule to find out when the exam review takes place.

Students who have failed one or more courses will have another opportunity to sit the exam during the resit period in June (from June 10 to June 30). When the time comes, an informational email will be sent with the procedure to follow in order to apply.

Exams must be taken at Universidad Pontificia Comillas in Madrid, and exams may not be taken by email or at the home university (with the exception of exams related to the HUGO Diploma, which may be taken online).

PROTOCOL FOR ABSENCES FROM CLASSES / EXAMS

Students are reminded that they are allowed up to **30% of unjustified absences** throughout the academic semester.

Absences due to minor ailments that do not require medical attention (for example, headaches), as well as those motivated by family events (such as celebrations) or religious holidays, **will be counted within this percentage of unjustified absences.**

Students are advised to use this allowance responsibly, as it is not possible to anticipate circumstances that may arise during the academic semester.

Justified reasons (with documentary proof)

Absences will only be considered justified when properly supported by official documentation issued by the relevant authority, in the following cases:

- **Participation in university sports activities**
  In the case of participation in university sports competitions (e.g., university-organised tournaments), students must provide an official certificate issued by the coach or the relevant sports department, stating the dates of participation.
- **Death of an immediate family member**
  In the event of the death of an immediate family member, a death certificate or equivalent supporting document must be provided.
  For the purposes of this regulation, **immediate family members** are defined as a spouse or legally recognised partner, as well as first- and second-degree ascendants and descendants (parents, children, grandparents, and grandchildren), and siblings.
- **Job interviews**
  Absences due to attendance at job interviews must be justified with an official document stating the date and time of the interview.
- **Illness**
  Medical certificates for illness must explicitly state the days of prescribed rest. They must also be duly signed and stamped by the relevant healthcare professional.

Validity of documentation and submission deadlines

Only official documents issued by the corresponding institutions will be accepted. Emails, informal communications, letters from family members, or other non-official documents will not be considered valid. **All documentation must be submitted within a maximum of 48 hours from the date on which the cause of absence occurs.**