PHASE 2 AND PHASE 3 COURSE SELECTION

Open phase 2 from November 30th at 8:00 a.m to 20th December 23:30 p.m (both Spanish time zone)

The application will reopen to add and drop courses from 14th January at 16:00 p.m. until 28th January at 23:30 p.m. (both Spanish time zone).

COMILLAS
UNIVERSIDAD PONTIFICIA
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GO TO THE APPLICATION

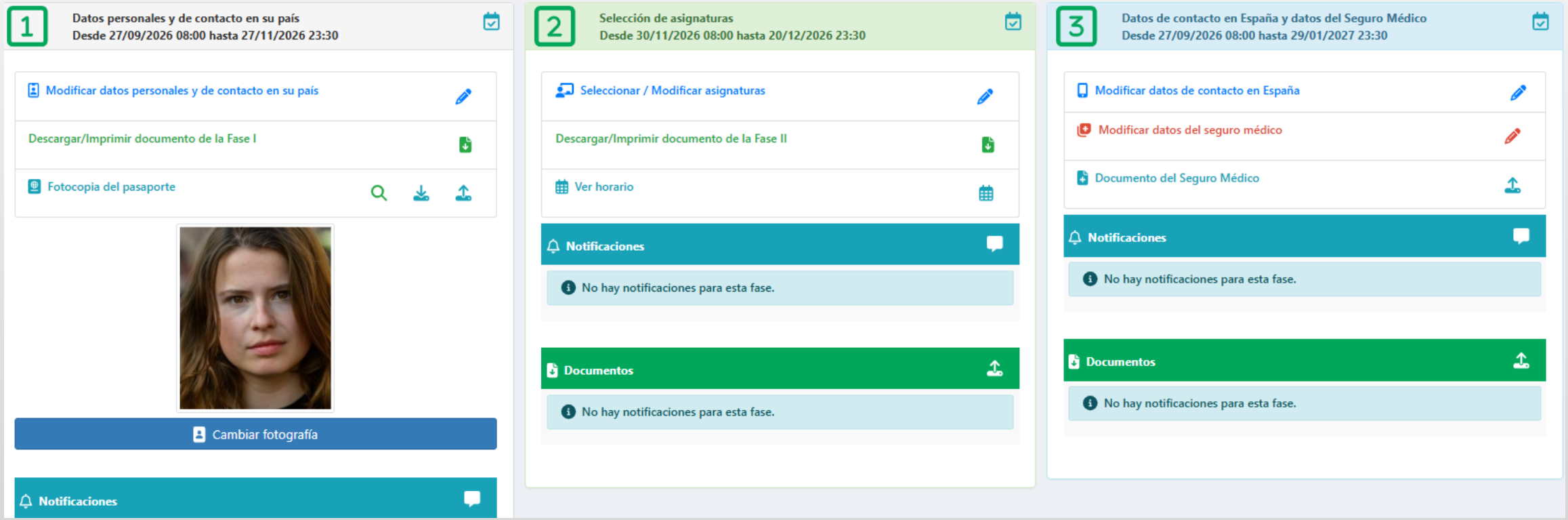
Enter in the application through the following link:

http://www.comillas.edu/intercambio/entrante

You must use your credentials. It is important to use Microsoft Edge or Google Chrome as other browsers may cause issues.

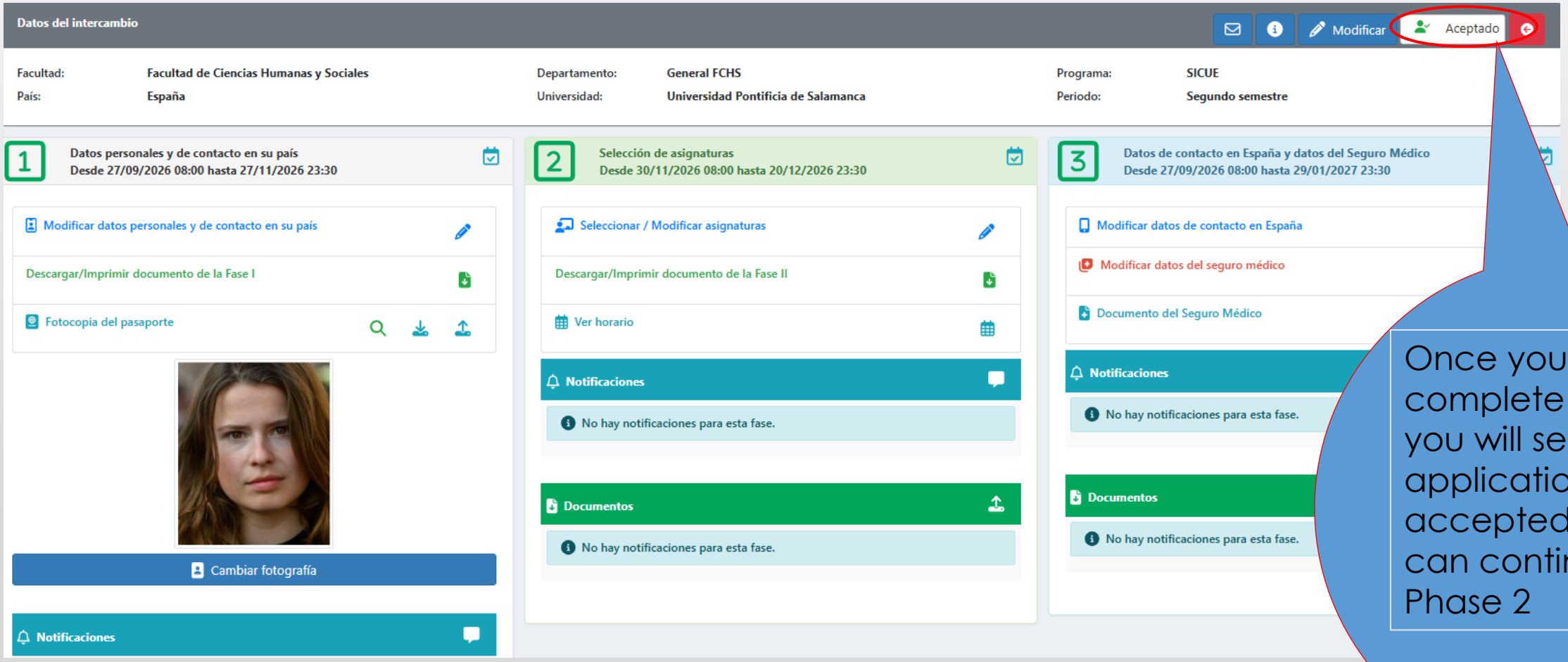


PHASE 2 – COURSE SELECTION



You need to complete Phase 1 to access Phase 2. In each phase, we have provided documentation that may be useful to you and is available for download.

PHASE 2 – COURSE SELECTION



Once you have complete Phase 1 you will see that your application has been accepted and you can continue with Phase 2

COURSE: "SPANISH AS A FOREIGN LANGUAGE (6ECTS)"
"ESPAÑOL LENGUA EXTRANJERA (6 CRÉDITOS)"

In order to take this course, it is mandatory to take an on-line test to determine your level of Spanish Language proficiency prior to enrollment. We have already sent you the instructions of how to do the Spanish test online and **it will be closed on December 18th**. In the previous days before the semester starts, you will receive the result of the Spanish test with the level assigned and group to you by email. Once Phase 2 (course selection) opens, this course will be automatically added to your application (within your proposal of courses for enrollment) without the need for you to select it. You should check that the Spanish course with the level assigned to you is added to your application before your final enrollment.

If, after taking the Spanish test and adding the course to your list of courses, you ultimately decide not to take it because you won't need the ECTS credits, you can and should remove that course from your course proposal yourself before the final enrollment deadline.

COURSE: "SPANISH AS A FOREIGN LANGUAGE (6ECTS)" "ESPAÑOL LENGUA EXTRANJERA (6 CRÉDITOS)"

To attend this course, students must be officially enrolled in the course. Students who are not enrolled will not be allowed to attend classes as auditors.

All Spanish language courses will be taught on Tuesdays and Thursdays (3 hours per week, 6 ECTs) and will be offered in two groups:
Group 1: 14:30 – 16:00
Group 2: 16:30 – 18:00

Students will be assigned to one of the two groups by the University. Group changes will only be permitted if there is a timetable conflict with another course.

If such a conflict exists, students must inform us so that we can review the situation and, if appropriate, approve a change of group.

TYPE OF COURSES

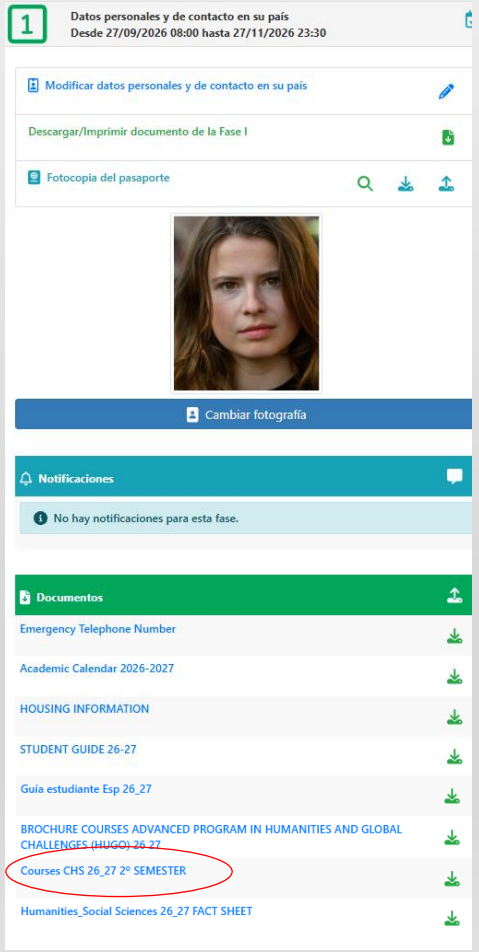
- **FULL YEAR STUDENTS** – You can choose annual or semester-long classes. The annual courses are for the whole academic year. Therefore, students are not allowed to drop an annual course selected during their first semester in the second semester (as they would not be able to obtain the corresponding ECTS credits), nor to add an annual course in the second semester.
- **SEMESTER STUDENTS** – If you're only coming for a semester, you can only select semester courses.
- **The second semester classes begin on January 18th and finish on May 21st.**

We have two types of courses. You can download the list of courses available in Phase 1

in your step 1:

TYPE 1 - COURSES THAT BELONG TO THE ADVANCED PROGRAM HUGO

TYPE 2 – GENERAL UNDERGRADUATE COURSES

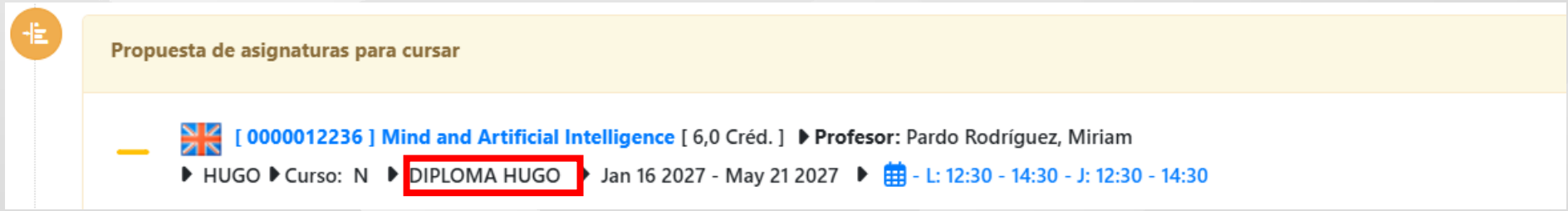


TWO TYPES OF COURSES:

TYPE 1 - COURSES THAT BELONG TO THE ADVANCED PROGRAM IN HUMANITIES AND GLOBAL CHALLENGES (HUGO):

The **Advanced Program HUGO courses (6 ECTS each)** follow a different academic calendar. These courses will run **from 18 January to 4 May**, including classes and examinations. **All other courses**, which are part of our regular undergraduate degree programmes and are taught alongside Spanish students, will run **from 18 January to 21 May**, including classes and examinations.

You can find the courses offered as part of the **Advanced Program HUGO** at the following link:
ADVANCED PROGRAM IN HUMANITIES AND GLOBAL CHALLENGES (HUGO)



If you complete **at least 24 ECTS credits (equivalent to four HUGO courses)**, you will be eligible to obtain the **HUGO Diploma**.
To apply for the diploma, you must select **"YES"** in the **"Solicito la inscripción en el DIPLOMA"** field within the **"Select/Change Courses"** section of your online application.
Please note that **Spanish as a Foreign Language** is also part of the Advanced Program HUGO and is worth **6 ECTS credits**.

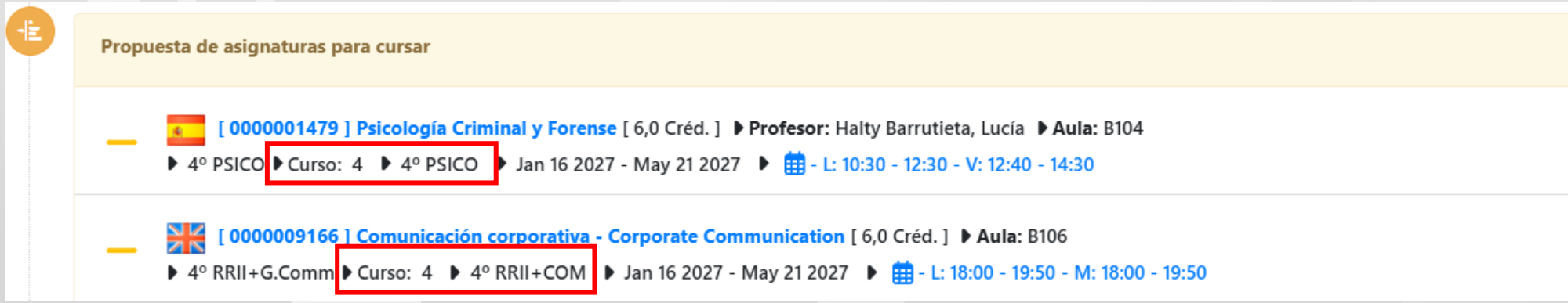


TWO TYPES OF COURSES:

TYPE 2 – GENERAL UNDERGRADUATE COURSES:

Students enrolled in courses outside the **Advanced Program HUGO** must follow the same academic rules and regulations as regular Comillas students.

The examination period for these courses will take place **from 3 to 21 May**, and **exam dates cannot be changed or rescheduled**.



NUMBER OF ECTS YOU CAN TAKE:

The application will allow you to select a maximum of 30 ECTS or 5 courses (remember that if you have taken the Spanish test we will add "Spanish as a foreign language" at your selection of courses too) and you can add 2 courses on the waiting list.

The application will reopen for adding and dropping courses from 14th January at 16:00 p.m. until 28th January at 23:30 p.m. Please note that class schedules may be subject to change during the first few days of classes in January, which could affect your course selection.

Incoming exchange students typically enrol in **24 to 30 ECTS credits per semester**, with a maximum of **36 ECTS credits**. However, we strongly recommend not exceeding 30 ECTS to avoid an excessive workload.

Comillas does not have a minimum ECTS requirement. You are free to choose the number of credits you wish to take, provided that you meet the requirements established by your home university, which will determine the number of ECTS credits you need to complete during your exchange.

A semester long class of 6 ECTS = 4 contact hours per week

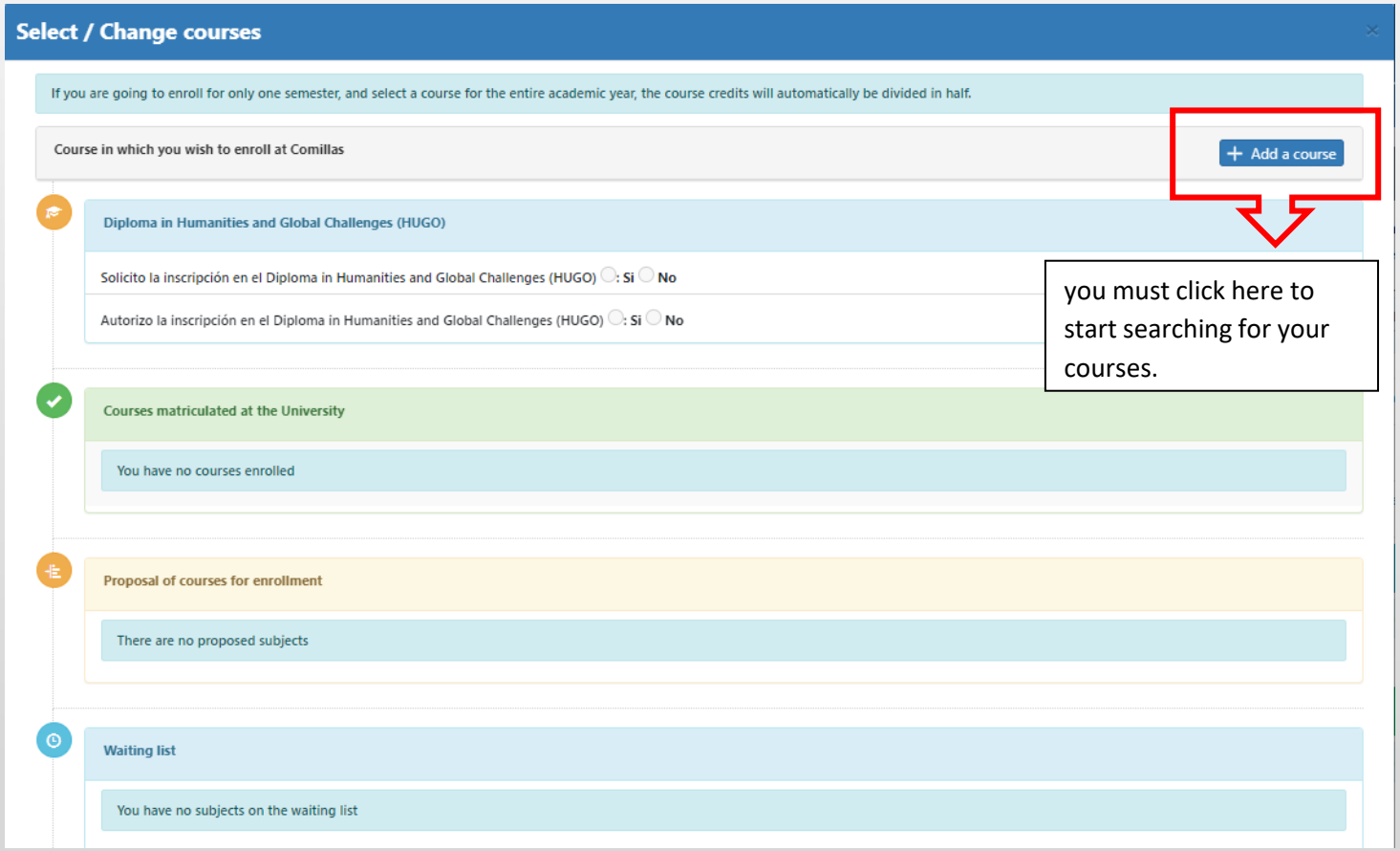
A semester long class of 3ECTS = 2 contact hours per week

A semester long class of 4,5 ECTS = 3 contact hours per week

PRE-REGISTRATION

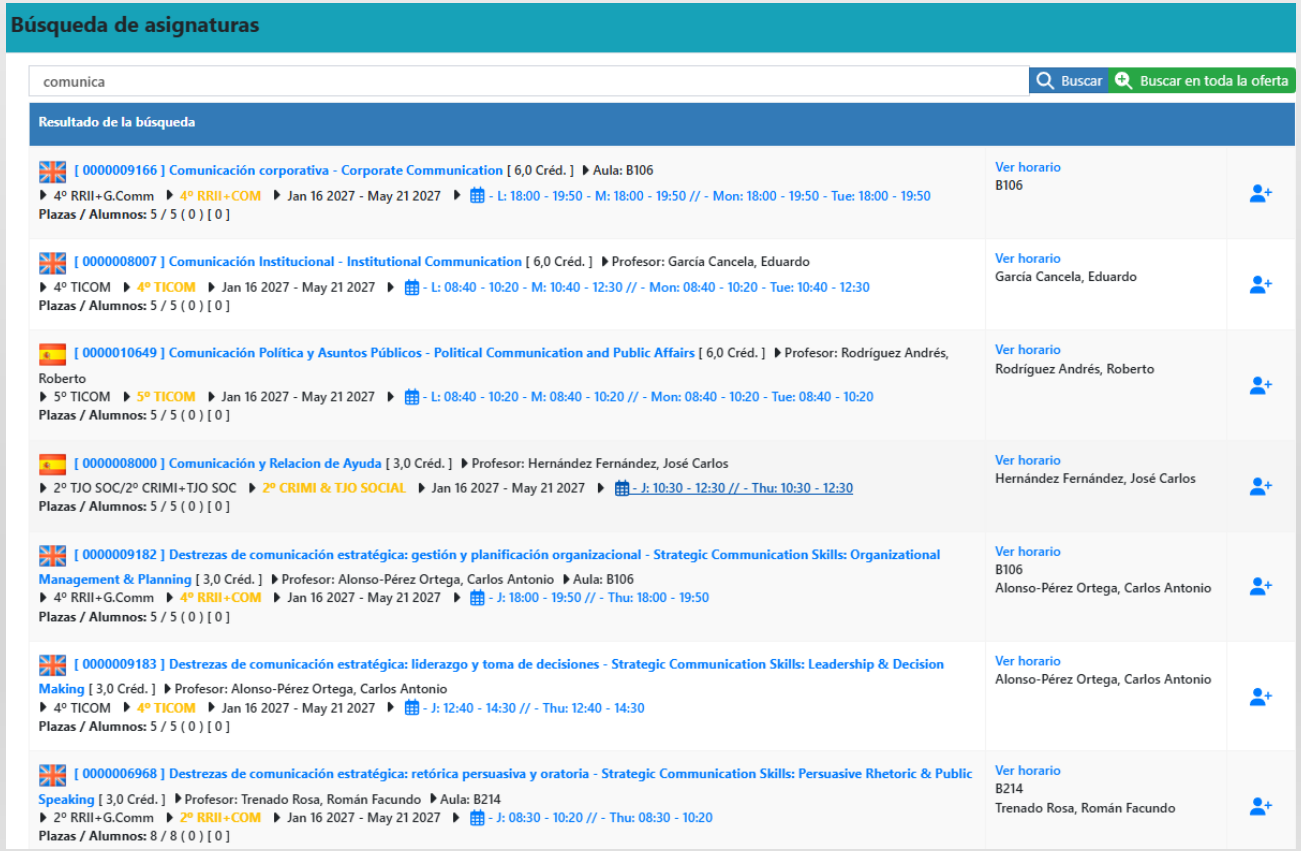
This preliminary course selection may be modified at any time during the add/dropp period, (two weeks after classes start) **Deadline for adding or dropping courses: 28th January**

- **Courses matriculated-** Once the add and drop period finish you will be officially matriculated.
- **Proposal of courses for enrollment-** Courses remain here until they are approved by the Comillas coordinator.
- **Waiting list** - Once the add and drop period ends no courses should be listed in this section. You must delete them if the Comillas coordinator has not approved them.



HOW TO FIND A COURSE AND ADD IT TO YOUR PROPOSAL OF COURSES

- You only need to enter **part of the course name** to find it. There is no need to type the full title (e.g. **“comunica”**).



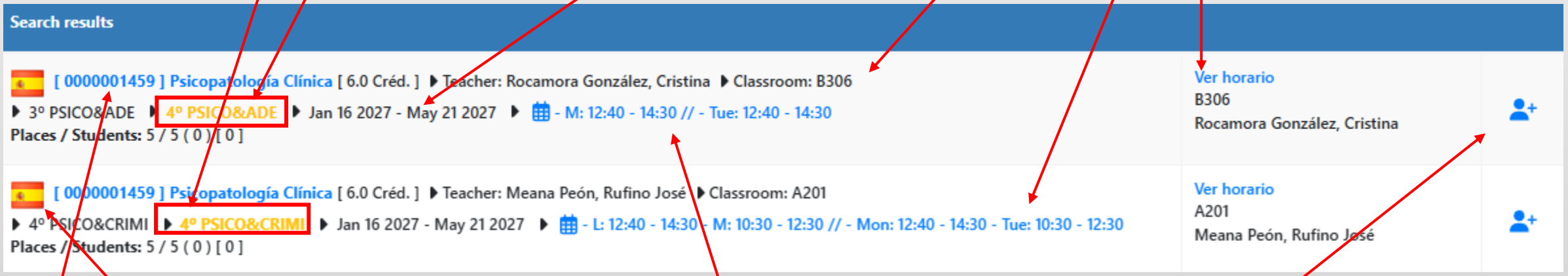
UNDERSTANDING THE INFORMATION DISPLAYED NEXT TO EACH COURSE

Pay attention to the bachelor's degree of the courses belong to. The same course can be taught in different degrees (single or Double degrees) with different schedules

Second semester courses – January-May
Annual courses – Sep - Jun

Aula = Room

You can check (click) in real time the timetable and the room as they are subject to changes during the first days of class.



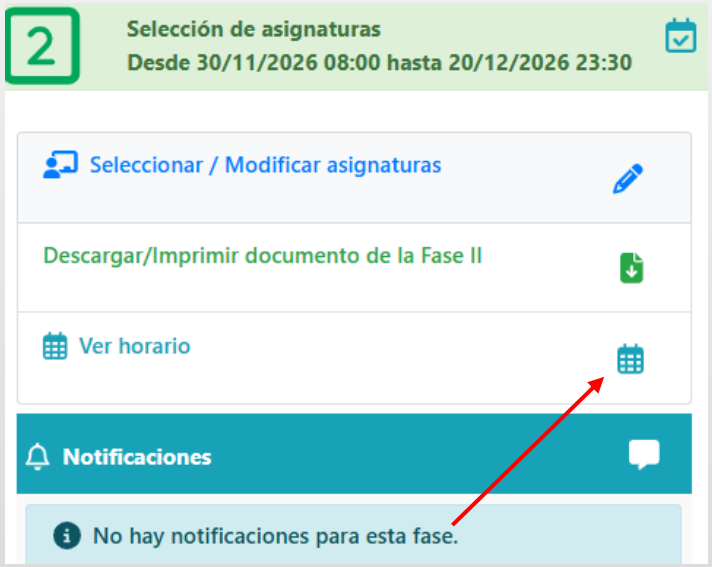
The flag indicates the language in which the class is taught (Spanish or English)

Days of the week timetable
L – Lunes=Monday
M – Martes= Tuesday
X – Miércoles = Wednesday
J – Jueves = Thursday
V – Viernes = Friday

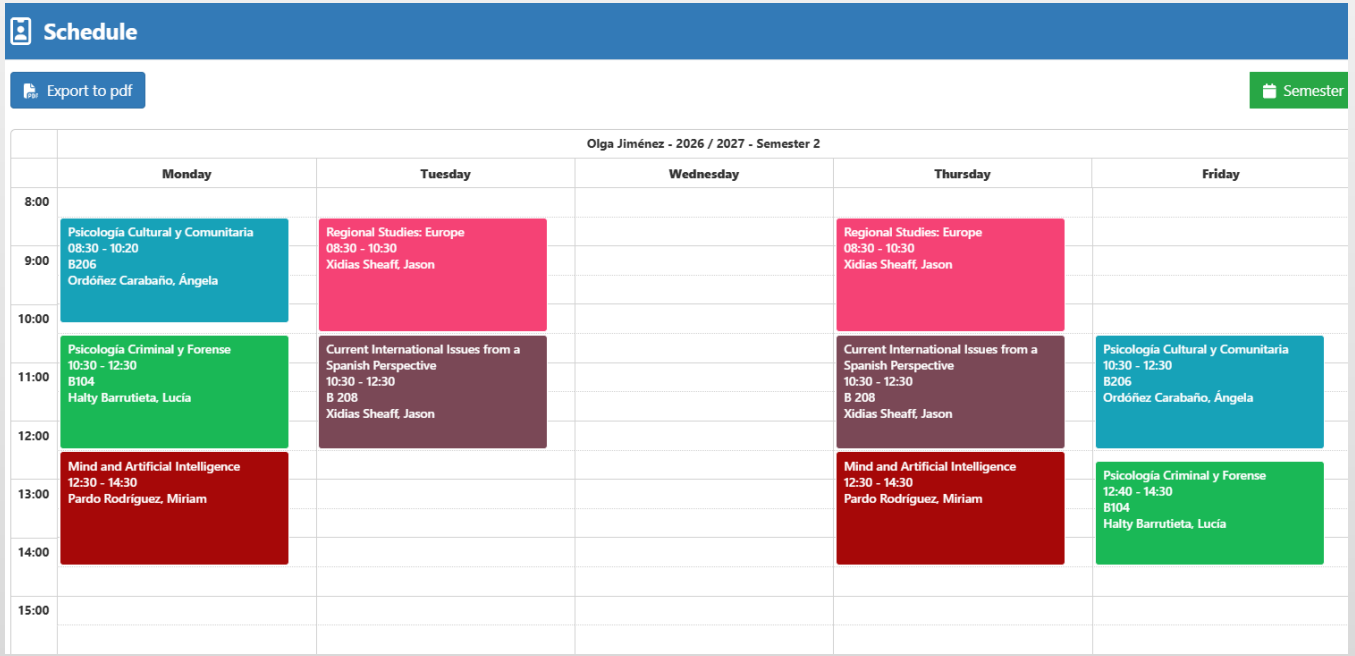
If you click on this icon the course will be added to your schedule, and you will have a seat reserved for you in that particular class. A maximum of 30 ECTS can be selected at a time. If you want to include an additional class, you will need to drop one of your selected courses first.

If you click in the code you can get the syllabus. (note that some of the syllabus are being updated for next year, and you may not be able to find this information on line

You can view your **provisional class timetable**. However, please make sure to check the **updated timetable regularly** to confirm your classroom assignments and any possible changes to class schedules.



Click on this Button



To see the timetables (LINK)

https://horarios.comillas.edu/FCHS2/Horarios/

To see the timetables

https://horarios.comillas.edu/FCHS/Horarios/

https://tv.comillas.edu/media/How+to+check+the+timetables+/1_q60at1vw

How to check the timetables- Video in English **Explanation of how to view the timetables of each course as they undergo changes during the first two weeks of class.**

https://tv.comillas.edu/media/Como++revisar+y+confirmar+los+horarios+de+las+asignatuars/1_isni57ef

Como revisar y confirmar los horarios de las asignaturas- video en Español
Explicación de como ver los horarios de cada asignatura ya que sufren cambios durante las dos primeras semanas de clase.

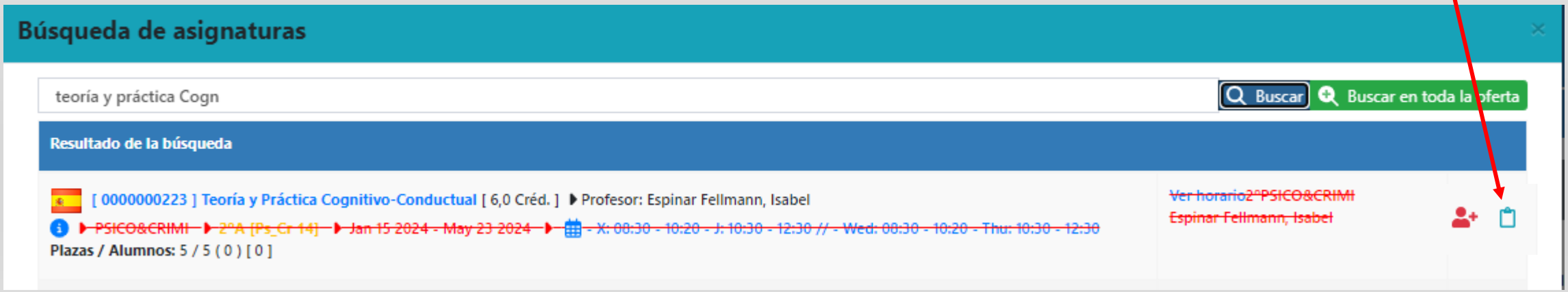


You must use your Comillas username and password

Debes utilizar el usuario y contraseña de Comillas

WHAT HAPPENS IF THE COURSE IS FULL

- If a course is full, it will appear in red and crossed out. If you really need to take the course, you can add it to the **waiting list by clicking on the** Notepad Icon
- You can add a maximum of two courses to your Waiting List.
- If you are no longer interested in taking a course on your Waiting List, please **remove it as soon as possible** to free up a place for other students.



WHAT HAPPENS IF YOU HAVE A COURSE IN YOUR WAITING LIST

- We will contact you by email **between 1 December and 28 January** to let you know if a place becomes available in any of the courses on your Waiting List. If a place becomes available, **we will add the course to your Proposed Courses section in the online application**, provided that your total course load does not exceed **30 ECTS credits**. **We will notify you by email once the course has been added**

- If you already have **36 ECTS credits in your Proposed Courses section**, we will contact you by email and ask you to indicate which course you would like to remove to make room for the course on your Waiting List. **You will have 24 hours to respond** to our email. If we do not receive a reply within this period, we will offer the available place to the next student on the Waiting List.

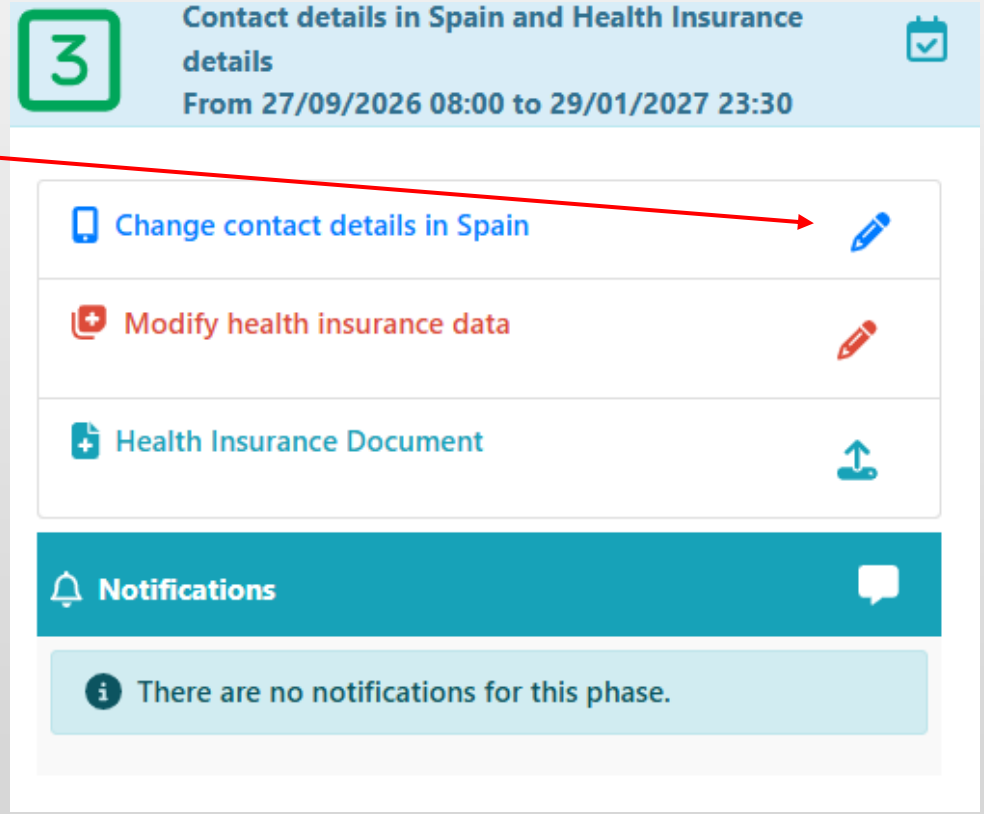
- Please note that **places on each course are limited**, so it is very important that you check your email regularly and respond promptly to our messages. This will help us manage the Waiting Lists efficiently and offer available places to students as quickly as possible.

PHASE 3

Click on **"Change Contact Details in Spain"**. A pop-up window will appear where you will need to enter the following information:

- Address in Madrid
- Postal Code
- City
- Contact Phone Number

Once you have entered all the required information, click on **"Save"** to save your details.



If you do not yet have a permanent address or definitive contact details in Spain, you may **temporarily use the address of our campus**:

Universidad Pontificia Comillas – Cantoblanco Campus
C/ Universidad Comillas, 3-5
28049 Madrid, Spain

Phone: +34 91 734 39 50

PHASE 3

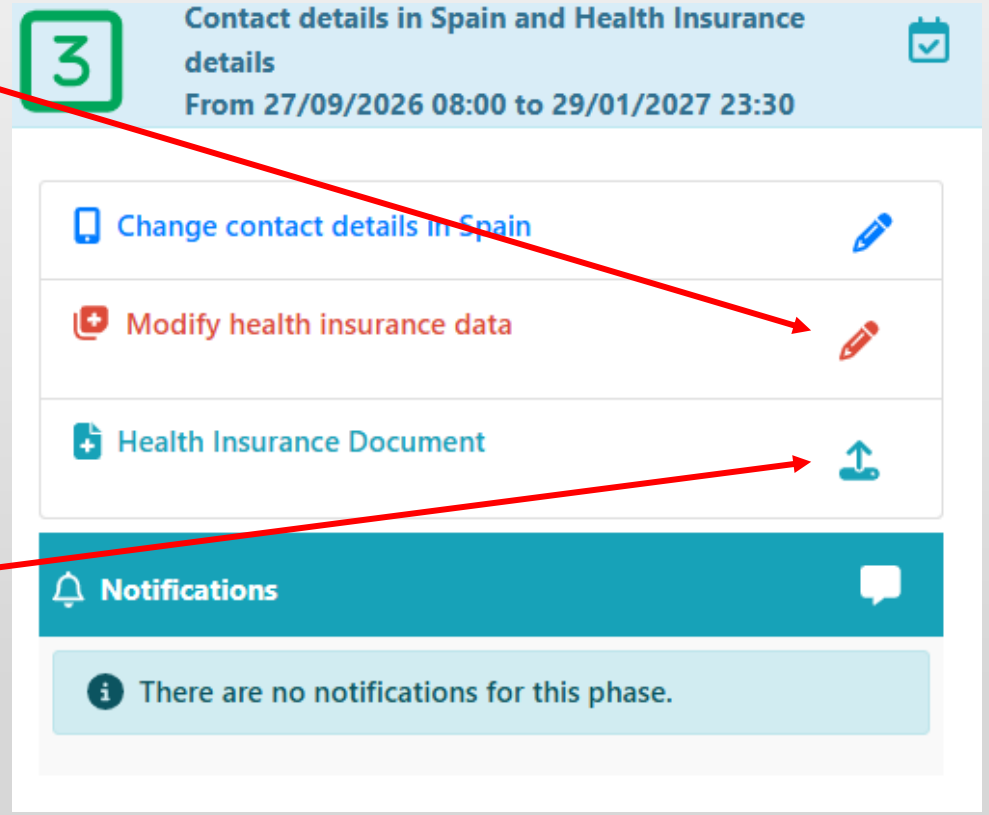
- **Modify health insurance data**
  - Health Insurance Company
  - Policy or Client Reference
  - Phone

For EU students: If you have a valid European Health Insurance Card (EHIC), you can enter **"European Health Insurance Card (EHIC)"** in the Health Insurance Company field and use the identification number on your card as the reference number. Once you have entered all the required information, click on **"Save"**.

- **Upload Your Health Insurance Document**

Click on "Health Insurance Document" and upload a copy of your valid health insurance policy or European Health Insurance Card (EHIC), as applicable.

Please make sure that the document has been uploaded successfully.



HOW TO COMPLETE YOUR OFFICIAL COURSE REGISTRATION

Upon your arrival at Comillas, we will provide you with instructions on how to **finalise your course registration**.

ACADEMIC CALENDAR 26 27

IMPORTANT DATES IN SECOND SEMESTER

January 18th
Start of semester classes

Deadline for oficial Registration /phase 2,3 and 4: **January 28th**

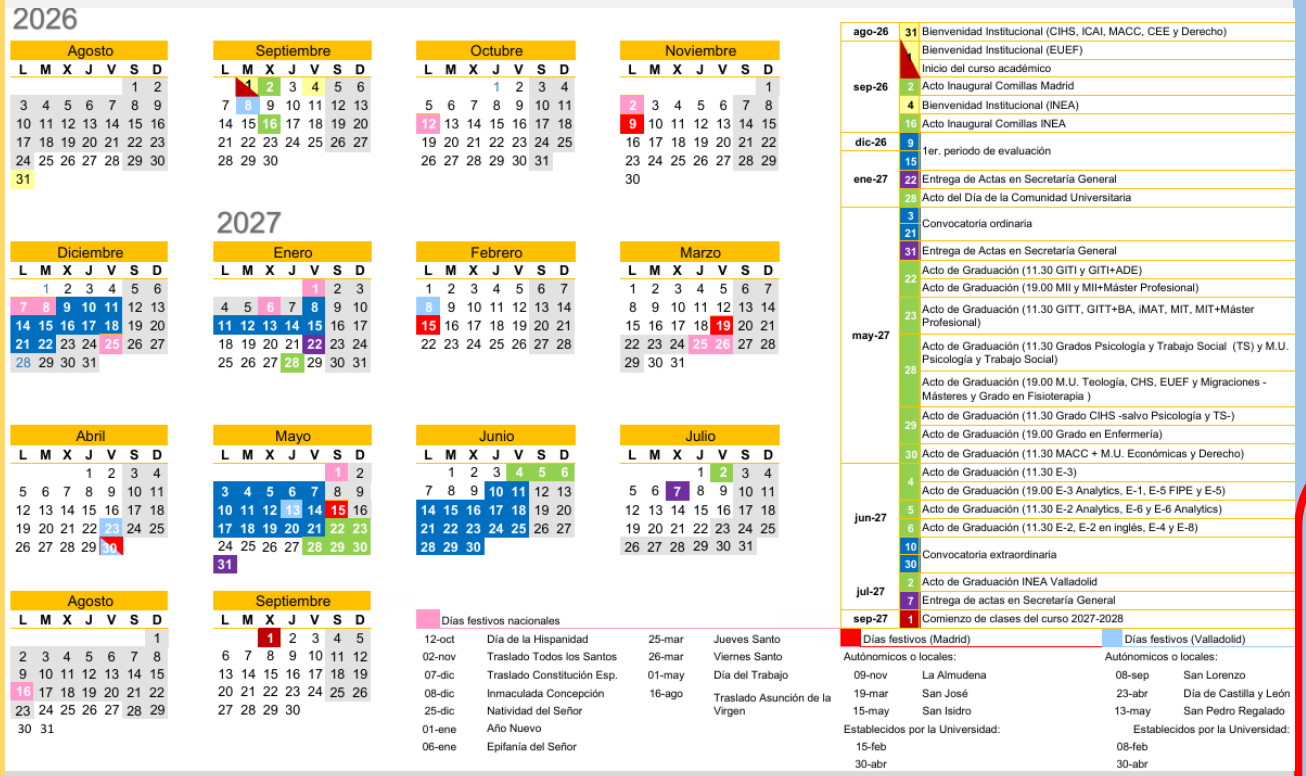
Public Holidays:

- **Easter holidays: March 22th – 29th (inclusive)**
- **Institutional Holidays: February 15th ,19th March and April 30th**

HUGO Course Examination Period: 26th April – May 4th.

Regular Examination Period (All Other Courses)
May 3rd – May 21st

Extraordinary Examination Perio
(Resit Exams)
June 10th – June 30th



FECHAS IMPORTANTES DEL SEGUNDO SEMESTRE

18 de Enero
Inicio de clases del semestre

Fecha Límite para la terminar fase 2, 3 y 4: **28 de Enero**

Días festivos:

- **Vacaciones de Semana Santa: del 22 ql 29 de Marzo (ambos incluidos)**
- **Días festivos propios Institucionales: 12 de Febrero, 19 de Marzo y 30 de Abril**

Periodo de exámenes de los cursos HUGO
La última semana de clase: del 26 de Abril al 04 de Mayo

Periodo ordinario de exámenes del resto de cursos
Del 3 al 21 de Mayo

Periodo extraordinario de exámenes
Del 10 al 30 Junio