



**ORIENTATION SESSION FOR INCOMING STUDENTS
FACULTY OF LAW (ICADE)**

**UNIVERSIDAD PONTIFICIA
COMILLAS**

Autumn semester 2023-2024. 31/08/2023



COMILLAS
UNIVERSIDAD PONTIFICIA

ICADE



WELCOME!!

UNIVERSIDAD PONTIFICIA

FACULTY OF LAW. INTERNATIONAL TEAM

Each Comillas School/Faculty has its own International Office. The staff in each faculty-level International Office will take care of your enrollment, documents or certificates and orientation before, during and after your mobility with us.

International team at the **Faculty of Law (Calle Alberto Aguilera, 23. East wing, 2nd floor, next to the Dean's Office, "Decanato")**:

Prof. Dr. Abel Veiga Copo
Dean of the Faculty of Law

Prof. Dr. José Luis Rey Pérez
Vice Dean for Research, International, Institutional and Economic Affairs
jlrey@comillas.edu

Ms. Esther de Santos Biezma
International Exchange Coordinator – Dean's Office, 2nd floor
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- Intranet / Moodle /Blackboard. Comillas App /Student ID Card.



FACULTY OF LAW. ACADEMIC OFFER (UG)

E-1 JGP	Degree in Law (Joint Global Program)
E-3	Double Degree in Law & Business Administration and Management
E-3 Analytics	Double Degree in Law & Business Analytics
E-5 RR.II.	Double Degree in Law & International Relations
E-5 FIPE	Double Degree in Law & Philosophy, Economics and Politics

- You can mix courses from different **undergraduate** degree programs and years (mainly 4th and 5th year courses).
- A Bachelor's Degree in Spain usually requires a minimum of four years full-time study (five years for Double Degrees).



TEACHING METHOD, CLASSES AND EXAMS AT COMILLAS

- In 2023/2024 the teaching system will remain 100% face-to-face (both classes and exams).
- Face masks are optional on campus (indoors and in public spaces where personal distance cannot be maintained).
- Spaces and situations where its use would be recommended:
 - By symptomatic people when they are in shared spaces.
 - In hospital emergencies or primary care, including the waiting room.
- If you experience [COVID-19 related symptoms](#) or have been a close contact with someone who has tested positive for COVID-19, **you are still allowed to attend your classes, but please wear a face mask.** Please be cautious, limit going out of the home and contact health professionals for testing and treatment.
- **Absences due to COVID-19 will be handled similarly to absences due to other health-related issues.** You should contact your professors to discuss how you can stay up to date in your courses.
- **If you have symptoms, seek emergency medical attention or phone 112. COVID tests available at pharmacies. Madrid COVID-19 Information Number: +34 900 102 112.**



STEPS FOR OFFICIAL ENROLMENT

* [Link to the online application](#): enter your Comillas username and password (received by email).

Phase II

- **Courses Pre-Registration: 21st July to 21st August 2023:**
 - ✓ Add your preferred list of courses
 - ✓ Check your provisional course schedule on "[see schedule](#)". **Avoid timetable clashes!**
 - ✓ Courses confirmation: By the 31st August 2023

Phases II & III

- **Official Enrolment* / Add&Drop Period: 4th to 15th September 2023:**
 - ✓ Change your course selection, if you need it. **Avoid timetable clashes!**
 - ✓ Complete the required data and upload a copy of private your health insurance or EHIC card

Phase IV

- **Official Enrolment. Online Application Submission: 4th to 15th September 2023:**
 - ✓ Click on Phase IV: "[Online submission of your application](#)".
 - ✓ Enter the code received in your Comillas email account. Click on "[sign application](#)".
 - ✓ **No changes will be allowed after submitting your phase IV by 15th September** (except deleting courses with your University authorisation by 29th Sept.).



STEPS FOR OFFICIAL ENROLMENT

The image displays a four-step process for official enrolment:

- 1 Personal and contact details in your country**
From 10/03/2022 08:00 to 22/08/2022 23:00
Actions: Download / Print Phase I document, Photocopy of passport, Notifications (no notifications), Documents (Guia_Estudiantes_Intercambio -International Students Guide, Fact sheet 22-23 Law_Derecho. 04-10-2022)
- 2 Course selection**
From 01/09/2022 08:00 to 16/09/2022 15:00
Actions: Select / Change courses, Download / Print Phase II document, See schedule, Notifications (no notifications), Documents (no notifications)
- 3 Contact details in Spain and Health Insurance details**
From 10/03/2022 08:00 to 16/09/2022 23:00
Actions: Modify health insurance data, Health Insurance Document, Notifications (no notifications), Documents (no notifications)
- 4 Application**
Actions: Download signed application, Download submitted application

A red arrow points from step 4 to the text **Official Enrolment**.

***Phase IV will not be available until you complete Phase III**
Step-by-step guide available [here](#)

STEPS FOR OFFICIAL ENROLMENT

Courses Pre-registration/Selection (Phase II): Click on “see schedule”.

Sample of your provisional course schedule once you have added your courses. **Avoid timetable clashes!**

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Derecho de la Unión Europea 08:00 - 10:00 E-302 Pernas Alonso, José María	Derecho de la Unión Europea 08:00 - 10:00 E-302 Pernas Alonso, José María	Derecho Internacional Privado 08:00 - 10:00 E-302 Agulló Agulló, Diego	Derecho Internacional Privado 08:00 - 10:00 E-302 Agulló Agulló, Diego	
9:00					
10:00					
11:00			Comparative Contract Law and International Contracts 10:30 - 12:30 Agulló Agulló, Diego		
12:00					
13:00					
14:00					

Room: E-302. “E” = East Wing. 3... = 3rd floor. / “O” = West Wing.
Name of the professor.
[Link](#) to the Campus map.

STEPS FOR OFFICIAL ENROLMENT

General considerations:

- **Maximum 36 ECTS per semester (including the Spanish language course).** You can mix courses from different years (4th or 5th) and degrees.
- No minimum number of ECTS. Consult with your home coordinator at your University.
- **ATTENDANCE IS COMPULSORY (maximum 20% absence).**
- Spanish Grading system: 1-10 (5.0 minimum pass mark).
- **Provisional access to all your approved courses on Moodle before enrolment.**
- [Comillas Law Faculty. Course Catalogue for Exchange Students](#). Click on the course titles to read the syllabus of each course (**check *Pre-requirements***)
- [Diploma in Legal Studies in Spain](#) (optional, minimum 20 ECTS. Fee: 40€ + shipping fees). If you are interested in registering for this diploma, please select it in your Phase II during the enrolment period by 15th September (see screenshot below): “Solicito la inscripción en el Diploma en Legal Studies in Spain.”

Si usted va a cursar sólo un semestre, y selecciona un asignatura de periodo anual, los créditos de la asignatura se le dividirán por la mitad.

Asignaturas que usted desea cursar en Comillas + Añadir asignatura

Diploma Legal Studies in Spain

Solicito la inscripción en el Diploma Legal Studies in Spain.

Asignaturas matriculadas en la universidad

No tiene asignaturas matriculadas

STEPS FOR OFFICIAL ENROLMENT

Spanish language course for exchange students (6 ECTS):

- Compulsory online level test (before 21st July). Level, timetable and classroom notified by email (to your Comillas email address).
- If you took the level test, this course will be automatically added to your online selection. **If you do NOT want the course “Spanish” to appear on your transcript, delete it from your Phase II (add&drop period).**
- Schedule: From 2:30 to 4:00pm twice a week. Monday & Wednesday or Tuesday & Thursday.
- Classes will start during the week of the 4th September, depending on your level.
- Contact email: info.idiomas@comillas.edu

Other language courses: You will need to take a level test and check availability.



















Cultural activities: register in the activity at the Cultural Activities department (in Spanish ‘*Unidad de Arte y Estética, Comillas Arte*’), then inform us so that we can add it to your phase II. You can only obtain 2, 4 or 6 ECTS for Cultural Activities.

ONLINE SPACE FOR EXCHANGE STUDENTS. FACULTY OF LAW

Link to our shared [drive for incoming students](#)

Facultad de Derecho

DocumentosDerecho

<input type="checkbox"/> Tipo	Nombre
	3 - MIEBL
	Building (maps and access)
	Gastos - Expenses
	Courses
	Madrid (Health, Banking, Transport and Cultural Activities)
	Fact sheets - GENERAL INFORMATION FOR INCOMING EXCHANGE STUDENTS
	IT services (Moodle, Intranet)
	Curso de español para extranjeros - Spanish language course
	Orientation Session for Exchange Students (Upon arrival)
	TIE - NIE
	Free Mover Students - Admission process
	Alojamiento - Accommodation
	Calendario Académico - Academic Calendar
	Guía para estudiantes internacionales - Guide for International Students
	Programa E-1 Francés (U. Paris X - Nanterre)
	Solicitud participación en Clínica Jurídica (INTERCAMBIO)
	IIRR Team 2021-2022
	Emergency Contacts (only if you are an exchange students in Comillas)

Facultad de Derecho

DocumentosDerecho

<input type="checkbox"/> Tipo	Nombre
	First Steps with MoodleRooms
	IT SERVICES
	IT TOOLS
	S.T.I.C. Guides for Exchange Students
	Doble factor con MS Authenticator. STIC

Check the following guideline:
[Doble factor con MS Authenticator. STIC](#)

ACADEMIC CALENDAR. EXAMS

[Academic calendar 2023-2024](#)

Autumn / First Semester / SEM1:

- Compulsory Orientation sessions: 29th and 31st August 2023.
- Classes: 4th September– 7th December 2023.
- Exams period (first attempt):
 - Semester-only students: 11th December-22nd December 2023.
 - Full-year students: 11th December-12th January 2024.
 - Second semester: 29th April-22nd May 2024.
- Extraordinary exam period (resit^{**}): 10th June – 28th June 2024.

****** Only if you fail an exam. Ask your home coordinator if you have to do the resit or they offer you another option.

Distance exams are not allowed. Examination timetables will be available in late October. Do not plan your travel back before your last exam, no exception will be made.

TRANSCRIPTS OF RECORDS: at the end of each exam session, we will send the official Transcript of Records to your home coordinators by email. Dates: Autumn Semester: February. Spring semester: June. Resit exam: July.



STUDENT SERVICES ON CAMPUS

Attention to Diversity Unit (“Comillas Contigo”): This department runs a [disability support program](#) Contacts: contigo@comillas.edu Further information is available [here](#)

Cultural Activities (“Comillas Arte”): trips and cultural experiences (debates, theatre, visual arts, music, etc.) that help you integrate into life at Comillas. [Website](#). Contact: arte@comillas.edu

Sports Unit (ground floor): You can also sign up for the gym or pre-register on the Sports website, with the new app “My Fitness App”. E-mail: deporte@comillas.edu / [Website](#)

UNITY (ICADE International Students Association):
<https://www.facebook.com/comillas.unity/>

Library:

ICAI building (Alberto Aguilera, 25), 5th floor (Student card for registration).



STUDENT SERVICES ON CAMPUS

Attention to Diversity Unit (Disabilities, learning support, adjustments/accommodations).

Comillas Contigo

ATENCIÓN A LA DIVERSIDAD

WHO CAN APPLY?

Students with disabilities, specific learning difficulties or health impairments

OUR AIM

Help you and give information and advise to your head of studies/tutor to arrange your academic-related accommodations

GET IN TOUCH!

email us to:
contigo@comillas.edu

23/
24

DEADLINES


First semester: from 28/08/2023 to 31/10/2023
Second semester: from 15/01/2024 to 29/02/2024.
Applications outside this period will only be accepted in exceptional cases.


STUDENT SERVICES ON CAMPUS


FACULTY OF LAW / FACULTAD DE DERECHO





STUDENT SERVICES - Erasmus & International Exchange Students SERVICIOS AL ESTUDIANTE – Estudiantes Erasmus y de intercambio internacional


 **International Relations Office at the Faculty of Law:** provides international law students with information, guidance, and support related to administrative procedures before, during and after their exchange period at Comillas (signing the Erasmus+ Learning Agreements, Certificates of Arrival/Departure, etc.)
Contacts: Esther de Santos and Julia Meijde (internacional_der@comillas.edu)

 **International Relations Service (SRI):** The Central International Relations Service coordinates the relationship of the University and its Schools, Faculties and Institutes, with international universities from around the world and cultural institutions. Link to their [website](#)

 **Registry:** It is responsible for managing the admission process and enrollment of students, academic record management; issuance of academic transcripts and degree certificates. Link to their [website](#)


 **Social Work Unit:** The Social Work Unit runs a [disability support program](#) to help students fully integrate throughout their degree by offering them continuous tailored support. Contacts: ahuertas@comillas.edu - epiazad@comillas.edu Further information is available [here](#)


 **Psychoeducational Counseling Unit:** It provides assistance to any member of the University Community who is going through a difficult situation. E-mail: openalba@comillas.edu / [Website](#)


 **Cultural Activities:** trips and cultural experiences (debates, theatre, visual arts, music, etc.) that will open your eyes to another culture and help you integrate into life at Comillas. [Website](#). Contact: cultura@comillas.edu


 **Sports Unit:** It offers multiple sporting events, including our Rector's Trophy for indoor soccer, basketball and individual sports, official University teams, etc. You can also sign up for the gym or pre-register on the Sports website, with the new app "My Fitness App". E-mail: deporte@comillas.edu / [Website](#)


 **UNITY (ICADE International Students Association):** <https://www.facebook.com/comillas.unity/>


 **Pastoral Service:** it provides a place of spiritual welcome and celebration for personal growth. E-mail: pastoral@comillas.edu / [Website](#)


 **Comillas Charity Work Unit:** it provides you with volunteering opportunities to collaborate with NGOs to create a more human, supportive and equitable world. E-mail: comillasolidaria@comillas.edu / [Website](#)


 **University Bookshop:** <https://tienda.comillas.edu/>


 **Internships and Careers Office (OPE):** <https://www.comillas.edu/en/businesses-and-institutions/internships-and-careers/offering-internships>


 **Comillas Legal Clinic:** theoretical-practical training spaces: <https://www.comillas.edu/clinica-juridica-icade#misionObj>


 **Oficina Internacional en la Facultad de Derecho:** proporciona información y apoyo a los estudiantes internacionales de derecho en todos los trámites necesarios antes, durante y al final de un intercambio en Comillas (firma del Erasmus+ Acuerdo de Estudios, Certificados de estancia/salida, etc.). Contactos: Esther de Santos y Julia Meijde (internacional_der@comillas.edu)


 **Servicio de Relaciones Internacionales (SRI):** este servicio central de Relaciones Internacionales coordina las relaciones entre la universidad y sus facultades con universidades e instituciones culturales de todo el mundo. Enlace a su [página web](#)

 **Secretaría:** se encarga de gestionar el proceso de admisión y matrícula de los estudiantes, la gestión de expedientes académicos y la emisión de certificados de notas y títulos. Enlace a su [página web](#)


 **Unidad de Trabajo Social:** la Unidad de Trabajo Social ofrece un [programa de apoyo a estudiantes con necesidades de aprendizaje](#) que les ayuda en su integración durante sus estudios gracias a un apoyo personalizado. Contactos: ahuertas@comillas.edu - epiazad@comillas.edu Más información disponible [aquí](#)


 **Unidad de Orientación Psicopedagógica:** ofrece apoyo a cualquier miembro de la comunidad universitaria que está pasando una situación complicada. E-mail: openalba@comillas.edu / [Web](#)


 **Actividades Culturales (Comillas Arte):** viajes y experiencias culturales (debates, teatro, artes visuales, música, etc.) que te abrirán los ojos a otra cultura y a integrarte en la vida universitaria de Comillas. [Web](#). Contacto: cultura@comillas.edu


 **Servicio de Deportes:** ofrece una gran variedad de actividades deportivas, tales como el Trofeo Rector de fútbol, baloncesto y otros deportes individuales, equipos universitarios oficiales, etc. También puedes apuntarte al gimnasio con la nueva app "My Fitness App". E-mail: deporte@comillas.edu / [Web](#)


 **UNITY** (asociación de estudiantes internacionales de ICADE): <https://www.facebook.com/comillas.unity/>

 **Pastoral:** ofrece un lugar para el encuentro espiritual y el crecimiento personal. E-mail: pastoral@comillas.edu / [Web](#)

 **Comillas Solidaria:** ofrece oportunidades de voluntariado en ONG para hacer el mundo más humano y equitativo. E-mail: comillasolidaria@comillas.edu / [Web](#)

 **Librería y tienda:** <https://tienda.comillas.edu/>

 **Oficina de Prácticas y Empleo (OPE):** <https://www.comillas.edu/es/alumnos/practicas-empleo/practicas>

 **Clínica Jurídica:** espacios de formación teórico-práctica: <https://www.comillas.edu/clinica-juridica-icade#misionObj>

Read it carefully!

Written in English
and in Spanish!

KEY INFORMATION FOR EXCHANGE STUDENTS

FACULTY OF LAW / FACULTAD DE DERECHO



KEY INFORMATION - Erasmus & International Exchange Students

COMILLAS E-MAIL: Students are given a Comillas e-mail address. All messages and communications will be sent to that email address (xxxx@alu.comillas.edu). Please check your Comillas e-mail regularly.

ATTENDANCE RECORD: Upon successful completion of your official registration at Comillas, you have to make sure you appear on the attendance record of all your enrolled courses – the right degree programme and the group. The University requires all students to attend at least 80% of their scheduled classes. If you have any problem, please contact our International Relations Office.

SPANISH GRADING SYSTEM: Under the ECTS program the workload of a full year of study corresponds to 60 ECTS credits. Grades are awarded on a scale from 1-10, as follows. 5.00 is the pass mark. RC = passed.

Spanish scale
10 - 9.00 (Sobresaliente / Matricula de Honor (MH))
8.99 - 7.00 (Notable)
6.99 - 5.00 (Aprobado)
4.99 - 0.00 (Suspense)

ECTS grading system	A	B	C	D	E	FX, F						
COMILLAS	10	9.5	9	8.5	8	7.5	7	6.5	6	5.5	5	<5

STUDENT REPRESENTATIVE/DELEGATE: The main role of a student representative is to gather views from their peers regarding various aspects of their course and to communicate those to members of staff. This student is also the link between students and the professors and so he usually passes relevant information on to students.

ACADEMIC AFFAIRS DEPARTMENT: If you have doubts about the location of a classroom, the office hours of a professor or the timetable of your courses, please go to the Academic Affairs Department or Decanato of your Faculty. Here is the link to the [map of the building](#) and a [virtual tour](#).

WIRELESS: Comillas offers a wireless network in 99% of its buildings and facilities, where students have free access to internet (WIFI: UPCOMILLAS Eduroam / password: your Comillas password for your email account)

MOODLE: Exchange students, the same way as home students, can also get access to the Moodle platform through [Comillas website](#) (once you got access granted to the intranet) by entering the username and password given upon completion of your registration. Through the Virtual Campus you can access the learning and teaching resources of your enrolled courses, the assignments submission dates and your lecturers' contact details. [How to use Moodle](#)

INTRANET: log into this platform to check your grades and other services.

COMILLAS STUDENT ID CARD: As a proof of your student status at Universidad Pontificia Comillas, you must have your *Tarjeta Universitaria Inteligente (TUI)* – Student Card. You will be able to obtain it through the Comillas App. This card is free of charge. Instructions on how to obtain it here: <https://www.comillas.edu/app/>

LIBRARY: Students with a valid student ID card can use the working group rooms and borrow books free of charge. For further information, please refer to our website here: <https://www.comillas.edu/en/library>

PRINTING SERVICE: As well as Internet access, students have printing facilities on campus next to the cafeteria. <https://intranet.comillas.edu/portalcrm/inicio/papercut.html>

EXAMS: Exchange students take the same exams as regular students. The type of exam given depends on the professor. **Distance exams are not allowed.** If you have any questions regarding your exams, you should speak to your professor at the beginning of the course. At the beginning of the semester you can check the dates and times of each exam [here](#)

If you fail a course in January (First semester) or in May (Second semester), you are entitled to do the resit in June.

Read it carefully!

Written in English and in Spanish!

Make sure you identify the student representative/delegate or “delegado de clase” for each course. Ask him/her to add you to their Whatsapp group.

CHECKLIST UPON ARRIVAL

- Compulsory Orientation Sessions:** attend our welcome sessions in August;
- Certificate of arrival:** If your home institution requires a confirmation of arrival, please come to the Law Faculty with your form to get it signed;
- Official Enrolment (Phases I, II, III and IV):** You have to submit your whole application;
Deadline: 15th September.
- Health Insurance:** Exchange students must have comprehensive health and liability insurance before their arrival, and valid for the entire period of their stay in Spain. You must upload proof of your insurance upon arrival.
- Changes to the E+ Learning Agreement (LA):** If you wish to make any changes to your LA, please contact the Mobility Coordinator at your home university. Then bring the signed document to the Faculty of Law to get our signature too.
- Search [accommodation in Madrid](#).
- Transportation:** Order your [monthly pass card](#) “abono joven” (metro, buses, trains).
- [Healthcare in Madrid](#). Locate your closest healthcare centre (“[centro de salud](#)”) in Madrid.
[Dentist](#) in Madrid (English speaking). Private insurance: HM hospital or Quirónsalud.
- Required legal procedures upon arrival ([NIE](#), [TIE](#)).**



CHECKLIST UPON ARRIVAL

EU Students:

Stay longer than 3 months: you must register at the *Registro Central de Extranjeros (NIE)* within three months from the date of entry into Spain. Further information [here](#) **CITYLIFE:** Check also the following [link](#).

Non-EU Students:

Non-UE students coming to Comillas with student visa:

- **Stay less than 6 months:** for 180-day stays/visa, you should not perform any procedure.
- **Stay longer than 6 months:** you should apply for the Foreigner Identity Card (known as **TIE**, *Tarjeta de Identidad de Extranjero*) at the office for foreigners or police station within one month from the date of your arrival. Further information [here](#)
- **CITYLIFE:** Check also the following [link](#).

Non-UE students coming to Comillas without the necessary student visa:

- **Authorization of Stay for Study Purposes (for stays over 3 months):** students without the necessary visa, who are allowed to enter in Spain with his/her passport, must **apply for an initial student authorization from Spain within the first 50 days from the arrival date**. [Link](#) to the application and instructions (in Spanish)
- For further information: informacionextranjeria.madrid@correo.gob.es
- If you would like to inquire about the alternate online approach, send an email to info@citylifemadrid.com (FREE email consultation with a group of lawyers).

***Non-EU students coming from Universities in EU countries.** If you have a residence permit for studies in another EU country, you will not have to apply for a visa. But you will have to submit some documents before your arrival (deadline: 30 days). Please contact us for further information (internacional.der@comillas.edu)



INTERNATIONAL OFFICE. SUPPORT

If you have any questions, please contact us at the Faculty of Law (known as “ICADE”).

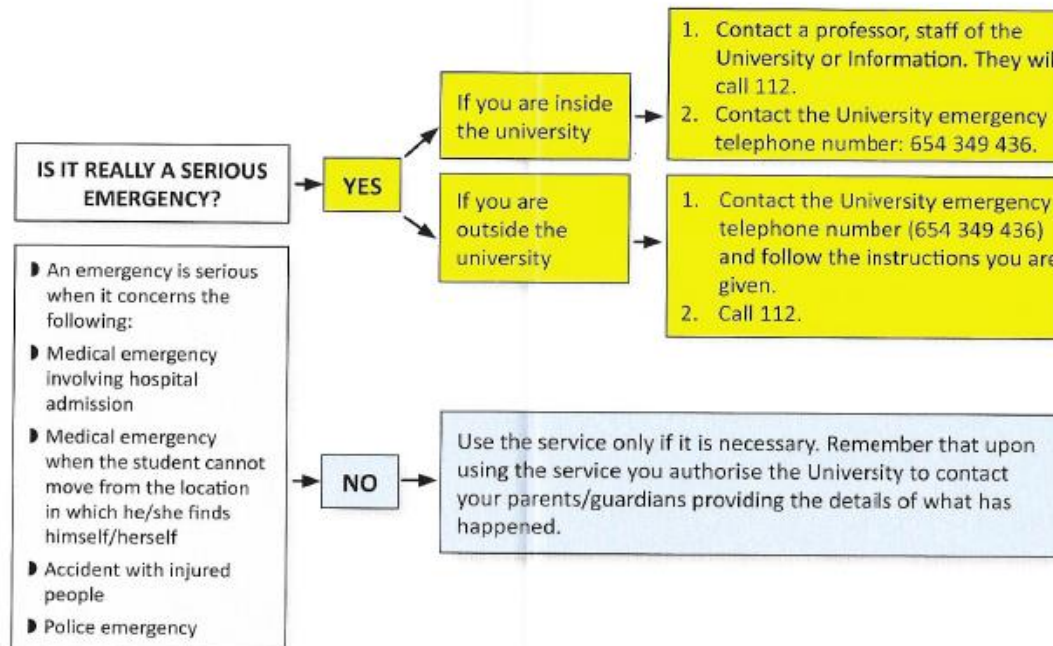
Location: Alberto Aguilera, 23 (East Wing, 2nd floor): internacional.der@comillas.edu

Office hours:

- Monday to Thursday: from 9:00 to 14:00/15:30 to 17.00.
- Friday: from 9:00 to 13:30.

[Link](#) to our **online International Student Orientation Package** created by our Central International Relations Service Team (known as “SRI”).

Comillas Emergency Telephone Number 654 349 436 (24 hours)



We are here to help you!

INTRANET / MOODLE / BLACKBOARD

To access to the university website search www.comillas.edu

To access to the academic resources click in the locker



The screenshot shows the Comillas Pontifical University website. The header includes the university logo, name, and contact information. Below the header is a navigation menu with links for 'The University', 'Admissions', 'Centers', 'Studies', 'Research', 'Students', 'International', and 'Businesses and Institutions'. The main content area is titled 'COMILLAS PONTIFICAL UNIVERSITY INTRANET' and features several service tiles: 'Intranet' (for IPDI 2.0, academic info, job bank), 'Office 365' (for Exchange, OneDrive, Skype, Yammer), 'Moodle' (the e-learning tool), 'CAU' (for requests and incidents), and 'Yammer' (a private social network). A 'Useful links' section provides login examples for PAS and Students, and links for forgotten usernames/passwords and additional resources. The footer contains social media icons and legal notices.

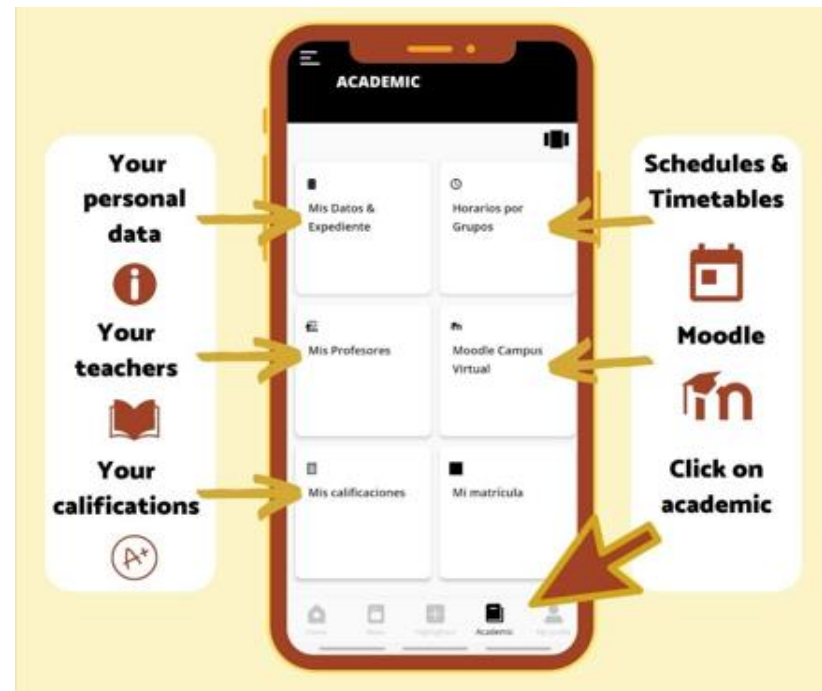
To access to Moodle click on the blue "M" and add your Comillas e-mail and password.

COMILLAS APP / STUDENT ID CARD

[Download it and get your ONLINE student ID!](#)

Advantages:

- Check your timetable;
- Check your marks;
- Show your online student ID card;
- Printing service on campus.



GHYMKANA (QUIZ)

- You will be divided into groups.
- Get the list of questions/activities and a campus map.
- You have to come back to the meeting point by 13:45 and give the documents back.





COMILLAS
UNIVERSIDAD PONTIFICIA

ICADE



ENJOY YOUR STAY!!

Faculty of Law. International Team