



# INCOMING EXCHANGE STUDENTS (ERASMUS, NON-ERASMUS AND SICUE).

## PHASE II: COURSES PRE-REGISTRATION. GUIDELINE FACULTY OF LAW (ICADE)

***Autumn Semester 2024-2025***

# PHASE II: COURSES PRE-REGISTRATION. STEPS

**Courses Pre-registration (Phase II of your online application): it will be open between 19<sup>th</sup> July (8:00am SPANISH TIME) and 19<sup>th</sup> August (23:59pm SPANISH TIME).**

- It is compulsory for all incoming exchange students (Erasmus, Non-Erasmus and SICUE).
- **Full year students:** at this time you only need to select your autumn semester courses.
- Check the Comillas Law Faculty: [Comillas Law Faculty. Course Catalogue for Exchange Students 2024-2025](#)
- Click on the course titles to read the syllabus of each course. Check the timetable to avoid clashes.
- If you wish to take a course, add it to your Phase II\* (see next slides).
- This preliminary courses selection may be modified until the deadline (19<sup>th</sup> August) and again during the **add&drop period** after classes begin on **Monday 2<sup>nd</sup> September (2 weeks, until 13<sup>th</sup> September)**.

**\*You will have provisional access to all your pre-selected courses on Moodle before the official enrolment.**

**Official Enrolment (Phases III and IV): to be completed upon arrival.** Further information will be provided at the orientation session.

**You will be given TWO weeks at the beginning of the semester to try all your courses and make sure you are happy with them before completing your official enrolment.**



# PHASE II: COURSES PRE-REGISTRATION. STEPS

## General considerations:

- **Official Enrolment in September: maximum 36 ECTS per semester.** You can mix courses from different years and degrees within our Law Faculty.
- **At this stage of the process, you are allowed to pre-select up to 36 ECTS** (your preferred courses) and **up to 4 backup courses**.
- No minimum number of ECTS. Consult with your home coordinator at your University.
- **ATTENDANCE IS COMPULSORY (maximum 20% absence).**
- Continuous assessment. Work individually, in groups, tests... Check syllabus for further information.
- Spanish grading system: 1-10 (5.0 minimum passing mark in Spain).

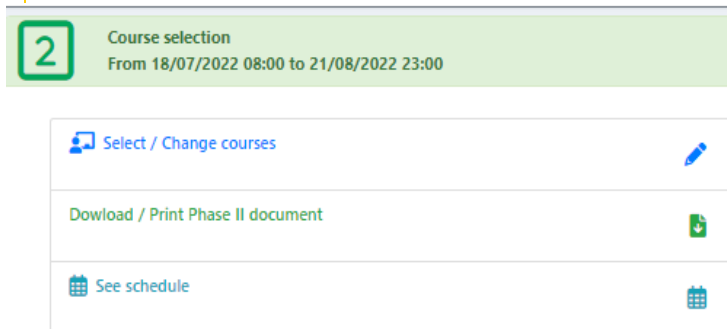
## Spanish language course for exchange students (optional, 6 ECTS):

- **For non-native speakers only who wish to improve their level of Spanish or learn it from scratch.**
- **Compulsory online level test, if you wish to take the Spanish language course (to be completed by 19<sup>th</sup> July).** **Instructions have been sent by email to all incoming students.** 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 preselection (Phase II). If you do NOT want the course “Spanish” to appear on your transcript, delete it from your Phase II during the add&drop period in September.
- Schedule: From 2:30 to 4:00pm twice a week. Monday & Wednesday or Tuesday & Thursday.
- Contact email: [info.idiomas@comillas.edu](mailto:info.idiomas@comillas.edu)

Other language courses: further information during the orientation session. You will need to take a level test and check availability.

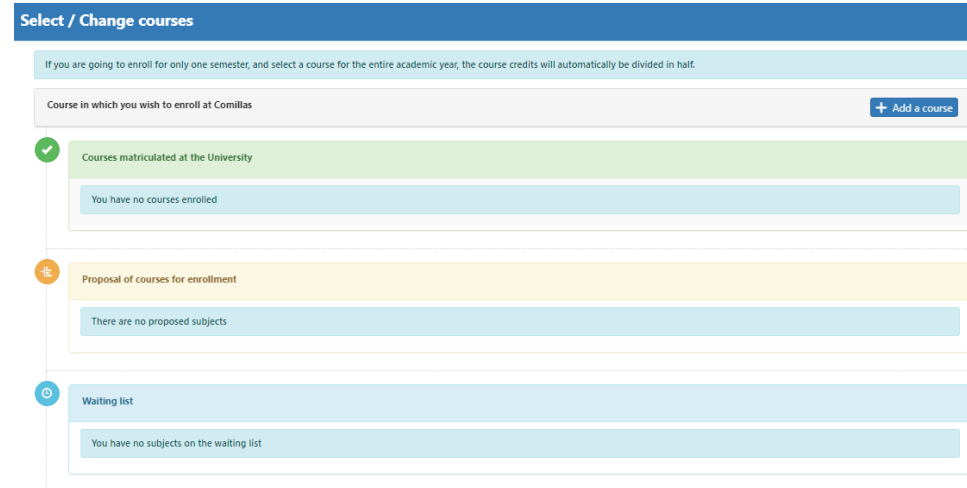
# PHASE II: COURSES PRE-REGISTRATION. STEPS

- Click on the link: <http://www.comillas.edu/intercambio/entrante> and log-in with your credentials.
- Click on the little pen icon in “**Select / Change Courses**” of the Phase II section (see screenshot).



2 Course selection  
From 18/07/2022 08:00 to 21/08/2022 23:00

- Select / Change courses
- Download / Print Phase II document
- See schedule



Select / Change courses

If you are going to enroll for only one semester, and select a course for the entire academic year, the course credits will automatically be divided in half.



Course in which you wish to enroll at Comillas [+ Add a course](#)


- Courses matriculated at the University**  
You have no courses enrolled
- Proposal of courses for enrollment**  
There are no proposed subjects
- Waiting list**  
You have no subjects on the waiting list

- A new pop-up window will appear. On this new page, click on the a “**+ Add a course**” option. There, you can search classes by entering the full or partial name of a course title. It will show you one or several courses that contain that word.
- You can also browse courses by inserting a generic word, (e.g. finance, marketing, international...), obtaining more options for you to consider within a particular field/discipline.

## PHASE II: COURSES PRE-REGISTRATION. STEPS



- You will see the course title, number of ECTS, language of instruction (flag), name of the professor and **provisional timetable**. See the example below:

 [ 000008987 ] **Derecho Penal Internacional** [ 3.0 Créd. ] ▶ Teacher: Hellman Moreno, Jacqueline ▶ Classroom: E-302  
▶ E-5/Intercambio ▶ Curso: 5 ▶ 5º E-5/Intercambio ▶ Sep 1 2022 - Jan 15 2023 ▶  - X: 12:30 - 14:30

- A maximum number of 36 ECTS can be selected per semester** (preferred courses) + **up to 4 backup/waiting list courses**).
- By clicking on each class code, you can read the course syllabus.
- If you click on the icon  on the right side of each course, the subject will be added to your schedule, and you will have a seat reserved for you in that particular class.



# PHASE II: COURSES PRE-REGISTRATION. STEPS

**WAITING LIST:** If the course is full, you will see this icon . You can request to be added to the waiting list by clicking on the notepad . When you add your name to this list, a Waiting List box will appear summarizing all your requested wait-listed classes.




































You can remove a course from your waiting list box, if you are no longer interested in taking the class.

Courses confirmation (maximum 36 ECTS) will happen during the week of the 19<sup>th</sup> August. Recommendation: select up to 4 backup courses, in case it is not possible to allocate you a place in your preferred ones.

**Búsqueda de asignaturas**

uni3n europea

**Resultado de la Búsqueda**

<p> [ 0000001422 ] <b>Instituciones y pol3ticas de la Uni3n Europea</b> [ 6,0 Cr3d. ]</p> <p>► Grado en Administraci3n y Direcci3n de Empresas y Grado en Relaciones Internacionales [GE-6 15] ► 4 ► Sep 1 2021 - Jan 16 2022 ►  1er Semestre</p>		
<p> [ 0000001422 ] <b>Instituciones y pol3ticas de la Uni3n Europea</b> [ 6,0 Cr3d. ] ► Profesor: Mart3n Rodr3guez, Gabriel ► Aula: O-201C</p> <p>► E6 ► <b>B (E6)</b> ► Sep 1 2021 - Jan 16 2022 ►  - X: 12:00 - 13:30 - J: 08:00 - 09:30 // - Wed: 12:00 - 13:30 - Thu: 08:00 - 09:30</p> <p>Plazas / Alumnos: 0 / 0 ( 0 ) [ 0 ]</p>	<p>B (E6) O-201C Mart3n Rodr3guez, Gabriel</p>	 
<p> [ 0000001422 ] <b>Instituciones y pol3ticas de la Uni3n Europea</b> [ 6,0 Cr3d. ] ► Profesor: Mart3n Rodr3guez, Gabriel ► Aula: O-201A/O-201B</p> <p>► E6 ► <b>A (E6)</b> ► Sep 1 2021 - Jan 16 2022 ►  - X: 10:00 - 11:30 - J: 10:00 - 11:30 // - Wed: 10:00 - 11:30 - Thu: 10:00 - 11:30</p> <p>Plazas / Alumnos: 0 / 0 ( 0 ) [ 0 ]</p>	<p>A (E6) O-201A/O-201B Mart3n Rodr3guez, Gabriel</p>	 
<p> [ 0000005162 ] <b>Pol3tica Exterior de la Uni3n Europea</b> [ 3,0 Cr3d. ]</p> <p>► Grado en Derecho y Grado en Relaciones Internacionales [GD-RI E-5 16] ► 5 ► Sep 1 2021 - Jan 16 2022 ►  1er Semestre</p>	<p> Docencia en ingl3s</p>	
<p> [ 0000006771 ] <b>Derecho de la Uni3n Europea</b> [ 6,0 Cr3d. ]</p> <p>► Diploma Legal Studies in Spain [DLSS 21] ► 1 ► Sep 1 2021 - Jan 16 2022</p>		
<p> [ 0000006771 ] <b>Derecho de la Uni3n Europea</b> [ 6,0 Cr3d. ]</p> <p>► Intercambios de la Facultad de Derecho [INT FDCHO] ► 1 ► Sep 1 2021 - Jan 16 2022 ►  - L: 12:00 - 14:00 - M: 08:00 - 10:00 // - Mon: 12:00 - 14:00 - Tue: 08:00 - 10:00</p>		
<p> [ 0000006771 ] <b>Derecho de la Uni3n Europea</b> [ 6,0 Cr3d. ]</p> <p>► Grado en An3lisis de Negocios/Business Analytics y Grado en Derecho [GE3-Analyt 16] ► 3 ► Sep 1 2021 - Jan 16 2022 ►  1er Semestre</p>	<p> Docencia en ingl3s</p>	
<p> [ 0000006771 ] <b>Derecho de la Uni3n Europea</b> [ 6,0 Cr3d. ] ► Profesor: D3az Narv3ez, Antonio ► Aula: E-302</p> <p>► Exchange ► <b>Intercambio</b> ► Sep 1 2021 - Jan 16 2022 ►  - L: 12:00 - 14:00 - M: 08:00 - 10:00 // - Mon: 12:00 - 14:00 - Tue: 08:00 - 10:00</p> <p>Plazas / Alumnos: 40 / 40 ( 1 ) [ 0 ]</p>	<p><a href="#">Ver horario</a>European Union Law E-302 D3az Narv3ez, Antonio</p>	
<p> [ 0000006771 ] <b>Derecho de la Uni3n Europea</b> [ 6,0 Cr3d. ]</p> <p>► Intercambios de la Facultad de Derecho [INT FDCHO] ► 4 ► Sep 1 2021 - Jan 16 2022 ►  - L: 12:00 - 14:00 - M: 08:00 - 10:00 // - Mon: 12:00 - 14:00 - Tue: 08:00 - 10:00</p>		
<p> [ 0000006975 ] <b>Pol3tica exterior de la Uni3n Europea</b> [ 3,0 Cr3d. ]</p> <p>► Grado en Relaciones Internacionales y Grado en Traducci3n e Interpretaci3n [GRIT1 13] ► 5 ► Sep 1 2021 - Jan 16 2022 ►  1er Semestre</p>		
<p> [ 0000008074 ] <b>Econom3a de la Uni3n Europea</b> [ 6,0 Cr3d. ]</p> <p>► Grado en Administraci3n y Direcci3n de Empresas con Menci3n en Internacional [GE-4 15] ► 4 ► Sep 1 2021 - Jan 16 2022</p>		

# PHASE II: COURSES PRE-REGISTRATION. STEPS

Once you have added your preferred list of courses, if you click on “**see schedule**” in your Phase II, you can check your provisional course schedule. **Avoid timetable clashes!**

	Lunes	Martes	Miércoles	Jueves	Viernes
8			8:00 - 10:00 Fundamentos de Marketing		8:00 - 10:00 International Taxation
9					
10					
11		10:30 - 12:30 Introduction to Common Law			10:30 - 12:30 Derecho de las relaciones exteriores de la Unión Europea
12					
13		12:30 - 14:20 Derecho de Competencia, Propiedad Intelectual y		12:30 - 14:20 Protección Internacional de los Derechos Humanos	12:30 - 14:20 Derecho de Competencia, Propiedad Intelectual y
14					
15			14:30 - 16:30 Derecho de Inmigración y Asilo		
16	16:00 - 18:00 Comparative Contract Law and International Contracts	16:00 - 18:00 Filosofía del Derecho		16:00 - 20:00 Derecho de la Unión Europea	16:00 - 18:00 Derecho Internacional Privado
17			16:30 - 18:30 Protección Internacional de los Derechos Humanos		
18	18:00 - 20:00 Derecho Internacional Público				
19			18:30 - 20:30 Derecho Internacional Público		
20					



# ACADEMIC CALENDAR. EXAMS

[Academic year 2024-25](#) (subject to changes):

## First/Fall semester 2024-25:

- Compulsory Orientation Sessions: 29<sup>th</sup> August.
- Specific Orientation Session for Law exchange students only: 29<sup>th</sup> August. Compulsory face-to-face meeting.
- Classes: 2<sup>nd</sup> September – 6<sup>th</sup> December.
- Examination period:
  - 9<sup>th</sup> – 20<sup>th</sup> December (Fall semester students only)
  - 9<sup>th</sup> December – 10<sup>th</sup> January (Full-year students)
- Christmas break: 21<sup>st</sup> December – 7<sup>th</sup> January

**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.**

