



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

**UNIVERSIDAD PONTIFICIA
COMILLAS**

Spring semester 2024-2025. 9/01/2025



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 enrolment, 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, known as "Decanato" in Spanish):

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

Prof. María Jesús Sande Mayo
Academic Advisor
mjsande@comillas.edu

Ms. Esther de Santos Biezma
International Exchange Coordinator – Dean's Office, 2nd floor
internacional.der@comillas.edu

Ms. Julia Meijide Latorre
International Officer – Dean's Office, 2nd floor
internacional.der@comillas.edu

We will sign your Certificate of Arrival and your Learning Agreement. We will help you with your official enrolment as well. Our email: internacional.der@comillas.edu



ICADE. FACT SHEET

- Comillas Pontifical University is a private Catholic university administered by the Society of Jesus, the Jesuits.
- Founded in 1890. Originally located in Comillas, Cantabria, the university moved to Madrid in 1969.
- Known as ICAI-ICADE. ICAI = School of Engineering. ICADE = Faculty of Law and Faculty of Business.
- ICADE building is divided into two wings: Faculty of Law (east wing – *Este* in Spanish) and Faculty of Business (west wing – *Oeste* in Spanish).
- One of the top private universities in Madrid, Spain.
- Approximately 15,555 students, of which 3,000 are foreign students.

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, Politics and Economics

- You can mix courses from different **undergraduate** degree programs (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, CLASSES AND EXAMS AT COMILLAS

- **Teaching system will remain 100% face-to-face (both classes and exams).**
- **Students will be informed of the contents, teaching method, assessment requirements, the weighting of each component and the marking criteria for each course at the start of the academic year. Read the syllabi carefully.**
- **Teaching methodologies:** Lectures, accompanied by practical work (in teams or individually, oral presentations).
- **Grading scale:** A scale from 0 (lowest) to 10 (highest), awarded per assignment and/or exam. "Suspenso" (FAIL) from 0 to 4.9. "Aprobado" (PASS) from 5.0 to 6.9. "Notable" (GOOD) from 7 to 8.9. "Sobresaliente" (EXCELLENT) from 9 to 10.
- **Regular and punctual class attendance.** In some courses, professors may have special attendance requirements; these should be made known to students during the first week of classes.
- **Moodle = Learning Platform.** Assignments, learning materials, announcements (cancellations, class changes). Identify the student representative/delegate or **"delegado de clase"** for each course. Ask him/her to add you to their WhatsApp group
- **Absences: a student should not miss more than 20% of the scheduled classes per course.** If you are unable to attend class due to illness or personal matters, you must proactively communicate with each professor or your academic advisor to receive consideration for an excused absence.
- **All official student email correspondence will be sent only to a student's Comillas email address.**

ACADEMIC CALENDAR. EXAMS

Academic calendar 2024-2025

Spring / Second Semester / SEM 2:

- Classes: 13th January – 25th April.
- Exams period* (first attempt):
 - Second semester: 28th April-21st May 2025.
- Extraordinary exam period (resit**): 9th June – 27th June 2025.

*Examination timetables will be available in late March. Do not plan your travel back before your last exam, no exception will be made.

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

Distance exams are not allowed. Examination timetables will be released 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.



STEPS FOR OFFICIAL ENROLMENT

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

Phase II

- **Courses Pre-registration: From 3rd December to Monday 16th December 2024:**
 - ✓ Add your preferred list of courses.
 - ✓ Check your provisional course schedule on “[see schedule](#)”. **Avoid timetable clashes!**
 - ✓ Waiting list: confirmation by 20th December 2024.

Phases II & III

- **Official Enrolment* / Add&Drop Period: 13th to 24th January 2025:**
 - ✓ Change your course selection, if you need it. **Avoid timetable clashes!**
 - ✓ Complete the required data and upload a copy of your private health insurance or EHIC card.

Phase IV

- **Official Enrolment. Online Application Submission: 13th to 24th January 2025:**
 - ✓ 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 24th January** (except deleting courses with your University authorisation by 30th January)




STEPS FOR OFFICIAL ENROLMENT

General considerations:


- **To be completed between 13th January and 24th January 2025.**
- **Course load: 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).**
- ECTS credits. A 6-credit course = 2 classes per week. A 3-credit course = 1 class per week. 2 hours each class.
- **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: 35,50€ + shipping fees**). If you are interested in registering for this diploma, please select it in your Phase II during the enrolment period by 24th January (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

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

- Step 1: Personal and contact details in your country** (From 10/03/2022 08:00 to 22/08/2022 23:00). Includes options to download/print Phase I documents and upload a photocopy of a passport.
- Step 2: Course selection** (From 01/09/2022 08:00 to 16/09/2022 15:00). Includes options to select/change courses, download/print Phase II documents, and view the schedule.
- Step 3: Contact details in Spain and Health Insurance details** (From 10/03/2022 08:00 to 16/09/2022 23:00). Includes options to modify health insurance data and upload a health insurance document.
- Step 4: Application**. Includes options to download signed and submitted applications.

A red arrow points from Step 3 to Step 4, labeled "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.
East Wing = Faculty of Law.
West Wing = Faculty of Business.
Name of the professor.
[Link](#) to the Campus map.

STEPS FOR OFFICIAL ENROLMENT

Spanish language course for exchange students (6 ECTS):

- Compulsory online level test (to be completed before 19th December). 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 13th January, depending on your level.
- Contact email: info.idiomas@comillas.edu



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)

Visit the “IT services” section:

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

Multi-factor authentication is required when logging in to most Comillas systems and applications. This requires a user to provide two factors of verification – 1) an email address and password and 2) a unique number you will need to enter into the authenticator app or a passcode sent to your mobile phone.

Students and staff must register for MS Authenticator on their devices following the steps below:

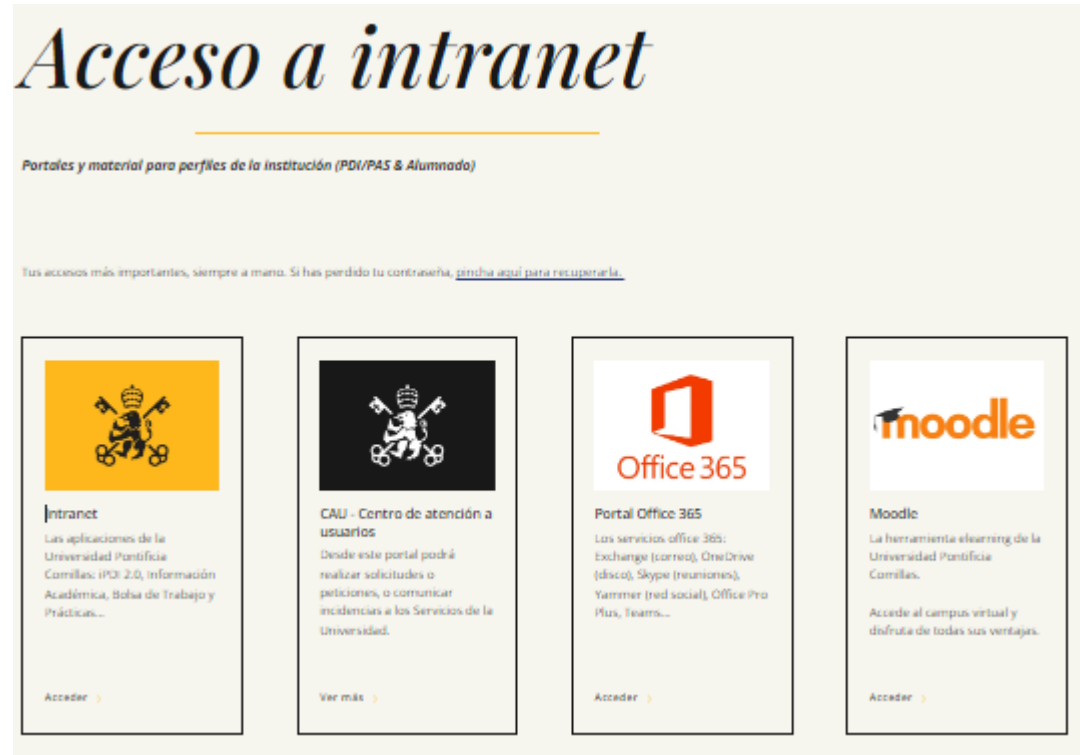
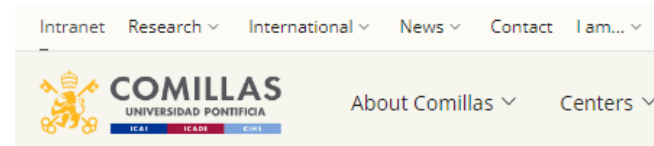
[Doble factor con MS Authenticator. STIC](#)

INTRANET / MOODLE / BLACKBOARD

How to view the learning materials of your courses? Visit MOODLE.

Visti the main university website: www.comillas.edu

Click on the “Intranet” menu (left corner)



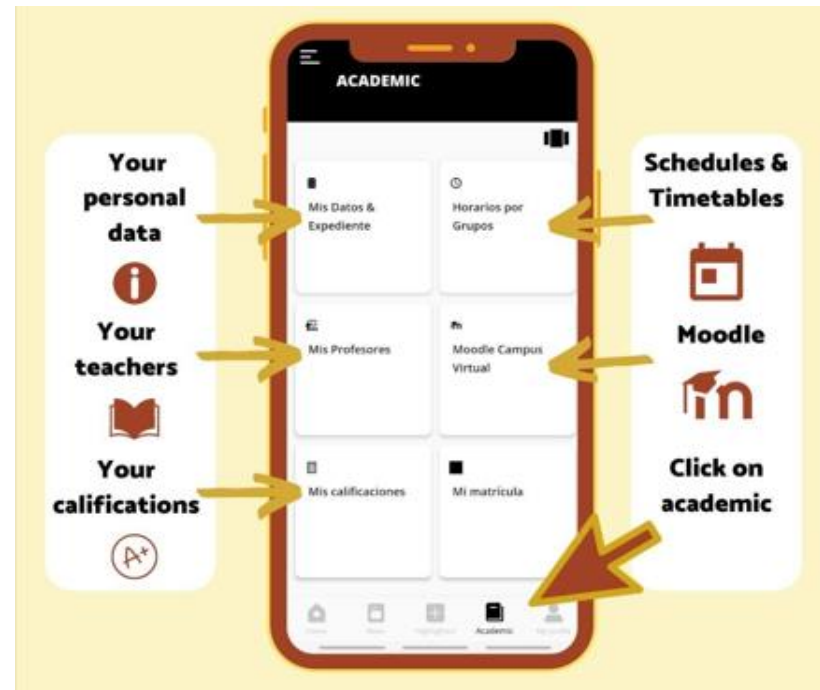
To access Moodle click on the "Moodle" logo and enter your Comillas e-mail and password.

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.



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](#) (in Spanish “Orientación Psicopedagógica”)

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](#) (in Spanish “Comillas Bienestar”)

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).

Most Common Accommodations

Accessibility of Spaces and Furniture:

Ergonomic chair, Spacious table for technical resources, Wheelchair-accessible table.

Extended Assessment Test Time

Accessibility Devices and Hardware

Classroom Space Reservation

Adaptation of Teaching Materials

Flexible Assessment Tests (Dates and Times)

Adaptation of Assessment Test Format

Guidance during Assessment Test Development

Use of Devices in Assessment Tests

Specific Location for Assessment Tests in the Classroom

Flexible Assignment Submission (Dates and Times)

Allowing group or individual work for assignments

STUDENT SERVICES ON CAMPUS

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

Accesibility and Inclusion Program

Who can apply?

Students with disabilities, specific learning difficulties or health impairments.

email us to:
contigo@comillas.edu

Elena Sánchez Horcajuelo
Educational Psychologist
esanchezh@comillas.edu

Our aim

Guide you, provide information and advise your head of studies/tutor to arrange your academic-related accommodations

Get in touch!

Deadlines

First semester: from 28/08/2023 to 31/10/2024

Second semester: from 15/01/2025 to 21/02/2025.

Applications outside this period will only be accepted in exceptional cases.

+ INFO



CHECKLIST UPON ARRIVAL

- Compulsory Orientation Sessions:** attend our welcome sessions in January;
- Certificate of arrival:** If your home institution requires a confirmation of arrival, please come to the Law Faculty (2nd floor, east wing) with your form to get it signed;
- Official Enrolment (Phases I, II, III and IV): Add& drop period.** You have to submit your whole application. **From 13th to 24th January.**
- 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. EHIC card for EU students and private health insurance for non-EU.
- 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. Our email: internacional.der@comillas.edu
- 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 \(EU Registration Certificate\)](#) within three months from the date of entry into Spain. **CITYLIFE:** Check 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.

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 the initial Authorization to Stay for Studies from Spain within the first 30-50 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 do 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 - LAW. SUPPORT

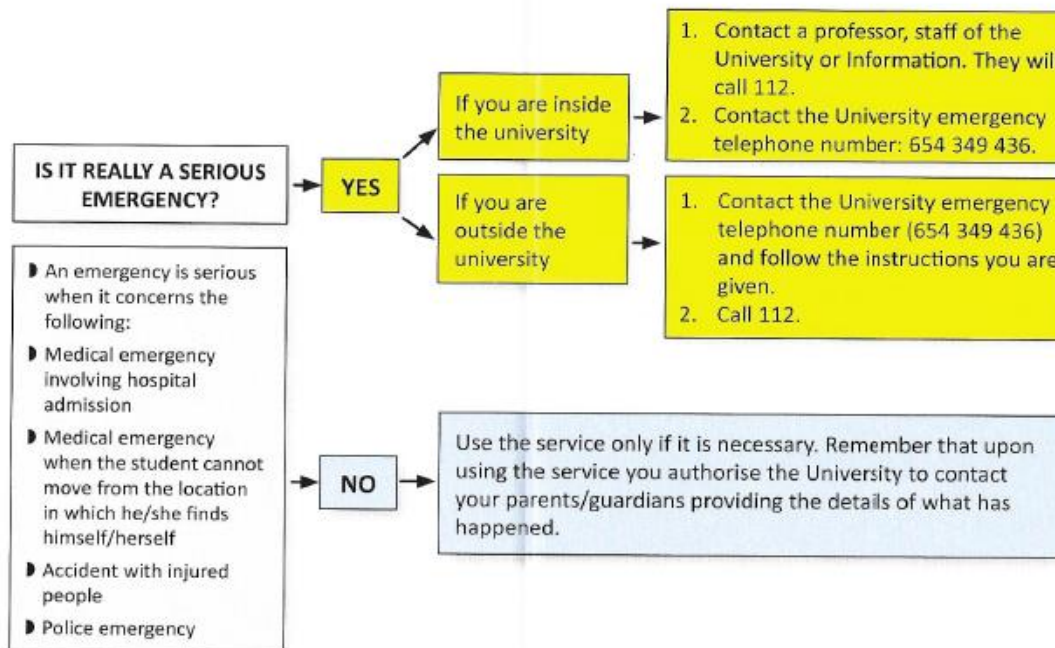
If you have any questions, please contact us at the **Faculty of Law** (known as “ICADE”).

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.

Comillas Emergency Telephone Number 654 349 436 (24 hours)



We are here to help you!

END OF THE SESSION

- **TOUR WITH COMILLAS STUDENTS:**
 - You will be divided into groups (colours).
 - Get a campus map.
- **AFTER THE TOUR: STUDENT SERVICES FAIR WITH HOT CHOCOLATE AND CHURROS**

FRIDAY 10TH JANUARY 2025:

10:30 a.m. – Walking Tour. Meeting Point: *Plaza Isabel II, Ópera* (please sign up via the [online form](#) circulated by email).





COMILLAS
UNIVERSIDAD PONTIFICIA

ICADE



ENJOY YOUR STAY!!

Faculty of Law. International Team

