



COMILLAS

UNIVERSIDAD PONTIFICIA

ICADE

**Faculty of Economics and Business
Administration**

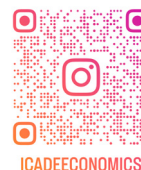


2023 - 2024

FACT SHEET
Postgraduate

I. GENERAL INFORMATION

Name of the institution	Universidad Pontificia Comillas, ICADE Faculty of Economics & Business Administration
Address	23, Alberto Aguilera, Madrid 28015, Spain
Erasmus Code	E-MADRID 02
University Website	http://www.comillas.edu/en
Exchange Website	https://www.comillas.edu/empresarial-icade/internacional
Social Media:	http://www.instagram.com/ICADEeconomics http://www.facebook.com/ICADEeconomics



II. CONTACTS

Vice-Dean for Int. Relations	Manuel Morales Contreras Tel: +34 91 542 2800 ext.2461 Email: mfcontreras@comillas.edu
International Coordinator (Incoming)	Jorge Calvo de Mora Tel: +34 91 542 2800 ext.2332 Email: jcalvo@comillas.edu
Int. Relations Staff (Incoming)	Sarah Morón Fernández Tel: +34 91 542 2800 Email: smoron@comillas.edu

III. APPLICATION

Nomination Procedure	<ul style="list-style-type: none">• Partner Exchange Coordinator sends us Nomination via email (including name, gender, email, passport number or national ID number, study period at Comillas & studies level)• After the nomination period, nominated incoming students will receive login access to complete the on-line application form.
Nominations Deadlines	<ul style="list-style-type: none">• <u>Fall Semester (1st)</u> E.U. nomination deadline: June 1, 2023• <u>Spring Semester (2nd)</u> E.U. Nomination deadline: Nov 1, 2023
Duration of Exchange	1 semester or 1 academic year. Students are expected to complete their entire exchange programme at Comillas including final exams. Neither exemptions nor special arrangements with teaching staff can be made to schedule exams or re-stis on other dates, times or places.



Application Procedure

Documents that should be uploaded with your application

PHASE I:

Online application due by June 30 (Nov. 30 for Spring semester students)

- Copy of passport or National ID card.
- Passport size photo.

PHASE II:

- Course Selection

PHASE III:

- Copy of your medical insurance showing coverage for the time you are at Comillas. Comillas does not have its own medical insurance so, you should purchase it before arriving in Comillas. Your insurance policy should cover at least sickness, hospitalization, accidents, repatriation and civil liability for the entire period of stay.
- European Health Insurance Card is accepted for EU students.

IV. ACADEMIC CALENDAR

Fall Semester (1st)

NOTE: Students should wait for the FINAL master schedule to be available prior to make any travel arrangements for the end of the semester. If they must book their flight in advance, students must book a flight for any date AFTER the end dates listed here:

- Fall 2023: December 22 or if possible, late January, 2024
- Spring 2024: Late May, 2024

Classes begin: October 2, 2023

Christmas Holidays begin: December, 22, 2023

Spring Semester (2nd)

Spring: Early February,
(the start date will be determined)

Easter Holidays: March 23 - April 1, 2024

NOTE 2: The transcripts of records with the final grades will be sent via email to the home institutions, at least two months after the end of the semester.



V. LEARNING EXPECTATIONS

Class Format	Most courses are characterized by traditional teaching with lectures, written course assignments and/or oral presentations. Many of the courses require substantial preparatory reading.
Attendance	Attendance is expected, but policies are based on each instructor's discretion.
Participation	Class participation is part of a student's final grade in most courses.
Grading	From 0 to 10 being 5 the passing grade. Please, note that Transcripts are sent to home institutions at the end of March for students enrolled only in the Fall semester and at the end of August for annual or Spring semester students.
Course Choices	The Master coordinator will contact the students a month before the beginning of each semester asking them the list of courses they are interested in. The exchange student could only select courses from the Master in Business Administration and in principle the classes will be in English, (the possibility of taking courses in Spanish must be discussed).
Full-time Workload	ICADE Comillas uses the European Credit Transfer System (ECTS). Normal workload for a full time Spanish student is 30 ECTS per semester or 60 ECTS per academic year.
Examination	Most are written examinations.
Language of Instruction	English



VI. IMPORTANT INFORMATION

Spanish Language Classes

We offer classes adapted to all levels of the European Common Framework.

Fall semester: from October to December, 2023 or February, 2024
(Before the Master classes begin. The students who are interested in taking Spanish Language Classes must be aware this course will start almost a month before the M.B.A. So the student will stay almost a month with just that course).

Spring semester: from February to May, 2024

Accommodation

Comillas does not have its own lodging. Partners such as Lodgerin, Aluni.net, MadridEasy, ErasmusPlay and Innfamily collaborate with Universidad Pontificia Comillas to provide all services associated with accommodations.

<https://www.lodgerin.com/services/comillas>

<https://www.aluni.net/es>

<https://www.madrideas.com>

<https://www.erasmusplay.com/es/>

<https://www.innfamily.com>

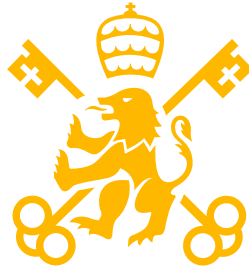
Approximate cost of living

Accommodation:	550 - 900€ / month
Food:	300 - 500€ / month
Student Fees:	No mandatory fees to be paid
Books & Class Reading Materiales:	Variable
Local Transportation:	Monthly local transportation pass 54,60€ (20€ under 26 years)

Language of Instruction:

English





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