Welcome to COMILLAS – ICADE
E4 double Degree programme

COMILLAS
UNIVERSIDAD PONTIFICIA

| ICAI | ICADE | CIHS |

YEAR 1

Last update: 03 December 2019

About COMILLAS

- COMILLAS is a private and non-profit university, founded and run by Jesuits

- COMILLAS was founded in 1890 by Jesuits

- COMILLAS forms part of the Jesuits' international education network:

    – 90 universities and 500 schools in 5 continents

    – Around 1,500,000 students

    – 500 years of tradition and prestige

- COMILLAS offers a wide higher education portfolio:

    – 7 faculties/colleges

    – More than 30 undergraduate and graduate programs in engineering, business, law, theology, psychology, pedagogy, nursing, physiotherapy …

About ICADE

- ICADE is the name given to both COMILLAS' Faculty of Economics and Business Administration and COMILLAS' Faculty of Law

- The "business side" of ICADE offers the following Degrees:

    – Degree in Business Administration, also called "E2" (English or Spanish)

    – Dual Degree in Business Administration and Management and Business Analytics "E2 + Analytics"

    – Double Degree in International Business Administration, also called "E4".This is yours!

    – Double Degree in Business Administration and International Relations, also called "E6".

    – Dual Degree in Business Analytics and International Relations "E6 + Analytics"

About the E4 double Degree

- E4 is a higher education double Degree program in Business Administration, awarded by ICADE and another university member of the IPBS

- Five double Degree alternatives: American link (Northeastern University), British link (Lancaster University), French link, (NEOMA Business School), German link, (ESB Business School, Reutlingen University) and Irish link, (Dublin City University).

- Please read carefully **rules** and **course information** of your E4 Degree program at the COMILLAS web site. For rules, see the NORMAS ACADÉMICAS folder.

- Please read carefully the information related with the **students' participation in the academic life of Comillas**, information related to students representatives in all tiers of the Comillas government. You can find this information in the Comillas General Rules "Reglamento General", articles number 108 y 109

- Together with the E4 Degree, students can also obtain a Languages and Communication Skills Diploma from COMILLAS

- Together with the E4 Degree, students can also obtain a Personal Skills Diploma

E4 Degree curriculum

	YEAR 1		
	First semester	**Second semester**	
ECTS	**Course**	**Course**	**ECTS**
6	Introduction to Business	Microeconomics	6
6	Business Law	Introduction to Accounting	6
3	Professional Skills		3
3	Christianism y Social ethics		3
6	Business Mathematics I	Business Mathematics II	6
6	Languages I	Languages II	6
30			**30**
	+ 12 credits of second language (annual course) + 3 credits of Self-knowledge (first semester)		

	YEAR 2		
	First semester	**Second semester**	
ECTS	**Course**	**Course**	**ECTS**
6	Introduction to Marketing	Quantitative methods for economic and business purposes	6
6	Financial mathematics	Introduction to Finance	6
6	Financial Accounting	Managerial Accounting	6
6	Business Statistics	Organizational Behavior	6
6	Macroeconomics	1 ELECTIVE/Internship*	6
30			**30**
	+ 12 credits of second language (annual course) + 3 credits of Public speaking (second semester) + 2 credits of Team working (first semester) * A 2-month "full time internship" could take place in summer: 1st year or 2nd year. Also possible to substitute it by a 4 month "partial time internship" during 2nd semester of 2nd year.		

YEAR 3			
First semester		**Second semester**	
ECTS	Course	Course	ECTS
6	Corporate Finance	Financial Markets	6
6	Market Research	Marketing Management	6
6	International Macroeconomics	Business Strategies	6
6	Strategic Analysis	Human Resource Management	6
6	1 ELECTIVE*	1 ELECTIVE*	6
30			30
+12 ECTS Language and Literature Course + 2 ECTS Soft Skills from the personal Skills Diploma (1st semester) +2 ECTS Entrepreneurship from the personal Skills Diploma (1st semester) +2 ECTS Learning Service from the personal Skills Diploma (2nd semester)			

YEAR 4			
First semester		**Second semester**	
ECTS	Course	Course	ECTS
24	ELECTIVE (Internship I and II)	Ethics and Social Responsibility	6
6	Internship	International Political Economy	6
		2 ELECTIVES (ITINERARY)	12
		FINAL PROJECT	6
30			30
+ 2 credits of Ignatian Leadership (first semester)			

4th year electives can be chosen from 4 different itineraries (Finance, Economics, Marketing and Management).

First semester electives (internship I and II) are mandatory for E4 students (24 ECTS). Total Internship 30 ECTS, 5 months "full time internship" to take place between summer year 3 and December year 4.

- Organizational structure of the Faculty of Economics and Business Administration:

  - Dean: Profª. Dra. Mª Teresa Corzo Santamaría

  - Academic Vice-Dean: Profª. Dra. Victoria Labajo González

  - Vice Dean for Institutional Relation: Prof. Dr. Javier Márquez Vigil

  - Associate Dean for International Relations: Prof. D. Robert A. Robinson

  - The teaching/lecturing and research activity is organized in departments: Economics, Finance, Management, Marketing, and Quantitative Methods

- The E4 staff:

  Program Director: Carmen Escudero Guirado cescudero@icade.comillas.edu

  Administration: Jorge Calvo de Mora jcalvo@comillas.edu

  Placements:

  - Esther Vaquero Lafuente evaquero@icade.comillas.edu

  - Marta Escalante Ruiz meruiz@comillas.edu

- See the university general academic calendar for year 2019/2020

- See examples of week classes schedules on the COMILLAS web site "HORARIOS"

Regular classes for all years will begin on September 2, 2019

ORIENTATION DAY: Comillas organizes 2 days of orientation for year 1 students. During these days (September 2 and 3) general information about the University, safety measures and more is given.

About living and studying in Madrid

- ICADE is located in the "Alberto Aguilera Campus" of COMILLAS
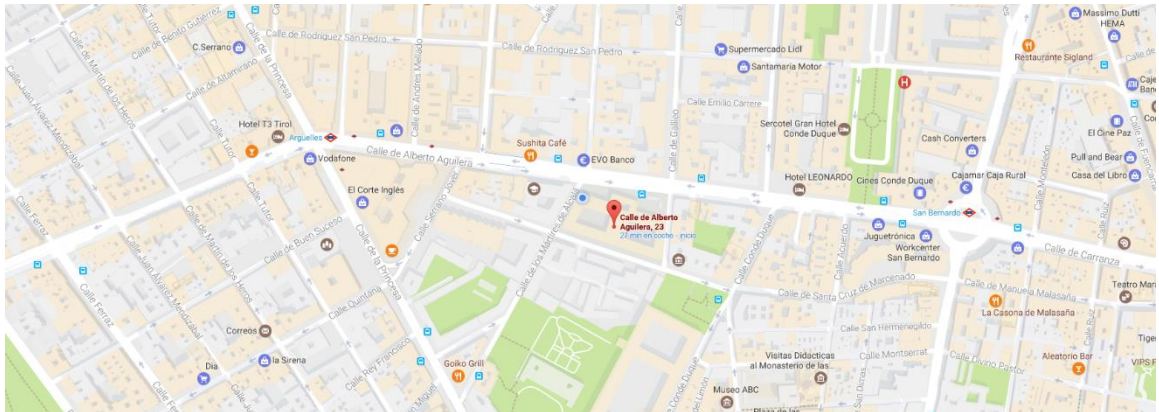
- Accommodation:

  COMILLAS does not have any dorm/college or residence for students but helps students through the following web site: Housing

  In addition, we count on three excellent partners; Student Global Relocation, (you will have a discount in the requested service using the code "UPCOMILLAS"; Aluni.net, (if the Comillas student informs the provider, he or she will receive a discount) and MadridEasy (using the code COMILLAS50 you will receive a 50% discount) . They offer the best family housing, shared flats or students residence options.

  If you want to apartment hunting yourself, use *Idealista* (Android, iOS) o F*otocoasa* (Android, iOS).

- It is very important to be in Madrid **one week** before the beginning of classes in order to arrange accommodation in the city.

  - 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 23 years)

Different services offered by COMILLAS: library, sports, culture, etc.

- Legally living in Spain:

  - **All E4** students will have to contact our International Relations Office (SRI) as soon as they arrive at ICADE, (3rd floor of the west side).

- Medical assistance:

  - All students must have some **valid** health insurance coverage.

  - We strongly recommend EU students to come to Spain with the **European Health Insurance Card**. Other private health systems will also work in Spain, but students will have to pay in advance any service.

  - As COMILLAS students, any **accident** that you may suffer within the COMILLAS buildings will be covered by the COMILLAS own insurance; if this happens, please ask the COMILLAS staff to know how to proceed

- COMILLAS **emergency telephone number** for international students (**only EMERGENCIES!**): students will get this number once they arrive to COMILLAS.

- HM Hospitals for International APP:

- Other useful data:
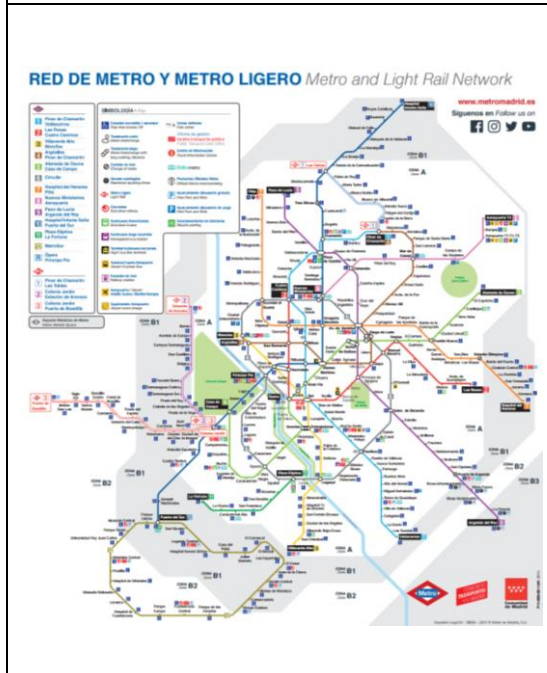
Map of Madrid tube (Metro de Madrid):	Map of the railway of Madrid and its suburbs