COMILLAS
UNIVERSIDAD PONTIFICIA
ICADE
Faculty of Economics and Business Administration



2026 - 2027

FACT SHEET
Postgraduate

I. GENERAL INFORMATION

Name of the institution	**Universidad Pontificia Comillas, ICADE Faculty of Economics & Business Administration**
Address	**25-27, Mateo Urrutia, Madrid 28036, Spain**
Erasmus Code	**E-MADRID 02**
University Website	**http://www.comillas.edu/en**
Exchange Website	**https://www.comillas.edu/empresarial-icade/internacional**

II. CONTACTS

Vice-Dean for Int. Relations

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International Coordinator (Incoming)

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Int. Relations Staff (Incoming)

Sarah Moron Fernandez

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III. APPLICATION

Nomination Procedure

- **Partners will recieve an email by Comillas Central International Office indicating how to nominate by filling a form.**
- **After the nomination period, nominated incoming students will receive login access to complete the on-line application form.**

Nominations Deadlines

- **Fall Semester (1st)**

  E.U. nomination deadline: June 1, 2026

- **Spring Semester (2nd)**

  E.U. Nomination deadline: Nov 1, 2026

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

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

Documents that should be uploaded with your application

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

PHASE II:

- **Course Selection: Students will not be able to select their courses in the application platform. They will be required to send their list of courses via email.**

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

NOTE: Students should wait for the FINAL exam schedule to be available prior to make any travel arrangements for the end of the semester. If they must book or buy their flight tickets in advance, they can do it for the next day after the official date of the end of the semester.
The final exam schedule can take up to two months to be posted. We will not accept any demand on the exam dates by the students for any reason, (economic or any kind). In all cases, it is NOT possible nor allowed to re-arrange the regular exam dates at Comillas or make individual arrangments with professors. The professors are not in charge of the exam calendar so the students should not request anything to them about the exam. No exemptions!

Fall Semester (1st)	**Bachelor's level classes begin:**	**September 1, 2026**
	MBA Classes begin:	**October 1, 2026**
	Christmas Holidays begin:	**December 23, 2026**
Spring Semester (2nd)	**Bachelor's level classes begin:**	**January 11, 2027**
	MBA Classes begin:	**Early February 2027 (TBD)**
	Easter Holidays:	**March 20-29, 2027**

NOTE 2: In our MBA, the Fall Semester ends on mid-January. Students should be able to complete the first semester from September or October and until mid-february. If they cannot, we propose them to come for the Spring Semester or the whole academic year.

NOTE 3: 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 semesterand at the end of August for annual or Spring semester students.
Course Choices	The Master coordinator will contact the students a month before the begining 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. The Spanish Minister of Education sets a minimum of 24 ECTS to be considered a full-time student.
Examination	Most are written examinations.
Language of Instruction	English

FINAL TRANSCRIPTS: the exchange students do not need to request their final transcript. They could get an informative transcript in the Comillas Intranet once they have all their final grades. Nevertheless, the official transcript will be sent via email directly to their home universities. The official documents will be ready up to one month after the end of the semester.

SPECIAL NEEDS / ACCOMODATIONS: When the student's needs may require the adoption of significant accommodations or especial needs, the Comillas will facilitate and promote the integration of these students. However, it will be arbitrated for the purposes of the necessary means in accordance with the provisions of current regulations. All students who have a disability certificate or have an accredited special need may request curricular adaptations. Curricular adaptations are individual, and are issued depending on the type and degree of need in accordance with the current regulations of

VI. IMPORTANT INFORMATION

Spanish Language Classes

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

Fall semester: from October to December, 2026 or February, 2027
(Before the Master classes begin. The students who are interested in taking Spanish Language Classes or any other bachelor's degree level courses must be aware those courses will start almost a month before the M.B.A.

Spring semester: from February to May, 2026

Housing

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 housing and accommodations. We highly recommend to avoid getting a place to live via webs such as "idealista.com"

https://go.floweal.com/
https://www.aluni.net/es
https://www.madrideasy.com
https://www.erasmusplay.com/es/
https://www.innfamily.com

NOTE: It is the student responsibility to be aware and process any legal or burocratic task or requirement. Comillas do not have any office or department dedicated to help the students in legal issues.

Approximate cost of living

Accomodation:	600 - 1000€ / 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)

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