



**COMILLAS**

UNIVERSIDAD PONTIFICIA

**ICADE**

**Faculty of Economics and Business  
Administration**

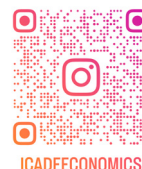


**2024 - 2025**

**FACT SHEET**  
**Undergraduate**

## 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	<a href="http://www.comillas.edu/en">http://www.comillas.edu/en</a>
Exchange Website	<a href="https://www.comillas.edu/empresarial-icade/internacional">https://www.comillas.edu/empresarial-icade/internacional</a>
Social Media:	<a href="http://www.instagram.com/ICADEeconomics">http://www.instagram.com/ICADEeconomics</a> <a href="http://www.facebook.com/ICADEeconomics">http://www.facebook.com/ICADEeconomics</a>



## II. CONTACTS

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## III. APPLICATION

Nomination Procedure	<ul style="list-style-type: none"><li>• Partner Exchange Coordinator sends Nomination via email (including name, gender, email, passport number or national ID number, study period at Comillas &amp; studies level)</li><li>• After the nomination period, nominated incoming students will receive login access to complete the on-line application form.</li></ul>
Nominations Deadlines	<ul style="list-style-type: none"><li>• <u>Fall Semester (1st)</u> General nominations deadlines: May 1, 2024 EU nominations deadlines: June 1, 2024</li><li>• <u>Spring Semester (2nd)</u> General nominations deadlines: Oct. 1, 2024 EU nominations deadlines: Nov 1, 2024</li></ul>
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.

NOTE: The transcripts of records with the final grades will be sent via email to the home institutions, just in the digital form and as soon as they are ready, (at least a month after the end of the semester).



## Application Procedure

Documents that should be uploaded with your application

- PHASE I:  
Online application due by June 15 (Nov.15 for Spring semester students)
- Copy of passport or National ID card.
  - Passport size photo.
- PHASE II:
- Course Selection
- PHASE III:
- Copy of 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 arrangements 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!

Any student who fail a course during Fall/Spring Semester has the right to re-take in June. The re-take option will be ONLY be in person in MADRID, (not only mode or re-taking with a proctor in the home university)

### Fall Semester (1st)

Spanish placement test	<u>Online before arrival</u>
Recommended arrival:	A week before classes begin
Orientation:	August 29, 2024
Classes begin:	September 2, 2024
Exams begin:	December 9, 2024
Exams and semester end:	December 20, 2024
Christmas Holidays begin:	December 21, 2024

### Spring Semester (2nd)

Spanish placement test	<u>Online before arrival</u>
Recommended arrival:	A week before classes begin
Orientation:	January 9, 2025
Classes begin:	January 13, 2025
Easter Holidays:	April 12 - 21 , 2025
Exams begin:	April 28, 2025
Exams and semester end:	May 21, 2025



## V. LEARNING EXPECTATIONS

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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 mandatory.
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 February for students enrolled only in the Fall semester and at the end of June for annual or Spring semester students.
Course Choices	Students will pre-select courses through the on-line application 15-20 days before the beginning of each semester. We will send an email to each - already registered - student when the system is available. Those courses will need to be confirmed at the beginning of the semester and can only be changed until the end of the add/drop period (15 days after the beginning of the semester) Every effort is made to accommodate students' preferences but you will need to be flexible and have some extra pre-approved courses to replace the closed ones.
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	Spanish / 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 the Community of Madrid.



## VI. IMPORTANT INFORMATION

Orientation Day	Comillas organizes 2-3 days of Orientation for exchange students during which general information about the University is given. Topics as course selection, how to register in University, safety measures, etc, will be addressed during orientation.
Spanish Language Classes	We offer classes adapted to all levels of the European Common Framework. Students will receive by email instructions on how to take the on-line Spanish placement test before arriving in Madrid.
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.  <a href="https://www.lodgerin.com/services/comillas">https://www.lodgerin.com/services/comillas</a> <a href="https://www.aluni.net/es">https://www.aluni.net/es</a> <a href="https://www.madrideas.com">https://www.madrideas.com</a> <a href="https://www.erasmusplay.com/es/">https://www.erasmusplay.com/es/</a> <a href="https://www.innfamily.com">https://www.innfamily.com</a>
Visa	Students from non-European Union countries must be in possession of a visa before arriving in Spain. The Student Visa must be requested in the Consulate of Spain in the home country. More information:  <a href="https://www.exteriores.gob.es/Consulados/washington/en/ServiciosConsulares/Paginas/Consular/Visado-de-estudios.aspx">https://www.exteriores.gob.es/Consulados/washington/en/ServiciosConsulares/Paginas/Consular/Visado-de-estudios.aspx</a>

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







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