



**COMILLAS**

UNIVERSIDAD PONTIFICIA

**ICADE**

**Faculty of Economics and Business  
Administration**



**2022 - 2023**

**FACT SHEET**  
**Undergraduate**

## I. GENERAL INFORMATION

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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="http://www.icafe.upcomillas.es/es/prospective-exchange-students-ccce">http://www.icafe.upcomillas.es/es/prospective-exchange-students-ccce</a>
Facebook Fan Page	<a href="http://www.facebook.com/ICADEconomics">http://www.facebook.com/ICADEconomics</a>

## II. CONTACTS

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Main contact for incoming students	Jorge Calvo de Mora Tel: +34 91 542 2800 ext.2332    Email: <a href="mailto:jcalvo@comillas.edu">jcalvo@comillas.edu</a>
International Coordinator	Mar Escalante Tel: +34 91 540 6175                      Email: <a href="mailto:escalante@comillas.edu">escalante@comillas.edu</a>
Assistant for Exchange Students	Patricia Hurtado Tel: +34 91 542 2800 ext.2272    Email: <a href="mailto:phurtado@comillas.edu">phurtado@comillas.edu</a>

## III. APPLICATION

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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, 2022 EU nominations deadlines: June 1, 2022</li><li>• <u>Spring Semester (2nd)</u> General nominations deadlines: Oct. 1, 2022 EU nominations deadlines: Nov 1, 2022</li></ul>
Duration of Exchange	1 semester or 1 academic year

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.

For more information and to get guides for how to complete the phases: <https://tinyurl.com/y8can6n9>

## IV. ACADEMIC CALENDAR

### Fall Semester (1st)

**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 their flight in advance, students must book a flight for any date AFTER the end dates listed here:

Fall 2021: September 1, 2022 / December 22, 2022

Spring 2022: January 16, 2022/ May 23, 2023

Spanish placement test	<u>Online before arrival</u>
Recommended arrival:	A week before classes begin
Orientation:	August, 29, 30 & 31.
Classes begin:	September, 1
Exams begin:	December, 9
Exams end:	December, 22
Christmas Holidays begin:	December, 23

### Spring Semester (2nd)

Spanish placement test	<u>Online before arrival</u>
Recommended arrival:	A week before classes begin
Orientation:	January, 11, 12 & 13.
Classes begin:	January, 16
Easter Holidays:	April, 3 - 10
Exams begin:	May, 3
Exams end:	May, 23



## 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



## VI. IMPORTANT INFORMATION

Orientation Day	Comillas organizes 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 also 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.
Accommodation	Comillas does not have its own lodging. Students Global Relocation (SGR), Aluni.net, MadridEasy and ErasmusPlay collaborates with Universidad Pontificia Comillas to provide all services associated with accommodations  <a href="https://www.studentsglobalrelocation.com/services/comillas">https://www.studentsglobalrelocation.com/services/comillas</a> <a href="https://www.aluni.net/es">https://www.aluni.net/es</a> <a href="https://www.madridenteasy.com">https://www.madridenteasy.com</a> <a href="https://www.erasmusplay.com/es/">https://www.erasmusplay.com/es/</a> <a href="https://www.infamily.com">https://www.infamily.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. To request a visa the student needs: <ul style="list-style-type: none"><li>- Official Form</li><li>- Valid Passport</li><li>- Acceptance Letter</li><li>- Public or private insurance</li><li>- Paid fee (60€)</li></ul> If the stay will last more than 6 months, it will be required as well: <ul style="list-style-type: none"><li>- Medical Certificate</li><li>-Criminal Record</li></ul> More information: <a href="http://extranjeros.mitramiss.gob.es/es/InformacionInteres/InformacionProcedimientos/CiudadanosComunitarios/index.html">http://extranjeros.mitramiss.gob.es/es/InformacionInteres/InformacionProcedimientos/CiudadanosComunitarios/index.html</a>
Approximate cost of living	Accommodation: 550 - 900€ / month Food: 300 - 500€ / month Student Fees: No mandatory fees to be paid Books & Class Reading Materials: Variable Local Transportation: Monthly local transportation pass 54,60€ (20€ under 26 years)
Language of Instruction:	Spanish / English





# COMILLAS

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