ICADE

FACULTY OF LAW
FACT SHEET FOR INTERNATIONAL EXCHANGE PARTNERS AND STUDENTS
2026/2027

CONTACT DETAILS

Universidad Pontificia Comillas (ICADE).
Erasmus Code: E MADRID02
Calle Alberto Aguilera, 23
28015 – Madrid
Spain
University website:
http://www.comillas.edu/en

International Service Office (SRI):
Institutional Coordinator:
Ms. Carmen González Cupeiro
cgonzalez@sri.comillas.edu

Faculty of Law: Website:
https://www.comillas.edu/icade/facultad-de-derecho/incoming-derecho/

Vice-Dean of Research, International Institutional and Economic Affairs:
Prof. Dra. María José López Álvarez
+34 91542 28 00 Ext. 2181
mjlopez@comillas.edu

Academic Coordinator for Law Exchanges:
Ms. Esther de Santos Biezma
+34 91 542 28 00 Ext. 2217
edesantos@comillas.edu
internacional.der@comillas.edu

International Officer
Ruth Núñez Lamagrande
+34 91 542 28 00 Ext. 2220
internacional.der@comillas.edu

PROFILE

The *Universidad Pontificia Comillas*, also referred as Comillas, is a private Catholic higher education institution that combines a long history of experience in education, academic excellence and a humanistic tradition in teaching, with a commitment to continuous modernisation, stimulated by new social and cultural challenges. The university was originally founded in 1890 by Pope Leo XIII and is run by the Society of Jesus.
Located in the political, financial and cultural heart of Madrid, it offers students the opportunity to experience life in one of Europe's most cosmopolitan and vibrant cities and attend courses at one of the top universities in Spain that is internationally known for its robust student engagement on campus. Comillas is involved in a great number of academic exchange programmes, work practice schemes and international projects with over 200 institutions of higher education in Europe, Latin America, North America, Africa and Asia.

The Faculty of Law (ICADE) is one of Europe's most acclaimed business-oriented law schools, having played a pioneering role in the implementation of Double/Dual Degree Programs in Spain. For example, an International Doble Degree: E-1 JGP + LL.M and a Double International Degree: E-1 Program In French (Université Paris X Nanterre).
Our main goal is to educate and train exceptional professionals, and even better people, orientated towards placing their professional skills at the service of society. Thus, exchange students will have the opportunity to choose from a wide array of courses in areas such as public international law, private law, information technology and communications law, and law and management and business administration. Students may choose to take all courses in English or to take a mix of English and Spanish-taught courses. They can also attend a tuition-free Spanish language course while enrolled in law classes.

STUDY LAW WITH US

- Quality Assurance
- Welcome to ICADE Law School (video)
- ➢ Virtual Tour

#14 QS GRADUATE EMPLOYABILITY RANKINGS

#4 ODS7 THE WORLD UNIVERSITY RANKINGS

#5 ODS13 SUSTAINABLE DEVELOPMENT GOALS

#1 RANKING CYD

2,000 LAW STUDENTS

+ 200 INTERNATIONAL LAW STUDENTS PER YEAR

Academic Calendar

Academic year 2026-27 (subject to changes):

First/Fall semester:

- Compulsory Orientation Sessions: 28th and 31st August.
- Specific Orientation Session for Law exchange students only: 28th August. Compulsory face-to-face meeting.
- Classes: 1st September – 4th December.
- Examination period:
  - 9th –22nd December (Fall semester students only)
  - 9th December – 15th January (Full year students)
- Christmas break: 23rd December – 7th January

Second/Spring semester 2026-27:

- Compulsory Orientation Sessions: 14th January.
- Classes: 18th January – 30th April.
- Easter Week: 20h March – 29th March
- Examination period: 3rd May – 21st May.
- Resit exam period: 10th June – 30th June.

Examination timetables are made available around week 8 of the semester. Do not plan your travel back before your last exam, no exception will be made.

Student Exchange at Comillas – Admission

STEP 1. Nomination from Partners:
The partner University must nominate their students via the following **online nomination form**. If you have any questions, please contact us at internacional.der@comillas.edu as well as our colleague Carmen González Cupeiro (cgonzalez@comillas.edu)

Deadlines:
Fall semester or full academic year:
- 1st May (non-EU students)
- 1st June (EU students)

Spring semester:
- 1st October (non-EU students)
- 1st November (EU students)

STEP 2. Online Application: Nominated students will receive an email with instructions on how to apply, as well as their username and password.

Phase I - Admission: Fill out the online application and upload a passport-size photo and a copy of your valid passport or ID.

Deadlines for Phase I: First/Fall semester: 30th June. Second/Spring semester: 15th November.

STEP 3. Acceptance: Once Phase I has been completed Comillas University will confirm the admission to the student by e-mail and will send additional information about Orientation Days, Spanish courses, etc.
Non-EU students will receive an acceptance letter to apply for the **student visa**. They must apply for it personally at the Spanish Consulate or Embassy in their home country.

Language of Instruction and Requirements

- Spanish level B1 (B2 recommended) for courses taught in Spanish.
- English level B1 (B2 recommended) for courses taught in English.

We do not need to see the test results but ask all our partners to make sure their students have this level before nominating them.

Academic Workload
Max. 36 credits (ECTS) per semester. 1 ECTS credit is equivalent to 25 working hours. Exchange students usually take 20-25 ECTS per semester.

Attendance
Attendance to at least 80 % of classes is mandatory. Schedule overlap is not allowed due to absence policy.

Course Catalogue for Exchange Students

The Faculty of Law offers **UG courses** within the fields of Law, Business and International Relations. Link to our Course Catalogue

Exchange students can also apply for our Diploma in Legal Studies in Spain

Students are not allowed to mix courses from other Faculties. The final acceptance for a particular course is subject to availability. Postgraduate courses are restricted to partners with specific agreements.

Important: While every effort is made to enrol exchange students on their preferred courses, it cannot be guaranteed. Exchange students are urged to be flexible. English courses may fill up quickly.

Courses Pre-Registration and Official Enrollment

Phase II – Pre-registration Courses (before the mobility): The student will receive an e-mail in July (for the fall semester) and December (for the spring semester) with the dates to pre-register for their courses.

Phase III – Official Courses Enrolment (upon arrival): Proof of health insurance must be uploaded to the online application and the data must be completed before submitting the registration. Please bear in mind that no student will be allowed to complete his/her enrolment without showing proof of health insurance.

Application deadlines for Phases II and III:
- **First/Fall semester: 11th September.**
- **Second/Spring semester: 22nd January.**

Spanish Language Course (free)	Transcript of Records
Español Lengua Extranjera (Spanish for exchange students), 6 ECTS distributed throughout the term. This course is free and optional. Levels: A1, A2, B1, B2 and C1. Level test: students must take a level test. They will receive an email in July or December with instructions on how to take the test online. Those that do not take the test on time are not guaranteed a place. If a student needs credits for this course, he/she must include it in the enrolment sheet.	Transcripts shall be sent directly to the coordinator of the home University by email at the end of February for Fall semester students and at the end of July for annual and Spring semester students. The documents that are electronically signed by the General Registry of the *Universidad Pontificia Comillas* include a secure verification code (CSV as per the Spanish) that allows them to be downloaded online. Further information Students can also check their grades on their intranet.
Spanish Grading System	**Comillas E-mail Address**
Each subject is graded on a scale of 0 to 10 points. Fail: 0-4.9; Pass-good: 5-6.9; Very good: 7-8.9; Outstanding: 9-10; Dean's list: Recognition of academic excellence. To pass a subject it is necessary to achieve at least 5.0 points.	Students are given a Comillas e-mail address. All messages and communications will be sent to that email address (xxxx@alu.comillas.edu). Please check your Comillas e-mail regularly.
Accommodation	**Healthcare and Insurance**
The *Universidad Pontificia Comillas* does not offer on-campus or off-campus accommodation, but the following links provide useful information: Aluni.Net MadridEasy (discount code COMILLAS50) Lodgering (code _UPCOMILLAS_) Erasmus Play We also collaborate with Citylife (Tips on housing, health insurance, visa, etc.)	Exchange students must have comprehensive health and liability insurance before their arrival at Comillas and valid for the entire period of their stay in Spain. The student must provide proof of the insurance to the exchange coordinator upon arrival. **Students from the European Union and the European Economic Space** (Norway, Iceland and Liechtenstein as well as Switzerland, must bring their European Health Card with them.

Student Support Services (Disabilities and Special Needs)
Prospective exchange students coming to Comillas who have a disability, health condition or specific learning difference are invited to discuss their details with the international team. Contact: internacional.der@comillas.edu

24 Hour Emergency Telephone
The University has a 24-hour Emergency Telephone that provides personalized attention to international students in case of emergency. This number will be distributed at the Orientation on the first day.

Student Services and other Useful Information	
Student Services	Student Services / Video about student life on campus Pastoral Services - Cultural Activities - Solidarity and Development Cooperation – Sports - Psychological Attention Service - Social Work Unit (Special Needs) - Office for Internships and Employment - Institute of Modern Languages – Laboratories - Cafeterias and Dining Rooms - Bookshops, Printing and Photocopying Facilities.
Approx. Cost of Living	Accommodation: 650 – 1,200€ / month (studio/room in shared apartment) Food: 350 - 550€ / month Student Fees: No mandatory fees to be paid Private health insurance: around €50 to €100 per month depending on the coverage and provider. Local Transportation: Monthly pass 32,70€ (10€ if you are under 26 years)
Transportation Network in Madrid	The "Metro" is the quickest way to reach any part of the city (Metro Madrid), although Madrid has also a wide network of buses (EMT Bus Madrid).