

International Exchange Fact Sheet/ Academic Year 2023/2024



International Relations Service

Mailing address:	Contact:	Website
<p>Universidad Pontificia Comillas International Relations Service C/ Alberto Aguilera 32 28015, Madrid, España Tel. +34 91 542 2800</p>	<p>Contact:</p> <ul style="list-style-type: none"> - Arturo Varona, Director of International Service and Director for International Courses: avarona@comillas.edu - Marta Albacete, International Projects, Bilateral Agreements: albacete@comillas.edu - Elisa Burgos, Comillas Internacional, eburgos@comillas.edu - Aránzazu Castellanos Herraiz, International Courses, International Relations Officer: acastellanos@comillas.edu - Carmen González, Mobility Coordinator (Erasmus and Bilateral exchanges), Erasmus Agreements: cgonzalez@comillas.edu - Raquel Roncero, Erasmus Placements, Staff Training and Teaching Mobility, Social Networks: rroscero@comillas.edu 	<p>https://www.comillas.edu/en/international-relations-service</p>

Important Information 2023/2024

<p><u>Exchange Nomination Deadline</u></p> <p>Fall Semester: May 1st, 2023 (non-European Union students) June 1st, 2023 (Erasmus students)</p> <p>Spring Semester: October 1st, 2023 (non-European Union students) November 1st, 2023 (Erasmus students)</p> <p>Nominations must be submitted via email filling in the “Nomination Sheet”. Each nominated student will receive an e-mail with the username and password required to fill in the on-line application as well as detailed information regarding Orientation days, deadlines, etc. Once the academic offer is available, each student will receive a second e-mail in order to complete the application process with the course selection.</p>	<p><u>Visa</u></p> <p>Students from non-European Union countries must be in possession of a visa before arriving in Spain. More information:</p> <p>https://www.exteriores.gob.es/en/ServiciosAlCiudadano/Paginas/Servicios-consulares.aspx</p>
<p><u>Academic Semester Calendar</u></p> <p><u>Class periods:</u></p> <p>Fall 4 Sept. to 7 Dec., 2023 Spring 15 Jan. to 26 Apr., 2024</p>	<p><u>Exams:</u></p> <p>There will be an exam period at the end of each academic semester as well as an extra exam session for re-sitting exams in June. (See academic calendar)</p> <p>NOTE: Students should wait for the definitive exam schedule to be available prior to making any travel arrangements for the end of the semester.</p>
<p><u>Orientation Sessions</u></p> <p>General Orientation: SRI - International Student Orientation (comillas.edu)</p> <p>Further information regarding Welcome Week and Orientation Sessions in each Faculty or School will be sent to the students by e-mail.</p>	<p><u>Level Test in Spanish</u></p> <p>Students interested in enrolling in the course “Spanish for International Students” must take an online level test. The link to access the test will be sent by e-mail to each student.</p>

Student Services

Accommodations: The following companies collaborate with Universidad Pontificia Comillas to provide all services associated with accommodations:

<ul style="list-style-type: none"> ▪ Lodgerin www.lodgerin.com E-mail: info@lodgerin.com 	<ul style="list-style-type: none"> ▪ Aluni.Net https://www.aluni.net/es/ E-mail: instituciones@aluni.net 	<ul style="list-style-type: none"> ▪ MadridEasy www.madrideasy.com E-mail: info@madrideasy.com 	<ul style="list-style-type: none"> ▪ Erasmusplay https://erasmusplay.com/es/ E-mail: comunicacion@erasmus.play.com
<ul style="list-style-type: none"> ▪ Innfamily.com www.innfamily.com E-mail: info@innfamily.com 	<ul style="list-style-type: none"> ▪ MICAMPUS Living https://micampusresidencias.com E-mail: oa@micampusliving.com 	<ul style="list-style-type: none"> ▪ Spotahome www.spotahome.com E-mail: mariaordovas@spotahome.com 	

Library: The Universidad Pontificia Comillas has an extensive Library System, with the Main Library on the Cantoblanco Campus and a second Reference Library downtown, which provides a wide selection of bibliographical material and documents to cover its teaching, study and research needs.

Pastoral Services - Cultural Activities - Solidarity and Development Cooperation – Sports - Psychological Attention Service - Social Work Unit - Office for Internships and Employment - Institute of Modern Languages – Laboratories - Cafeterias and Dining Rooms - Bookshops, Printing and Photocopying Facilities.

24 Hour Emergency Telephone

The University has a 24-hour Emergency Telephone that provides personalized attention to international students in case of emergency. Once international students receive their password, they can download the emergency card from: [SRI - International Student Orientation \(comillas.edu\)](https://www.comillas.edu/sri)

Health Care and Insurance

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 (information on: [European Health Insurance Card - Employment, Social Affairs & Inclusion - European Commission \(europa.eu\)](https://ec.europa.eu/europa.eu))

Students from non-European Union countries: It is mandatory for international students who are not covered by the Spanish Social Security National Health Care System to bring an insurance policy from their home country, which covers illness, hospitalization, accidents, civil liability, and repatriation for the entire length of time to be spent at the University.

Living in Madrid

Madrid, the capital of Spain, is a cosmopolitan city with more than four million inhabitants. It is the site of Spanish government and is the most important financial and cultural center in the country. The cultural, leisure and sports offering is rich and varied. It has countless theaters and museums, such as the Museo del Prado, the Thyssen-Bornemisza Museum and the Queen Sofía Center for the Arts (<https://www.turismomadrid.es/en/>).

Arrival in Madrid: The Adolfo Suárez Madrid-Barajas Airport is located some 14 kms away. There is access to the city by bus, metro or taxi.

Transportation Network: The “Metro” is the quickest way to reach any part of the city (<https://www.metromadrid.es/en/>), although Madrid also has a wide network of buses (<https://www.emtmadrid.es/Home>).

Climate: Madrid has a continental Mediterranean climate. Winters are cold, with temperatures below 6° C, frost at night and occasional snow. Summers are hot with average temperatures around 24°C in July and August, with highs that sometimes exceed 35°C.

International Departmental Coordinators

For information about courses and course descriptions you may contact the Coordinators in the following Schools and Faculties:

<p>FACULTY OF THEOLOGY http://www.teologia.comillas.edu/en/ <i>Cantoblanco Campus</i> Ms. Marta García Fernández E-mail: mgafernandez@comillas.edu Universidad Comillas, 3. 28049 Cantoblanco, Madrid Tel: (+34) 91 734 39 50</p>	<p>FACULTY OF HUMANITIES AND SOCIAL SCIENCES <i>(Philosophy, Psychology, Education, Social Work, Translation and Interpreting, International Relations)</i> http://www.chs.comillas.edu/en/international/incoming-student/exchange-comillas-chs <i>Cantoblanco Campus</i> Ms. Patricia Vázquez E-mail: pvazquez@comillas.edu Universidad Comillas, 3. 28049 Cantoblanco, Madrid Tel: (+34) 91 734 39 50</p>
<p>SCHOOL OF ENGINEERING (ICAI) http://www.icaicomillas.edu/en/ <i>Alberto Aguilera Campus</i> Mr. Alberto Zanmatti E-mail: azanmatti@comillas.edu Alberto Aguilera 25. 28015, Madrid Tel: (+34) 91 542 28 00</p>	<p>FACULTY OF ECONOMIC SCIENCES AND BUSINESS ADMINISTRATION http://www.icade.upcomillas.es/en/prospective-exchange-students-ccee <i>Alberto Aguilera Campus</i> Ms. Mar Escalante E-mail: escalante@comillas.edu Alberto Aguilera 23. 28015, Madrid Tel: (+34) 91 540 61 75</p>
<p>FACULTY OF LAW http://www.icade.upcomillas.es/es/prospective-exchange-students <i>Alberto Aguilera Campus</i> Ms. Esther de Santos E-mail: internacional.der@comillas.edu Alberto Aguilera 23. 28015, Madrid Tel: (+34) 91 542 28 00</p>	<p>“SAN JUAN DE DIOS” SCHOOL OF NURSING AND PHYSICAL THERAPY http://www.euef.comillas.edu/en <i>Ciempozuelos Campus</i> Ms. María Galán E-mail: mgalan.rrii@comillas.edu Avda. San Juan de Dios, 1 - 28350 Ciempozuelos, Madrid Tel. (+34) 91 893 37 69 Ext. 506</p>
<p>CENTRO DE ENSEÑANZA SUPERIOR ALBERTA GIMÉNEZ - CESAG www.cesag.org <i>Palma de Mallorca Campus</i> Ms. Loreto Gútiéz E-mail: lgutiez@cesag.org Costa de Saragossa, 16 - 07013 Palma de Mallorca. Baleares. España Tel. (+34) 971 792 81</p>	<p>INEA www.inea.org <i>Valladolid Campus</i> Mr. Rubén Rodrigo Fernández E-mail: info@inea.edu.es; ruben.rodrigo@inea.edu.es Cº Viejo de Simancas Km 4,5 47008 Valladolid. España</p>