

International Exchange Fact Sheet/ Academic Year 2024/2025



International Relations Service

<p>Mailing address:</p> <p>Universidad Pontificia Comillas International Relations Service C/ Alberto Aguilera 32 28015, Madrid, España Tel. +34 91 542 2800</p>	<p>Contacts:</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 - Pablo Carbajosa, Cultural Activities: pcarbajosa@comillas.edu - Carmen González, Mobility Coordinator (Erasmus and Bilateral exchanges), Erasmus Agreements: cgonzalez@comillas.edu - Alicia Llamas, General Administration tasks: allamas@comillas.edu - Raquel Roncero, Erasmus Placements, Staff Training and Teaching Mobility, Social Networks: roncero@comillas.edu - Aránzazu Castellanos Herraiz, Global Initiatives: acastellanos@comillas.edu - Xinyi Ying, Summer courses and Global Courses: yxinyi@comillas.edu 	<p>Website</p> <p>https://www.comillas.edu/en/international-relations-service</p> <p>Erasmus Code: E MADRID02</p> <p>OID: E10209186</p>
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Important Information 2024/2025

<p><u>Exchange Nomination Deadline</u></p> <p>Fall Semester: May 1st, 2024 (non-European Union students) June 1st, 2024 (Erasmus students)</p> <p>Spring Semester: October 1st, 2024 (non-European Union students) November 1st, 2024 (Erasmus students)</p> <p>Nominations must be submitted filling in the "Nomination Form". The form will be sent to the partners at the end of January. 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, Application 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 2 Sept. to 5 December, 2024 Spring 13 Jan. to 25 April, 2025</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: comunication@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 - Art - Solidarity and Development Cooperation – Sports - Psychological Attention Service - Social Work - 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 \(comillas.edu\)](http://SRI - International Student Orientation (comillas.edu))

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 \(europa.eu\)](http://European Health Insurance Card - Employment, Social Affairs & Inclusion - European Commission (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.

Comillas Pontifical University has signed agreements with the following insurance brokerage companies. COMILLAS and the insurers have no contractual relationship and COMILLAS will not be held responsible for the services provided by each insurer to students who take out insurance from the entity. Those interested in the services offered by these insurers will be linked to it, and must formalise, where appropriate, the corresponding documents directly with each entity:

- Exclusive Agent ADESLAS
Contact person: Armando Falkenhagen
Mobile and WhatsApp Business: +34 644049119
Emails: FalkenhagenA@agente.segurcaixaadeslas.es; Miseguro.en.espana@gmail.com

- Nueva Mutua Sanitaria
Contact Person: María Sanjuanbenito
Mobile and Whatsapp: +34 679948938
Emails: estudiantesinternacionales@nuevamutuasanitaria.es; contratacion@nuevamutuasanitaria.es; msanjuanbenito@nuevamutuasanitaria.es
<https://www.nuevamutuasanitaria.es/universidad-comillas/>

- SWISSCARE INTERNATIONAL INSURANCE. Enjoy exclusive discounts for being a COMILLAS student.
For more information, click on the following link:
<https://forms.swisscare.com/#/isies/?group=3066>

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:

FACULTY OF THEOLOGY

<http://www.teologia.comillas.edu/en/>

Cantoblanco Campus

Ms. Marta García Fernández

E-mail: mgafernandez@comillas.edu

Universidad Comillas, 3. 28049 Cantoblanco, Madrid

Tel: (+34) 91 734 39 50

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

(Philosophy, Psychology, Education, Social Work, Translation and Interpreting, International Relations)

<http://www.chs.comillas.edu/en/international/incoming-student/exchange-comillas-chs>

Cantoblanco Campus

Ms. Patricia Vázquez

E-mail: pvazquez@comillas.edu

Universidad Comillas, 3. 28049 Cantoblanco, Madrid

Tel: (+34) 91 734 39 50

SCHOOL OF ENGINEERING (ICAI)

<http://www.icaicomillas.edu/en/>

Alberto Aguilera Campus

Mr. Alberto Zanmatti

E-mail: azanmatti@comillas.edu

Alberto Aguilera 25. 28015, Madrid

Tel: (+34) 91 542 28 00

FACULTY OF ECONOMIC SCIENCES AND BUSINESS ADMINISTRATION

<http://www.icaide.upcomillas.es/en/prospective-exchange-students-ccee>

Alberto Aguilera Campus

Mr. Jorge Calvo (Incoming)

E-mail: jcalvo@comillas.edu

Ms. Patricia Hurtado (Outgoing)

E-mail: phurtado@comillas.edu

Alberto Aguilera 23. 28015, Madrid

Tel: (+34) 91 540 61 75

FACULTY OF LAW

<https://www.comillas.edu/internacional-icade-derecho>

Alberto Aguilera Campus

Ms. Esther de Santos

E-mail: internacional.der@comillas.edu

Alberto Aguilera 23. 28015, Madrid

Tel: (+34) 91 542 28 00

“SAN JUAN DE DIOS” SCHOOL OF NURSING AND PHYSICAL THERAPY

<http://www.euef.comillas.edu/en>

Ms. Isabel Baeza

E-mail: ibaeza@comillas.edu

Campus CC de la Salud San Juan de Dios

Avda. San Juan de Dios, 1 - 28350 Ciempozuelos (Madrid)

Tel.: (+34) 918 933 769 - (+34) 600 478 489 - (+34) 607 154 697

Campus CC de la Salud San Rafael

Pº de la Habana, 70 Bis - 28016 Madrid

CENTRO DE ENSEÑANZA SUPERIOR

ALBERTA GIMÉNEZ - CESAG

www.cesag.org

Palma de Mallorca Campus

Ms. Loreto Gútez

E-mail: lgutez@cesag.org

Costa de Saragossa, 16 - 07013 Palma de Mallorca. Baleares.

España

Tel. (+34) 971 792 81

INEA

www.inea.org

Valladolid Campus

Mr. Rubén Rodrigo Fernández

E-mail: info@inea.edu.es; ruben.rodrigo@inea.edu.es

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47008 Valladolid, España