

# FACT SHEET

## GENERAL INFORMATION

**Name of the university:** **Universidad Pontificia Comillas (COMILLAS)**

**Address:** C/ Alberto Aguilera 23, 28015 Madrid, SPAIN

**Website:**



**Erasmus code** E MADRID02

**PIC:** 999907817

**OID:** E10209186

**Legal status:** Private Higher Education Institution

**Faculties:**

[FACULTY OF THEOLOGY](#)

[FACULTY OF HUMANITIES AND SOCIAL SCIENCES](#)

[SCHOOL OF ENGINEERING \(ICAI\)](#)

[FACULTY OF ECONOMIC SCIENCES AND BUSINESS ADMINISTRATION](#)

[FACULTY OF LAW](#)

["SAN JUAN DE DIOS" SCHOOL OF NURSING AND PHYSICAL THERAPY](#)

[CENTRO DE ENSEÑANZA SUPERIOR ALBERTA GIMÉNEZ – CESAG](#)

[INEA](#)



**Madrid**, the capital of Spain, is a cosmopolitan city with more than four million inhabitants. It is the site of the Spanish government and is the most important financial and cultural center in the country. The cultural, leisure and sports offering is rich and varied, with a large number of theaters and museums, such as the Prado National Art Museum, the Thyssen-Bornemisza Museum and the Queen Sofía Center for the Arts. Monuments, exhibits, and concert halls dot the city. Moreover, in Madrid, over 43 well known parks and green areas, such as the Retiro Park, the “Casa de Campo” Recreational Park or the Sabatini Gardens are frequented by thousands of people every day. (<https://www.turismomadrid.es/en/>).

## INTERNATIONAL OFFICE

**Address:** International Relations Service - C/ Alberto Aguilera 32 28015, Madrid, España Tel. +34 91 542 2800

**Website:**

**Head of International Office:** Arturo Varona

**Contacts:**



| Name                                | Position                                                                   | E-mail                    | Telephone       |
|-------------------------------------|----------------------------------------------------------------------------|---------------------------|-----------------|
| <b>Arturo Varona</b>                | Director of International Service and Director for International Courses   | avarona@comillas.edu      | +34 91 542 2800 |
| <b>Marta Albacete</b>               | International Projects, Bilateral Agreements                               | albacete@comillas.edu     | +34 91 542 2800 |
| <b>Aránzazu Castellanos Herraiz</b> | International Courses, International Relations Officer                     | acastellanos@comillas.edu | +34 91 542 2800 |
| <b>Carmen González</b>              | Mobility Coordinator (Erasmus and Bilateral exchanges), Erasmus Agreements | cgonzalez@comillas.edu    | +34 91 542 2800 |
| <b>Raquel Roncero</b>               | Erasmus Placements, Staff Training and Teaching Mobility, Social Networks  | rroncero@comillas.edu     | +34 91 542 2800 |
| <b>Maria Amália Silva de Oliva</b>  | EUPeace Project Manager                                                    | msilva@comillas.edu       | +34 91 542 2800 |
| <b>Teresa Morales de la Fuente</b>  | EUPeace Coordinator                                                        | tmorales@comillas.edu     | +34 91 542 2800 |



**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 6º C, frost at night and occasional snow. Summers are hot with average temperatures around 24ºC in July and August, with highs that sometimes exceed 35ºC.

**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.

## INTERNATIONAL STUDENTS

### STUDY GUIDE

<https://files.griddo.comillas.edu/guia-estudiantes-intercambio.pdf>

### STUDY FIELDS

<https://www.comillas.edu/servicio-de-relaciones-internacionales/programas-para-alumnos-de-intercambio/>



## ACADEMIC CALENDAR

### [Academic calendar 2024/2024](#)

#### Orientation week:

Comillas organises an [Orientation Day](#) for all students prior to their exchange, which provides general information about the University and the different university services. In addition, the [International Relations Coordinators](#) of each Faculty or School provide specific information on enrolment procedures, choice of subjects, etc.

#### Beginning of courses:

Fall: 2 Sept. to 5 Dec., 2024

Spring: 13 Jan. to 25 Apr., 2025

#### Exam period:

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)

NOTE: Students should wait for the definitive exam schedule to be available prior to making any travel arrangements for the end of the semester.

## ACCOMMODATION

#### Accommodation:

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

|                                                                                                                                                                |                                                                                                                                                                                         |                                                                                                                                                                            |                                                                                                                                                                                           |
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| <b>Lodgerin</b><br><br><a href="http://www.lodgerin.com">www.lodgerin.com</a><br><br>E-mail: <a href="mailto:info@lodgerin.com">info@lodgerin.com</a>          | <b>Aluni.Net</b><br><a href="https://www.aluni.net/es/">https://www.aluni.net/es/</a><br><br>E-mail: <a href="mailto:instituciones@aluni.net">instituciones@aluni.net</a>               | <b>MadridEasy</b><br><a href="http://www.madrideasy.com">www.madrideasy.com</a><br><br>E-mail: <a href="mailto:info@madrideasy.com">info@madrideasy.com</a>                | <b>Erasmusplay</b><br><a href="https://erasmusplay.com/es">https://erasmusplay.com/es</a><br><br>E-mail: <a href="mailto:comunicacion@erasmus.play.com">comunicacion@erasmus.play.com</a> |
| <b>Innfamily.com</b><br><br><a href="http://www.innfamily.com">www.innfamily.com</a><br><br>E-mail: <a href="mailto:info@innfamily.com">info@innfamily.com</a> | <b>MICAMPUS Living</b><br><a href="https://micampusresidencias.com">https://micampusresidencias.com</a><br><br>E-mail: <a href="mailto:oa@micampusliving.com">oa@micampusliving.com</a> | <b>Spotahome</b><br><br><a href="http://www.spotahome.com">www.spotahome.com</a><br><br>E-mail: <a href="mailto:mariaordovas@spotahome.com">mariaordovas@spotahome.com</a> |                                                                                                                                                                                           |



## STUDENT EXCHANGE MOBILITY

### COURSES AVAILABLE FOR EXCHANGE STUDENTS

#### Course Catalogue



### LANGUAGE REQUIREMENTS

International students must have sufficient knowledge of Spanish, since most classes are taught in this language (unless they are following a study plan in English). Free and supplementary language classes are offered, financed by the erasmus Program. The subject is called “Spanish Language for Exchange Students” and carries a value of 4.5 ects credits. In order to receive these credits, students must attend classes and pass the exam. An on-line level test for Spanish Language should be taken by those exchange students who are interested in enrolling in this course.

Levels A2, B1, B2 and C1 are offered.

### GRADING SYSTEM

9-10

MH Matrícula de Honor.  
Se otorga a un número reducido de estudiantes que han demostrado un rendimiento excepcional.  
MH “Matrícula de Honor” (Highest Honours).  
This mark is awarded to a small number of students who have demonstrated exceptional work.  
SB Sobresaliente.  
Se otorga a estudiantes que han demostrado un rendimiento muy bueno.  
SB “Sobresaliente” (Outstanding).  
This mark is given to students who have demonstrated outstanding work.

7-8,9

NT Notable.  
Se concede a estudiantes con rendimiento medio alto.  
NT “Notable” (Noteworthy).  
This mark is given to students for good work, in a range of “good” to “very good”.

5-6,9

AP Aprobado.  
Indica que el estudiante ha superado la asignatura con nivel suficiente.  
AP “Aprobado” (Pass).  
This mark indicates that the student has passed the subject with a sufficient level, in a range of “passing” to “good”.

0-4,9

SS Suspenso.  
El alumno no ha superado la asignatura y debe presentarse a un nuevo examen.  
SS “Suspenso” (Fail).  
The student has not passed the course and should re-sit for the exam at a later date, or receives a “Fail” for the class on the transcript.

| ECTS grading system | A  |     | B |     |   | C   |   | D   |   |     | E | FX, F |
|---------------------|----|-----|---|-----|---|-----|---|-----|---|-----|---|-------|
| COMILLAS            | 10 | 9.5 | 9 | 8.5 | 8 | 7.5 | 7 | 6.5 | 6 | 5.5 | 5 | <5    |

## APPLICATION PROCEDURE

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.

## DEADLINE FOR APPLICATIONS

**Fall Semester:** May 1st, 2023 (non-European Union students)

June 1st, 2023 (Erasmus students)

**Spring Semester:** October 1st, 2023 (non-European Union students)

November 1st, 2023 (Erasmus students)

## RECOMMENDED ARRIVAL

Attendance is encouraged on Orientation Days for Exchange Students, during which information of interest will be provided to students for their stay at Comillas and for daily life in Madrid.

## FACULTY 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](mailto: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](mailto:pvazquez@comillas.edu)

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| <p><b>SCHOOL OF ENGINEERING (ICAI)</b></p> <p><a href="http://www.icai.comillas.edu/en/">http://www.icai.comillas.edu/en/</a></p> <p>Alberto Aguilera Campus</p> <p><b>Mr. Alberto Zanmatti</b></p> <p>E-mail: <a href="mailto:azanmatti@comillas.edu">azanmatti@comillas.edu</a></p> <p>Alberto Aguilera 25. 28015, Madrid</p> <p>Tel: (+34) 91 542 28 00</p>                                           | <p><b>FACULTY OF ECONOMIC SCIENCES</b></p> <p><b>AND BUSINESS ADMINISTRATION</b></p> <p><a href="http://www.icade.upcomillas.es/en/prospective-exchange-students-ccee">http://www.icade.upcomillas.es/en/prospective-exchange-students-ccee</a></p> <p>Alberto Aguilera Campus</p> <p><b>Mr. Jorge Calvo (Incoming)</b></p> <p>E-mail: <a href="mailto:jcalvo@comillas.edu">jcalvo@comillas.edu</a></p> <p><b>Ms. Patricia Hurtado (Outgoing)</b></p> <p>E-mail: <a href="mailto:phurtado@comillas.edu">phurtado@comillas.edu</a></p> <p>Alberto Aguilera 23. 28015, Madrid</p> <p>Tel: (+34) 91 540 61 75</p> |
| <p><b>FACULTY OF LAW</b></p> <p><a href="https://www.comillas.edu/internacional-icade-derecho">https://www.comillas.edu/internacional-icade-derecho</a></p> <p>Alberto Aguilera Campus</p> <p><b>Ms. Esther de Santos</b></p> <p>E-mail: <a href="mailto:internacional.der@comillas.edu">internacional.der@comillas.edu</a></p> <p>Alberto Aguilera 23. 28015, Madrid</p> <p>Tel: (+34) 91 542 28 00</p> | <p><b>“SAN JUAN DE DIOS” SCHOOL OF NURSING AND PHYSICAL THERAPY</b></p> <p><a href="http://www.euef.comillas.edu/en">http://www.euef.comillas.edu/en</a></p> <p><b>Ms. Isabel Baeza</b></p> <p>E-mail: <a href="mailto:ibaeza@comillas.edu">ibaeza@comillas.edu</a></p> <p><b>Campus CC de la Salud San Juan de Dios</b><br/>Avda. San Juan de Dios, 1 - 28350 Ciempozuelos (Madrid)<br/>Tel.: (+34) 918 933 769 - (+34) 600 478 489 - (+34) 607 154 697</p> <p><b>Campus CC de la Salud San Rafael</b><br/>Pº de la Habana, 70 Bis - 28016 Madrid</p>                                                         |

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| <p><b>CENTRO DE ENSEÑANZA SUPERIOR</b></p> <p><b>ALBERTA GIMÉNEZ - CESAG</b></p> <p><a href="http://www.cesag.org">www.cesag.org</a></p> <p><a href="#">Palma de Mallorca Campus</a></p> <p><b>Ms. Loreto Gútez</b></p> <p>E-mail: <a href="mailto:lgutiez@cesag.org">lgutiez@cesag.org</a></p> <p>Costa de Saragossa, 16 - 07013 Palma de Mallorca. Baleares. España</p> <p>Tel. (+34) 971 792 81</p> | <p><b>INEA</b></p> <p><a href="http://www.inea.org">www.inea.org</a></p> <p><a href="#">Valladolid Campus</a></p> <p><b>Mr. Rubén Rodrigo Fernández</b></p> <p>E-mail: <a href="mailto:info@inea.edu.es">info@inea.edu.es</a>; <a href="mailto:ruben.rodriago@inea.edu.es">ruben.rodriago@inea.edu.es</a></p> <p>Cº Viejo de Simancas Km 4,5<br/>47008 Valladolid. España</p> |
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