International Exchange Fact Sheet/ Academic Year 2016/2017

International Service Office

Mailing address:
Universidad Pontificia Comillas
International Relations Service
C/ Alberto Aguilera 23
28015, Madrid, España
Tel. +34 91 542 2800

Contact:
* Amparo Hernández, Director and Coordinator for International Courses in Spain: a.hernandez@comillas.edu
* Carmen González, Mobility Coordinator, Erasmus Agreements, Incoming and Outgoing students: c.gonzalez@comillas.edu
* Raquel Roncero, Erasmus Placements, Staff Mobility: r.roncero@comillas.edu
* Marta Albacete, Social Networks, Web Editor, International Courses (Abroad): m.albacete@comillas.edu
* Joseph Munz, International Promotion: j.munz@comillas.edu
* Milagros Galindo, International Courses (In Spain): m.galindo@comillas.edu

Website:
www.comillas.edu
(Complete the International Section)

Important Information 2016/17

Exchange Nomination Deadline
Fall Semester: May 1st, 2016 (non-European Union students)
June 1st, 2016 (Erasmus students)
Spring Semester: October 1st, 2016 (non-European Union students)
November 1st, 2016 (Erasmus students)

Academic Semester Calendar
Fall: 1 Sept. to 22 Dec., 2016
Spring: 16 Jan. to 19 May, 2017 (only for Engineering: from 10 Jan. to 19 May, 2017)
(exam period included)

Orientation Sessions
Fall Semester: Aug 29 and 30, 10:00 am
Spring Semester: Jan 11 and 12, 10:00 am (The School of Engineering will hold the Orientation Sessions on different days. All incoming students will be informed by e-mail)

Visa
Students from non-European Union countries must be in possession of a visa before arriving in Spain. (More information: http://www.exteriores.gob.es/Portals/es/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Estudiar.aspx)

Exams:
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)

Level Test in Spanish
Students interested in enrolling in the course “Spanish for International Students” must take an online level test.

Student Services

Information and Accommodation Office: provides information on the different types of lodging for students in Madrid. http://www.comillas.edu/en/admissions/general-information/accommodation

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
This number provides 24-hour personalized attention and service to international students in case of emergency (provided at Orientation)

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: http://ec.europa.eu/social/main.jsp?catId=598&langId=en)

Students from non-European Union countries: must have an insurance policy which covers sickness, hospitalization, accidents and civil liability for the entire period of stay at the Universidad Pontificia Comillas.

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 “El Prado” National Museum, the Thyssen-Bornemisza Museum and the Queen Sofia Center for the Arts.

Arrival in Madrid: The Adolfo Suárez Madrid-Barajas Airport is located some 12 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, although Madrid also has a wide network of buses.

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 sometime exceed 35ºC.
Faculty Coordinators of International Relations

**FACULTY OF THEOLOGY**

[Faculty of Theology website](http://www.teologia.comillas.edu/en/)

**Cantoblanco Campus**

_**Pedro F. Castelao**_

E-mail: castelao@comillas.edu

Universidad Comillas, 3. 28049 Cantoblanco, Madrid

Tel: (+34) 91 734 39 50/ Fax: (+34) 91 734 45 70

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**FACULTY OF HUMANITIES AND SOCIAL SCIENCES**

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

[Faculty of Humanities and Social Sciences website](http://www.chs.comillas.edu/en/international/incoming-student/exchange-comillas-chs)

**Cantoblanco Campus**

_**Patricia Vázquez**_

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Universidad Comillas, 3. 28049 Cantoblanco, Madrid

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**ENGINEERING (ICAI)**

[Faculty of Engineering (ICAI) website](http://www.icai.upcomillas.es/en/)

**Alberto Aguilera Campus**

_**Alberto Zanmatti**_

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Alberto Aguilera 25. 28015, Madrid

Tel: (+34) 91 542 28 00/ Fax: (+34) 91 559 41 33

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**FACULTY OF ECONOMIC SCIENCES AND BUSINESS ADMINISTRATION**

[Faculty of Economic Sciences and Business Administration website](http://www.icade.upcomillas.es/en/prospective-exchange-students-ccce)

**Alberto Aguilera Campus**

_**Mar Escalante**_

E-mail: escalante@comillas.edu

Alberto Aguilera 23. 28015, Madrid

Tel: (+34) 91 540 61 75/ Fax: (+34) 91 541 77 96

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**FACULTY OF LAW**

[Faculty of Law website](http://www.icade.upcomillas.es/es/prospective-exchange-students)

**Alberto Aguilera Campus**

_**Mónica González**_

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Tel: (+34) 91 542 28 00/ Fax: (+34) 91 541 48 36

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**UNIVERSITY SCHOOL OF NURSING AND PHYSIOTHERAPY**

[Faculty of Nursing and Physiotherapy website](http://www.euef.comillas.edu/en)

**Ciempozuelos Campus**

_**María Galán**_

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

Tel. (+34) 91 893 37 69 Ext. 483

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**CENTRO DE ENSEÑANZA SUPERIOR ALBERTA GIMÉNEZ - CESAG**

[CESAG website](http://www.cesag.org)

**Palma de Mallorca Campus**

_**Arantxa Soria**_

E-mail: arantxa@cesag.org

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