



ICADE Faculty of Economics  
& Business Administration

**FACT SHEET 2017-2018**

## I. GENERAL INFORMATION

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Name of the institution	Universidad Pontificia Comillas, ICADE Faculty of Economics & Business Administration
Address	23, Alberto Aguilera, Madrid 28015, Spain
Erasmus Code	EMADRID 02
University Website	<a href="http://www.icafe.upcomillas.es">http://www.icafe.upcomillas.es</a>
Exchange Website	<a href="http://www.icafe.upcomillas.es/es/prospective-exchange-students-ccee">http://www.icafe.upcomillas.es/es/prospective-exchange-students-ccee</a>
Facebook Fan Page	<a href="http://www.facebook.com/comillasbusinessIR">http://www.facebook.com/comillasbusinessIR</a>

## II. CONTACTS

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International Coordinator	Mar Escalante Tel: +34 91 540 6175      Email: <a href="mailto:escalante@comillas.edu">escalante@comillas.edu</a>
Assistant for Exchange Students	Patricia Hurtado Tel: +34 91 542 2800 ext.2272      Email: <a href="mailto:phurtado@comillas.edu">phurtado@comillas.edu</a>
Assistant for Exchange Students	Jorge Calvo de Mora Tel: +34 91 542 2800 ext.2332      Email: <a href="mailto:jcalvo@comillas.edu">jcalvo@comillas.edu</a>

## III. APPLICATION

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Nomination Procedure	<ul style="list-style-type: none"><li>• Partner Exchange Coordinator sends us Nomination via email (including name, gender, email, passport number or national ID number, study period at Comillas &amp; studies level)</li><li>• After the nomination period, nominated incoming students will receive login access to complete the on-line application form.</li></ul>
Nominations Deadlines	<ul style="list-style-type: none"><li>• <u>Fall Semester (1st)</u> General nomination deadline: May 1, 2017 EU nomination deadline: June 1, 2017</li><li>• <u>Spring Semester (2nd)</u> General nomination deadline: Oct. 1, 2017 EU nomination deadline: Nov 1, 2017</li></ul>
Duration of Exchange	1 semester or 1 academic year



## Application Procedure

### PHASE I:

- Online application due by June 15 (Nov.15 for Spring semester students)

## Documents that should be uploaded with your application

### PHASE I:

- Copy of passport or National ID card.
- Passport size photo.

### PHASE III:

- Copy of your medical insurance showing coverage for the time you will be at Comillas. Comillas does not have its own medical insurance so, you should purchase it before arriving in Comillas. Your insurance policy should cover at least sickness, hospitalization, accidents and civil liability for the entire period of stay.
- European Health card is accepted for EU students.

## IV. ACADEMIC CALENDAR

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### Fall Semester (1st)

Please **do not book** your return ticket before the end of exam period.

Fall 2017: September 4, 2017 / December 22, 2017

Spanish placement test	<u>Online before arrival</u>
Recommended arrival:	A week before classes begin
Orientation:	August, 30 - September, 1
Classes begin:	September, 4
Exams begin:	December, 11
Exams end:	December, 22
Christmas Holidays begin:	December, 23

### Spring Semester (2nd)

Spring: January 15, 2018 / May 23, 2018

Spanish placement test	<u>Online before arrival</u>
Recommended arrival:	A week before classes begin
Orientation:	January, 10 - 12
Classes begin:	January, 15
Easter Holidays:	March, 24 - April 2
Exams begin:	May, 3
Exams end:	May, 23



## V. LEARNING EXPECTATIONS

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<b>Class Format</b>	Most courses are characterized by traditional teaching with lectures, written course assignments and/or oral presentations. Many of the courses require substantial preparatory reading.
<b>Attendance</b>	Attendance is expected, but policies are based on each instructor's discretion.
<b>Participation</b>	Class participation is part of a student's final grade in most courses.
<b>Grading</b>	From 0 to 10 being 5 the passing grade. Please, note that Transcripts are sent to home institutions at the end of February for students enrolled only in the Fall semester and at the end of June for annual or Spring semester students.
<b>Course Choices</b>	Students will pre-select courses in the on-line application 15-20 days before the beginning of each semester. We will send an email to each - already registered - student when the system is available. Those courses will need to be confirmed at the beginning of the semester and could be changed until the end of the add/drop period (15 days after the beginning of the semester) Every effort is made to accommodate students' preferences but you will need to be flexible and have some extra pre-approved courses to replace the closed ones.
<b>Full-time Workload</b>	ICADE Comillas uses the European Credit Transfer System (ECTS). Normal workload for a full time Spanish student is 30 ECTS per semester or 60 ECTS per academic year.
<b>Examination</b>	Most are written examinations.
<b>Language of Instruction</b>	Spanish / English



## VI. IMPORTANT INFORMATION

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<b>Orientation Day</b>	Comillas organizes 3 days of Orientation for exchange students during which general information about the University is given. Topics as course selection, how to register in University, safety measures, etc, will also be addressed during orientation.										
<b>Spanish Language Classes</b>	We offer classes adapted to all levels of the European Common Framework. Students will receive by email instructions on how to pass the on-line Spanish placement test before arriving in Madrid.										
<b>Accommodation</b>	Comillas does not have its own lodging. People Global Relocation (PGR) collaborates with Universidad Pontificia Comillas to provide all services associated with accommodations <a href="http://studentsglobalrelocation.com/web/servuniversidad/que-hacemos/comillas-pontifical-university">http://studentsglobalrelocation.com/web/servuniversidad/que-hacemos/comillas-pontifical-university</a>										
<b>Visa</b>	Students from non-European Union countries must be in possession of a visa before arriving in Spain. More information: <a href="http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Estudiar.aspx">http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Estudiar.aspx</a>										
<b>Approximate cost of living</b>	<table><tr><td>Accommodation:</td><td>350 - 500€ / month</td></tr><tr><td>Food:</td><td>120 - 150€ / month</td></tr><tr><td>Student Fees:</td><td>No mandatory fees to be paid</td></tr><tr><td>Books &amp; Class Reading Materiales:</td><td>Variable</td></tr><tr><td>Local Transportation:</td><td>Monthly local transportation pass 54,60€ (20€ under 23 years)</td></tr></table>	Accommodation:	350 - 500€ / month	Food:	120 - 150€ / month	Student Fees:	No mandatory fees to be paid	Books & Class Reading Materiales:	Variable	Local Transportation:	Monthly local transportation pass 54,60€ (20€ under 23 years)
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<b>Language of Instruction:</b>	Spanish / English										



# Academic Year 2017/2018

August 2017						
M	Tu	W	Th	F	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2017						
M	Tu	W	Th	F	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2017						
M	Tu	W	Th	F	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2017						
M	Tu	W	Th	F	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2017						
M	Tu	W	Th	F	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2018						
M	Tu	W	Th	F	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2018						
M	Tu	W	Th	F	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2018						
M	Tu	W	Th	F	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
M	Tu	W	Th	F	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2018						
M	Tu	W	Th	F	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2018						
M	Tu	W	Th	F	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## 2017

- 30 Aug Orientation Day (Alberto Aguilera 23 Campus )
- 31 Aug Orientation Day (Cantoblanco Campus )
- 01 Sep Guided Tour of Madrid
- 04 Sep Classes begin. Semester-long Spanish Language Course begins
- 12 Oct National Holiday. Columbus Day
- 30 31
- 01 Nov Holiday. All Saint's Day
- 09 Nov Regional Holiday. "Nuestra Sra. de la Almudena"
- 06 Dec National Holiday. Spanish Constitution Day
- 07 Dec End of 1<sup>st</sup> semester classes
- 08 Dec Spanish Holiday
- 11 Dec Exams for 1<sup>st</sup> semester begin (until December 22<sup>nd</sup>)
- 23 Dec Christmas Holidays begin

## 2018

- 10 Jan Orientation Day (Alberto Aguilera 23 Campus )
- 11 Jan Orientation Day (Cantoblanco Campus )
- 12 Jan Guided Tour of Madrid
- 15 Jan 2<sup>nd</sup> semester classes begin
- 24 Mar Easter Holidays begin
- 03 Apr Classes begin
- 27 Apr End of 2<sup>nd</sup> semester classes
- 30 Apr Exams for 2<sup>nd</sup> semester begin (until May 23<sup>rd</sup>)
- 01 May Holiday. Labour Day
- 02 May Regional Holiday. Community Day of the Madrid Autonomous Region
- 15 May Regional Holiday. "San Isidro", Patron of Madrid
- 11 Jun Extra exam session begins (until June 27<sup>th</sup>)



## **ORIENTATION DAYS & WELCOME SESSIONS FOR FALL SEMESTER EXCHANGE STUDENTS 2017/2018 ACADEMIC YEAR**

### **Wednesday, August 30, 2017**

Time: 10:00 a.m.

Place: Main Auditorium "Aula Magna", 23 Alberto Aguilera, St.

10:00 Greeting and presentation of the University by the Vice-Rector for Research and International Affairs and the Head of the International Relations Service. Presentation of the Services available at the University

10:45 Brief presentation on standard safety measures for the stay in Madrid

11:00 Presentation of the Exchange Student Association "Unity"

11:15 Light Refreshments and Snack

### **Thursday, August 31, 2017**

Time: From 10:00 am. to 1:00 pm.

Place: 23 Alberto Aguilera, St.

- Campus Tour
- Academic information.
- How to officially enroll in Comillas
- Technological related issues: Moodle, Learning platform, Internet, WI-FI, etc.
- How to make the best out of your time in Comillas

### **Friday, September 1, 2017**

- Guided Tour of Madrid at 10:30 a.m. (an e-mail will be sent to sign up previously for the tour)

NOTE: Universidad Pontificia Comillas will organize a one-weekend and a one-day excursion during the semester. Further information will be provided by email later.

# ESTIMATE OF EXPENSES FOR A STUDENT IN MADRID

(All prices are estimates, based on approximate figures)



Alberto Aguilera 23

## LODGING

	MONTHLY
Rent for an apartment for one person ("Argüelles" area)	700-900 €
Rent for a room in a flat shared by other students	350-500 €
Family (home-stay) with full board (breakfast-lunch-dinner)	950 €
Family (home-stay) with half-board (breakfast and dinner)	800 €
Family (breakfast, including laundry facilities)	450-550 €
University Hall of Residence (Lodging))	400-550 €

## MEALS

	DAILY
Breakfast	3 €
Lunch (Daily Menu special)	10-13 €

## MEDICAL INSURANCE

MONTHLY
30 €

## LAUNDRY

MONTHLY
20 €

## PUBLIC TRANSPORT

	DAILY	MONTHLY
"Metro" (Underground) Ticket (Metro/Bus)	1,50-2 €	
Ticket supplement airport	3 €	
Ticket for 10 trips (Metro/Bus)	12,20 €	
Monthly ticket (In the Madrid central area, valid for Metro/Bus/Train)		54,60 €
Monthly Ticket (Madrid metropolitan area and Metro/Bus/Train)		63,70 €
Monthly Ticket (Madrid metropolitan area and Metro/Bus/Train (up to 26)		20,00 €

**THE SHOPPING LIST** (Approximate prices)

1 liter of milk	1,30 €	1 kg. of boiled ham (York style)	9,00 €
1 pack of 4 yogurts	1,20 €	500 grs. of sliced bread	2,00 €
1 kg. of fish (hake, cod, sole)	1,20 €	"Baguette" style bread	0,85 €
1 kg. of Sugar	1,40 €	Cookies María Dorada	2,15 €
3 kgs. of potatoes	2,50 €	1 liter of Olive oil	3,00 €
1 kg. of chicken (whole)	3,00 €	1 liter of Juice	1,00 €
12 eggs	2,25 €	2 liters of Coca-Cola	1,40 €
Lettuce	1,00 €	12 rolls of toilet paper	2,15 €
500 grs. of spaghetti	1,45 €	1 pack of 12 sanitary napkins	2,45 €
1 kg. of bananas	1,85 €	750 ml of shampoo	2,30 €
1 kg. of oranges or apples	1,60 €	1 liter of Bath gel	2,20 €
1 kg. of veal steaks	12,00 €	600 ml. of dishwasher	2,20 €
1 kg. of chicken breasts	8,00 €	Tube of toothpaste	2,00 €
250 grs. of butter-margarine	1,60 €	Washing powder (500 grs.)	11,00 €
1 kg. of rice	1,75 €	Newspaper	1,50 €



Cantoblanco Campus