

ICADE

FACULTY OF LAW FACT SHEET FOR INTERNATIONAL EXCHANGE PARTNERS AND STUDENTS 2025/2026

CONTACT DETAILS

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(ICADE).
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Institutional Coordinator:
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cgonzalez@sri.comillas.edu

Faculty of Law: Website:
<https://www.comillas.edu/icade/facultad-de-derecho/incoming-derecho/>

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PROFILE

The *Universidad Pontificia Comillas*, also referred as Comillas, is a private Catholic higher education institution that combines a long history of experience in education, academic excellence and a humanistic tradition in teaching, with a commitment to continuous modernisation, stimulated by new social and cultural challenges. The university was originally founded in 1890 by Pope Leo XIII and is run by the Society of Jesus.

Located in the political, financial and cultural heart of Madrid, it offers students the opportunity to experience life in one of Europe's most cosmopolitan and vibrant cities and attend courses at one of the top universities in Spain that is internationally known for its robust student engagement on campus. Comillas is involved in a great number of academic exchange programmes, work practice schemes and international projects with over 200 institutions of higher education in Europe, Latin America, North America, Africa and Asia.

The Faculty of Law (ICADE) is one of Europe's most acclaimed business-oriented law schools, having played a pioneering role in the implementation of Double/Dual Degree Programs in Spain. For example, an [International Doble Degree: E-1 JGP + LL.M](#) and a [Double International Degree: E-1 Program In French \(Université Paris X Nanterre\)](#). Our main goal is to educate and train exceptional professionals, and even better people, orientated towards placing their professional skills at the service of society. Thus, exchange students will have the opportunity to choose from a wide array of courses in areas such as public international law, private law, information technology and communications law, and law and management and business administration. Students may choose to take all courses in English or to take a mix of English and Spanish-taught courses. They can also attend a tuition-free Spanish language course while enrolled in law classes.

STUDY LAW WITH US

[Quality Assurance](#)
[Welcome to ICADE Law School](#)
[\(video\)](#)
➤ [Virtual Tour](#)

#14



#4 ODS7



#5 ODS13



#1



2,000 LAW
STUDENTS

+ 200
INTERNATIONAL
LAW STUDENTS
PER YEAR



INTERNACIONAL.DER@COMILLAS.EDU



@ICADE_DERECHO



+ 34 91 542 28 00



FACULTAD DE DERECHO
(COMILLAS ICADE)

Academic Calendar	Student Exchange at Comillas – Admission
<u>Academic year 2025-26 (subject to changes):</u> First/Fall semester: • <u>Compulsory Orientation Sessions:</u> 28th and 29th August. • Specific Orientation Session for Law exchange students only: 28th August. Compulsory face-to-face meeting. • Classes: 1st September – 5th December. • Examination period: • 9th –22nd December (Fall semester students only) • 9th December – 9th January (Full year students) • Christmas break: 23rd December – 7th January Second/Spring semester 2025-26: • <u>Compulsory Orientation Sessions:</u> 8th and 9th January. • Classes: 12th January – 24th April. • Easter Week: 30th March – 6th April. • Examination period: 27th April – 20th May. • Resit exam period: 8th June – 26th June. Examination timetables are made available around week 8 of the semester. Do not plan your travel back before your last exam, no exception will be made.	<u>STEP 1. Nomination from Partners:</u> The partner University must nominate their students via the following online nomination form. If you have any questions, please contact us at internacional.der@comillas.edu as well as our colleague Carmen González Cupeiro (cgonzalez@comillas.edu) Deadlines: Fall semester or full academic year: • 1st May (non-EU students) • 1st June (EU students) Spring semester: • 1st October (non-EU students) • 1st November (EU students) <u>STEP 2. Online Application:</u> Nominated students will receive an email with instructions on how to apply, as well as their username and password. Phase I - Admission: Fill out the online application and upload a passport-size photo and a copy of your valid passport or ID. Deadlines for Phase I: First/Fall semester: 30th June. Second/Spring semester: 15th November. <u>STEP 3. Acceptance:</u> Once Phase I has been completed Comillas University will confirm the admission to the student by e-mail and will send additional information about Orientation Days, Spanish courses, etc. Non-EU students will receive an acceptance letter to apply for the student visa. They must apply for it personally at the Spanish Consulate or Embassy in their home country.
Language of Instruction and Requirements	Course Catalogue for Exchange Students
• Spanish level B1 (B2 recommended) for courses taught in Spanish. • English level B1 (B2 recommended) for courses taught in English. We do not need to see the test results but ask all our partners to make sure their students have this level before nominating them. Academic Workload Max. 36 credits (ECTS) per semester. 1 ECTS credit is equivalent to 25 working hours. Exchange students usually take 20-25 ECTS per semester. Attendance Attendance to at least 80 % of classes is mandatory. Schedule overlap is not allowed due to absence policy.	The Faculty of Law offers UG courses within the fields of Law, Business and International Relations. Link to our Course Catalogue Exchange students can also apply for our Diploma in Legal Studies in Spain Students are not allowed to mix courses from other Faculties. The final acceptance for a particular course is subject to availability. Postgraduate courses are restricted to partners with specific agreements. Important: While every effort is made to enrol exchange students on their preferred courses, it cannot be guaranteed. Exchange students are urged to be flexible. English courses may fill up quickly.
Courses Pre-Registration and Official Enrollment	
<u>Phase II – Pre-registration Courses (before the mobility):</u> The student will receive an e-mail in July (for the fall semester) and December (for the spring semester) with the dates to pre-register for their courses. <u>Phase III – Official Courses Enrolment (upon arrival):</u> Proof of health insurance must be uploaded to the online application and the data must be completed before submitting the registration. Please bear in mind that no student will be allowed to complete his/her enrolment without showing proof of health insurance. Application deadlines for Phases II and III: • First/Fall semester: 12th September. • Second/Spring semester: 23rd January.	

Spanish Language Course (free)		Transcript of Records	
<i>Español Lengua Extranjera</i> (Spanish for exchange students), 6 ECTS distributed throughout the term. This course is free and optional. Levels: A1, A2, B1, B2 and C1. <u>Level test</u>: students must take a level test. They will receive an email in July or December with instructions on how to take the test online. Those that do not take the test on time are not guaranteed a place. If a student needs credits for this course, he/she must include it in the enrolment sheet.		Transcripts shall be sent directly to the coordinator of the home University by email at the end of February for Fall semester students and at the end of July for annual and Spring semester students. The documents that are electronically signed by the General Registry of the <i>Universidad Pontificia Comillas</i> include a secure verification code (CSV as per the Spanish) that allows them to be downloaded online. Further information Students can also check their grades on their intranet.	
Spanish Grading System		Comillas E-mail Address	
Each subject is graded on a scale of 0 to 10 points. Fail: 0-4.9; Pass-good: 5-6.9; Very good: 7-8.9; Outstanding: 9-10; Dean's list: Recognition of academic excellence. To pass a subject it is necessary to achieve at least 5.0 points.		Students are given a Comillas e-mail address. All messages and communications will be sent to that email address (xxxx@alu.comillas.edu). Please check your Comillas e-mail regularly.	
Accommodation		Healthcare and Insurance	
The <i>Universidad Pontificia Comillas</i> does not offer on-campus or off-campus accommodation, but the following links provide useful information: Aluni.Net MadridEasy (discount code COMILLAS50) Lodgering (code _UPCOMILLAS_) Erasmus Play We also collaborate with Citylife (Tips on housing, health insurance, visa, etc.)		Exchange students must have comprehensive health and liability insurance before their arrival at Comillas and valid for the entire period of their stay in Spain. The student must provide proof of the insurance to the exchange coordinator upon arrival. 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.	
Student Support Services (Disabilities and Special Needs)			
Prospective exchange students coming to Comillas who have a disability, health condition or specific learning difference are invited to discuss their details with the international team. Contact: internacional.der@comillas.edu			
24 Hour Emergency Telephone			
The University has a 24-hour Emergency Telephone that provides personalized attention to international students in case of emergency. This number will be distributed at the Orientation on the first day.			
Student Services and other Useful Information			
Student Services	Student Services / Video about student life on campus Pastoral Services - Cultural Activities - Solidarity and Development Cooperation – Sports - Psychological Attention Service - Social Work Unit (Special Needs) - Office for Internships and Employment - Institute of Modern Languages – Laboratories - Cafeterias and Dining Rooms - Bookshops, Printing and Photocopying Facilities.		
Approx. Cost of Living	Accommodation: 700 - 900€ / month (studio/room in shared apartment) Food: 300 - 500€ / month Student Fees: No mandatory fees to be paid Books & Class Reading Materials: Variable Local Transportation: Monthly pass 54,60€ (20€ if you are under 26 years)		
Transportation Network in Madrid	The “Metro” is the quickest way to reach any part of the city (Metro Madrid), although Madrid has also a wide network of buses (EMT Bus Madrid).		



International Exchange Fact Sheet/ Academic Year 2025/2026



International Relations Service

Mailing address: Universidad Pontificia Comillas International Relations Service C/ Alberto Aguilera 32 28015, Madrid, España Tel. +34 91 542 2800	Contacts: - 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: rroncero@comillas.edu - Aránzazu Castellanos Herraiz, Global Initiatives: acastellanos@comillas.edu - Xinyi Ying, Summer courses and Global Courses: yxinyi@comillas.edu	Website https://www.comillas.edu/en/international-relations-service Erasmus Code: E MADRID02 OID: E10209186
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Important Information 2025/2026

<u>Exchange Nomination Deadline</u> Fall Semester: May 1st, 2025 (non-European Union students) June 1st, 2025 (Erasmus students) Spring Semester: October 1st, 2025 (non-European Union students) November 1st, 2025 (Erasmus students) Nominations must be submitted filling in the “Nomination Form”.The form will be sent to the partners in February. 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.	<u>Visa</u> Students from non-European Union countries must be in possession of a visa before arriving in Spain. More information: https://www.exteriores.gob.es/en/ServiciosAlCiudadano/Paginas/Servicios-consulares.aspx
<u>Academic Semester Calendar</u> <u>Class periods:</u> Fall 1 Sept. to 9 December, 2025 Spring 12 Jan. to 25 April, 2026	<u>Exams:</u> 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.
<u>Welcome Days:</u> Fall: 28, 29 August, 2025 Spring: 8, 9 January, 2026 Further information regarding Welcome Week and Orientation Sessions in each Faculty or School will be sent to the students by e-mail.	<u>Level Test in Spanish</u> 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.

Student Services

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

▪ Lodgerin www.lodgerin.com E-mail: info@lodgerin.com	▪ Aluni.Net https://www.aluni.net/es/ E-mail: instituciones@aluni.net	▪ MadridEasy www.madrideasy.com E-mail: info@madrideasy.com	▪ Erasmusplay https://erasmusplay.com/es/ E-mail: comunicacion@erasmus.play.com
▪ Innfamily.com www.innfamily.com E-mail: info@innfamily.com	▪ MICAMPUS Living https://micampusresidencias.com E-mail: oa@micampusliving.com	▪ 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: <https://www.comillas.edu/en/jornada-de-orientacion/>

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-council.europa.eu/media/e300102/es/documents/13222/es13222.es.pdf))

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@nuevamutuasantaria.es; contratacion@nuevamutuasantaria.es; msanjuanbenito@nuevamutuasantaria.es
<https://www.nuevamutuasantaria.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 Sofia 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: internacional.chs@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 (Outgoing)

E-mail: azamatti@comillas.edu

Ms. Ela Daineanu (Incoming)

E-mail: eladaineanu@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. Beatriz Moreno

E-mail: bmvecino@cesag.comillas.edu

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

España

Tel. (+34) 971 792 81

INEA

www.inea.org

Valladolid Campus

Ms. Isabel Mateos Moreno

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