### FACULTY OF LAW
**Law, Business, International Relations, Political Science**  
**Fact Sheet**  
**Academic Year 2015-2016**

| Full name of institution and address | Universidad Pontificia Comillas (ICADE – ICAI)  
C/ Alberto Aguilera, 23  
28015 – Madrid  
Spain |
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<tr>
<td>Institution Code</td>
<td>E MADRID 02</td>
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<tr>
<td>Website</td>
<td><a href="http://www.upcomillas.es">www.upcomillas.es</a></td>
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| International Relations Service at the University | Ms. Carmen González Cupeiro  
Tel: + 34 91 542 28 00  
E-mail: cgonzalez@sri.upcomillas.es |
| Vice Dean of International Relations | Faculty of Law (Law / Business Administration / International Relations / Politics  
Prof. Dr. Javier Alonso Madrigal  
Tel: +34 91 542 28 00  
E-mail: fjalonso@der.upcomillas.es |
| International Relations Coordinator | Contact person for Incoming and Outgoing students (Faculty of Law; Law & Business):  
Ms. Mónica González Rodríguez  
Tel: 00 34 91542 28 00 Ext. 2220  
Fax: 00 34 91 541 48 36  
E-mail: mgorodriguez@der.upcomillas.es; internacional.der@upcomillas.es |
| International Relations – Administrative staff | Ms. M. Carmen Isidro  
Tel: +34 91 542 28 00 Ext. 2138  
Fax:+34 91 541 48 36  
E-mail: mcisidro@der.upcomillas.es; internacional.der@upcomillas.es |
| Nomination procedure | The nomination must be by email to the International Relations Service of the University, to the attention of Mrs. Carmen González Cupeiro  
([cgonzalez@sri.upcomillas.es](mailto:cgonzalez@sri.upcomillas.es)) with copy to Mrs. M. Carmen Isidro Martínez  
([internacional.der@upcomillas.es](mailto:internacional.der@upcomillas.es)).  
The home University must provide the following information about the student(s):  
- Name  
- Email  
- **Identity card/Passport number** (COMPULSORY)  
- Studies: Law / Political Science / Business Administration |
### Nomination deadline

<table>
<thead>
<tr>
<th>Fall semester or entire academic year:</th>
<th>Spring semester:</th>
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<td>1st of May (non EU students)</td>
<td>1st of October (non EU students)</td>
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<td>1st of June (EU students)</td>
<td>1st of November (EU students)</td>
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### Application procedure

1. Go to: [http://www.upcomillas.es/intercambio/entrante/crearsolicitud/valida_propuesta_alumno.aspx](http://www.upcomillas.es/intercambio/entrante/crearsolicitud/valida_propuesta_alumno.aspx) and introduce the username and password given.

2. Fill in the application and upload the supporting documents: passport-size photo, passport identity page. Health Insurance card or letter can be uploaded later on, but always before the enrolment. The student will not allowed enrolling without showing proof of Health Insurance.

   You will not be able to select the courses at this moment. The courses for 2014-2015 will be updated in the system at the end of July. The student will receive an email when the academic offer and the schedules for 2014-2015 are available (end of July for 1st semester, Dec for 2nd semester).

3. Once you have filled in the application (without the courses), and upload the supporting documents, submit the application dully signed by mail to

   Universidad Pontificia Comillas
   Decanato de la Facultad de Derecho
   Mrs. María del Carmen Isidro Martinez
   C/ Alberto Aguilera, 23
   28015 Madrid (ESPAÑA)

   Or by email to: mcisidro@der.upcomillas.es
We do not accept incomplete applications. However, Health insurance can be submitted later on, always before enrolling.

After receiving the complete application form by post or email, we will confirm the admission to the student by e-mail and provide him/her information about orientation day, Spanish courses, etc. Once the academic offer and the timetables are available, the student will receive an email to register in the courses (July for Fall sem., December for Spring sem.)

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<th>Application deadline for exchange students</th>
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<td>First/Fall semester: 30 June</td>
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<td>Second/Spring semester: 10 December</td>
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**ORIENTATION (COMPULSORY)**

First/Fall semester:
- Wednesday, 26 August 2015, 10:00 h.: Orientation with the Central Office.
- Thursday, 27 August 2015, 10:00 h.: specific orientation with the Faculty of Law and University tour.
- Friday: Madrid tour (details will be sent by email)

Second/Spring semester:
- Thursday, 7 January, 10:00 h.: Orientation with the Central Office.
- Thursday, 7 January, 16:00 h.: Madrid Tour (details will be sent by email).
- Friday, 8 January 2016, 10:00 h.: specific orientation with Faculty of Law and University tour.

**ACADEMIC CALENDAR**

First/Fall semester: 2 September 2015 - 12 January 2016 (exams period included). First semester students are allowed to take their exams before 22 December.

Second/Spring semester: 13 January 2016 - 20 May 2016 (exams period included).

Re-sit exams: 13-24 June 2016 (NOT COMPULSARY). All the students are allowed to re-sit the exams, provided they are still in U. P. Comillas in June, and they have requested to be included in the list, sending an email.
to the Coordinator before 8 June 2016. Should any University wishes to prevent its students from taking the exams in the second call, this must be communicated specifically.

Your exam schedule will be available approximately one month before exams, so please don’t take any risks by booking your flight before the semester’s end (22 December/20 May). NO SPECIAL ARRANGEMENTS WILL BE MADE IF YOU DECIDE TO LEAVE COMILLAS BEFORE YOUR LAST EXAM AND YOU MISS YOUR EXAMS.

| Language of tuition | Spanish.  
Level required: B2  
Proof of Spanish level: DELE certificate of letter from the sending University of Spanish Language professor required.  
Students coming from English speaking countries and students from Universities with specific agreement will be able to join courses taught in English. In this case, proof of Spanish is no needed. Courses in English are highly demanded and may get full easily. |
|-------------------|--------------------------------------------------|
| Spanish language course (free) | To help our incoming students improve their knowledge of the Spanish language, during the semester, the Modern Languages Institute at our University offers the course “Spanish for exchange students”, worth 4.5 ECTS (30 hours distributed throughout the term), free of charge.  
Levels: A1, A2, B1, B2 and C1. The courses “Lengua Española a través de la Historia y el Arte (C1)” is offered only in the second semester.  
To be allowed to enrol in this course and be accommodated in the right level, the student must take a test. Students will receive an email with instruction on how to take the online test. Those who do not take the test on time will not have guaranteed place. |
| Course catalogue | The Faculty of Law provides courses in Law, Business, Political Science, and International Relations. Students will not be able to select courses in other Faculty. Business students have priority to choose Business courses. The acceptance in courses is subject to availability.  
Postgraduate courses are restricted to partners with specific agreements.  
List of courses:  
http://www.icade.upcomillas.es/es/prospetive-exchange-students  
List of courses for 2015-2016 will be published by end of March. |
| Courses Syllabus | • **Degree in Law and Diploma in Business Law (E-1)** – available 1st year and 2nd year |
• Double Degree in Law and Business Administration and Management (E-3)
• Double Degree in Law and International Relations (E-5) – available 1st year and 2nd year
• Degree in Law and Diploma in International Legal Studies (E-1 Internacional) – To be extinguished. Only available from 3rd to 4th year
• Degree in Law and Business Studies (E1 Negocios) – To be extinguished. Only available from 3rd to 4th year
• Double Degree in Law and Political Science (E-5) – To be extinguished. Only available from 3rd to 5th year

Click on the name of the program, then go to “Plan de estudios” (bottom left hand side). Click on the name of the program to see the syllabus.

Transcript of grades

Transcript of grades will be sent directly to the University in February for first semester students, and in mid-June for annual or second semester students. Those students who re-sit exams in June will receive their transcripts at the end of July.

The students will be able to consult their grades on their intranet as soon as they are submitted to the Registrar (Secretaría General) by the Professors. Deadline for Professor submitting the grades: 29 January for the first semester; 3 June for second semester; 4 July for re-sit exams.

Housing information

http://www.upcomillas.es/servicios/serv_oiac.aspx

http://sp.upcomillas.es/centros/facultades/derecho/documentosderecho/relaciones%20internacionales/incoming%20students/estimate%20of%20expenses%20for%20a%20student%20in%20madrid%202015.pdf

Other deadlines

Deadline for arriving to the Faculty of Law and enrolment: 16 September 2015 for Fall semester, 27 January 2016 for Spring semester.

Students must arrive for the Orientation and attend to classes from the beginning.

Attendance is compulsory. Continuous assessment.