



**ESCUELA  
DE ENFERMERÍA  
Y FISIOTERAPIA**



**SAN JUAN DE DIOS**

*EXCHANGE STUDENT*

*GUIDE (STUDIES)*

*2019-2020*

*San Juan de Dios School of Nursing and  
Physiotherapy*



**ESCUELA  
DE ENFERMERÍA  
Y FISIOTERAPIA**





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**SAN JUAN DE DIOS**

## GENERAL INFORMATION

The “San Juan de Dios” School of Nursing and Physiotherapy is committed to the international exchanges for studies and traineeships, which provide the students a very enriching experience, both professionally and personally. Our School offers the students the chance of carrying out an international exchange in several moments during their studies. Besides, international students come for their exchanges and take part in various programs at the School, fostering internationalization and cultural exchange with our students.

Comillas Pontifical University has 3 main campuses:

- **Main Campus Alberto Aguilera 23** (Alberto Aguilera, 23  
28015 Madrid. Tel.: +34 91 542 28 00)
- **Comillas Cantoblanco Campus** (Universidad Comillas, 3-5  
28049. Madrid. Tel.: +34 91 734 39 50)
- **“San Juan de Dios” School of Nursing and Physiotherapy**

## LOCATION

The “San Juan de Dios” School of Nursing and Physiotherapy is located in Ciempozuelos.

San Juan de Dios Avenue, 1

28350 Ciempozuelos (Madrid)

See map [here](#).

**Transportation:** Ciempozuelos Station

Cercanías Train: line C3 towards Aranjuez, directly from the main stations in Madrid: Atocha, Sol, Nuevos Ministerios, Chamartín.

Buses: lines 410, 426

### **Contact and counselling**

**International Relations Coordinator:**

María Galán Lominchar  
[mgalan.rrii@comillas.edu](mailto:mgalan.rrii@comillas.edu)  
 +348933769  
 Office 2.2



## **THINGS YOU SHOULD KNOW WHEN YOU'RE IN THE CITY**

- Never carry with you your ID or Passport, a copy is enough.
- Take care of your purse or wallet when you are in the metro or when walking through crowded areas.
- Don't carry too much money with you, just what you need for the day.
- If your ID or Passport are stolen, go to the nearest police station and report it. You'll need a copy of the incident report in order to go to the embassy of your country and apply again for the identity piece you've had stolen.
- If it's your credit card that was stolen, you should call your card company as soon as possible to cancel your cards.

## **TRANSPORTATION IN MADRID**

The best way to move around Madrid is public transport (metro, bus or suburban train). In the following website, you can find useful information about it: <http://www.emtmadrid.es/>.

To access the Ciempozuelos campus (ZONE B3), which is where the classes take place, the best thing you can do is take the suburban train. In Madrid, there are monthly tickets that are very well priced, which are divided into zones.

| Zona/<br>Abono | A      | B1     | B2     | B3     | C1     | C2     | E1      | E2      |
|----------------|--------|--------|--------|--------|--------|--------|---------|---------|
| Normal         | 54,60€ | 63,70€ | 72,00€ | 82,00€ | 89,50€ | 99,30€ | 110,60€ | 131,80€ |
| Joven          | 20,00€ |        |        |        |        |        |         |         |

If you are younger than 26, you can buy the Abono Joven (<http://www.ventex20.com/>)

You can request your Public Transport Card [online](#) (you will receive it at home in 7 - 15 business days), in the [estancos](#) -tobacco shops- (you will receive it at home in 20 business days) or in the [Oficinas de Gestión de la Tarjeta Transporte Público](#) (it will be issued immediately, but you must make an appointment previously calling the 012 or in [www.tarjetatransportepublico.es](http://www.tarjetatransportepublico.es)). The issue cost is 4 €.

- Please, note that if you don't have a Public Transport Card, you will have to buy different tickets for Metro, city buses and suburban trains.

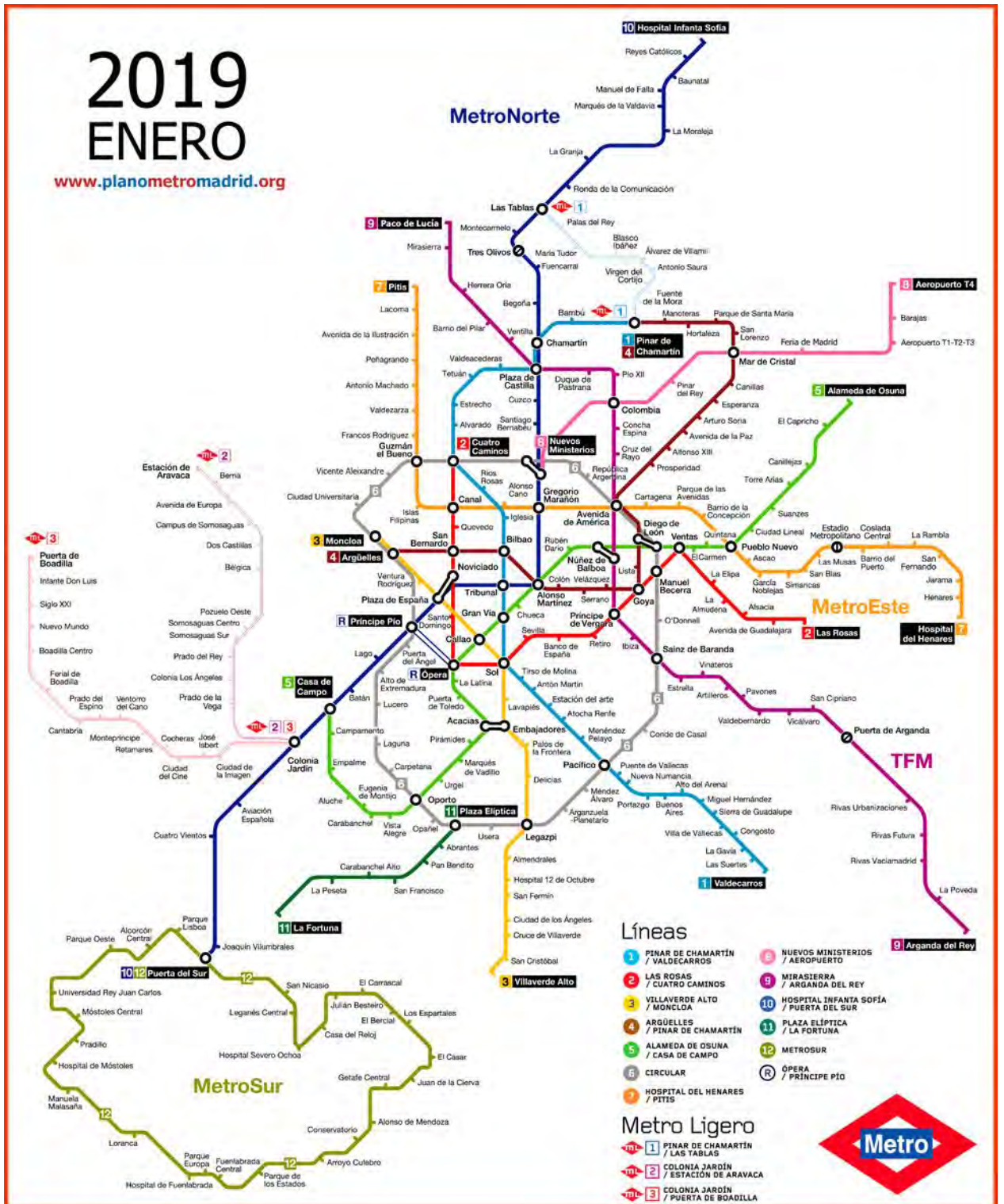
Suburban train map: <http://www.renfe.com/viajeros/cercanias/planos/madrid.html>





Metro map:

[https://www.metromadrid.es/es/viaja\\_en\\_metro/red\\_de\\_metro/planos/index.html](https://www.metromadrid.es/es/viaja_en_metro/red_de_metro/planos/index.html)



## ACADEMIC CALENDAR

### Academic Year 2019/2020

| August 2019 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| 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 2019 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| 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 2019 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 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 2019 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| 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 2019 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| 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 2020 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| 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 2020 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| 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 |    |

| March 2020 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| 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 2020 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| 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 2020 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| 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 2020 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| 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 |    |    |    |    |

#### 2019

|        |   |
|--------|---|
| 28 Aug | Orientation Day   |
| 29 Aug | Orientation Day   |
| 30 Aug | Guided Tour of Madrid   |
| 02 Sep | Classes begin. Semester-long Spanish Language Course begins                 |
| 12 Oct | National Holiday. Columbus Day  |
| 01 Nov | Holiday. All Saint's Day  |
| 09 Nov | Regional Holiday. "Nuestra Sra. de la Almudena"                             |
| 06 Dec | National Holiday. Spanish Constitution Day                                  |
| 09 Dec | Spanish Holiday   |
| 10 Dec | Exams for 1 <sup>st</sup> semester begin (until December 20 <sup>th</sup> ) |
| 21 Dec | Christmas Holidays begin  |

#### 2020

|        |  |
|--------|--|
| 08 Jan | Orientation Day  |
| 09 Jan | Orientation Day  |
| 10 Jan | Guided Tour of Madrid  |
| 13 Jan | 2 <sup>nd</sup> semester classes begin                                 |
| 06 Apr | Easter Holidays begin  |
| 14 Apr | Classes begin  |
| 01 May | Holiday. Labour Day  |
| 02 May | Regional Holiday. Community Day of the Madrid Autonomous Region        |
| 04 May | Exams for 2 <sup>nd</sup> semester begin (until May 22 <sup>nd</sup> ) |
| 15 May | Regional Holiday. "San Isidro", Patron of Madrid                       |
| 15 Jun | Extra exam session begins (until June 30 <sup>th</sup> )               |

**AUTUMN SEMESTER: from September to December      SPRING SEMESTER: from January to June**

## ORIENTATION DAYS

Every academic course, the International Relations Office organizes two orientation days: one for students coming for the 1<sup>st</sup> semester (in August-September) and another one for students coming in the 2<sup>nd</sup> semester (in January). In these orientation days, general information about the University and the different services that it offers is given.

If you cannot attend, you must contact María Galán to make an appointment with her the first day of your exchange.





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## ORIENTATION DAYS AND WELCOME SESSIONS FOR EXCHANGE STUDENTS – AUTUMN SEMESTER

### Alberto Aguilera Campus

#### Wednesday, 28 August 2019

Time: 10:00 a.m.

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

- 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
- 11:00 Brief presentation on standard safety measures for the stay in Madrid
- 11:20 **Presentation of the Exchange Student Association "Unity"**

#### Friday, 30 August 2019

Guided Tour of Madrid at 10:00 a.m. (an e-mail will be sent to sign up previously for the tour)

NOTE: One week-end excursion and another one-day excursion will be organized during the semester. Further information will be provided by e-mail later.

## ORIENTATION DAYS AND WELCOME SESSIONS FOR EXCHANGE STUDENTS – SPRING SEMESTER

### Alberto Aguilera Campus

#### Wednesday, 8 January 2020

Time: 10:00 a.m.

Place: **Main Auditorium "Aula Magna", Alberto Aguilera, 23**

- 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



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- 11:00 Brief presentation on standard safety measures for the stay in Madrid  
11:20 Presentation of the Exchange Student Association "Unity"

*Friday, 10 January 2020*

Guided Tour of Madrid at 10:00 a.m. (an e-mail will be sent to sign up previously for the tour)

NOTE: One week-end excursion and another one-day excursion will be organized during the semester. Further information will be provided by e-mail later.

## UNIVERSITY SERVICES

- **Office of Information and Reception**

Alberto Aguilera, 23 – Email : [ويا@comillas.edu](mailto:ويا@comillas.edu)

[+34915406119](tel:+34915406119)

Opening hours:

- Mo-Fri : 9am – 1pm
- Mo-Thu: 3.30pm – 7pm
- 

- **Accommodation**

**People Global Relocation (PGR)** provides information and accommodation proposals for exchange students at Comillas Pontifical University.

- **Library**– We have libraries in all our buildings – Ask at the building Information Point to find where they are located.

- **International Relations**– The central office of International Relations is located in Alberto Aguilera 23.

- **Sports**

**Campus Alberto Aguilera** (next to the Gym)

Mo and Wed: 9am-2pm and 3pm- 5.30pm

Tue and Thu: 9am-2pm and 3pm- 5.15pm

Fri: 9am-2pm

+34 91 542 28 00 Ext: 2133

- **Cultural activities**

**Campus Alberto Aguilera, 23**

Offices OD-417, OD-418, OD-419 y OD-420  
 Email: [cultura@rec.upcomillas.es](mailto:cultura@rec.upcomillas.es)  
 Telf.: +34 91 542 28 00 Ext.: 2459. 2460 y. 2910  
 Mo-Thu: 9am-1.30pm and 4pm-6pm.  
 Fri: 9am-2pm

- **Pastoral**

|   |  |
|---|--|
| <p><b>Campus Ciempozuelos</b><br/> <b>Elena Iglesias</b><br/>         Office 1.6<br/>         Email: <a href="mailto:elena.iglesias@sjd.es">elena.iglesias@sjd.es</a></p> | <p><b>Campus Alberto Aguilera, 25.</b><br/>         Office 115<br/>         Tel.: +34 91 542 28 00. Ext: 2389.<br/>         Mo: 4.30pm – 6.30pm<br/>         Wed: 8am-10am</p> |
|---|--|

- **WIFI**

The University of Comillas has its own WIFI in all buildings. In order to install and set it up you can find more information on the following link:

<http://www.stic.upcomillas.es/es/guias-y-manuales>

If you need further assistance with the wireless you may go to the IT department of each faculty.

## SPANISH COURSES

Comillas Pontifical University offers the course “Spanish for exchange students” (4.5 ECTS). It is essential to do a level test in order to take the classes. All the students will receive an email with information regarding how to take the Spanish online test before they arrive in Spain. Note that you can only join this course if you are staying the whole semester.

## ACCOMODATION

The Universidad Pontificia Comillas does not have its own on-campus or off-campus accommodations.

- You can [access](#) Information regarding “Colegios Mayores” (Traditional Student Residences often located near specific Universities, sometimes with meal plans) and Privately-owned University Residences in Madrid by clicking on the appropriate place on this page.

The following companies offer information available on specific sites concerning the search for Accommodations in Madrid and a complete package of services to aid in the search and selection of an apartment for rent, rooms in shared apartments, “home-stays” with families...and other



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solutions for accommodations through the fee-paying services that they offer. (for students who would like to have this accommodations service arrange lodging previously for them through a fee-paying service):

- **Students Global Relocation (SGR)**

<https://www.studentsglobalrelocation.com/>

E-mail: [info@studentsglobalrelocation.com](mailto:info@studentsglobalrelocation.com)

Telephone: (+34) 910 243 495

Postal address: calle Mazarredo nº 4

Students at the Universidad Pontificia Comillas will receive a 50% discount on the service requested using the UPCOMILLAS code.

- **Aluni.Net**

<https://www.aluni.net/es/>

E-mail: [info@aluni.net](mailto:info@aluni.net)

Telephone number: (+34) 619714968

Postal address: calle Hilarión Eslava nº 12

For Comillas students will be given a discount,

on the service requested, using the code provided by the company.

- **MadridEasy**

<https://www.madridenteasy.com>

E-mail: [info@madridenteasy.com](mailto:info@madridenteasy.com)

Telephone: (+34) 609448304

Postal address: Cuesta de Santo Domingo, 4 - Local derecho

Students at the Universidad Pontificia Comillas will receive a 50% discount on the service requested, using the code COMILLAS50.



## **MEDICAL INFORMATION AND INSURANCE**

### Students from the European Union

Students from member countries of the European Union, the European Economic Space (Norway, Iceland and Liechtenstein) and Switzerland must bring their European Health Card with them (information on: [http://europa.eu.int/comm/employment\\_social/healthcard/index\\_en.htm](http://europa.eu.int/comm/employment_social/healthcard/index_en.htm)).

This document was approved beginning June 1, 2004 and it is not necessary to exchange it for any other document. You can visit the Health Center nearest to your place of residence with this card in order to obtain medical attention. You will find the nearest medical center to your home on: <http://centrossanitarios.sanidadmadrid.org>

### Students from Countries outside the European Union

It is **absolutely essential** for students from countries which do not belong to the European Union, the European Economic Space or Switzerland to bring an insurance policy with them from their respective countries which covers sickness, hospitalization and accidents for the entire period of stay at the Universidad Pontificia Comillas.

**STUDENTS WHO DO NOT POSSESS AN APPROPRIATE INSURANCE POLICY WILL NOT BE ALLOWED TO ENROLL IN CLASSES AT THE UNIVERSITY.**

The group “Hospitales de Madrid”, offers preferential assistance to foreign students. Students who go to one of the hospitals in the group will be assisted by a translator, who will accompany them while there, and who will help to fill out administrative paperwork and forms needed by the insurance company. For more details and information, please see: <http://www.hmhospitales.com/>

The “Hospital Universitario Fundación Jiménez Díaz” provides assistance for English speakers and accepts the European Healthcare Card: <https://www.fjd.es/>

### **Pharmacies**

Please, see [here](#) the closes pharmacy and the emergency pharmacies in Madrid Public hospitals

### **Public Hospitals**

*Hospital 12 de Octubre* Avda de Córdoba s/n Madrid 28041 Metro station – Line 3 Doce de Octubre

*Hospital Universitario La Paz* - Pº de la Castellana, 261 -28046 Madrid La Paz Metro:Station: Begoña; Line 10 (Hospital del Norte-Puerta del Sur)



*Hospital Clínico San Carlos* Profesor Martín Lagos, S/N Madrid E – 28040 Metro Station.- Moncloa- Line 3 (yellow) y 6 (circular-grey) Islas Filipinas. Line 7 (orange) Metropolitano: Line 6 (circular grey).

*Hospital General Universitario Gregorio Marañón C/ Doctor Esquerdo*, 46 28007 Madrid- Metro Station– O’Donnell o Sainz de Baranda Line 6

### **Emergency Phones**

Emergency services in Madrid: **112**

Information of Madrid City Hall: **010**

Information of the Community of Madrid: **012**

Pharmacies on duty: **098**

## **GRADING SYSTEM IN SPAIN**

The grading system in the Spanish Universities consists of a grade between 0 and 10, normally registered in six different classifications according to:

### **Matrícula de Honor**

The highest grade, it is only given to the exceptional students, it implies gratuity for a course for the next year.

### **Sobresaliente**

9. This grade is given to very good students, who have completely responded to the requirements of the course.

### **Notable**

7 to 8. This grade is given to good students who have responded with a good achievement to the course requirements.

### **Aprobado**

5 to 6. This grade shows that the student has responded with enough level to the course requirements.

### **Suspenso (Fail)**

0 to 4. This grade shows that the student hasn’t accomplished the course requirements and must re-take it.

### **N.P., no presentado (withdrawn)**

The student has not taken part in classes, has not done the exam or has not taken the evaluation test established by the professor; therefore, he has not passed the course and didn’t get the credits assigned.

**CLASS ASSISTANCE IS COMPULSORY, if you don’t go to class and don’t justify your absence, the professor can refuse to examine you or can classify your grade as NO PRESENTADO.**

## ONLINE APPLICATION

### User and password for the online application

The application for an exchange period in Comillas must be done online.

- a. Please remember that your university must nominate you through your coordinator. We need the following basic information to start the application process: Name and surname, passport number, email and period of stay.
- b. After receiving these details, we will send you a username and a password where you will be able to proceed with your application online in <http://www.upcomillas.es/intercambio/entrantes/>.

### PHASE I

**Step 1** – Go to the link <http://www.upcomillas.es/intercambio/entrantes> and fill in username and password

Step 2. Fill in with your personal details.



**Estado de mi solicitud**

Esta pantalla le informará del estado en el que se encuentra su solicitud de intercambio con la universidad. También le informa de los pasos que debe realizar para que su solicitud pueda tramitarse por la universidad.

**Fase I: datos personales y de contacto en su país**

- ✎ [Modificar datos de la Fase I](#)
- ✎ Imprimir documento de la Fase I

**Fase II: selección de asignaturas**


- ✎ Imprimir documento de la Fase II

**Fase III: datos de contacto en España y datos del Seguro Médico**

- ✎ [Modificar datos de la Fase III](#)
- ✎ Imprimir documento de Consentimiento

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C/ Alberto Aguilera 23 - 28015 Madrid - Tlf. (34) 91 542 28 00

**SOLICITUD DE ADMISIÓN: Alumnos Extranjeros en Intercambio (Curso 2015 - 2016)**



Con esta página dará de alta sus datos personales, con los que le identificaremos, y con los que podremos ponernos en contacto con usted.

**Institución de Origen:**

|                           |                                     |       |          |
|---------------------------|-------------------------------------|-------|----------|
| Nombre de la Institución: | Alice-Salomon-Fachhochschule Berlin |       |          |
| Dirección:                | Alice-Salomon-Platz 5               |       |          |
| Ciudad:                   | Berlin                              | País: | Alemania |
| Código Postal:            | 12627                               |       |          |

**Datos Personales del Alumno:**

|           |                                   |                                   |
|-----------|-----------------------------------|-----------------------------------|
| Nombre:   | Primer apellido:                  | Segundo apellido:                 |
| Fulanito  | Menganito                         | Pierre Paul Jacques               |
| Tipo:     | Número de documento de identidad: | Nacionalidad:                     |
| Pasaporte |                                   |                                   |
| Sexo:     | Lugar de Nacimiento:              | Fecha de Nacimiento (dd-mm-aaaa): |
|           |                                   |                                   |

Step 3. The documentation that has to be uploaded to the web:

- A recent passport size photograph\*
- Copy of the passport (sheet with personal details) \*
- Copy of health insurance (this document can be added later)

Please note: The documents with \* are essential

Datos Personales del Alumno:

|           |                                   |                                   |
|-----------|-----------------------------------|-----------------------------------|
| Nombre:   | Primer apellido:                  | Segundo apellido:                 |
| Fulanito  | Menganito                         | Pierre Paul Jacques               |
| Tipo:     | Número de documento de identidad: | Nacionalidad:                     |
| Pasaporte | FS20022009                        | España                            |
| Sexo:     | Lugar de Nacimiento:              | Fecha de Nacimiento (dd-mm-aaaa): |
| Hombre    |                                   | 01-01-1900                        |

Documentos:

|                          |   |                             |
|--------------------------|---|-----------------------------|
| Fotografía del alumno:   | Seleccione el fichero:<br>C:\Users\Public\Pictures\Sample Pictures\ Examinar... | Subir fotografía del alumno |
| Fotocopia del pasaporte: | Seleccione el fichero:<br>Examinar...   | Fotocopia del pasaporte     |

Continuar

Datos Personales del Alumno:

|           |                                   |                                   |
|-----------|-----------------------------------|-----------------------------------|
| Nombre:   | Primer apellido:                  | Segundo apellido:                 |
| Fulanito  | Menganito                         | Pierre Paul Jacques               |
| Tipo:     | Número de documento de identidad: | Nacionalidad:                     |
| Pasaporte | FS20022009                        | España                            |
| Sexo:     | Lugar de Nacimiento:              | Fecha de Nacimiento (dd-mm-aaaa): |
| Hombre    | Madrid                            | 01-01-1900                        |

Documentos:

|                            |                                       |                             |
|----------------------------|---------------------------------------|-----------------------------|
| Fotografía del alumno: Ver | Seleccione el fichero:<br>Examinar... | Subir fotografía del alumno |
| Fotocopia del pasaporte:   | Seleccione el fichero:<br>Examinar... | Fotocopia del pasaporte     |

Falta la  
fotocopia del  
pasaporte del  
alumno

Continuar

The application will only be accepted once we have received all the essential documents in the internet – the deadline is the 15 of June for the students coming in the first semester and annual students and the 15 of November for the students coming on the second semester.

## CLASS SCHEDULES

**ATTENDANCE in class is compulsory. If you do not attend classes and do not justify your absence the teacher may refuse to examine you, so it will appear in your transcript “not submitted”.**

## CHOOSING YOUR COURSES

- **FULL YEAR STUDENTS**– They may choose annual or semester courses. The annual courses are for the whole course year and the students cannot drop off before it’s over. For the 2<sup>nd</sup> semester courses, they will be able to change the first 2 weeks of classes of the 2<sup>nd</sup> semester.
- **SEMESTER STUDENTS** – If you’re only staying for a semester you may choose annual courses, the total credits for the course will be split in 2.
  - First semester courses start in September and finish in December and Second semester courses start in January and finishes in May

### HOW YOU MAKE THE SELECTION OF COURSES IN THE WEB

Contact your coordinator to select the courses.

## SCHEDULES AND EXAMS

- **You can find the schedules and the exams calendar [here](#).**
- Students who don’t take the final exams, even if they regularly go to class, will have a grade of “NO PRESENTADO”.
- Students will be able to check their grades in the Intranet approximately 15 days after the period of exams is finished (see “How to see my grades”). If a student fails a course, he/she can request to take the exam again in the special session (June). This must be requested to María Galán ([mgalan.rrii@comillas.edu](mailto:mgalan.rrii@comillas.edu)) before the beginning of June.

## FINAL MEETING

Before going back to your country, you must make an appointment with the Coordinator to fill in the documents needed for ending your exchange.