



**ESCUELA
DE ENFERMERÍA
Y FISIOTERAPIA**



SAN JUAN DE DIOS

*EXCHANGE STUDENT
GUIDE (TRAINEESHIPS)
2019-2020*

*San Juan de Dios School of Nursing and
Physiotherapy*



**ESCUELA
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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

+348933769

Office 2.2



CLINICAL INTERNSHIPS

The “San Juan de Dios” School of Nursing and Physiotherapy collaborates with a wide range of clinical settings where International students can carry out clinical internships, both in Nursing and Physiotherapy.

Once you have been nominated by your Coordinator, we will contact you to ask about your needs and preferences. We always try to accommodate them as much as possible, but the allocation of center and service depends on:

- Availability
- Level of Spanish/English

As soon as your traineeship has been organized, we will send you a Guide of Clinical Internships with information about the center, the service, your Academic Mentor and how to get there.

Mentorship

International students, as well as Comillas students, work along with an Associate Mentor who supervises day-to-day activities. The student will be assigned an English-speaking mentor if necessary. Besides, an Academic Mentor determines the activities that the student must do during the traineeship (internships report), guides the student to achieve an optimal academic progress and assess the student’s performance.

Schedule

Shifts may vary. In general, International students attend clinical internships from Monday to Friday in morning or afternoon-evening shift:

- Nursing: 7 hours a day (8am-3pm or 3pm-10pm)
- Physiotherapy: 4 or 5 hours a day (morning or afternoon-evening shift)

It can happen that the student must work in shifts (some days in morning shift and some days in afternoon-evening shift).



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- **PLEASE, NOTE** that if you need an English-speaking mentor, you may adapt to their schedule. This means that you may have to work some weekends.

Assessment

International students will be assessed with the same evaluation system as Comillas students. The Coordinator will explain you how it works in your first meeting.

If you also need to be evaluated with the evaluation form from your University, please let us know in your first meeting.

Attendance

Attendance is compulsory. If you can't work due to a good cause, you must present a medical report and catch up on weekends or holidays. Furthermore, you must inform your Academic Mentor and the responsible person of the service as soon as possible.

Attendance is supervised through a daily attendance book.

Uniform

International students must bring their own uniform and working shoes. A passport picture is also needed for the ID card of the clinical setting.

Criminal record certificate

Every student working with children must be in possession of a **criminal record certificate**. Make sure you bring it with you or you may be expelled from the traineeship.

Online application

Even if you only attend clinical internships (and not theoretical courses), you must apply online through our application system (see "Online Application"). You will be considered a "Comillas student" during your stay and you will be able to use all the services of the University.

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/ 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). The issue cost is 4 €.

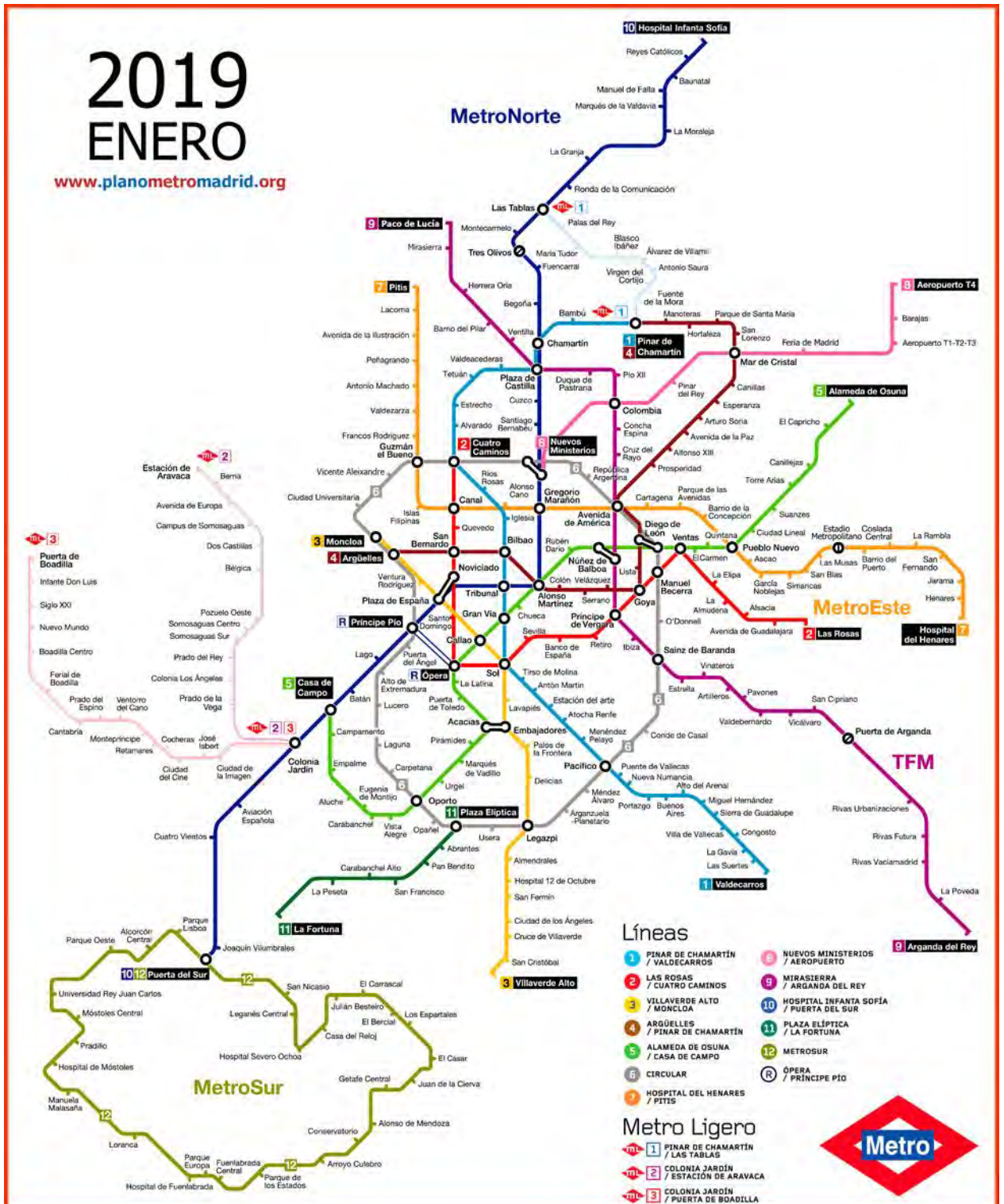
- Please, note that if you don't have a Public Transport Card, you will have to buy different tickets for Metro, city buses and suburban trains.

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



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 st semester begin (until December 20 th)
21 Dec	Christmas Holidays begin

2020	
08 Jan	Orientation Day
09 Jan	Orientation Day
10 Jan	Guided Tour of Madrid
13 Jan	2 nd 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 nd semester begin (until May 22 nd)
15 May	Regional Holiday. "San Isidro", Patron of Madrid
15 Jun	Extra exam session begins (until June 30 th)

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 1st semester (in August-September) and another one for students coming in the 2nd 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**



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- 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, 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

[+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

Tel.: +34 91 542 28 00 Ext.: 2459. 2460 y. 2910

Mo-Thu: 9am-1.30pm and 4pm-6pm.

Fri: 9am-2pm

- **Pastoral**

Campus Ciempozuelos

Elena Iglesias

Office 1.6

Email: elena.iglesias@sjd.es

Campus Alberto Aguilera, 25.

Office 115

Tel.: +34 91 542 28 00. Ext: 2389.

Mo: 4.30pm – 6.30pm

Wed: 8am-10am

- **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 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

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

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.madrideasy.com>

E-mail: info@madrideasy.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).

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



The screenshot shows the login page for the online application. At the top left is the Comillas University logo. The main heading is "COMILLAS MADRID". Below this, there is a warning message: "No se pudo hacer sesión en Frontend TMS. Asegúrese de que el nombre de dominio, el nombre de usuario y la contraseña son correctos. Luego, vuelva a intentarlo." Below the warning is a section titled "Seguridad (mostrar explicación)" with two radio button options: "Equipo público (Su sesión caducará en 15 minutos)" and "Equipo privado". A warning message follows: "Advertencia: Tenga presente que si utiliza esta opción aunque cierre el navegador la sesión quedará activa durante 15 horas salvo que reinicie el equipo." Below this are two input fields: "Usuario:" with the value "201504549" and "Contraseña:" with a masked password "*****". A "Iniciar sesión" button is located to the right of the password field. At the bottom, there is an "AVISO:" section with the text: "Si no recuerda su usuario y/o contraseña: Si es usted Alumno o Antiguo Alumno: Pinche aquí. Si es usted PAS o PDI: Pinche aquí."

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

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

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



1. Datos personales y contacto del país

2. Selección de asignaturas

3. Datos de contacto en España y datos del Seguro Médico

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: Fulanito Primer apellido: Menganito Segundo apellido: Pierre Paul Jacques

Tipo: Pasaporte Número de documento de identidad: Nacionalidad:

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:
<input type="text" value="Fulanito"/>	<input type="text" value="Menganito"/>	<input type="text" value="Pierre Paul Jacques"/>
Tipo:	Número de documento de identidad:	Nacionalidad:
<input type="text" value="Pasaporte"/>	<input type="text" value="FS20022009"/>	<input type="text" value="España"/>
Sexo:	Lugar de Nacimiento:	Fecha de Nacimiento (dd-mm-aaaa):
<input type="text" value="Hombre"/>	<input type="text"/>	<input type="text" value="01-01-1900"/>

Documentos:

Fotografía del alumno:	Seleccione el fichero: <input type="text" value="C:\Users\Public\Pictures\Sample Pictures\"/> Examinar...	<input type="button" value="Subir fotografía del alumno"/>
Fotocopia del pasaporte:	Seleccione el fichero: <input type="text"/>	<input type="button" value="Examinar..."/> <input type="button" value="Fotocopia del pasaporte"/>

Datos Personales del Alumno:

Nombre:	Primer apellido:	Segundo apellido:
<input type="text" value="Fulanito"/>	<input type="text" value="Menganito"/>	<input type="text" value="Pierre Paul Jacques"/>
Tipo:	Número de documento de identidad:	Nacionalidad:
<input type="text" value="Pasaporte"/>	<input type="text" value="FS20022009"/>	<input type="text" value="España"/>
Sexo:	Lugar de Nacimiento:	Fecha de Nacimiento (dd-mm-aaaa):
<input type="text" value="Hombre"/>	<input type="text" value="Madrid"/>	<input type="text" value="01-01-1900"/>

Documentos:

Fotografía del alumno: <input type="button" value="Ver"/>	Seleccione el fichero: <input type="text"/>	<input type="button" value="Examinar..."/> <input type="button" value="Subir fotografía del alumno"/>
Fotocopia del pasaporte:	Seleccione el fichero: <input type="text"/>	<input type="button" value="Examinar..."/> <input type="button" value="Fotocopia del pasaporte"/>

Falta la fotocopia del pasaporte del alumno

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 2nd semester courses, they will be able to change the first 2 weeks of classes of the 2nd 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) 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.