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***ICAI School of Engineering Industrial  
& Telecommunications***



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# INTRODUCTION TO MADRID

The Spanish capital is very cosmopolitan. You will be welcomed with open arms, especially if you are a student who is interested in our city.

Below you will find some websites where you can obtain information about the city of Madrid: public transport, shops, restaurants, leisure areas, and cultural activities.

[www.esmadrid.com](http://www.esmadrid.com)

[www.crtm.es/](http://www.crtm.es/)

[www.turismomadrid.es](http://www.turismomadrid.es)

[www.munimadrid.es](http://www.munimadrid.es)

[www.descubremadrid.com](http://www.descubremadrid.com)

## Language

First up, before even setting off to Spain it is often advised that you have a basic language level before touching down. Although it may not be entirely necessary, especially if you're studying in larger cities or more tourist-friendly areas, Spanish people are by and large quite a proud nation who will not appreciate somebody coming to their country and not making the effort to speak the lingo.

Be aware also that not all cities prioritize Spanish as a first language. Catalan, Galician and Basque are predominantly spoken in some regions.

## What to do

### *Go sightseeing*

In Madrid, there are many options for tourists, from having a **picnic in the Retiro park** to walking along **Gran Vía**, going shopping, dining out or going out for a drink in the centre. This is the tourism on offer in Madrid, however, as you're not a visitor, rather a temporary resident, you might be more interested in discovering the city little by little. Don't forget to make a list of everything that you want to do before the end of your stay, and include on this list landmarks such as the **Templo de Debod**. You mustn't miss the **Puerta de Alcalá** either, nor the **Cibeles**, **Neptuno**, **Opera**, **Plaza de España**, **Colón**, **Serrano**, etc.

### *Get cultured in museums*

Madrid boasts one of the biggest art galleries in the world: **El Museo de Prado**. There, you can see famous works such as Las Meninas de Velázquez; and very close by is the **Museo Nacional Centro de Arte Reina Sofía**, where there is a magnificent collection of contemporary pictorial works.

You can also access other private galleries, like the **Thyssen gallery**, where the collections of contemporary paintings are a delight for art connoisseurs.

## *Cross the border*

Because, despite everything that Madrid can offer, we have the mountains very close by where you can do snow sports and visit picturesque towns, like **El Escorial**, **Alcalá de Henares**, **Chinchón**, the big town of **Toledo** at only an hour and a half an hour away or **Segovia** at two hours away.

## *Shopping*

### SUPERMARKETS

In general, you will find a range of supermarket chains in Madrid, like:

- **Dia**

Dia has cheap prices. If you're living in Madrid, get a Dia card. Just ask about it at the checkout counter.

- **Carrefour/ Simply/ Lidl/ Ahorra mas/Mercadona**

Cheap and good quality.

- **Corte Inglés (Not only groceries. You can find EVERYTHING there)**

Expensive place to grocery shop. They do have a wider selection of health food / dietary restriction items though, so you might want to explore it just to know what's available.



### PHARMACIES / DRUGSTORES IN MADRID

There are plenty of pharmacies all over Madrid... just have to look out for a green cross (often lit up/flashing).

**Tip:** There are pharmacies that open until late or even 24 hours a day, which are called “farmacias de guardia”. Ask in any pharmacy, they will tell you those that are “farmacias de guardia” each day.

### MARKETS IN MADRID

One typical and special thing about Spain and Madrid are its colorful markets with all kinds of fresh foods. There are several traditional markets where you can buy fresh vegetables, fruits, meat, fish, cheese etc.

The main markets are:

- **Antón Martín**

A small traditional market, which offers high quality food, specific for different cultures. It is situated in the colorful area of Lavapiés, full of artistic influences.

- **Chamartín**

The market of Chamartín is one of the biggest markets of Madrid.

- **La Paz**

In La Paz you will find quality foods of nearly every type. They offer a big range of delicacies and specialties.

- **Los Mostenses**

The market of Los Mostenses offers a bit of everything, you can find oriental products, chinese and japanese food and also goods from South America for reasonable prices

- **Maravillas**

This market is said to be the biggest of Madrid and has the cheapest prices.

- **San Miguel**

Situated in the barrio of La Latina this little market is always worth a visit.

- **San Antón**

Located in a very trendy area of Madrid, the market San Antón offers a huge variety of fine foods and specialties of a very good quality.

## SHOPPING FOR CLOTHES IN MADRID

In general, you will find many shops along the **Gran Vía** and **around the city centre** in Sol. Trawl **Calle Preciados** by **Puerta del Sol**. Explore the streets around **Calle Toledo** behind **Plaza Mayor** for a bit more local character.

You can also find popular stores in **Princesa Street** and **Arguelles**.

For funky boutiques, head to **Calle Fuencarral** just north of the Gran Vía, and veer off into the neighbouring **areas of Chueca and Malasaña**. Calle Augusto Figueroa **is lined with outlet shoe shops**.

The smartest shops are in the **Salamanca district**, particularly **Serrano, Goya, Lagasca, Claudio Coello and Ortega y Gasset streets**.

**On Sunday mornings**, have a mooch around the **Rastro**, the sprawling flea market around Ribera de Curtidores, near La Latina metro.

## SHOPPING FOR SOUVENIRS IN MADRID

You will find many souvenir shops around **Sol, Plaza Mayor and Gran Vía**. The majority of these shops have generic souvenirs. If you are looking for something a bit different you should take a look around **La Latina** where you will find shops which sell hand made things such as paintings.

## *Restaurants*

- **Maricastaña**

From the outside, you see a charming and warm place. The inside confirms this first impression: sophisticated but simple, relaxing and inviting. The food is for all tastes, it goes from international to traditional dishes. They are all arriving on the table in a unique packaging.

- **Mercado San Ildefonso**

The *Mercado de San Ildefonso* is the first gastronomic street food market of Madrid, in a pure London style. It is considered as one as the trendiest place in Madrid. Prices are not the cheapest ones, but the place is so cool. The best spot is probably the terrace at the second floor, it's the perfect place to cool down on a hot summer afternoon.

- **Bacoa**

This restaurant Carrera de San Jerónimo probably makes the best burgers in town. As they said on their website, Bacoa transforms fast food into good food.

- **El Mercado de San Miguel**

Located in the heart of the tourist centre of Madrid, *el Mercado de San Miguel* is a traditional market which has today been reinvented as a modern venue offering a range of premium food products. The market contains 33 stalls featuring a whole host of delicacies and carefully selected raw ingredients.

## *Rooftops*

- **Oscar rooftop**

From the rooftop, you can enjoy a 360-degree view of Madrid. This is a peaceful heaven in the sky. In summertime, the swimming pool and the solarium are open to help you not losing your tan. Drinks are not cheap and the service can be slow but worth it for the view. It is a good chilled vibe. Open as a rooftop bar from around 6pm to 2pm.

- **Circulo de bellas artes**

Chill, relax and have a drink while enjoying a beautiful view from the rooftop bar of Circulo de Bellas Artes. It is one of the best locations in Madrid to catch the sunset with a view of the entire city. Definitely worth the €3 entrance free, whether it's to take some sun on the relaxing lounge chairs or to catch the view.

- **Gymage Rooftop**

The Gymage Terrace was created with the intention of being a sort of **urban resort** where multiple experiences await its guests. It's the kind of place that whether you want to meet with friends for a Sunday brunch, after-work cocktails (amazing mojitos!), or to hold a celebratory dinner, it's the perfect location to **relax in the open-air** with incredible views of the city center at any time of the day.

## *Go out for tapas and beers in alternative neighbourhoods*

Specifically: **Malasaña, Chueca and the Barrio de las Letras.**



Furthermore, don't forget to visit the bars on **Calle Ponzano**. This road is famous for being full of bars. Locals go out to drink wine and beers at these bars that are known for their top quality. You will have to wait to enter into many of these.

Some of the beer and tapas bars that you must visit during your Erasmus year and that you'll never forget are:

#### MIXED (Eat & Drink)

- **El Tigre**

This tapas bar can become really crowded so if you can actually make it through the door, order a beer (or a cider) and the consistent tapas that come with it: tortilla de patata, ham, patatas bravas,... Each plate varies (and gets bigger) with each round and the food is for free! Three rounds would be enough to fill your hungry gut.

- **Bar Lozano**
- **100 Montaditos**
- **La sureña**

La Sureña is a franchise of the famous chain of Restalia, very similar to 100 Montaditos.

The buckets of 5 bottles of beer cost 4€. Do not expect gastronomic food but it's a good place to go to have some cheap food and beers before going out.

- **Melo's**
- **La Blanca Paloma**
- **La Llama**
- **Indalo tapas**
- **Entre Cáceres y Badajoz**

#### Drink

- **Espit Chupitos**

Shot, belt, draft, drag, gulp, nip, quaff...or simply "Chupitos" in Spanish. The bar, located right next to the Plaza del 2 de Mayo, offers more than 600 different shots at only 1€ on Mondays and Tuesdays, 2€ the rest of the week.

- **La Risueña**

This is THE place for students to hang out and pre-party. La Risueña is a copy of La Sureña but without the main atmosphere. The place is really bright (like a grocery store) and you have to order your buckets of beers (5 beers for 4€) at the counter. Just perfect to have fun, drink and chat (even if the music can be really loud!). One thing, try to order before 1am because after that time all prices increase by one euro.

- **Hotel ME Reina Victoria Rooftop**

One option more expensive than bars, rooftops are an amazing way to have drink while enjoying a panoramic view on the city. The Hotel ME Reina Victoria, located Plaza de Santa Ana, is no exception to the rule. From up there the view is spectacular, the drinks at the bar and service are good. The music the DJ plays is cool and it keep you entertained throughout. A nice place for a chill night out!

#### *Go out partying*

Madrid is the city that never sleeps.

There are places that are like temples for Erasmus and exchange students in general.

**Calle Huertas** and **Plaza de Santa Ana** and its surroundings are full of drinks bars where you will also be invited to drink sangria, beer or shots, if you go early.

All around the central zone in general (Sol, Gran Vía, Plaza de España etc.), you can find places full of people having a good time, from small bars to big nightclubs.

# GENERAL ASPECTS

## Accommodation

Comillas doesn't have its own housing facilities.

We however have some agreements with different housing websites, such as:

- **Student Global Relocation:** <https://www.studentsglobalrelocation.com/>. They offer a 50% discount to Comillas students using the code UPCOMILLAS.

They offer information about housing in Madrid, including resources as guidance in locating housing, manage your accommodation, choosing and renting apartments, rooms in shared apartments, families... and other housing solutions, by contracting SGR services. We always recommend you contact them [info@studentsglobalrelocation.com](mailto:info@studentsglobalrelocation.com)

The most common options that they will inform you about are:

- **Living with a family.** You will receive information from the one that suits your preferences. Then you may confirm your reservation. Housing with a family includes cleaning up the room, laundry and 3 daily meals (full board 950€ per month) or breakfast and dinner (half board 800€ per month).
  - **Living in a private residence.** You can ask for a list of private residences. Most of them include meals. The cost is between 850-1.110€ per month.
  - **Living in an apartment.** You can arrive a week early to stay in a hostel, while you look for an apartment. Most of them are shared. You would have your own room, but you would share the living room and the kitchen with other people.
- **Aluni.NET:** <https://www.aluni.net/es/> Comillas students will get a discount, however, in this case, to get the code you'll have to email them at [info@aluni.net](mailto:info@aluni.net), saying that you are an international student at Comillas, and they'll send you the code.
  - **MadridEasy:** <https://www.madrideasy.com/en> Students at the Universidad Pontificia Comillas will receive a 50% discount on the service requested, using the code COMILLAS50.

If you want to find accommodation by yourself, websites such as **Idealista**, **Easypiso**, **Pisocompartido**, trusted and widely used.

Do not hesitate to contact us if you have any doubt! We will be pleased to help you.

## Warnings

Follow universal rules when using the internet to find accommodation:

- If the ad is in Spanish, respond in Spanish. The effort will be appreciated even if it is not perfect.
- Be friendly and tell them something about yourself. The person you're contacting is likely to receive a high volume of applications. Try and stand out by bringing your personality to the table.
- Usually you will be required to pay 1 – 2 months rent as a deposit.
- You may have to provide them with proof of your student status, and something to show you have a form of income, even if this is only your scholarship or grant.

### *Neighbourhoods of interest*

- **Malasaña.** Perfect for hipsters, trendy people, lovers of everything vintage, alternative and young and dynamic life in a neighborhood that is just next to the city center, close to the university by public transport and entirely “on trend”. High prices.
- **Chueca.** Parallel to Malasaña. Similar prices. Very central and well connected to the university. This is known as the quintessential “gay” neighborhood of Madrid, as well as a reflection of popular culture, music and the “movida madrileña” of the ‘80s. Ideal for dynamic and laid-back youths who love to party.
- **La Latina.** This neighborhood is known for its beers, tapas, mojitos and terraces. On weekends, it is almost impossible to find a free table at its crowded bars and restaurants.
- **Barrio de Salamanca.** The most luxury neighborhood of the capital. Prices are very high, and the students who live there tend to go to private universities. We don't recommend this for Erasmus students due to its relative distance from the party center of Madrid.
- **Moncloa/Argüelles.** A nice area and the most student-friendly due to its proximity to various universities, including ICAI! In this neighborhood, the prices are low (500 euros), the houses are full of students and the area is quiet throughout the day, yet lively at night. Its proximity to the center is very good and its access to the university excellent.

## Banking

You need your Passport or your Identification Card and the acceptance letter that we have sent you.

### *Other related information*

- Typical bank opening times are Monday – Friday 9:00 a.m. – 2:00 p.m.
- Bank transfers take can up to 15 days if the bank in question does not have a branch in Madrid. If the bank from your country of origin has a branch in Madrid, the transfer usually only takes 3 days.
- Credit cards can be used everywhere. The most commonly used are VISA and AMERICAN EXPRESS

## Buying SIM/Mobile Phone

We recommend visiting this website to find out what is best for you:

[https://www.internationalstudent.com/prepaid\\_phones/](https://www.internationalstudent.com/prepaid_phones/)

Many students end up opting for a cheap **Pay-As-You-Go SIM** to put into an unlocked phone. This makes the most sense, as contracts are usually longer than the study period a student has committed to, and often require a documentation for a bank account that has been open for longer than 3 months in order to take out a contract.

Pay-As-You-Go SIMs often take into account a fair amount of internet usage should you be using a smartphone.

The main network providers are **Movistar, Vodafone, Orange** and **Yoigo**. **Movistar** is the most popular in Spain however, other companies may be cheaper e.g. Yoigo or Orange are cheaper for a pay and go SIM card. You should bear in mind that in order to buy a SIM card in Madrid, you will need to take your passport or DNI.

There is a popular one among international students, called **Lycamobile**. This company offers the best deals

**European students:** Remember ROAMING. Nevertheless, talk to your hometown mobile phone companies as there are many restrictions that you should know before you start using it.

## Medical Information

### *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 may visit the INSALUD medical services 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>. Those centers are public, remember that your European Health Card is only admitted in public hospitals.

Normally they will not speak English.

Apart from the public health system, you are free to have an international health assurance. If that case your health insurance company will provide you their conditions.

### *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.

The group “Hospitales de Madrid” offers preferential assistance to foreign students a translator, who will accompany them while in there, and who will help to fill out administrative paperwork and forms needed by the insurance company, will assist students who go to one of the hospitals in the group.

For more details and information, please see: <http://www.hmhospitales.com/>

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

### *University Health Center, Hospitals, Clinics & Others*

There is a **medical service at the University**, which is available for students who need it. The opening hours are: Campus c/ Alberto Aguilera, 23: Mondays, Tuesdays, Thursdays, and Fridays from 9.30 to 11.00.

### **COMILLAS EMERGENCY TELEPHONE NUMBER +34 654 34 94 36 (24 HOURS)**

An emergency includes the following:

- Medical emergency involving hospital admission
- Medical emergency when the student cannot move from the location where he/she is
- Accident with injured people or Police emergency

**There are Pharmacies opened 24/7**

#### **Public hospitals**

- *Hospital 12 de Octubre*: Avda de Córdoba s/n - Madrid 28041. Metro station: Doce de Octubre, Line 3.
- *Hospital Universitario La Paz*: Pº de la Castellana, 261 – Madrid 28046. Metro Station: Begoña, Line 10.
- *Hospital Clínico San Carlos*: Profesor Martín Lagos, S/N – Madrid 28040. Metro Station: Moncloa, Line 3 or 6; or Islas Filipinas, Line 7; or Metropolitano, Line 6.
- *Hospital General Universitario Gregorio Marañón*: C/ Doctor Esquerdo, 46 – Madrid 28007. Metro Station: O’Donnell or Sainz de Baranda, Line 6.

#### **English-speaking Medical Groups (Clinics)**

- ***HOSPITAL DE MADRID***

**Address**: Plaza del Conde del Valle Suchil, 16 (Metro San Bernardo)

**Phone 24h**: +34 629 823 493

**Email**: [international@hmhospitales.com](mailto:international@hmhospitales.com)

**All appointments are scheduled within 24 hours. Remember that it is PRIVATE, you should have health insurance covering this kind of service.**

- ***UNIDAD MÉDICA*** Directors: Dr. Marcos Broschi and Dr. Rafael Lozano.  
**Address**: Conde de Aranda, 1-1 izq, 28001 Madrid.  
**Phone**: 914 351 823  
**Office hours**: Mon-Fri, 9:00-20:00, Sat 10:00-13:00 (by appointment only)

General practice and medical specialties. House calls 24 hours.

- **INTERCLINIC** Director: Dr. Manuel Cid.  
Address: C/ Claudio Cuello, 117 bajo dcha, 28006 Madrid.  
Phone: 915 769 901/902  
Office hours: Mon-Fri, 9:00-18:30  
General practice and medical specialties
- **AMESS MEDICAL GROUP** Director: Dr. Ricardo Picatoste.  
Address: C/ Jose Abascal, 48-7 dcha, 28003 Madrid.  
Phone: 914 412 544/ 655  
Office hours: Mon-Fri, 9:00-13:00 and 16:00-21:00 by appointment  
General practice & Medical specialties
- **CENTRO de RADIODIAGNÓSTICO** Dr. Enrique Puerta Scott, Dr. Miguel Llopis.  
Address: C/Alberto Aguilera, 29-1º izda, 28015 Madrid.  
Phone: 915 474 527  
Office hours: Mon-Fri, 10:00-12:00  
Dr.Llopis: Wednesday & Thursday; Dr. Puerta: Monday & alternate Fridays  
Consultations, checkups, laboratory facilities
- **CASTELLANA 224** Drª Elisa Muñoz.  
Address: Paseo de la Castellana, 224 Bajo dcha, Madrid.  
Phone: 913 150 105  
Office hours: Mon-Fri, 9:00-14:00 and 16:00-20:00  
Consultations, checkups, medical certifications <http://www.castellana224.com>

## Dentist

- Eduardo Fernández Blanco.  
Address: Avda. América 4, Bajo D (Metro Avda. de América, Line 4)  
Phone: 91 725 2172

## Personal Safety - Emergency telephone numbers

Stay wise, and avoid looking like too much of a tourist in known pickpocket areas. Use extra caution when on public transport, especially at metro stations or stops. Keep your wallet or purse on you at all times, and preferably out of sight.

Make a note of the following numbers just in case they are needed:

**COMILLAS 24-hour Emergency Number: +34 654 34 94 36**

### *Emergency Phone numbers*

- General emergency services in Madrid and all around Spain (English speaking): **112**
- Information Madrid City Hall: **010**
- Information of the Community of Madrid: **012**

- Pharmacies on duty (24 hours): **098**
- Social Security:
  - SAMUR (Accidents in Public Places): **092**
  - INSALUD (Emergency room): **061**
  - Cruz Roja:
    - Emergency: **+34 91 522 22 22**
    - Intoxications: **+34 91 562 04 20**
    - Ambulances: **+34 91 473 93 61**

### *Fire*

- Madrid and Móstoles: **080**
- Community of Madrid: **085**

### *Police*

- National: **091**
- Municipal: **092**
- Guardia Civil: **062**

### *Report an Incident/nearest police station*

**914 44 81 20.** c/ Príncipe de Asturias, 8. Metro: Manuel Becerra

### *Lost or Stolen Credit Cards*

- Visa: **901 10 10 11**
- MasterCard (Eurocard): **91 519 21 00**
- American Express: **91 572 03 03**
- Diner's Club Card: **902 40 11 12**

## Transportation

Spain is a well-connected country, with all major cities boasting public transport. For inter-city connections buses is usually cheaper than trains, however numerous high-speed services, such as AVE High Speed Trains, mean you can reach destinations in next to no time. The main operators within the country are **Renfe**, who operate train connections, and **Movelia** who deal with buses. If you're into biking beware that much of the country is not well adapted to bikes, even in more built up areas.

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

To consult the metro plan, prices, timetables, routes, time missing for your bus/train to arrive, consult the web page: [www.metromadrid.es](http://www.metromadrid.es)

For local connections **buses and trains (Metro & Cercanias)** operate within and between cities and towns. **Night bus services** are offered in larger inner-city areas and many built up locations also offer a metro service.



**Monthly and seasonal tickets** can be purchased for the largely integrated fare system, meaning they work on all forms of transport. These increase in prices depending on how many zones you intend to travel within. Cheaper tickets are also offered, usually for people young people.

*Websites of interest for information about Madrid's Public Transport:*

- Types of transports: <http://www.crtm.es/tu-transporte-publico.aspx?lang=en>
- Tickets and fares: <http://www.crtm.es/billetes-y-tarifas.aspx?lang=en>

As a brief summary of those websites:

*Types of tickets*

**A. Public Transport Card (Tarjeta transporte público) (Monthly) - RECOMMENDED**



All information about how to apply for it, where to go to pick it up, how to use it, prices... etc: <http://www.crtm.es/billetes-y-tarifas/tarjeta-transporte-publico.aspx>. You will need to show your passport / ID card, and leave a copy. You may do this online (it will be sent to you home address in a week or two); or in person at the offices of the main subway stations: Sol, Moncloa, Av. América. You need to get an appointment (dialing 012 or at [www.tarjetatransportepublico.es](http://www.tarjetatransportepublico.es)). They will issue your card that day. Another way to get your card for the first time is at tobacco stores; no appointments needed. Normally, they send it to your home address in about 20 days. And there's one (Estanco Cava Fuencarral) located at C/ Fuencarral 80, Metro Station: Tribunal, that will issue it right away.

MONTHLY TRANSPORT PASS (PRICE IN EURO)								
Pass/Zone	A	B1	B2	B3	C1	C2	E1	E2
Normal	54,60€	63,70€	72€	82€	89,50€	99,30€	110,60€	131,80€
Young	20€							
Senior	12,30€						-	

## B. Normal tickets

Billete sencillo	Euros
Billete Metro (Metro Zona A y ML1) (*)	1,50 €
	2,00 €
Billete MetroEste, MetroNorte y MetroSur	1,50 €
Billete TFM	2,00 €
Billete Combinado Metro (**)	3,00 €

Billete 10 viajes	Euros
Billete Metro Zona A, EMT y ML1 (Metrobús)	12,20 €
Billete MetroEste, MetroNorte y MetroSur	11,20 €
Billete TFM	12,20 €
Billete Combinado Metro (**)	18,30 €

Billete con origen - destino Aeropuerto	Euros
Billete Sencillo + Suplemento (*)	4,50 €
	5,00 €
Billete Sencillo Combinado + Suplemento	6,00 €
Billete Suplemento Aeropuerto	3,00 €

### *Validity*

On all services managed by the Madrid Regional Transport Consortium: Metro, bus network (EMT), except the Airport Express Line, Renfe Commuter network (including line C-9 Cercedilla-Cotos), Light Rail Network, Urban Bus Lines in other municipalities in Madrid Community.

### *Zones*

There are eight validity zones for the Transport Pass. A Pass must always be used within its zone of validity. Each zone includes those within, so a zone B2 Pass can be used in zones A, B1 and B2

TYPICAL ZONE NEEDED: JUST **ZONE A**

To check the different zones, visit: <http://www.crtm.es/billetes-y-tarifas/zonas-tarifarias.aspx>

### *Types of transports*

#### A. Metro

<https://www.metromadrid.es/en/index.html>

Fastest way to move around Madrid, and the one that keeps the best frequency of passage.

The metro schedule is from 6.00h to 1:30 a.m, every day of the week.

#### B. Light train/Tram and suburban Rail

<http://www.crtm.es/tu-transporte-publico/metro-ligero.aspx?lang=en>

Connect residential and business zones to other means of transport with a greater capacity.

**C. Buses**

<http://www.emtmadrid.es/Bloques-EMT/EMT-BUS/Mibus.aspx?lang=en-GB>

The bus schedule is from 6:00 to 24:00

Night bus schedule is from 0:00 to 6:00

*Official APPS*

(try all and see which one you like the most)

- **Metro de Madrid Oficial (only metro and cercanias)**



- **EMT Madrid (only buses)**



- **Madrid-MBC (everything!)**



*Other types of transports*

**A. Taxis**

Plenty of **taxis** are available in more built up areas, with a reduced chance of fraud due to fitted meters or an agreed travel cost before setting off.

**B. Uber**

Convenient, inexpensive and safe taxi service. Hire a private driver to pick you up & take you to your destination with the tap of a button on your phone. The nearest driver is often at your pickup location within minutes. Not only is this an on-demand car service, but you can even watch as your driver is en-route to come pick you up.

**C. Cabify**

Like Uber. It provides premium vehicles for hire via its smartphone mobile app. Vehicles are driven by their owners, who must pass a rigorous selection process.

**D. Car2go**

Grab a car2go from anywhere on the street, then drop it off anywhere on the street in the operating area. No reservations required. No long lines. No refueling. No worries

# ICAI

## People who can help you

- **Department and Outgoing Students Coordinator**  
Alberto Zanmatti Yuste  
Email: [azanmatti@comillas.edu](mailto:azanmatti@comillas.edu)
- **Incoming Students Officer**  
Ela Daineanu  
Email: [incoming.icai@comillas.edu](mailto:incoming.icai@comillas.edu)
- **International Relations Academic Student Helpers**  
María Luz Castilla and  
Carmen Ollero  
Email: [academic.icai@gmail.com](mailto:academic.icai@gmail.com)
- **Administrative Student Helper**  
Belén Castellote  
Email: [international.icai@gmail.com](mailto:international.icai@gmail.com)

## University Services

### *Library*

There are three libraries.

- Third floor and a half (you will see why is called like that): Group work area
- Fourth floor: Small (around 8 tables). Complete silence
- Fifth floor: Big. Main library
- Entrepreneurship space: 32 Alberto Aguilera street (in front of ICADE).

### *International Relations*

The central office of International Relations is located in Alberto Aguilera 32.

### *Sports/Gym*

Campus Alberto Aguilera 23  
Monday through Thursday  
8.45h to 14.00h and 15.00h to 17.30h Friday  
8.45h to 14.00h  
+34 91 542 28 00 Ext: 2133

### *Pastoral*

**Campus Alberto Aguilera, 25.**

Office 115, 1st Floor.

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

Student service:

16.30h. a 18.30h. (Monday) 8.00h. to 10.00h. (Wednesday)

***WIFI***

The University of Comillas has its own WIFI network in all buildings.

As in most universities, there is eduroam. To connect you have to introduce your Comillas email ([2019xxxxx@alu.comillas.edu](mailto:2019xxxxx@alu.comillas.edu)) and your password.

There is another wifi called “comillas”. The process to connect is the same (Comillas email and password).

## Grading system in Spain

Academic grading in Spanish universities consists of a scale from 0 to 10, normally listed in six different classifications:

***Matricula de Honor***

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

***Sobresaliente***

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

***Notable***

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

***Aprobado (Pass)***

5 to 6. This grade shows 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 has to re-take it.

***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/she has not passed the course nor gets the credits assigned.

**CLASS ATTENDANCE IS COMPULSORY. If you don't go to class and don't justify your absence, the professor can refuse to examine you, or may grade you as NO PRESENTADO.**

## Comillas email

COMILLAS WILL NEVER CONTACT YOU AGAIN THROUGH YOUR PERSONAL EMAIL, but through your COMILLAS EMAIL.

These are three methods to get access to Comillas eMail.

### *Method 1. Redirection of Comillas eMail to another personal email account.*

With this method, you can receive messages in your personal account, but you will always replay using your personal email address.

\*Go to <https://outlook.office365.com/> then to Options/Accounts/Forwarding and provide your personal email address.

Use the email in the format [2019xxxxxx@alu.comillas.edu](mailto:2019xxxxxx@alu.comillas.edu) and your Comillas password

### *Method 2. Configure you phone to access your email account.*

You will manage your Comillas messages separated from your personal messages.

You will be able to send messages as [xxxx@alu.comillas.edu](mailto:xxxx@alu.comillas.edu)

\*Create a new email account, type Exchange. Use the email in the format [2015xxxxxx@alu.comillas.edu](mailto:2015xxxxxx@alu.comillas.edu) and your Comillas password

\*If your phone requires manual configuration, use the server name: [outlook.office365.com](https://outlook.office365.com)

\*Usually you will want to synchronize just your email. Your contacts, calendar, notes, etc. should be already in sync with Google or iCloud.

### *Method 3. Configure GMAIL (or similarly Yahoo, Hotmail...) to manage your Comillas account.*

You will be able to see Comillas messages along with your personal email or in a separate folder.

You will be able to send messages as [xxxx@alu.comillas.edu](mailto:xxxx@alu.comillas.edu)

\*Log in Gmail, then go to settings

\*Select "Accounts and import".



\*Select "Add a POP3 mail account you own".

\*Use the email in the format [2015xxxxxx@alu.comillas.edu](mailto:2015xxxxxx@alu.comillas.edu) and your Comillas password

\*The POP server is [outlook.office365.com](http://outlook.office365.com), port 995, protocol SSL.

## Class schedules

Notice that for some subjects, there are two or more sections, and that some subjects are taught over several days. Students will have to choose a group for that subject and stick to it for the full period. It is not mandatory to pick all subjects with the same group.

## Choosing your courses

Sometime in **June** we will send you an email about the selection of courses. While in the middle of November, you we will send another email for the second semester students.

- FULL YEAR STUDENTS – You may choose annual or semester classes. The annual courses are for the whole academic year. Students cannot drop off before it's over, but will be able to change them during the first 2 weeks of classes, of each semester.
- SEMESTER STUDENTS – If you're only coming for a semester, you may choose annual courses, but the total of credits will be split in 2.

First semester starts in September and finishes in December and the Second semester starts in January and finishes in May.

## Definitive submission & registration deadline

The application will be complete once the student arrives in Madrid

- Full year students or 1<sup>st</sup> semester students: Before the middle of September. During the first 2 weeks of classes the student can attend classes before choosing the courses that best fits his/her interests. **AFTER THE FINAL SUBMISSION, THERE WON'T BE CHANGES OF ANY KIND.**
- Full year students with changes in their courses (only 2<sup>nd</sup> semester) or 2<sup>nd</sup> semester students: Before **the last week of January**. During the first 2 weeks of classes the student can attend classes before choosing the courses that fits best his/her interests. **AFTER THE FINAL SUBMISSION THERE WON'T BE CHANGES OF ANY KIND.**

## How you make the selection of courses in the web

**Step 1** – Go to the link <http://www.comillas.edu/intercambio/entrantes> (English version available)

**Step 2** – Fill in username and password



**Step 3** – Click in “Modificar datos de la Fase II”



**Step 4-** Then, you will be able to search and choose courses. When you type a key word (for example: Electronics), you will get a list of the possible courses. Be careful when you pick them, according to the right degree, and corresponding year. You may use the list of courses we sent you, along with its descriptions.

**The course will be pre-selected only when you click on “+”.**

## Official registration

If you already have your contact data in Spain and/or your health insurance, you can complete phase III. Otherwise, you will have to fill it out when you arrive in Spain.

## Exams

- **The official period of exams for the 1<sup>st</sup> semester is from December 10<sup>th</sup> until the 20<sup>th</sup> 2019. And the one for the 2nd semester is from May 4<sup>th</sup> until the 22<sup>nd</sup> 2020. EXAMINATION DATES WILL NOT BE CHANGED, UNLESS TWO OR MORE EXAMS OVERLAP ON THE SAME DAY AND TIME.**
- Students that don't take the final exams, even if they attend class, will be graded as "NO PRESENTADO".
- Students will be able to check their grades in the Intranet, approximately 15 days after the period of exams is finished (see in this guide "How to see my grades"). If a student fails a course, he/she may take the exam again. The period for extraordinary exams is from June 15<sup>th</sup> to the 30<sup>th</sup>.

## How to find my grades

All students will have access to their grades 15 days after the exams, through the university website. They also could be find in the APP.

The instructions are:

**Step 1** –At Comillas' webpage (<http://www.comillas.edu>) click on the top left corner (on the lock), where it says INTRANET.



## Step 2 – Click on INTRANET

COMILLAS PONTIFICAL UNIVERSITY INTRANET

**Intranet**  
Comillas Pontifical University: IPDI 2.0, Academic Information, Job Bank and Internships, ...

**Office 365**  
Office 365 services: Exchange (email), OneDrive (storage), Skype (meetings), Yammer (social network), Office Pro Plus.

**Moodle**  
The e-learning tool at Comillas Pontifical University.

**CAU**  
From this portal you can make requests or report incidents to the University Services.

**Yammer**  
Yammer is a private social network that helps you connect with colleagues and share knowledge and experiences.

**Username to login (examples)**  
PAS/PDI: jpmrgarcia@comillas.edu  
Students: 201599999@alu.comillas.edu

**If you have forgotten your username and/or password:**  
If you are a Student or Former Student: [Click here.](#)  
If you are PAS or PDI: [Click here.](#)

**Useful links**  
[Guides and Manuals](#)  
[Conditions of use](#)

## Step 3 – Fill in user and password.

Office Yammer Delve Skype One drive Forms Sway Onenote Planner

**COMILLAS**  
UNIVERSIDAD PONTIFICIA

ICAI ICAD E CIHS

Inicie sesión mediante su cuenta organizativa

2019xxxx@alu.comillas.edu

.....

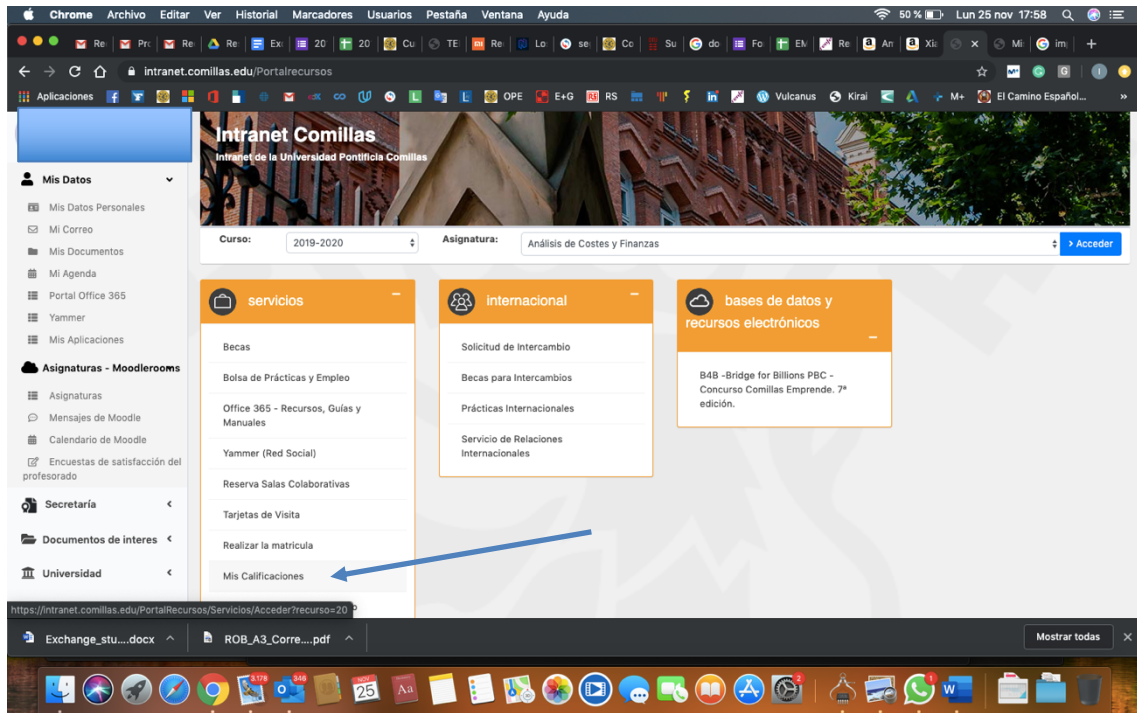
Iniciar sesión

**Usuario para validarse (Ejemplos)**  
PAS/PDI: jpmrgarcia@comillas.edu  
Alumno/Alumni: 201599999@alu.comillas.edu

**Si no recuerda su usuario y/o contraseña:**  
Si es usted Alumno o Alumni: [Pinche aquí.](#)  
Si es usted PAS o PDI: [Pinche aquí.](#)

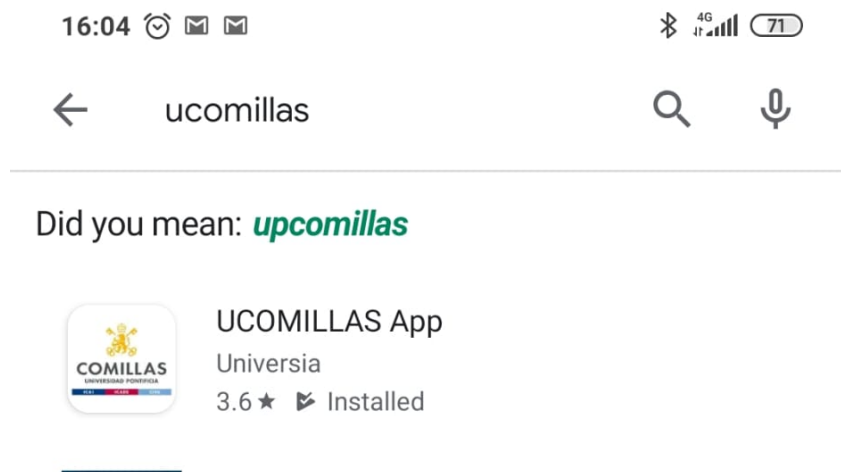
**Enlaces de ayuda**  
[Guías y Manuales](#)  
[Condiciones de uso](#)

Step 4 – You will get the following screen. Select Mis calificaciones.



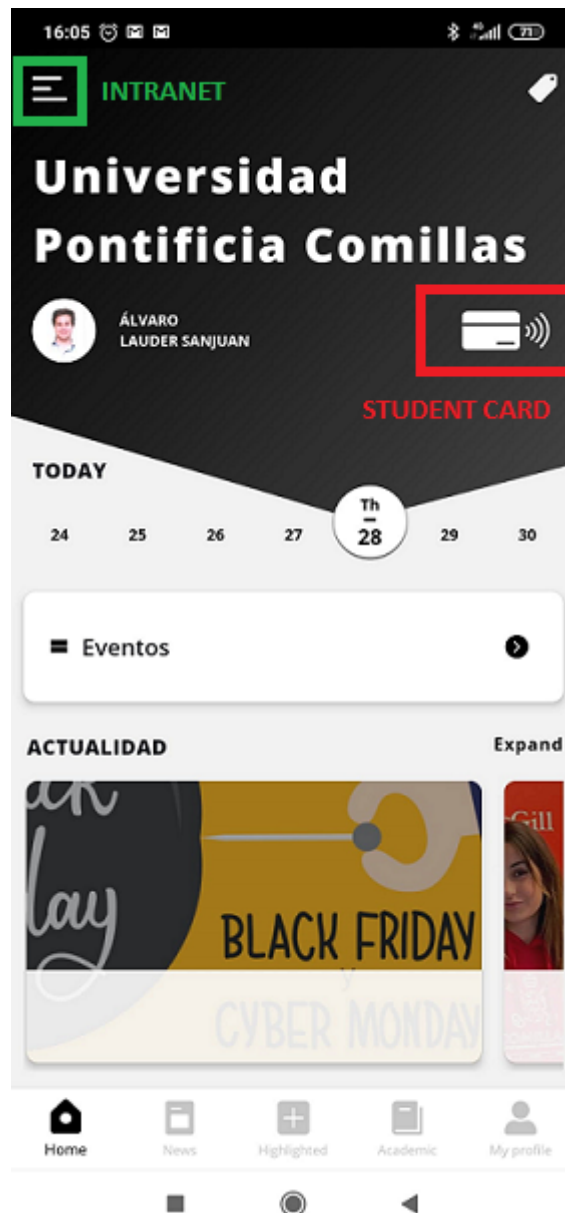
## How to access the app

For the last few years, we at Comillas have started to implement the UCOMILLAS app. You will be able to check your grades here (normally there will be also notifications when they are available), and find your student *e-card*. Here is how the app works:



You can easily find it on Google play and the App Store. Once you download it and enter for the first time you'll have to identify yourself (pressing "Access" at the bottom) using your Comillas mail

[2019xxxxx@alu.comillas.edu](mailto:2019xxxxx@alu.comillas.edu) and your password. Afterwards you'll find this homepage with two principal points of interest:



If you click the icon highlighted in red it will take you to your e-card. The one in green will open a menu where you can find a link to the intranet, where you can follow the same steps listed before to access your grades easily from your phone.