

GUÍA DE ALUMNO

MANUAL DE ALUMNO

2017-2018



International Relations Coordinator: Mónica González Rodríguez

Email: mgrodriguez@comillas.edu

OFFICE: ED-239

Encontrarás una guía sobre Moodle [aquí](#).

Una vez hecha la solicitud online, todas las comunicaciones o información se mandará al email de la universidad. Puedes consultar tu email de la universidad en la sección "Mi correo" o redirigirlo a tu correo personal. Ten en cuenta que recibirás información importante en esa dirección por lo que deberías entrar frecuentemente en el mismo o redirigirlo a tu email personal.

Podrás mirar aquí como redirigir tu correo corporativo al correo personal aquí:

[Link](#)

You will find a guide to Moodle [here](#)

Once made you online application, all the communications will be made at you corporate email address. You can consult your corporate email address in the section "Mi correo" or forward it to your personal email address. Be aware that you will receive a lot of important information through your corporate email address, so make sure to consult it frequently or redirect it to your personal address.

How to address your corporate email address to your personal address.

[Link](#)

12. Exámenes. Exámenes de recuperación / Exams. Re-sit exams policy

Periodo de exámenes:

- Primer semestre : 11-22 Diciembre 2017
- Segundo semestre: 3-25 Mayo 2018
- Convocatoria extraordinaria (pedir aprobación a la coordinadora de ICADE antes del 8 de junio para poder asistir): 13-29 June 2018.

Las fechas de los exámenes estarán disponibles un mes antes de que se celebren. No se adelantarán exámenes si el alumno decide comprar un vuelo antes de que termine el periodo oficial de exámenes.

Asegúrate de ir al examen en el grupo correcto.

Si el alumno tiene varios exámenes en la misma fecha, puede solicitar un ajuste.

Exams period

- Fall semester exams: 11-22 December 2017
- Spring semester exams: 3-25 May 2018
- Re-sit exams (only under approval and communication to the Coordinator at Comillas by email before the 8 June): 13-29 June 2018.

Your exam schedule (exact dates for every course) will be available approximately one month before the start of the exams period, so please don't take any risks by booking your flight back before the semester's end (22 December or 25 May).

NO SPECIAL ARRANGEMENTS WILL BE MADE IF YOU DECIDE TO LEAVE COMILLAS BEFORE YOUR LAST EXAM IN DECEMBER/MAY, AND YOU MISS YOUR EXAMS.

Please make sure that you will attend exam in the right group, otherwise the Professor will not be able to evaluate you.

Students must take exams on the dates scheduled. If two or more of your exams clash, you must inform you Professor and he/she will provide an alternative date, always during the exams period.

If you are not happy with a grade, you have the chance to attend a meeting with the Professor in order to review you grade. Check the board or send an email to the Professor or the corresponding student's representative to know the date for the review meetings.

Convocatoria extraordinaria:

Debes informar a la coordinadora de Comillas que vas a acudir a la convocatoria extraordinaria antes del 8 de junio por email.

Notas

Las notas se publicarán en la intranet en cualquier momento, antes de la fecha de cierre de actas:

- *Fall semester: 26 enero 2018*
- *Second semester: 4 Junio 2018.*
- *Convocatoria extraordinaria: 9 Julio 2018.*

Si el alumno quiere revisar un examen, debe hacerlo en la fecha establecido al efecto. Debe estar atento a las fechas, consultando la cartelera, al profesor o al delegado de clase.

Sistema de notas

El Sistema de notas en las Universidades españolas consiste en una puntuación del 0 al 10, normalmente repartidas en seis rangos:

Re-sit exams: students who did not sit or failed an exam, can re-take it in second sittings in June 2017 (NOT COMPULSARY). All the students are allowed to re-sit the exams, provided they are still in U. P. Comillas in June by the day of the exam.

Students must sign up for re-takes following to these steps:

- *Ask your home university for permission to sit the re-take exam at ICADE.*
- *Send an email to the Coordinator in ICADE with the following information: The student's name, home university, subject and Professors' name. Deadline for receiving this email: June 8, 2018.*

Should any University wishes to prevent its students from taking the exams in the second call, this must be communicated specifically.

If you wish to receive more information about the procedure or dates, please contact the Student representative of every course in which you are enrolled. A list of Students representatives will be provided to you by email at the beginning of the semester.

Grades

The grades will be uploaded on your intranet after submitted by the Professors. Check it frequently. The deadline for submitting the grades to our Register by Professors and uploading them on the intranet is:

- *Fall semester: 26 January 2018*
- *Second semester exams: 4 June 2018.*
- *Re-sit exams: 9 July 2018.*

The grades will be posted on the board, with a note of the date of the meeting with the Professor in order to discuss the grade, ask questions, solve doubts, etc. If you do not agree with the grade it is imperative to attend to this meeting. It will be uploaded to your intranet too.

Grading system

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. La máxima nota, solo se concede a alumnos extraordinarios.
- Sobresaliente 9. Esta nota se otorga a Buenos alumnos que han respondido satisfactoriamente al contenido del curso.
- Notable 7 to 8. Esta nota se otorga a alumnos que han respondido muy bien al contenido del curso
- Aprobado 5 to 6. Significa que se ha respondido de manera suficiente al contenido del curso
- Suspenso (Fail) 0 to 4. Esta nota determina que el alumno no ha superado los requisitos mínimos exigidos durante el curso.
 - N.P., no presentado. El alumno no ha asistido a clase y no se ha presentado al examen.

- *Matrícula de Honor. The highest grade, it is only given to the exceptional students.*
- *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. It is a pass grade. 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. The students may decide to re-sit the exam in June. See procedure to re-sit.*
 - *N.P., no presentado. 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.*

13. Información práctica durante tu estancia / *Practical information during your stay*

Uso de la sala de ordenadores

La sala de ordenadores está situada en el ala oeste, planta -1, y está disponible para todos los alumnos matriculados en la universidad. El usuario y la contraseña son los mismos que los que usas para la aplicación online. Mientras no hayas hecho la aplicación online, tendrás que ponerte en contacto con la oficina de informática (justo en frente de la sala de ordenadores) para que te den una contraseña temporal. Una vez que estés registrado, ya podrás usar tu usuario y contraseñas personales. Para poder imprimir en la sala de ordenadores, cada estudiante deberá llevar sus propios folios y seguir las instrucciones. Para poder conectarte al wifi, sigue las instrucciones :<http://www.stic.comillas.edu/es/guias-y-manuales/servicio-de-red-inalambrica-de-comillas>

Use of computers:

The computers room, located in west wing, floor -1, is available for all students registered at the University. The username and password is the same you used when applying online. Until you have not completed the application form, you will have to ask IT (office in front of the computers room) for a temporary password. Once registered, you must always use your personal username and password. Printing at the computer lab requires students to bring their own paper and follow the instructions of this guide. In order to connect to the Wifi available all around the building, follow these instructions, and if needed ask IT for help (floor -1, in front of the computers room): <http://www.stic.comillas.edu/es/guias-y-manuales/servicio-de-red-inalambrica-de-comillas>