



Solvay Brussels School

Lifelong Learning • Executive Education

**EXECUTIVE MBA
ADMISSION RULES (AdmR)
ACADEMIC YEAR 2023-2024**



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INTRODUCTION

These are the Executive Master in Business Administration Admission Regulations (AdmR) for the academic year 2023-2024 at the Solvay Lifelong Learning of the Solvay Brussels School of Economics and Management – ULB. The AdmR are part of the EMBA Body of Rules and have been validated by the academic director for the programme, Professor Bruno VAN POTTELSBERGHE, on 30 August 2023. The AdmR are applicable between 01 September 2023 and 31 August 2024.

LEXICON

AdmR: Executive MBA Admission Rules

ECTS: European Credits Transfer System

EMBA: Executive Master in Business Administration

SBS-EM: Solvay Brussels School of Economics and Management

SLL: Solvay Lifelong Learning ASBL

ULB: Université Libre de Bruxelles

Article 1.0 – Programme

The Executive Master in Business Administration:

- lasts for 18 months with a two-month break during July and August
- is credited by 60 ECTS
- is delivered in English
- has a maximum of 40 seats per intake
- confers an Executive Master in Business Administration university certificate in accordance with [Articles 10 to 14/7 of the 7th November 2013 decree of the Fédération Wallonie Bruxelles defining Higher Education and academic organisation](#)

Article 1.1 – Application Deadline & Tuition Fees

The application deadline is as follows:

- prospective learners holding a [European Union](#) (EU) or [European Economic Area](#) (EEA) citizenship must apply no later than 30 September at 23:59 (Brussels Local Time)
- prospective learners not holding a [European Union](#) (EU) or [European Economic Area](#) (EEA) citizenship must apply no later than 30 June at 23:59 (Brussels Local Time).

The tuition fee as of 01 July 2022 for the Executive Master of Business Administration is 37,000EUR

Article 1.2 – Entry Requirements

In order to be eligible for admission, a prospective learner must have:

1. a university degree (BA, MA, PhD) or equivalent.
2. a minimum of three years appropriate and relevant postgraduate work experience upon applying to the programme.
3. proficiency of the English Language

Article 1.3 – Admission

Eligible prospective learners must complete the following milestones:

Stage 1 - Online Application file

1. Substantial & qualitative replies to the motivation essay questions and required entries.
2. Upload of a valid passport or ID-card;
3. Upload of a recent passport picture
4. Upload of an up-to-date Curriculum Vitae
5. Upload of previous education diplomas/certificates.

Stage 2 - GMAT/GRE/Solvay Lifelong Learning Admission Test (SLIAT)

Stage 3 - Interview



Article 1.4 – GMAT/GRE/Solvay Lifelong Learning Admission Test (SIAT)

prospective learners have the possibility to choose to submit a score for one of the below test:

GMAT

- Minimum score is 550
- Score must be submitted at emba.admissionoffice@solvay.edu

GRE

- Minimum score is 157 verbal and 158 quantitative
- Score must be submitted at emba.admissionoffice@solvay.edu

SIAT

- Minimum score is 10
- Test is available online without proctoring
- Prospective learner must complete the test in less than 60 minutes

Article 1.5 – Interview

The interview is conducted by the Programme Manager either alone or accompanied by a second party which may be the academic director, practice director, teacher or alumnus/a.

An assessment form has to be completed. The notes of the assessment form are not available to the prospective learner.

Article 1.6 – Decision

Upon the completion of the three stages of admission, the programme manager will issue to the prospective learner a decision of admission. If positive, the decision of admission is valid for 2 years.

The programme manager consults the academic and/or practice director for consultative feedback.

Article 1.7 – English Proficiency

Prospective learners must have a "proficient user C1" level as per the Common European Framework of References for Languages (CEFR) of the Council of Europe at the moment of application.

The English language proficiency will be assessed indirectly through the admission stages:

- Written skills during stage 1
- Reading skills during stage 2
- Oral & listening skills during stage 3

If the institution has reasonable doubt about the prospective learner's language proficiency, it may refuse their enrolment or impose additional requirements to determine their actual language level.

Applicants with insufficient English proficiency may still be considered for admission to the programme if they possess other qualifying credentials. However, conditional admission is granted on the condition that the applicant undertakes English language courses and provides evidence of achieving a C1 proficiency level before the program commences. To assist in meeting this requirement, the School recommends utilizing the language services offered by ULB's language school (Fg).

Article 1.8 – Acceptance

If a prospective learner successfully completes all the stages of admission, he/she will be offered a seat in the programme and be considered as conditionally admitted. The admission decision is held for 2 years.

The prospective learner has:

- a maximum of 2 weeks to proceed to the payment of the deposit
- a maximum of 2 weeks to proceed to the submission of the financial form

When all of the above has been completed, the prospective learner is considered as admitted in the programme and subject to the terms and conditions as well as the Executive MBA body of rules.



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Article 1.9 – Scholarships

As part of our commitment to the United Nations Sustainable Development Goals (SDGs), prospective learners have the opportunity to apply for a [Solvay x SDGs scholarship](#). The scholarship rewards change makers who have contributed personally or professionally to one or more of the 17 SDGs. The scholarship ranges between 2,500EUR and 5,000EUR. The scholarship is deducted from the tuition fee. The deadline for application is 30 September at 23:59 (Brussels Local Time).

For more than 120 years, we have trained women and men to lead with sustainable impact. Our ambition is that by 2026, we achieve gender equality in our recruitment and that women, through high-quality lifelong learning training, close the gap in leadership positions. In Belgium, women only represent 16.7% of Executive Committee (ExCo) members in 2023. The [Women Change Agent Scholarship](#) supports women in breaking the glass ceiling in business by offering a 16.7% discount. The deadline for application is 30 September at 23:59 (Brussels Local Time).

Article 1.10 – Sales Terms & Conditions

Enrollment in the programme is subject to the SLL Sales Terms & Conditions available at <https://page.solvay.edu/executive-education/general-terms-and-conditions>