



**Solvay Brussels School**

Lifelong Learning • Executive Education

**EXECUTIVE MBA  
ACADEMIC RULES (AcaR)  
ACADEMIC YEAR 2023-2024**

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## INTRODUCTION

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

## LEXICON

AcaR: Academic Rules

BoE: Board of Examiners

EMBA: Executive Master in Business Administration

ECTS: European Credits Transfer System

FO: Front Office

LG: Learning Goals

NG: No Grade

SBS-EM: Solvay Brussels School of Economics and Management

SLL: Solvay Lifelong Learning ASBL

ULB: Université Libre de Bruxelles

## CHAPTER 1 – AIM, CONTENT AND STRUCTURE OF THE EXECUTIVE MBA

### Article 1.01 – Learning Goals

The learning goals of the EMBA at the Solvay Lifelong Learning of the Solvay Brussels School of Economics and Management – ULB are described as follows:

- LG1 – Learners will acquire essential managerial skills
  - LO 1.1 - Graduates will be able to defend their position on a business/decision process
  - LO 1.2 - Graduates will be able to value diverse perspectives, inspire collaboration and maximize collective abilities, thanks to teamwork
- LG2 – Learners will acquire essential leadership skills
  - LO 2.1 - Graduates will be able to prepare a strategic vision for an organization
  - LO 2.2 - Graduates will be able to meet the sustainability challenges of our society
- LG3 – Learners will be able to drive innovation & change
  - LO 3.1 - Graduates will be able to design a sustainable business strategy integrating concepts from multiple functional areas
  - LO 3.2 - Graduates will be able to drive their lifelong learning through effective change leadership

### Article 1.02 – Structure of the programme

The EMBA lasts for 18 months with a two-month break during July and August. The programme is credited to 60 ECTS and is equivalent with a total learning load of 1800 hours. 1 ECTS equals a workload of 30 hours. The updated curriculum is available at

<https://page.solvay.edu/en/general-management/executive-mba/curriculum>

### Article 1.03 – Start & End of the programme

The programme starts once a year in early November (with optional refresher courses in October). It concludes in June of the following year.

### Article 1.04 – Language of the programme

The programme's language of instruction, teaching and examination is English.



## Article 1.05 – Communication

The Front Office (may) use(s) (digital) communication channels (such as Canvas/Front Office Portal, the Solvay webmail account, and/or other SLL/SBS-EM channels) to inform Learners or to communicate about the study programmes, exam(ination)s, (to announce) decisions and/or other topics related to the EMBA; ULB, SBS-EM, SLL.

Learners must regularly check the (digital) communication channels throughout the entire academic year. It is the students' own responsibility to stay informed by checking these channels. Information disseminated via the (digital) communication channels are assumed to be known to each Learner.

## CHAPTER 2 – EDUCATION & EXAMINATION

### Article 2.01 – Registration for courses and examinations

Learners are informed of the registration deadlines and the process they should follow in order to complete a correct and timely registration for courses and examinations, amongst others by publication on the Front Office Portal. It is the Learners' own responsibility to check on time whether their registration is valid. Learners have to:

- Register for elective courses (credited by ECTS)
- Register for optional courses (refreshers, tutorial, uncredited by ECTS)
- Register for the final lab of their choice (1 out of 2)
- Register for resit examination if the final grade for the course is below 10/20

Learners are automatically registered for core courses.

### Article 2.02 – Rules of procedure for examinations

The procedure for examinations is laid down by articles 2.3, 2.4, 2.5, 2.6, 2.8 and 2.9 of the AcaR. Learners must as well refer to the EMBA Code of Conducts.

If Learners are suspected to have violated the rules of procedure for examinations in an examination or part(s) thereof, the Board of Examiners, under the lead of the Academic Director, will investigate this and decide whether fraud is established and if so, which sanction will be imposed in line with article 3.1, 3.2 and 3.3 of the AcaR.

### Article 2.03 – Assessment & Grading

#### Assessment

All courses taken by a Learner will be graded and will count towards the Grade Point Average (GPA). In order to graduate, each Learner must pass all courses with a minimum grade of 10/20 and maintain a minimum weighted GPA of 10/20.

Assessment is designed to ensure that to pass a course (and the program), the learner has demonstrated that he/she has achieved the learning outcomes set by faculty at a satisfactory level for each course (and overall). To be awarded the EMBA certificate the school needs assurance of each participant's successful assimilation of EMBA learning.

The program includes a blended approach to learning as well as a blended assessment approach which includes oral (presentation) and written assessment (papers, exams, and case studies), individual evaluation, as well as small group evaluation. Participants are expected to successfully complete all individual assignments, without unauthorized help from others and in full respect of generally accepted academic citation guidelines, and to contribute equally to all group work assignments submitted in their name.

All courses in the EMBA programme have clearly defined learning outcomes as described in the course outline of each course and as agreed upon by the teaching faculty and the Academic Director. Assessment of assignments is based on the level of performance along five dimensions:

- Comprehension of key issues and course-related concepts, tools, models and frameworks
- Depth and relevance of analysis as well as the selected approach to analysis
- Document and information structure, clarity of writing and presentation
- Level and pertinence of conclusions and recommendations in relation to the analysis
- Academic rigor, proper citation of sources, the quantity and quality of sources cited (references)

The BoE reviews on an annual basis the learning objectives set for each course and the basis of assessment used. When it is appropriate, changes are made to course content, learning objectives and method of assessment, in accordance with the appropriate faculty.

### Grading

Solvay EMBA uses a competence-based assessment of participant performance against pre-set learning objectives. It sets a threshold level to determine whether a skill or outcome has been achieved. The 20-point scale, in accordance with Belgian academic standard practices, is used for all assessments, with the pass level set at 10 for individual courses and 10 for the program. Also, in accordance with European standard grading practices, high grades are the exception and the average grade for most classes is situated around 15/20.

The following Grading Table sets out the grading scheme used in the EMBA programme:

DEFINITION	GRADE
Highest Honors (outstanding, exceptional all-around performance)	20-19
High Honors (very good)	18-17
Honors (good work overall – expected MBA-level work)	16-15
Satisfactory (good work in general, but with a few flaws)	14-13
Pass (satisfactory, with a number of notable flaws)	12-11
Borderline (satisfactory, with a number of significant flaws and shortcomings)	10
Poor (incomplete or insufficient work)	9-0
Plagiarism (Unauthorized withdrawal of academic misconduct)	0

### Article 2.04 – Oral examinations

An oral examination will be assessed and graded by one or more examiners (usually the teacher of the given course and/or academic director). The Academic director may decide that oral examinations are open to the public. For every oral examination an assessment norm is determined and made available by the concerned teacher within a reasonable period before the examination.

### Article 2.05 – Written examinations

For every written examination, an assessment norm is determined and stated in the Course Outline. Written examinations also include taking these examinations by computer/digitally.

### Article 2.06 – Online written exam

For every online examination, learners must follow the below general rules:

- exam taken on Zoom with camera ON
- exam start and end time must be respected
- learner required to print the examination sheet and send the answers scanned in ONE pdf file via email to the teacher with Front Office in copy
- learner must name the PDF file using the following nomenclature: *FirstName\_LASTNAME\_Name of the Course*
- the learner cannot use the internet - connected on Zoom, but answers are hand-written and scanned afterwards.

### Article 2.07 – Attendance, Participation and course assignments

Presence to all courses is mandatory as well as participation in all group and individual works. At the beginning of each class, the teacher/FO team will ask you to sign an attendance list. You are kindly requested to sign the attendance list before the beginning of each class. Replays in their various formats do not qualify the Learner for a validated attendance.

Also, we ask you to arrive on time to all classes, and therefore to anticipate traffic, parking and public transportation issues.

Learners must adhere to class start and end times and be present for all class sessions. Any absence beyond 4 hours for a given course will result in the Learners not being able to validate the course and a grade as "absent" will be given for the course.

- Learners who need to miss more than 4 hours of a course can file a board request to the BoE via the Front Office Portal. The Academic director analyzes the request with the concerned teacher and emits a decision allowing/not allowing the Learner to miss more than the 4 hours' threshold. If the BoE agrees, the participants will be requested to provide compensatory work to compensate for the missing attendance.
- All absences under 4 hours must be justified and authorized by the Front Office and, to the extent possible, authorized prior to absence. In the event of absence due to illness or exceptional circumstances, learners are required to submit written proof (e.g. medical certificate). The proof must be sent to [emba.frontoffice@solvay.edu](mailto:emba.frontoffice@solvay.edu). Absences due to illness and/or exceptional circumstances also require make-up assignments and cannot, in any event, exceed 4 hours of course. Absence make-up work is graded "Acceptable" or "Unacceptable". If the work is deemed Unacceptable, a new make-up assignment must be defined with the teacher and submitted. A core course cannot be validated unless all absence make-up assignments are accepted.

Following a course or part of it remotely is not allowed unless approved via a Board Request. Learners following a course remotely without prior authorization will not be counted as present. They are at risk of failing the concerned course.

Attendance also applies to completing in due time online asynchronous learning activities.

### Article 2.08 – Invalid examination

If (components of) an examination involve(s) irregularities that make it impossible to accurately assess the Learner's knowledge, insight and skills, the academic director on behalf of the BoE may declare (components of) an examination invalid for both the learner and/or a group of Learners. After (component(s) of) an examination has/have been declared invalid, the BoE via the Academic Director and/or concerned teacher must inform the Learner(s) of the consequences and, if applicable, of another opportunity to take (components of the) a new examination.

### Article 2.09 – Resits

A resit of an examination entails the second opportunity within an academic year for Learners to take an examination facilitated for all educational units or components thereof, unless explicitly excluded in the course manual based on the fact that the nature of the educational unit dictates otherwise.

Learners are eligible to resit examination if they fail a course with a grade lower than 10/20. Registration for the resit examination has to be made on the Front Office Portal when invited by the Front Office Crew within a set

time frame. The date of the resit is scheduled together with the concerned teacher once the grades of the first exam session have been announced.

In case of failure at the resit examination, the lifelong learner's success will be at risk and his/her case will be discussed at the next BoE meeting (usually scheduled at the end of June).

Lastly, it is understood that if a lifelong learner misses the first opportunity examination and proceeds directly to the resit examination, and the result of the resit examination is lower than 10/20, no further examination will be offered for this given course during that academic year. The Learner will repeat the course during the next academic year.

#### **Article 2.10 – No Grade (NG)**

In case of inability to determine a result, for instance if a Learner has registered for a course/examination but has not actually taken the examination or part thereof and did not unregister by contacting the Front Office Crew, the examination will be graded with a No Grade (NG).

In this case, the Learner will have to retake the course at a later date unless directed otherwise by a BoE decision.

#### **Article 2.11 – Examination Submission**

All assignments deadlines and exam dates are set by the Front Office in coordination with faculty generally 1 to 3 weeks after the last day of the course and/or as noted in each course outline. Learners are responsible for ensuring that their individual and/or group assignments are submitted on time.

Group assignments must only include names of those participants who have contributed substantially to the work. All assignments are to be submitted through the learning management system, Canvas, unless a different course of action is expressly specified by the faculty or the Front Office. All assignments and exams must be written in English and rigorously spell-checked. Papers with poor spelling and/or numerous grammar mistakes will be down-graded.

Any assignment submitted after the original deadline shall be downgraded as follows:

- In the event an assignment has not been submitted within 4 days of the due date, the assignment will be graded with one point less per day of the late submission. The maximum grade that can be obtained is 15/20. For example, if the submission is 2 days late, the maximum grade is 13/20. In the event an assignment has been submitted within 5-30 days after the due date, the participant will be graded on a Pass (10/20) or Fail (0/20) basis.
- After 30 days the assignment will be given a 0 automatically. The date stamp of the assignment upload will be used to determine submission lateness and subsequent grade penalties.

#### **Article 2.12 – Grade transfer (AMP)**

Learners who completed the Accelerated Management Programme (AMP) will have their grades and awarded ECTS transferred when joining the EMBA. A Learner is allowed to retake a course part of level 1 if the given course(s) has/have not been successfully completed (NG or below 10/20).

#### **Article 2.13 – Publication**

Official final examination results will be published within 15 months of the examination date on Canvas, unless decided otherwise by the Front Office in acceptance of the Academic director on behalf of the BoE.

Learners are entitled to a transcript of records issued by the Front Office (once per level). Grades issued in the transcript during the programme are only indicative as grades are only certified by the BoE prior to certification.

#### **Article 2.14 – Awarding credits**

The number of ECTS credits representing the full study load of a course, skills training or other educational unit will only be awarded in full. It is not possible to award it in part.

### Article 2.15 – Validity

Grades and ECTS awarded at the end of the successful completion of a course and its related examination are valid for a maximum of 48 months.

### Article 2.16 – Right to Feedback

All Learners have the right to feedback after completing a course and its related examination. In most cases, feedback is provided directly to the learners via Canvas. Should this not be the case, the learner is welcome to request feedback directly from the teacher via email, by placing [emba.frontoffice@solvay.edu](mailto:emba.frontoffice@solvay.edu) in copy.

### Article 2.17 – International Study Tours

Learners can apply to participate in international study tours organised during the level 3 of the programme. International study tours are:

- Not compulsory.
- Can substitute a maximum of 1 elective course.
- Subject to seat limitation. Seats are allocated based on academic merits (GPA Score).
- Should a learner wish to participate in more than one study tour, he/she is placed on a waiting list and can take part if there are still seats available. The ECTS earned are added on top of the compulsory 60 ECTS required for certification.
- All costs associated with the study tours are excluded from the tuition fees and are to be borne by the Learner.

Learners who have not validated the level 1 of the programme at the time of closing of the application for the study tours are not eligible due to pedagogical reasons. Study Tours are subject to cancellation for operational reasons.

Students can currently choose between 3 study tours:

- Study-Tour: Mexico: Evaluated on a Pass/Fail basis
- Study-Tour: Brazil: Evaluated on a 0-20 scale. The final grade represents the average of all the grades acquired during the study tour.
- Study-Tour Munich: Entrepreneurship made in Germany:: Evaluated on a 0-20 scale. The final grade represents the average of all the grades acquired during the study tour.

### Article 2.18 – Request to Board of Examiners

Learners who might need to deviate from the academic path established may request accommodation of learning to the board of examiners. The deviation request needs to be submitted:

- One month prior to the needs of deviation (unless case of sickness with medical certificate as a proof).
- via the e-service center of the Front Office Portal.
- supported by reasonable evidence justifying the acceptability of the accommodation of learning.

The Board of Examiners in its restrained format, Academic Director and if required concerned teacher(s), have a period of 20 working days to refuse or/accept with deviation practicalities the board request.

### Article 2.19 – Coursera as a replacement for a course

Coursera might be used as a replacement for a course or part of a course within the framework of an accepted board of examiners request. The Board of Examiners may strictly grant this accommodation of learning once per level. The below courses are not subject to replacement for a coursera alternative:

- Financial Accounting
- Finance
- Strategy

The course(s) validated via coursera are considered in the GPA tracking system on a pass/fail basis. The course being excluded from the GPA calculation.

A learner having received an accepted board request with the accommodation of learning being to follow an alternative course must propose within 48 hours of the board request acceptance a proposal of 3 alternative



courses on coursera that the learner would like to follow within the same domain as the course to be replaced. The proposal needs to be addressed at [emba.frontoffice@solvay.edu](mailto:emba.frontoffice@solvay.edu) by email for verification of learning outcomes by the academic director. The Front Office will communicate the deadline for completion of the coursera course and will only validate the ECTS upon the submission by the learner of the coursera certificate upon the successful completion of the course.

## CHAPTER 3 – FRAUD

### Article 3.01 – Plagiarism, Fraud & Sanctions

No plagiarism and deviation from academic integrity is allowed from Learners. Plagiarism is regarded as a very serious offense and is therefore subject to severe academic penalties. Plagiarism can take many forms, including, but not limited to, the following:

- Giving or receiving unauthorized help on an assignment.
- Not citing sources used or improper citation of sources used for an assignment.
- Using all or part of an already existing work or re-using an assignment without the expressed consent of the teacher. Not including a "Reference" section listing all sources used and cited within the paper with an appropriate format.

All issues regarding suspicions of plagiarism are treated on a case-by-case basis by the Academic Director on behalf of the BoE with the concerned teacher to establish a report and a recommended course of action. In the event that there is a suspicion of plagiarism or unintended plagiarism (improper attribution of sources, lack of citation, limited similarities to another participant's work, etc.), for first-time offenders SLL will notify the Learner(s) concerned, requesting an explanation.

Based on the teacher and the School's appreciation of the gravity of the case, the Learner(s) will receive an Academic Warning and will have to do a new assignment. The new assignment will be graded Pass (10) or Fail (0). As part of the School's plagiarism policy, all participants are required to include on the cover pages of assignments submitted the following Declaration of Authorship.

*"I hereby declare that I have neither given nor received unauthorized help on this assignment, that all work is my own unless otherwise stated, and that all sources used in the preparation of this assignment have been properly cited and referenced."*

## CHAPTER 4 – FULFILLMENT OF THE MASTER'S REQUIREMENTS

### Article 4.01 – Certification requirements

The Learner to successfully complete the EMBA must comply with the below certification requirements. Requirements differ between intakes in light of curriculum changes:

Intake 2021-2023

- Validation of 39 ECTS of compulsory courses
- Validation of 9 ECTS of level 3 Lab
- Validation of 3 ECTS of CAP
- Validation of 3 ECTS of Sustainability Project
- Validation of 6 ECTS of Optional Courses (bearing 3 ECTS)

Intake 2022-2024 and 2023-2025

- Validation of 45 ECTS of compulsory courses
- Validation of 9 ECTS of level 3 Lab
- Validation of 6 ECTS of elective courses (bearing 3 ECTS)<sup>1</sup>

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<sup>1</sup> Case A (2 elective courses), Case B (1 elective course + 1 study tour)



Thus, totalling 60 ECTS at the time of the BoE Meeting certifying grades ahead of the certification. Moreover, Learners have to be in financial order regarding the payment of their tuition fee.

#### **Article 4.02 – Certification Date**

The certification for a given intake will be announced in due time by the Front Office. Certification usually takes place at the end of the following academic year of the start of the programme.

#### **Article 4.03 – Belgian Higher Education Legal Framework**

The [Solvay Lifelong Learning Solvay Brussels School of Economics and Management \(ULB\)](#) offers part of its [continuing education portfolio](#) studies, awarding university certificates.

The University certificate is non-diploma granting. This means that it does not confer an academic diploma (in Belgium these are only conferred to undergraduate studies, state funded and doctoral degrees). It aims to complete or broaden the Learner's initial training, acquire a specialisation, perfect his/her knowledge and keep him/her up to date in a field of expertise.

Therefore, the Executive MBA awards a university certificate delivered by Université Libre de Bruxelles - ULB (and agreed by the [Académie de Recherche et d'Enseignement Supérieur](#) – ARES, the authority of French speaking universities), via the Solvay Brussels School.

The Solvay Executive MBA is accredited by international accreditation bodies including the [Association of Masters of Business Administration](#) (AMBA) and the [European Quality Improvement System](#) (EQUIS).

#### **Article 4.04 – University Certificate**

In accordance with [Articles 10 to 14/7 of the 7<sup>th</sup> Novembre 2013 decree of the Fédération Wallonie Bruxelles defining Higher Education and academic organisation](#), upon completion of the programme, Learners are awarded with an "Executive Master of Business Administration" university certificate delivered by Solvay Brussels School of Economics & Management – Université libre de Bruxelles.

Only one original certificate can be issued. Learners are kindly suggested making a digital copy and storing the original in a safe place.

#### **Article 4.05 – Certification procedure and ceremony**

Certification procedure and ceremony are shared ahead of the certification via the Front Office Portal. The certification ceremony takes place on campus. A maximum of 3 guests are allowed by Learners (infants under the age of 6 do not count in the guest allowance).

#### **Article 4.06 – Time limit for degree certification**

Learners must complete their EMBA in 18 months with 2 months break in July and August over a maximum of two academic years.

Time for the completion of a degree begins at the closest intake starting date and related academic year upon the date of submission of the financial form.

If a Learner does not meet certification requirements within 2 years' time frame from the effective start of the programme, the Learner will be officially unregistered from the EMBA program and the roster of active learners and will not appear as a program or school alumnus unless an extension of the duration of lifelong learning is granted.

#### **Article 4.07 – Extension of lifelong learning**

When a Learner faces a study delay, this means that he/she cannot meet the certification time limit.

The extension is:

- conditional to an authorisation of the board of examiners based on the submission by the Learner of a goal-oriented and feasible plan for completing the programme. In the plan, the Learner must detail the courses to be completed and the timetable for completing the degree. If extension is not granted, the right to study expires.
- lasting no longer than 1 additional academic year compared to the initial limit for degree certification.
- subject to a 3,700EUR lifelong learning extension of the tuition fee.

#### **Article 4.08 – Conditions for request for extension of the lifelong learning**

The below conditions open rights for the submission for an extension of lifelong learning. The approval of extension remains subject to the discretion of the board of examiners:

- illness or pregnancy and childbirth
- a disability or (chronic) illness
- special family circumstances (under which, for example, the Learner serves as care-giver for a family member).
- professional unforeseen change in status such as promotion, relocation, job loss.

#### **Article 4.09 – Recognition of prior learning**

To maximise the learning experience, cohesion and integrity of the learning group and in accordance with the AMBA's Accreditation Standard 2.5, recognition of prior learning is not encouraged. In exceptional cases, a learner can apply for recognition of prior learning through a Board Request. For the Board Request to be analysed.

The learner must be able to demonstrate that any learning undertaken prior to enrolment either within the Institution or elsewhere, is at master's level and is comparable to that offered to learners within the course offered in the programme. Any prior learning for which credit, advanced standing and/or exemptions are awarded should have been acquired no more than five years before enrolment.

#### **Article 4.10 – Grade Point Average (GPA)**

The grade point average is calculated on the basis of all overall assessments of modules successfully completed by the Learner and registered in the GPA Tracking system up to the moment the calculation is made.

The grade point average is calculated by:

- dividing the 'sum of weighted grades' by the 'sum of credits (ECTS)';
- The sum of weighted grades is calculated by adding the overall assessments for modules passed multiplied by the credit value of these modules.
- The sum of credits is calculated by adding the number of credits of the modules the Learner has passed and thus received credit for.

Excluded from the GPA are:

- credits obtained through the recognition of prior learning (i.e: courses validated outside of Solvay Lifelong Learning).
- modules that are not graded, but are given a pass or fail

## **CHAPTER 5 – FINAL PROVISIONS**

### **Article 5.01 – Evaluation**

All Learners are invited to perform an online evaluation of each course. These evaluations are compulsory and take place after the final exam or assignment and before the grades are released. The evaluation opens on the day of the final assessment for the duration of 7 days. This information is an important input for the continuous improvement of the EMBA programme. Individual feedback cannot be considered.

**Article 5.02 – Amendments**

The ARR can be amended at the request of the Academic Director, BoE, Front Office at any time. A notice of amendments will be shared via the Front Office Portal with Learners.

**Article 5.03 – Exit Conditions**

Learners are expected to pay in full their tuition-fee upon their approval of the Financial Form. Terms and Conditions are available at <https://page.solvay.edu/executive-education/general-terms-and-conditions>.

SLL does not offer discounts in case of disruption on courses in any case including Force Majeure.

**Article 5.04 – Intake Representatives**

Every year two intake Representatives (with gender equilibrium) are elected. Intake Representative's role includes

- Acting as interface with the schools for matters linked to the broad curriculum, material requests, organizational feedback, and other academic or operational matters.
- Representing all EMBA participants for activities with the alumni network.
- Organizing extra-curricular activities like wine tastings, holiday dinners;
- Organizing Class memorabilia – blog, website, photo books, social networks, class etc.
- Ensuring student participation and representation in EMBA fairs and events.
- meeting with the EMBA Academic Director and executive team at the end of each of the three levels. Synthetic minutes will be saved in the EMBA archives;

**Article 5.05 – 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>

**Article 5.06 – Post-Certification Engagement**

The Executive MBA commits to lifelong learning. In this spirit, after certification, alumni can rely on the below services (subject availability and change):

Administrative assistance regarding MBA / EMBA related matters is provided by the Front Office at [emba.frontoffice@solvay.edu](mailto:emba.frontoffice@solvay.edu). The Solvay Lifelong Learning can issue the below official documents to its alumni:

- Certificate of Achievement (Under regulation of our governing authority, Federation Wallonie-Bruxelles, university higher education diplomas/certificates are original and unique documents. It is therefore impossible to obtain a "duplicate" in the strict sense of the term. This letter of confirmation is issued in lieu of the original certificate; it has the same legal value).
- Transcript of records (if you completed your programme with us since more than 5 years. We might not be able to issue this document to you).

The above documents must be requested via the completion of a form at <https://page.solvay.edu/en/general-management/executive-mba/alumni-requests>

The Alumni Information System allows you to get access to the latest news, request e-services, register for complementary courses, participate in surveys and give-back. Only available for alumni as of cohort 2016-2018. You can access this service at <https://solvay.instructure.com/>

The subscription to the Solvay Schools Alumni Association is offered to you during the learning and for the 12 months following the certification.

During the 3 years following certification, alumni are entitled to attend 3 complementary courses that are part of the Executive MBA curriculum. Information regarding the curriculum and scheduling is available at <https://page.solvay.edu/en/general-management/executive-mba/curriculum>. The enrollment is completed via the Course Registration System (CRS) available in the Alumni



**Solvay Brussels School**

Lifelong Learning • Executive Education

Information System. Enrolment in a course is made as a full-time learner. No observer status is granted. The Alumni enrolling engage themselves in complete dedication to the learning process. It includes learning and assessment. Upon successful completion of courses, a certificate of attendance can be issued by the Front Office. As regards the electives, access to the entire curriculum is granted. However, alumni can only enroll in compulsory courses from Levels 2 and 3 provided that they have not yet completed them during their learning journey. For study tours, currently enrolled learners have the enrollment priority. If a seat would be available, alumni placed in the waiting list would be offered to participate. In that case, the study tour counts as one of the three complementary courses.

Subject to sales terms and conditions, a 10% alumni discount is offered on registration to programmes part of the Solvay Lifelong Learning.

We place great importance on alumni engagement. We therefore kindly request our alumni to support the school when contacted for recruitment, rankings, accreditation, assurance of learning, etc.