



The voice of corporate governance
in Luxembourg



Instructions for candidates

CERTIFICATE IN LUXEMBOURG COMPANY SECRETARIAL
& GOVERNANCE PRACTICE




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INTRODUCTION

This document is for the use of the ILA members registered for the program “Certificate in Luxembourg Company Secretarial & Governance Practice”. These instructions set out the most relevant information candidates need to know about the organisation of the program, including the exams. These rules & conditions are complementary to the ILA Policy available on www.ila.lu. By signing up for this training program, candidates agree to strictly respect the following rules & conditions defined by ILA.

1. REGISTRATION

Registration to this training program must be done via the application form available on the ILA website (<https://www.ila.lu/certification/certification-cosec>) The registration will be confirmed to the applicant via email, and will only be valid upon payment of the accompanying invoice.

2. FEES & PAYMENT

Fees are inclusive of:

- courses registration
- exams registration (2 attempts for each pillar)
- digital copy of course handouts and training materials
- refreshments, and lunch if a full day course.

Parking at the training/exam location is available at own expense. The candidate must make sure to settle these charges before leaving the venue.


The relevant invoice is payable within 15 days of the date it was sent. Self-funding candidates may contact ILA for extended payment conditions.

Please refer to ILA Terms and Conditions for cancellation policy.

3. TRAINING PROGRAM

The training program consists of 8 modules (2 pillars of 4 modules). All courses are conducted in English. **Full attendance at each module is mandatory to be allowed to exam entry.** No exception will be granted, unless very exceptional circumstances that remain at the discretion of the ILA Certification Committee and with a written supporting evidence. Absence due to work commitments is not a valid excuse.

The content, timing, trainers of the program as well as date and venue may be altered for reasons beyond the control of ILA. In the unlikely event of the program being delayed or cancelled, ILA will use its best efforts to set up a new date as soon as possible. No compensation will be paid for any additional costs incurred as a result of the course being postponed.



During the class, candidates are asked to keep their mobile phones switched off. Coffee break periods are scheduled in the agenda to allow some free time during the session.

All courses are conducted under the “Chatham House Rules”. Trainers & participants must respect the confidential nature of discussions that will take place during the session.

ILA reserves the right to use photographs that may be taken during the courses for its communication and to publish them on its website/social networks and/or for promotional material.

4. TRAINING MATERIALS

Training materials will be provided electronically (in the ILA learning platform) approximately one week before the start of each module. No paper copies will be distributed. Course materials provided remain the property of ILA and of the trainers and are distributed for personal use only. They should not be reproduced or distributed under any circumstances. Training materials will be accessible to the candidates on ILA website after completion of each module.

5. EXAM ENTRY

Exams are conducted at least twice a year. Additional exam sessions could potentially be scheduled if necessary.

The exam dates are announced on the ILA website (<https://www.ila.lu/certification/certification-cosec>) at the start of each training session at the very latest.

The 2-hour exam session will cover 4 modules (Pillar 1: Modules 1 to 4 and Pillar 2: Modules 5 to 8) and be in a MCQ (Multiple Choice Questions) format and conducted in English. Only 2 attempts are permitted for the exam for each pillar. The highest of the 2 scores obtained will be selected as the final score.

Participants can only register to the exams of the training modules they have attended. At the closing of each pillar session, the Candidate will have the possibility to register in the learning platform to an exam session. The candidate will then receive a confirmation of registration with the date, time, and location of the exam.

The Candidate may defer their exam entry, with no provided excuse needed by writing to ILA at least 5 working days prior to the exam date. In this case, the exam registration will be cancelled and will not count as an exam attempt.

Once the deferral exam date has passed, no exception will be granted for failing to sit the exam, unless exceptional circumstances that remain at the discretion of the ILA Certification Committee. The Candidate will be asked to provide the reason for missing the exam in writing and to provide documents to evidence the claim. Absence due to work commitments are not a valid reason.

Absence from the exam without having informed ILA beforehand or just after the exam has taken place, will automatically count as an exam attempt.



6. EXAM RULES

- Candidates must bring to the exam a copy of the confirmation of registration, and an official identification document with name and photograph (ID Card, Passport, Driving licence)
- Only spare paper and pens will be allowed on the desks (supplied on the day of the exam). No other items will be allowed on the exam desk.

In order not to disturb the other Candidates taking the exam, the following general rules must be considered:

- Late arrival (15 minutes after the exam has started) is not permitted
- A Candidate leaving the exam room without permission will not be allowed to re-enter the room and continue the exam
- A Candidate leaving the exam with no intention to return must sign the attendance list before leaving the room
- During the exam, no communication in the room is permitted between Candidates, and the use of mobile phones, training material, or any notes or books are not permitted.

7. EXAM FEEDBACK

The exam scoring will be checked by representatives of the ILA Education team. An average score of 75% is required to pass the exam (average on the total of the 8 modules). The exam results will be communicated individually by email promptly after the exam date.


A Candidate who wishes to receive further information about which individual question they passed or failed may submit a request in writing to ILA to review their exam copy within 30 days after the exam result communication. The exam answer sheet remains the property of ILA and will not be returned to the Candidate.

ILA guarantees a fair treatment to all Candidates. If a problem occurs and a Candidate believes that they have been unfairly treated in the exam process, they can submit a request to the Management Committee of ILA, asking the Committee to check the matter. The decision of the Management Committee will be final and binding.

8. REMINDERS

Agreed Limited Timeframe:

The 8 mandatory modules of the ILA training program and the related exams should be completed within a maximum period of 3 years, starting with the attendance to the 1st module (the “Agreed Limited Timeframe”).



Membership:

The candidate must be registered as an ILA member and in good order of membership payment during the Agreed Limited Timeframe: if the candidate is affiliated through his/her company, the membership should be updated in case of change of employer during the Agreed Limited Timeframe.

Continuing Obligations:

The certification will be renewed / revalidated annually.

In view of maintaining the certification, the member having obtained the Certificate must commit to comply to:

- Remain a full ILA member (as an individual member or as affiliated through your company - please liaise with your ILA account manager to ensure that you can be included in the list of affiliates for your company) and pay the annual ILA membership fee
- The Continuing Professional Development requirements (6 hours relevant training per year). More information is available in the CPD Guide.

9. CONTACT DETAILS

For any additional question, feel free to contact:

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