Exemption & Credits

Policy Overview

These notes are for guidance only.

If you have any questions regarding our exemption and credit award policy, specifically in relation to your own qualifications, please contact Edinburgh Business School before submitting a formal application.

1. Exemption eligibility is based on undergraduate level qualifications which have been attained by formal examination and are fully completed.

2. Credit Transfer eligibility is based on fully or partially completed postgraduate level qualifications attained by formal examination. (with the exception of a fully completed master’s level degree).

3. Life or work experience will not be considered.

4. A maximum of two exemptions may be awarded (one exemption per undergraduate qualification).

5. A maximum of four credit transfers may be awarded.

6. Exemption and credit transfers can only be considered on the basis of qualifications which are at a lower level to our MBA/MSc programmes.

7. Exemptions and credit transfers will not be considered if the Edinburgh Business School course examination has been passed.

8. Credit transfers will not be considered on the basis of a qualification of the same level e.g. from another full completed MBA/MSc degree.

9. If applying for exemption and credit transfer, a combined maximum of four may be awarded.

10. Exemptions are granted from courses which are core to your chosen programme of study. No exemptions will be awarded from elective courses.

11. Credit transfers are granted for both core and elective courses.

12. All applications are considered by the Exemptions Committee of Edinburgh Business School whose decision is final.

13. A validation fee of £140 is payable on each exemption/credit transfer. If the exemption/credit transfer is not awarded, the validation fee will be credited against a future examination attempt.

15. If the Exemptions Committee is in any doubt as to your eligibility for exemption/credit transfer, you may be required to complete an exemption examination to establish your level of proficiency in that subject. Only one exemption examination attempt will be permitted per subject. If the exemption examination is passed, the exemption/credit transfer will be awarded.

16. All applications for exemption/credit transfer must be made in writing and submitted with certified, colour photocopies (translated by a Notary if they are not in English) of award certificates and full academic transcripts. Additional information (e.g. a detailed syllabus or details of assessment methods) may be required by the Exemptions Committee before a decision is reached.

17. The comparability of international qualifications, against their British counter-part, is established in all cases. International qualifications found not to be comparable will not be considered.

18. Each application for exemption/credit shall be considered according to the following principles:

Undergraduate Level Study
(e.g. BA, BSc, BCom, graduate diplomas, certain professional qualifications) One exemption may be granted to the holder of a recognised degree (or qualification deemed by the University, to be equivalent) which has been awarded by an accredited institute. The degree/qualification must contain courses which Edinburgh Business School identifies as being directly relevant to the exemption application and these courses must constitute an acceptable proportion of that degree/qualification.

Postgraduate Level Study
(e.g. postgraduate certificates and diplomas, certain professional qualifications) Up to four credits may be granted to the holder of a postgraduate level qualification which has been awarded by an accredited institute. The qualification must contain courses which Edinburgh Business School identifies as being directly relevant to the credit transfer application and the courses must align closely with Edinburgh Business School’s own syllabus and its assessment policy.

19. A decision on the application is normally made within four weeks of receipt of the application. Notification of the decision is provided by email.
Edinburgh Business School currently awards exemption or credit for the following professional qualifications. The awards are based on each institute’s syllabus and examinations.

**ABE - Association of Business Executives**

**Level 6 Diploma/Extended Diploma in Business Management**
Exemption from Organisational Behaviour for completion of the ABE (MBA)
Exemption from Human Resource Management (MSc HRM) for completion of the ABE course Strategic Human Resource Management

**Level 6 Diploma/Extended Diploma in Human Resource Management**
Exemption from either Managing People in Changing Contexts for completion of the ABE course Managing in Organisations or exemption from Human Resource Management for completion of the ABE course Strategic Human Resource Management (MSc HRM)

**Level 6 Extended Diploma in Marketing**
Exemption from Marketing (MBA or MSc Marketing)

**ACCA - Chartered Association of Certified Accountants**

The ACCA Qualification
Credits in Accounting and Finance. Possible credits in Corporate Governance and Mergers and Acquisitions (2001 syllabus onwards)

**Diploma in Financial Management**
Exemption from Finance (2007 syllabus onwards)

**ACT (UK) - Association of Corporate Treasurers**

Certificate in Corporate Finance & Funding
Exemption from Finance

Certificate in Financial Fundamentals for Business
Exemption from Accounting

Certificate in Financial Mathematics & Modelling
Exemption from Derivatives (MSc FM)

Certificate in Risk Management
Exemption from Financial Risk Management (MSc FM)

**AIWM – Association of International Wealth Management**

Certified International Wealth Manager
Exemption from Finance

**CFA Institute**

Chartered Financial Analyst
Credits in Economics and Finance

**ACPA - Association of Certified Public Accountants (UK)**

Certified Public Accountant
Credit in Accounting, possible credit in Finance

**APM – Association for Project Management**

Certified Project Manager
Credit in Project Management

**CA - Institute of Chartered Accountants**

(Scotland, England, Wales, Ireland, New Zealand, Australia)

**Associate Chartered Accountant**
Credit in Accounting, possible credit in Finance

**CGA - Certified General Accountants of Ontario**

Certified General Accountant
Exemption from Accounting

**CHRP – Certified Human Resource Practitioner (Canada)**

Exemption from Organisational Behaviour

**CIB - Chartered Institute of Bankers**

Chartered Banker
Possible Exemption from Finance determined by courses

**CIMA - Canadian Institute of Management**

Certificate in Management and Administration
Exemption from Accounting

**CIMA - Chartered Institute of Marketing**

Professional/Postgraduate Diploma
Exemption from Marketing

**CIPFA - Chartered Institute of Public Finance & Accountancy**

Professional Qualification to Strategic Level
Credits in Accounting and Finance

**CPA – Certified Practising Accountant (Australia)**

Certified Practising Accountant
Credit in Accounting, possible credit in Finance

**CPA Canada – Chartered Professional Accountants of Canada**

Certified Professional Accountant
Credit in Accounting, possible credit in Finance

**ICA – Irish Association of Corporate Treasurers**

Graduate Certificate in Corporate Treasury
Credit in Finance

**ICSA - Institute of Chartered Secretaries & Administrators**

Chartered Secretaries Qualifying Scheme (CSQS)
Credits in Accounting and Finance

**Institute of Actuaries Associate and Fellow**

Credits in Economics, Finance and Quantitative Methods (MBA)
Credits in Finance and Quantitative Methods (MSc FM)
Credit in Derivatives for completion of paper ST6 (MBA/MSc FM)
Credit in Quantitative Methods (MSc MK)

**IMM – Institute of Marketing Management**

Postgraduate Diploma in Marketing
Credits in Marketing and International Marketing

**PMI – Project Management Institute**

Project Management Professional
Credit in Project Management

The exemption and credit awards listed are relevant to professional qualifications achieved within the last two years only. If you are the holder of a professional qualification achieved prior to this your eligibility for award may differ to the published list.

If you hold a professional qualification which is not listed you may request that this qualification be assessed for eligibility. Please submit your request in writing along with a certified (and if applicable translated) copy of the award, examination results and a detailed syllabus.

In the first instance please direct all exemption enquiries to Edinburgh Business School at exemptionenquiries@ebs.hw.ac.uk or ++44 131 451 3090.
Application for Exemption

In order that we may process your application as quickly as possible it is essential that **ALL** sections of the application form are completed and that certified (and if applicable, translated) copies of your award certificates and full academic transcripts have been attached.

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<th>Family Name/Surname</th>
<th>Other Names</th>
<th>Title (Mr/Mrs/Miss/Ms/Dr/Other)</th>
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Student Identification (SID) number (relevant only to individuals already registered on an EBS programme of study):

- [ ] MBA
- [ ] MSc HRM
- [ ] MSc Fin Man
- [ ] MSc Strategic Planning
- [ ] MSc Marketing
- [ ] DBA
- [ ] Other
- Please specify

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<th>EBS programme of study: MBA</th>
<th>MSc HRM</th>
<th>MSc Fin Man</th>
<th>MSc Strategic Planning</th>
<th>MSc Marketing</th>
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<tr>
<th>Name of University/College/Professional Body (including country)</th>
<th>Qualification obtained e.g. MSc, BCom, PG Diploma</th>
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I attach **certified colour photocopies** of my qualifications (translated by a Notary if they are not in English) and confirm that these are genuine.

Signed__________________________ Date__________________________

A validation fee of £140 is payable for each exemption/credit transfer which is approved for award. Payment should be made via the Student Portal. Formal applications should be posted to Edinburgh Business School, Heriot-Watt University, Edinburgh, EH14 4AS, UK. Applications cannot be accepted by email.