

# 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 examination and are fully completed.
2. Credit Transfer eligibility is based on fully or partially completed postgraduate level qualifications attained by examination.
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 (for a fully completed postgraduate qualification).
6. If applying for exemption *and* credit transfer, a combined maximum of four may be awarded.

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

8. Credit transfers are granted from both core and elective courses.

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

10. An administration charge of £100 is levied on each exemption/credit transfer applied for.

11. If an exemption/credit transfer is not awarded, the administration fee will be credited against a future examination attempt.

12. 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.

10. All applications for exemption/credit transfer must be made in writing and submitted with certified (and if applicable, translated) copies 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.

11. 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 maybe 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. MSc, MBA, postgraduate certificates and diplomas, certain professional qualifications) Up to four credits may be granted to the holder of a postgraduate 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 credit transfer application and the courses must align closely with Edinburgh Business School's own syllabus and its assessment policy.

**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**

**Advanced Diploma in Business Administration**

*Exemption from Organisational Behaviour (MBA) or Human Resource Management (MSc HRM)*

**Advanced Diploma in HRM**

*Exemption from Managing People in Changing Contexts or Human Resource Management (MSc HRM)*

**Postgraduate Diploma in Business Management**

*Credit in Organisational Behaviour (MBA) or Human Resource Management (MSc HRM)*

**ACCA - Chartered Association of Certified Accountants**

**The ACCA Qualification**

*Credits in Accounting and Finance. Possible credits in Corporate Governance and Mergers and Acquisitions*

**Diploma in Financial Management**

*Exemption from Finance*

**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)*

**AIMR - Association of Investment Management and Research**

**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*

**CABA - Chartered Association of Business Administrators**

**Chartered Marketing Consultant**

*Exemption from Marketing*

**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*

**CIM - Canadian Institute of Management**

**Certificate in Management and Administration**

*Exemption from Accounting*

**CIM - Chartered Institute of Marketing**

**Professional/Postgraduate Diploma**

*Exemption from Marketing*

**CIMA - Chartered Institute of Management Accountants**

**Professional Qualification to Strategic Level**

*Credits in Accounting and Finance*

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

**Professional Qualification**

*Exemption from Accounting*

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

**Certified Practising Accountant**

*Credit in Accounting, possible credit in Finance*

**IACT - Irish Association of Corporate Treasurers**

**Graduate Certificate in Corporate Treasury**

*Credit in Finance*

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

**International Qualifying Scheme**

*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)*

**ICMA - Institute of Certified Management Accountants (Canada)**

**Certified Management Accountant**

*Credit in Accounting, possible credit in Finance depending on membership route*

**Institute of Internal Auditors**

**Certified Internal Auditor**

*Exemption from Accounting*

**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 publicised 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 and credit enquiries to Edinburgh Business School at [enquiries@ebs.hw.ac.uk](mailto:enquiries@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.

Family Name/Surname _____	
Other Names _____	Title (Mr/Mrs/Miss/Ms/Dr/Other) _____
Address _____ _____	
Country _____	Post/Zip Code _____
E-mail _____	Tel No _____
Student Identification (SID) number (relevant only to individuals already registered on an EBS programme of study):	

Name of University/College/Professional Body (including country)	Qualification obtained e.g. MSc, BCom, PG Diploma	Preferred Exemption

## Exemption Fee Remittance Advice

The exemption application fee is £100 per exemption applied for.

I enclose a cheque (payable to Edinburgh Business School) in the amount of £ \_\_\_\_\_

Alternatively please debit my credit/debit card in the amount of £ \_\_\_\_\_

Card Type:    MASTERCARD     VISA     MAESTRO     SOLO     Issue No if shown

Card Number:   

Start Date:     /

Expiry date:     /

Security Number:   

I attach certified (translated) copies of my qualifications and confirm that these are genuine.

Signed \_\_\_\_\_ Date \_\_\_\_\_