

Exemption Application Form

Surname	Other Names
Full Correspondence Address	
Telephone	Fax
Email	
Student Identification No. (If applicable)	
EBS programme of study: MBA <input type="checkbox"/> MSc HRM <input type="checkbox"/> MSc Fin Man <input type="checkbox"/> MSc Marketing <input type="checkbox"/> DBA <input type="checkbox"/> Other <input type="checkbox"/>	

Ensure that all sections of this form have been completed and that all relevant documents have been enclosed, before mailing to:
Exemptions Committee
Edinburgh Business School
Heriot-Watt University
Edinburgh Scotland
EH14 4AS

Title of Qualification	Class of Degree	Preferred Exemption*

* The final decision regarding exemption is made by the Exemptions Committee.

I enclose certified copies of my previous qualifications together with copies of transcripts of subjects passed where appropriate (only qualifications and transcripts translated into English can be considered).

Signed _____

Date _____

Exemption Fee Remittance Advice

I enclose a cheque (payable to Edinburgh Business School) for £ _____ (£100 per exemption applied for)

Alternatively, please debit my credit/debit card:

ACCESS MASTERCARD VISA MAESTRO SOLO SWITCH SWITCH ISSUE NO

Card Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Start date (Switch/Maestro only)

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Expiry date

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Security number

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Signature: _____

Edinburgh Business School currently awards exemptions for the following professional qualifications.

Exemptions are awarded from Edinburgh Business School courses which are core to your chosen programme of study.

The exemption awards listed are relevant to professional qualifications achieved *within the last five years only*. If you are the holder of a professional qualification achieved prior to this your eligibility for exemption may differ to the publicised list.

ABE - Association of Business Executives

Advanced Diploma in Business Administration
Exemption in Organisational Behaviour
Possible exemption in Human Resource Management
 Advanced Diploma in HRM
Exemption in Managing People in Changing Contexts
Exemption in Human Resource Management

ACCA* - Chartered Association of Certified Accountants

Membership by examination
Exemption in Accounting and Finance

ACT (UK) - Association of Corporate Treasurers

Exemption in Finance

AIA - Association of International Accountants

Membership by examination
Exemption in Accounting

APM – Association of Project Managers

Certified Project Manager
Exemption in Project Management

CA - Institute of Chartered Accountants

Scotland, England, Wales, Ireland, New Zealand, Australia
Exemption in Accounting
Possible exemption in Finance

CABA – Chartered Association of Business Administrators

Chartered Marketing Consultant
Exemption in Marketing

CFA - Chartered Financial Analyst Association of Investment Management and Research (AIMR)

Exemption in Economics and Finance

CGA - Certified General Accountants – Canada

Exemption in Accounting

CHRP – Certified Human Resource Practitioner (Canada)

Exemption in Organisational Behaviour

CIA - Certified Internal Auditor

Exemption in Accounting

CIB - Canadian Institute of Bankers

Fellowship
Exemption in Organisational Behaviour

CIB - Chartered Institute of Bankers

Membership
Possible exemption in Finance or Marketing determined by courses

CIBS - The Chartered Institute of Bankers in Scotland

Membership
Exemption in Finance

CIM - Canadian Institute of Management

Professional Manager by examination
Exemption in Accounting
 Fellowship
Exemption in Accounting + 1 determined by choice of optional courses

CIM - Chartered Institute of Marketing

Professional/Postgraduate Diploma
Exemption in Marketing

CIMA - Chartered Institute of Management Accountants

Exemptions in Accounting and Finance

CIPFA - Chartered Institute of Public Finance & Accountancy

Membership by examination
Exemption in Accounting

CMA – Certified Management Accountants (Canada)

Certified Management Accountant
Exemption in Accounting and possible exemption in Finance depending on membership route

CPA - Association of Certified Public Accountants

Exemption in Accounting
Possible exemption in Finance

CPA – Certified Practising Accountant

CPA and Fellow
Exemption in Accounting
Possible exemption in Finance

CSI - Canadian Securities Institute

Fellow
Exemption in Finance

HKIB – Hong Kong Institute of Bankers

Associate Members
Exemption in Finance

ICSA - Institute of Chartered Secretaries & Administrators

International Qualifying Scheme
Exemption in Accounting and Finance

Institute of Actuaries*

Fellow
Exemption in Economics and Finance

IBBM - Institut Bank-Bank Malaysia

Exemption in Finance and Organisational Behaviour

IFA - Institute of Financial Accountants

Exemption in Accounting

IIC - Insurance Institute of Canada

Fellowship
Possible exemption in Organisational Behaviour determined by choice of IIC courses

IMM – Institute of Marketing Management

Diploma
Exemption in Marketing

PMI – Project Management Institute

Project Management Professional
Exemption in Project Management

ALL exemption requests must be made in writing enclosing certified (and if applicable translated) copies of qualifications and transcript of subjects taken to:

The Exemptions Committee
 Edinburgh Business School
 Heriot-Watt University
 Edinburgh
 EH14 4AS
 United Kingdom

If you hold a professional qualification which is not listed you may request that this qualification be assessed for exemption 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.

Exemption/Credits

Notes of Guidance

Exemptions Policy

1. All applications for exemption are considered by the Exemptions Committee of Edinburgh Business School whose decision is final.
2. Exemptions are assessed on the basis of prior academic qualifications only (attained by examination). No consideration is given to life/work experience.
3. You will be granted exemption in no more than two courses.
4. You will be granted exemption from core courses only (i.e. no exemptions are granted from elective courses).
5. No exemptions are awarded for partially completed courses.
6. An administration charge of £100 is levied on each exemption applied for e.g. if you think you are entitled to an exemption in two subjects, a payment of £200 must accompany your application.
7. Exemption fees will only be accepted in sterling.
8. If an exemption is not awarded, the fee will be credited against a future examination attempt in that subject.
9. If the Exemptions Committee is in any doubt as to your eligibility for exemption, you may be required to complete an exemption examination to establish your level of proficiency in that subject.
10. All applications for exemption must be made in writing and submitted, with certified (and if applicable, translated) copies of relevant qualifications and transcripts to Edinburgh Business School. Additional information (e.g. a detailed syllabus, details of assessment methods etc.) may be required by the Exemptions Committee before a decision is reached.
11. Each application for exemption shall be considered according to the following principles:-
 - Undergraduate Degree** (e.g. BSc, BBus, BEng, BCom) – One exemption may be granted to the holder of an Honours degree, (or international qualification deemed, by the University, to be equivalent). The degree 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.
 - Postgraduate Degree** (e.g. MSc, MA, MEng) – One exemption may be granted to the holder of a postgraduate degree (or international qualification deemed, by the University, to be equivalent). The degree 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.
 - Postgraduate Diploma** – One exemption may be granted to the holder of a relevant postgraduate diploma at masters' level from a recognised institution.
 - Professional Qualification** (e.g. ACCA, CA, PMI) – Exemptions may be granted to the holder of a relevant postgraduate professional qualification which has been obtained by examination from an established professional body.