

Application for Exemption



**EDINBURGH
BUSINESS
SCHOOL**

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 colour (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):

EBS programme of study:

MBA/MBA Specialism MSc Human Resource Management MSc Financial Management

MSc Marketing MSc Strategic Planning

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

I attach colour photocopies of my qualifications (translated if they are not in English) and confirm that these are genuine copies. I give my consent for Edinburgh Business School to contact the awarding institute of my qualification/s in order to confirm their validity.

Signed _____ Date _____

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 postgraduate level qualifications attained by formal examination. (with the exception of a fully completed master's level degree which cannot be considered).
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 of a lower academic level to our MBA/MSc programmes.
7. Exemptions and credit transfers may not be considered for courses, where the Edinburgh Business School examination has been sat.
8. Credit transfers will not be considered on the basis of a qualification of the same academic level e.g. from another full completed MBA/MSc degree.
9. If applying for exemption *and* credit transfer, a combined

maximum of up to 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 £160 is payable on each exemption/credit transfer.

14. 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.

15. All applications for exemption/credit transfer must be made by submitted a *colour* photocopy (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.

16. 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.

17. 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. 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.

18. A decision on the application is normally made within four weeks of receipt of the application. Notification of the decision is provided by email.

19. It is recommended that an application for assessment of eligibility, be submitted at the beginning of your studies.

20. Course fees may not be refunded, or a course swap approved, in cases where an application is submitted, *after* an Edinburgh Business School course has been purchased.