

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 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 DBA

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

Formal applications should be emailed to Edinburgh Business School at exemptionenquiries@ebs.hw.ac.uk. A validation fee of £160 is payable for each exemption/credit transfer approved for award and payment should be made via the Student Portal.

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 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.
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 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.
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 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.

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.

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

21. 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.

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 Pre 2017 only
Level 6 Diploma/Extended Diploma in Business Management

Exemption from Organisational Behaviour for completion of the ABE course *Managing in Organisations (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

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

CPA Canada – Chartered Professional Accountants of Canada) Certified Professional 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 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 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 to exemptionenquiries@ebs.hw.ac.uk along with a certified (and if applicable translated) copy of the Award certificate, examination results and a detailed syllabus document.

Please direct all exemption enquiries to Edinburgh Business School at exemptionenquiries@ebs.hw.ac.uk or +44 131 451 3921.