

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 degree).

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 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. MSc, MBA, postgraduate degree, 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

Level 6 Diploma in Business Administration Graduate/Integrated)

Exemption from Organisational Behaviour (MBA)

Exemption from Human Resource Management (MSc HRM) for completion of the ABE course Strategic Human Resource Management

Level 6 Diploma in Human Resource Management (Graduate/Extended)

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

**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 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.

EDINBURGH
BUSINESS SCHOOL
HERIOT-WATT UNIVERSITY

Family Name/Surname _____

Other Names _____ Title (Mr/Mrs/Miss/Ms/Dr/Other) _____

Address _____

Country _____ Post/Zip Code _____

E-mail	Tel No
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Student Identification (SID) number (relevant only to individuals already registered on an EBS programme of study):

EBS programme of study: MBA ☐ MSc HRM ☐ MSc Fin Man ☐ MSc Strategic Planning ☐ MSc Marketing ☐

DBA ☐ Other ☐ please specify _____

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

Exemption Remittance Advise Fee

The exemption application fee is £125 per exemption applied for.

I enclose a cheque (made 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 _____