

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.