

Recognition of Prior Certified Learning - Application

In order that we may process your application it is essential that **ALL** sections of the application form are completed and that **ALL** documents we have listed below have been included with your application. Incomplete applications will not be considered.

Please read the Recognition of Prior Learning Guidance Notes before completing this application.

Prior Certified Learning (PCL) will be considered where:

- The qualification has been awarded from an institution recognised by Heriot-Watt University.
- The qualification has been gained within the last five years.
- Where the qualification was gained more than five years ago, evidence of Continuing Professional Development (CPD) within the relevant area, should be submitted with this application.
- In the case of an undergraduate qualification e.g. bachelor degree:
 1. It has been fully completed and awarded.
 2. It has been assessed by summative and/or formative methods which include examinations.
 3. It majors/specialises in the course you are seeking exemption from e.g. Bachelor Arts in Marketing, or
 4. It has a concentration of courses, relevant to the course you are seeking exemption from, which accounts for at least 20% of the degree as a whole e.g. a transcript showing 54 courses in total would need to have at least 11 courses which we deem to be relevant to course you are seeking exemption from.
- In the case of postgraduate qualifications e.g. postgraduate diploma:
 1. It has been fully completed and awarded (exceptions apply, please refer to point 2 in the Recognition of Prior Learning Notes of Guidance).
 2. It has been assessed by summative and/or formative methods which includes a formal examination that accounts for at least 50% of the assessment methodology in each course.
- In the case of Professional Qualifications e.g. Chartered Accountant:
 1. It has been fully completed and awarded.
 2. It has been assessed by summative and/or formative methods which includes a formal examination that accounts for at least 50% of the assessment methodology in each course.
 3. The qualification has been gained by sitting the awarding institute examinations and not through affiliation with another professional body or professional experience.

Personal Details

Title:

Family Name:

First Name:

SID (applicable to current students only):

Email address:

Which programme are you studying/ interested in study in:

All sections must be completed. Please complete this page for each course you are applying to be exempt from.

- Which course are you applying to be exempt from:
- What course/qualification are you basing your eligibility on:
- How was the course/qualification assessed:
- What is the name of the awarding institute:
- What country does the awarding institute operate from:
- Please provide a statement in support of your application explaining the basis of your eligibility. If appropriate this should also include details of any CPD you would like considered:

Please confirm that you are including the following documents (please do not submit your application until you are able to submit all the documents we need to carry out an assessment):

1. A copy of your degree/award/professional designation certificate.
2. A copy of your academic transcript/grades/letter confirming completion of examinations.
Please highlight which courses you consider to be relevant to your application.
3. Detailed course content/syllabus for the highlighted courses only.
4. Confirmation from the awarding institute of the assessment methods used.
5. Where relevant, detailed evidence of CPD.

Declaration

I attach photocopies of all the required documents listed above (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 in order to confirm its authenticity.

Signed:

Date:

Please submit your completed application to ebs.exemptionenquiries@hw.ac.uk. Please allow up to 10 working days for your application to be assessed.

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. Consideration will not normally be given to qualifications which were gained over five years ago.

5. A maximum of two exemptions may be awarded (one exemption per undergraduate qualification).

6. A maximum of four credit transfers may be awarded.

7. 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.

8. Exemptions and credit transfers may not be considered for courses, where the Edinburgh Business School examination has been sat.

9. 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.

10. If applying for exemption *and* credit transfer, a combined maximum of up to four may be awarded.

11. Exemptions are granted from courses which are *core* to your chosen programme of study. No exemptions will be awarded from elective courses.

12. Credit transfers are granted for both core and elective courses.

13. All applications are considered by the Exemptions Committee of Edinburgh Business School whose decision is final.

14. 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 and it is out with the refund/exchange period.