

# Recognition of Prior Certified Learning

## Application Form

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.
- Applications will only be considered on the basis of previous **master's level** study. Undergraduate level study will not be considered.
- Professional Qualifications e.g. Chartered Accountant, may be considered if the qualification has been gained by the awarding institute's examination route 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.
3. Detailed course content/syllabus/learning outcomes.
4. Confirmation from the awarding institute of the assessment methods used.
5. Where relevant, detailed evidence of formal 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](mailto:ebs.exemptionenquiries@hw.ac.uk). Please allow up to 10 working days for your application to be assessed.

# Recognition of Prior Learning (RPL)

## Policy Overview

These notes are for guidance only.

If you have any questions regarding our policy, specifically in relation to your own qualifications, please contact [ebs.exemptionenquiries@hw.ac.uk](mailto:ebs.exemptionenquiries@hw.ac.uk) before submitting a formal application.

We recommend that you submit your application at the beginning of your studies.

1. Consideration will be given to full course (transfer) credit only.
2. Eligibility is assessed on the basis of prior master's level study only.
3. Normally, only qualifications which have been attained by formal examination and have been fully completed, will be considered.
4. Life or work experience will not be considered.
5. Consideration will not normally be given to qualifications which were gained over five years ago.
6. A maximum of four course credit transfers may be awarded from one of our MBA or MSc programmes.
7. Applications for course credits will not be considered where the Edinburgh Business School examination has been attempted.
8. Course credits will not normally be considered on the basis of another fully completed MBA or MSc qualification within the same academic discipline e.g. MSc Marketing to MSc Strategic Marketing.
9. An applicant must provide evidence they successfully completed a similar course at SCQF level 11/equivalent level, at another institution.
10. The academic comparability of international qualifications, against their British counter-part, is established in all cases via consultation with [Ecctis](#).
11. International qualifications found not to be comparable will not be considered.
12. An applicant should provide evidence of having achieved the specified learning outcomes of the course they are seeking credit for. Such evidence should include a transcript with assessment results and a course descriptor to include learning outcomes.
13. All applications are considered by the Exemptions Committee of Edinburgh Business School whose decision is final.
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 must be made by submitting a colour photocopy (translated if they are not in English) of award certificates, full academic transcripts/grades/confirmation of examination results, detailed course content/syllabus, learning outcomes and assessment methods.
16. A decision on the application is normally made within four weeks of receipt of the application. Notification of the decision is provided by email.
17. A validation fee of £160 is payable on each course credit approved.
18. It is recommended that an application for assessment of eligibility, be submitted at the beginning of your studies.
19. 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.