

## **MBA, MSc, Postgraduate Diploma and Postgraduate Certificate in International Management and MSc and Postgraduate Diploma in International Business**

### **Exemptions**

You may be able to apply for 'exemption' (also known as 'credit transfer' or 'advanced standing' at other institutions) from up to 20% of the MBA, MSc, Postgraduate Diploma or Postgraduate Certificate in International Management and the MSc and Postgraduate Diploma in International Business if you have covered a similar syllabus in the same breadth and depth as part of a previous qualification, which has been awarded **within the past five years preceding your application for exemption**. Exemptions can be granted from core and optional subjects, but **cannot** be granted from the Research course, Plenary session or Research project. To be eligible to apply for exemption you must satisfy us that you have already passed examinations that equate in level, content and standard to the core and/or optional unit(s) that form part of your degree.

If you are awarded an exemption from a particular unit you cannot take that unit as part of your degree.

You must formally apply for all exemptions, both discretionary and automatic. We can only start considering whether you are eligible to receive exemption(s) once we have processed your application and it is confirmed you are eligible to register for the programme.

Whether or not you have been granted exemption(s) will be detailed in your decision letter. You should note that the exemptions application fee is not refundable, even though no exemption has been granted. Exemptions are only valid for a limited period and this period will also be given in your decision letter. If you do not attempt any examinations during this period, the exemption(s) will expire. If this happens and you still want the exemption(s) to count towards your degree you will need to make a further application. It is not guaranteed that you will still qualify for exemption(s).

The classification of your degree will not be affected by the exemption(s) you receive. For further information on exemptions please refer to Section 4 of the Programme Regulations and Section 3 of the General Regulations.

## EXEMPTIONS - UNITS

You may apply for exemption from the following units:

8010001	International accounting and finance
8010002	International human resource management and organisational behaviour
8010003	Information systems and operations management
8010004	International marketing and strategy
8010005	International business economics
8010006	Information systems
8010007	International sustainability management
8010008	International human resource management
8010009	Leadership and organisations
8010010	Philosophy of management
8010011	International operations management
8010012	International marketing
8010013	International strategy
8010014	Advanced international human resource management and organisational behaviour
8010015	Advanced information systems and operations management
8010016	Advanced international marketing and strategy
8010100	China and the international economy
8010101	Advertising and promotional communication
8010102	Cooperative strategy
8010103	International business analysis
8010104	Corporate social responsibility
8010105	Management of Japanese multinationals
8010106	Multinational enterprise and the global economy
8010107	Investment management
8010108	Corporate finance
8010109	Knowledge management
8010110	International business law
8010111	Global financial markets
8010112	International entrepreneurship

There are two types of exemptions from these units: Automatic exemptions which you receive if you hold specific qualifications and Discretionary exemptions which

are considered on an individual basis. For further information on applying for exemption(s) from the above units please review the information on eligibility.

## **EXEMPTION ELIGIBILITY**

You can be considered for exemption if you satisfy all of the following criteria:

1. You are eligible to be registered for the MBA, MSc, Postgraduate Diploma or Postgraduate Certificate in International Management, or the MSc or Postgraduate Diploma in International Business.
2. You are suitably qualified.
3. You must have passed examinations which compare in level, content and standard to the examinations for the units from which you want to be exempted.
4. Exemptions are normally only considered on a subject-for-subject basis. For example, you should only apply for exemption from a unit, if, in your opinion, you have previously studied a similar subject in the same depth, at degree level (or the equivalent), and you have achieved good marks in the corresponding examination.
5. If you applying for Automatic exemption(s) you must have passed the **whole** of the qualification(s) on which your application for exemption is based within the **five** years preceding the application.

If you are applying for Discretionary exemption(s) consideration will also be given if you have successfully completed part of a degree level qualification that has been examined.

## **DISCRETIONARY EXEMPTIONS**

You may apply for exemptions on a discretionary basis. Applications for discretionary exemption are considered individually by the University in light of the syllabus, level of examination performance and the comparability of the course to the unit concerned. A formal application is required and an exemption application fee is payable.

Please note that we are not able to give advice on discretionary exemptions until we have received the completed exemption request form and fee and all the documentary evidence we have requested in support of the application.

It is not possible for us to refund the exemption application fee, even if we are unable to award you any exemptions.

You may apply to be considered for discretionary exemption from a core or optional module unit:

1. If you have successfully completed the whole or part of a qualification that has been examined at postgraduate level (or the equivalent), which has a very similar subject/syllabus content and good marks have been achieved in the relevant examinations, then exemption may be considered.
2. If you are a holder of the following qualification:

An equivalent examination of a relevant postgraduate qualification at a University which is acceptable to the University of London for this purpose.

## **AUTOMATIC EXEMPTIONS**

There are certain qualifications (listed in the automatic exemptions table for which we will give exemption(s) automatically. If you have passed the correct subjects and satisfy the conditions we specify, we will grant you exemption(s) as detailed in the list. The courses that comprise these qualifications have already been assessed and are considered by the University to be suitable for particular exemption(s). If you have one of these qualifications and you wish to apply for exemption(s) you **must** make a formal application. We will only be able to fully consider your exemption application when we have received the necessary documentary evidence.

## **EXEMPTIONS - HOW TO APPLY**

You must make a formal application for **all** exemptions. You can do this by completing the exemption section of the application form when you apply for admission.

If you are a currently registered student or you are unable to complete this section for some other reason you should send a letter of application as soon as possible to:

**Admissions Office**  
**University of London External System**  
**Stewart House**  
**32 Russell Square**  
**London WC1B 5DN**  
**United Kingdom**

The letter must include the subject(s) for which you are applying for exemption and full details of the qualifications upon which you are basing your exemption application.

You should apply for exemption as early as possible but you can do this either before you are registered or whilst you are a registered student, provided you have not made an examination entry for the unit(s) from which you want exemption. You can not, however, apply for exemption for any units failed.

If you wish for the exemption to take effect in time for the next possible examination, the exemption application must have been received no later than the following deadlines:

- **31 January for examination in October**
- **31 July for examination in May**

Students who have failed an examination may not, at a later stage, apply for exemption from that unit.

On receipt of your initial exemption application, the Admissions Office will send you one of the following:

- **a decision letter** advising you that certain automatic exemptions have been awarded; **or**
- **a letter requesting further documentary evidence** before a decision regarding automatic exemptions can be taken; **or**
- **a letter informing you that your exemption request has been unsuccessful**. This will usually be because you do not satisfy the criteria given in the section '**Exemption eligibility**'; **or**

- **if you are applying for discretionary exemptions**, we will then send you an Exemption Request Pack. Please complete and return the Request Form and fee following the instructions given in the accompanying letter. You must also submit any additional documentary evidence requested in that letter.

Once we have received this we will then take a decision on your application for discretionary exemption as soon as possible. Your application is considered on the basis of the Programme Regulations that are in effect when the exemption application is received. Requests for discretionary exemption have to be referred for academic consideration and, therefore, it may take several weeks for a decision to be made at busy times of the year. Please note that it is not possible for us to refund the exemption application fee, even if we are unable to award you any exemptions.

## **AUTOMATIC EXEMPTIONS TABLE**

### **University of London External System**

#### **MBA, MSc, Postgraduate Diploma and Postgraduate Certificate exemptions 2009**

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### **Contents**

University of Hong Kong, SPACE, Hong Kong (School of Professional and Continuing Education)

The automatic exemptions given in the table below apply from 1 January to 31 December 2009.

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### **University of Hong Kong, SPACE, Hong Kong**

<b>Qualification</b>	<b>Exemption</b>	<b>Conditions</b>
Postgraduate Diploma in China Business	8010100 China and the international economy	None
Postgraduate Diploma in Professional Accounting	8010001 International accounting and finance 8010108 Corporate finance	None
Executive Postgraduate Diploma in Corporate Governance and Pragmatic Business Ethics	8010007 International sustainability management 8010104 Corporate social responsibility	None