



The Society of Apothecaries of London

Diploma in HIV Medicine (Dip HIV Med)

Administrative Guidance for Candidates

EXAMINATION TIMETABLE: 2013

	September Examination
Deadline for receipt of application form and fee	5pm on Tuesday 23 July (see para 1 below)
Best of five written paper	Tuesday 17 September
OSCE	Wednesday 25 and Thursday 26 September

APPLICATIONS

- To avoid disappointment, candidates are advised to apply for the examination well in advance of the closing date for entries, and to ensure that their application arrives in the Examinations Office by the deadline date and time. The deadline is the **final** date / time that a completed application can be considered for entry to the examination **but there is no guarantee that places will still be available at this date**. Please note that an application is only deemed complete when it includes all relevant paperwork and the full fee.

WAITING LIST

- The Society operates a waiting list system once all places for the examination have been filled. Candidates will be notified in writing as soon as a place becomes available, candidates will then have two weeks to respond and advise whether they wish to accept the place. Please note that should candidates not respond in this time the place will be offered to the next person on the waiting list.

EXAMINATION FEE

- The examination entry and re-entry fee is £625. Candidates who withdraw from the examination after the closing date will trigger a forfeit fee as detailed below.

OSCE PREFERENCES

- Candidates may express their preference for an OSCE session on the application form. Whilst we will endeavour to allocate you to one of your preferred sessions, indication of a preference does not guarantee a place for that session. Sessions will be allocated on a first-come first-served basis and will be confirmed on your admission document, issued after the application deadline.

EQUIPMENT

- All equipment will be provided, for both parts of the examination.

WITHDRAWING FROM THE EXAMINATION

6. Candidates who wish to withdraw from the examination must notify the Society in writing. The following withdrawal penalties will be applied:

If the date of receipt of notification of withdrawal falls...	The penalty incurred will be...
Before the application deadline stated on page 1.	No penalty
8-6 weeks before the start of the examination (i.e. in the two weeks after the application deadline)	£75
Within 6 weeks of the start of the examination	£150
Within 2 weeks of the start of the examination	Full fee

PAYMENTS

7. Payments can be made via:

Direct transfer To use this method of payment you must send **your name , the examination** for which you are paying and **the date of the examination** by **email to the Exam Office**; asstreg@apothecaries.org

Sort Code: 18-00-02

Bank Account number: 05957192

IBAN: GB16COUT18000205957192

Swift/BIC Number: COUTGB22

Account name: The Worshipful Society of Apothecaries of London

Coutts & Co, 440 Strand, London, WC2R 0QS

The payment must be made identifiable by the inclusion of the diploma abbreviation and candidate's surname (e.g. DHIV Smith)

Cheque Made payable to '**The Society of Apothecaries**' in Sterling. Please write your name, address and the diploma name on the back.

PayPal™ This can be used if neither of the above options are possible via the Society website: www.apothecaries.org

The cost of this facility is the examination fee + £25 handling charge (which is non refundable).

Candidates from overseas should ensure that their cheques yield the correct fee in Sterling AFTER deduction of bank charges. Only bankers' drafts drawn on a UK bank are accepted. Bankers' drafts should be valid for at least three months after the examination date.