



The Society of Apothecaries of London

Diploma in Genitourinary Medicine (Dip G-U Med)

Administrative Guidance for Candidates

Admin Guide

Jun 18/v54

EXAMINATION TIMETABLE 2018

	November /December 2018 examination
Deadline for receipt in the Examinations Office of hard copy application form and fee	5pm on Tuesday 28 August (see para 1 below)
Best of five written paper	Tuesday 20 November
OSCE (see para 2 below)	Tuesday 4 & Wednesday 5 December

APPLICATIONS

1. 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 complete application (i.e. form and full fee – see also paragraph 4) 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.
2. Although 2 OSCE dates are shown, the examination may be held on only one of the days stated.

WAITING LIST

3. 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, and given a short period in which to respond. Please note that should candidates not respond within this time, the place will be offered to the next person on the waiting list.

EXAMINATION FEE

4. The examination entry and re-entry fee is £765 **NET**.
N.B. This is the amount payable to the Society; any transaction charges must be borne by the candidate. Candidates who withdraw from the examination after the closing date will trigger a forfeit fee as detailed below.

OSCE PREFERENCES

5. Candidates may express their preference for an OSCE session on the application form. Whilst we will endeavour to meet that preference, 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 the admission document, issued in hard copy after the application deadline.

THE EXAMINATION

6. The examination is mapped to the **Specialty Training Curriculum for Genitourinary Medicine 2016** issued by the Joint Royal College of Physicians Training Board.
7. All equipment is provided, both for the written paper and the OSCE.

WITHDRAWING FROM THE EXAMINATION

8. 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
In the 2 weeks after the application deadline	£105
Within 10 weeks of the start of the examination	£200
Within 2 weeks of the start of the examination	Full fee

SAMPLE QUESTIONS

9. Sample Best of 5 and OSCE questions are available to download.

PAYMENTS

10. Payments may 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**; examoffice@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. DGUM Smith)

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

N.B. If neither option above is feasible, please telephone the Examinations Office on 020 7236 1180.