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The Society of Apothecaries of London

Guide to The Diploma in the History of Medicine (DHMSA) Incorporating the Regulations and Syllabus

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Notice of future amendments to the Guide (incorporating the Regulations and Syllabus) and revisions following publication of this version.

The DHMSA Examination will continue to change to reflect developments. While every attempt has been made to ensure that this version of the DHMSA Examination Regulations and Syllabus is accurate, further changes to the DHMSA examination, the Regulations and closing dates may be implemented during this time. Candidates should refer to the Society of Apothecaries website (www.apothecaries.org) for the most up-to-date information, and where any such changes will be detailed. In order that candidates are fully briefed about the status of any proposed changes, they are advised to check the Society website regularly.

CONTENTS

Introduction	1
Course contact details	1
Date and place of the examination	1
Examination timetable and fees	1
Regulations for admission to the examination	2
The examination	2
Review and appeal procedures	3
The written examination	4
The dissertation-essay	4
– The abstract	4
– Advice on selecting an appropriate title	4
– References	5
– Further requirements	5
The test lecture	7
- The abstract	7
- The written précis	7
Marking	7
Syllabus	8
Appendix 1 – Checklist for dissertation	9
Appendix 2 – Dissertation-essay marking schedule	10
Appendix 3 – Test lecture – marking schedule	11

INTRODUCTION

The Diploma in the History of Medicine was instituted by the Society of Apothecaries of London in 1970 as a natural development of the activities of the Society's Faculty of the History of Medicine and Pharmacy, which was established in 1959. It is designed in part as a qualification for those who may be called upon to teach the history of medicine, either in separate formal courses or as part of the undergraduate course of medical studies or of studies in history or the social sciences. It is the Society's intention that the Diploma shall be regarded as a proof of a good general knowledge of up-to-date sources and methods of inquiry, of an adequate factual knowledge of one special period or topic within the field, and an ability to lecture in an interesting manner.

COURSE CONTACT DETAILS

For further details on the course please contact:

Course Administrator
Faculty of the History and Philosophy of Medicine and Pharmacy
Society of Apothecaries
Apothecaries' Hall
Black Friars Lane
London
EC4V 6EJ

Tel: 020 7236 1189

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www.apothecaries.org

DATE AND PLACE OF THE EXAMINATION

The Examination is held annually at Apothecaries' Hall.

EXAMINATION TIMETABLE AND FEES

Please refer to the **Administrative Guidance for Candidates** (available online at www.apothecaries.org).

REGULATIONS FOR ADMISSION TO THE EXAMINATION

1. Candidates must complete either:
 - a. The Diploma Course organised by the Society's Faculty of the History and Philosophy of Medicine and Pharmacy (attendance at a **minimum of 70%** of the course lectures will usually constitute completion of the course), *or*
 - b. An appropriate university course.

Failing this, candidates will be required to show evidence of competence (e.g. list of publications on the history of medicine) before admittance to the examination.

2. Form A (for those applying for the first time) or Form R (for re-entrants) and the fee must have been received by the closing date published in the **Administrative Guidance for Candidates** (available online at www.apothecaries.org).
3. If applicable, Form Q (Application for Special Examination Arrangements) must have been received by no later than 4 weeks before the application deadline for the examination, published in the **Administrative Guidance for Candidates**.
4. Entry and re-entry to the examination must be made within 3 years of completing the course.

THE EXAMINATION

5. The examination will be conducted in English throughout, and will consist of:
 - **The written papers:** Two 2-hour papers
 - **A dissertation-essay:** On a topic chosen by the candidate and approved by the Convenor
 - **A test lecture:** On a topic (to be totally different from the dissertation-essay) chosen by the candidate which must be approved by the Convenor. Failure to do so risks failing the examination.

All parts of the examination should be taken in the same year unless there are extenuating circumstances accepted by the Convenor.

6. **A candidate who fails to satisfy the Examiners** in Papers 1 and 2, considered together, will be marked as failing the whole examination, as will those who fail any two of the three sections of the examination. In such cases the entire examination must be retaken; if a candidate's dissertation-essay has been passed, however, there will not be a requirement to resubmit this.
7. **A candidate who passes the written papers but is referred** in the dissertation-essay or test lecture will be permitted to re-enter for the part(s) of the examination in which he or she has been referred.
8. In cases where the candidate has failed to satisfy the examiners in the dissertation-essay or where the whole examination has been failed the Registrar will notify the candidate whether or not the dissertation-essay may be revised and resubmitted.
9. All failed sections must be re-taken the following year. If this is not possible and there are extenuating circumstances, accepted by the Convenor, then permission may exceptionally be granted to re-sit the failed sections 2 years later. Candidates, should, however, note (para 3 above) that re-entry to the examination must be made within 3 years of completing the course.
10. Successful candidates are entitled to use the letters DHMSA after their names.

11. The examination fee will be determined from time to time by the Examinations Board and published in the **Administrative Guidance for Candidates**. Candidates who withdraw from the examination after the closing date will forfeit a proportion of the fee as specified in the Administrative Guidance.
12. Candidates will be issued with an admission document once a place for the examination has been confirmed. This must be produced on the day of examination, along with some form of photographic identification.
13. On the day of the written examination, candidates are forbidden to bring books, papers, mobile telephones, calculators or any other electronic aid into the examination rooms. It is strictly forbidden for candidates to talk to, or to attempt in any other way to communicate with each other whilst a written examination is in progress.
14. Candidates who present themselves for written examinations after the start time stated in the admission document will be admitted if they arrive within 30 minutes of this time, but may not be admitted if they arrive thereafter. In any case, candidates will forfeit the time lost. In exceptional circumstances, where all candidates are affected by delays, the examination timings may be amended.
15. Candidates' completed examination scripts become the property of, and will be retained by, the Society. Under no circumstances will they be available for study.
16. The Court of Assistants reserves the right to refuse to admit to the examination, or to proceed with the examination of, any candidate who infringes a regulation or who refuses to comply with the reasonable request of an officer of the Society.

REVIEW AND APPEAL PROCEDURES

17. The processes outlined below will be dealt with according to the Examination Review and Appeal Procedure, which is available on the website. In no circumstances should a candidate make representations directly to an examiner.
18. The stages of the review and appeal procedures (which are on the examination area of the website) are as follows:
 - a. Feedback – first, compulsory stage;
 - b. Review – second, optional stage;
 - c. Appeal – third, optional stage.
19. **Feedback (compulsory).** The feedback process operates through the Registrar. Feedback on examination performance may be available to unsuccessful candidates at their request. Requests must be made in writing and be received by the Registrar within 28 days of the date of the result letter.
20. The Registrar has authority to pass to the candidate a breakdown of the results of each section of the examination where this is not provided with the result letter. This information should be read in conjunction with the explanation of the marking scheme and the standard that is required to achieve a pass in the examination contained in this Guide.
21. The Registrar can also relay a transcript of additional general advice directly to the candidate, if such advice is available. This is advice generated by the Examination Panel, which had been agreed at the time of the examination. The Registrar's role is to distribute the prepared information but not to interpret it.
22. There is no charge to the candidate for this service.
23. **Review (optional).** A request by a candidate for a review of a paper must be received in writing within 28 days of the date of the notification informing the candidate of the feedback. A request for a review cannot be made without first going through the feedback stage. There is a fee of £175 for a review.

24. **Appeal (optional).** An appeal to the Society's Examinations Board is open to a candidate who is not satisfied with the decision of the Examination Panel, feedback or the Review Panel. In accordance with the Society's Examination Review and Appeal Procedures, available to download, the detailed grounds on which the appeal is made must be stated. The appeal must be received in writing within 28 days of the date of the notification informing the candidate of the examination result or the review. It is not necessary to seek a review before appealing. There is a fee of £250 for an appeal.
25. If the appellant is dissatisfied with the report of the Examinations Board Appeal Tribunal and wishes to make an appeal to the Court of Assistants, this should be communicated to the Registrar within 28 days of the date of the notification informing the candidate of the decision of the Appeal Tribunal.

THE WRITTEN EXAMINATION

26. Paper 1 (2 hours) tests factual knowledge and comprises 10 compulsory questions based on themes in medical history.
27. Paper 2 (2 hours) requires one essay question, from a choice of questions, to test depth of knowledge, and one interpretation question from a choice. This latter question will require the demonstration of interpretive skills based on given primary sources.
28. The questions will be based on the syllabus, but candidates will be expected to have broadened their knowledge with further reading of the topics covered.
29. Scripts must be legible. If two examiners cannot decipher the handwriting, the script will be dismissed.

THE DISSERTATION-ESSAY

The Abstract

30. An abstract of 100-200 words should be submitted electronically to asstreg@apothecaries.org as early as possible in the Course, and certainly before any detailed writing or other research work on the dissertation-essay is undertaken. It should contain a clear idea of the thesis of the dissertation-essay with some indication of the sources to be used.
31. **Abstracts must be submitted for approval no later than the deadline published in the Administrative Guidance for Candidates** (www.apothecaries.org).

Advice on selecting an appropriate title

32. The topic, to be chosen by the candidate, is to be in a field of special personal and /or professional interest in the history of medicine and must be written in English. It must not be a paraphrase of textbooks or Internet material. The candidate must demonstrate original work with competence in accessing and using primary source material, which should be put into context with the relevant secondary literature. There should be a well defined thesis, argument and conclusion to the dissertation.
33. Experience suggests that the commonest mistake is to attempt to cover a subject stretching over an excessively long chronological span: a dissertation-essay of this length seeking to survey centuries or even millennia of history is likely to lapse into a mere listing of personalities and achievements, for which no real credit can be given.
34. Candidates are also advised against embarking on any investigation of a medical speciality or similar topic in which attention given to the current situation is likely to outweigh a concern with more distinctively historical issues.

35. It is emphasised that although the dissertation-essay allows the candidate to demonstrate specialist knowledge, it should be written with the non-specialist in mind.
36. The Society is unable to offer candidates formal tutorial assistance but course tutors are usually willing to provide guidance.

References

37. Plagiarism is the presentation of another person's thoughts or words as if they were the writer's own. If another person's work is quoted, it must be acknowledged fully by means of a reference in the text (source to be given in the reference list) and putting the quotation in quotation marks, i.e. "...".
38. This also applies to verbatim short sections from a source. Paraphrasing statements/text of factual knowledge or ideas from published works, lectures or web sources is not plagiarism if the original source is referenced and the paraphrasing is not extensive.
39. Any diagrams, tables, graphs etc which have been taken directly from a source or modified from a source must include appropriate details of the author and source, as well as being acknowledged e.g. from Bloggs et al 1998 or adapted from Bloggs et al 1998.

NB. The work of any candidate who is found to have plagiarised material in the dissertation will be rejected.

40. The format of references in the dissertation-essay should follow either the Harvard or Vancouver styles and should be consistent throughout. Full details of the styles of referencing, which should be followed meticulously, can be found at:
<http://bma.org.uk> - search for "Harvard" or "Vancouver" to display the BMA's Reference Styles factsheet.
41. References to Internet sources should include all the information required for a full and complete reference plus full details of the website (the URL of the site) and the date on which it was accessed, as the content of sites may change with time.
42. References should be cited in the text in Harvard or Vancouver style as specified in paragraph 40.
43. Additional footnotes should **not** be used unless they are absolutely essential to the argument.
44. Sources will normally be in English. Foreign sources may be used when there is a generally accepted published translation.

Further requirements

45. The dissertation-essay must include a word count and **must not** exceed 5,500 words excluding appendices, references, footnotes and bibliography. It may be appropriately illustrated. It must be fully documented with references and bibliography.
46. Three hard copies and an electronic copy must be submitted no later than the deadline published in the **Administrative Guidance for Candidates** (www.apothecaries.org)
47. Any evidence of plagiarism at the time of the examination or subsequently will result in rejection of the candidate.
48. The dissertation should include a title page with the following:

<p>Diploma in the History of Medicine</p> <p>Dissertation-essay title</p> <p>Candidate's name</p> <p>Date (e.g. 26 June 2015)</p> <p>Word Count: (e.g. 5,239)</p>
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49. Candidates should make and sign a declaration such as the one given below. It should be incorporated into the Dissertation.

<p>Declaration</p> <p>Name:</p> <p>I certify that this dissertation is entirely my own work without plagiarism. I allocate joint copyright to the Society of Apothecaries.</p> <p>Signed Date</p>

50. Candidates should also attach a copy of the check list at Appendix 1 to each hard copy of the dissertation. The marking schedule is given at Appendix 2.

REQUIREMENTS FOR THE PRINTED VERSION

- 51. **Printing** - Dissertations should be printed in 12 point black type, double-spaced on single sides of A4 paper. The left hand margin should be wide enough to accommodate the binding without obscuring text.
- 52. **Binding** - Dissertations must be bound in an efficient, but not necessarily formal, manner. Inexpensive binding techniques include comb binding, perfect binding, velobinding and wire-O binding. Three copies must be supplied.
- 53. **Footers** - The page number should appear in the footer.

REQUIREMENTS FOR THE ELECTRONIC VERSION

- 54. A machine-readable, electronic version of your dissertation must be submitted via e-mail to the Assistant to the Registrar (asstreg@apothecaries.org), no later than the deadline published in the **Administrative Guidance for Candidates**.
- 55. **File names** – Each dissertation should be presented as a single file. Files names must be created as: Your name DHMSA Dissertation title Date (YYMMDD). For example:

Bob Smith DHMSA Ancient Chinese Medicine 110626.doc

THE TEST LECTURE

56. The lecture is a test of content, presentation and communication, and may be assisted by relevant visual aids and artefacts, when thought appropriate. The audience will consist of the examiners and the other candidates. It is a timed 15-minute lecture on the history of medically-relevant aspects of the candidate's professional field or major interest. It must be totally different in theme and scope from that dealt with in the dissertation-essay.
57. The candidate is required to give a complete and balanced lecture in the 15 minutes. The lecture should be appropriate for the intended audience, which should be stated at the beginning, and should have both a clear introduction and conclusion. The content should be presented systematically. No question period will be allocated.
58. The marking schedule is reproduced at Appendix 3. Marks will be awarded for overall quality of presentation, engagement with the audience, the appropriate use of audio-visual aids and artefacts and the treatment of source material. Marks will be deducted for poor time discipline.
59. A laptop computer and a multimedia projector will be available on the examination day for use by candidates, if required. Candidates should ensure in advance the compatibility of their material with the equipment available. Candidates should not rely on the availability of wifi or wired internet connection, or the ability to download material from the cloud. Candidates who wish to use their own computer must provide the equipment necessary to enable connection to the screen. Candidates not providing their own computer should ensure that any presentation software is compatible with the Society's installation, details of which are available from the Examinations Office. Such checks should be carried out **no later than the deadline for the submission of the test lecture précis published in the Administrative Guidance for Candidates.**

The abstract

60. The lecture title, an **abstract of 100-200 words**, and an indication of the intended audience, must be submitted for approval by the Convenor electronically **at the same time** as the dissertation-essay title and abstract is submitted to asstreg@apothecaries.org (i.e. no later than the deadline published in the Administrative Guidance for Candidates (<http://www.apothecaries.org/>)).

The written précis

61. Candidates must submit a 150-250 word written précis of the whole lecture, and confirmation of the intended audience, along with details of projection requirements, electronically to asstreg@apothecaries.org **no later than the deadline published in the Administrative Guidance for Candidates.**

MARKING

62. The marks of the 4 sections are accrued as follows:

Paper I	25%	} 50%
Paper II	25%	
Dissertation-essay		30%
Test lecture		20%
Total for the Examination		100%

63. The pass mark overall and the pass mark for each section is 60% of the available marks.
64. Candidates who fail to comply with the regulations will be marked down and may fail that section of the examination.

SYLLABUS

65. The following topics constitute the syllabus:

- a. Historical method, with especial reference to medicine. Appropriate methods of enquiry, and sources for the study of history and the history of medicine.
- b. The medicine of India and China, seen within their philosophical and social context.
- c. The medicine of the classical world and of Islam with their relationship to the Western medical tradition.
- d. The changing of concepts of disease and understanding of its causation.
- e. Medicine in the medieval and renaissance periods leading to the medical enlightenment of the 18th century.
- f. The development of medical practice from the 16th to the 21st centuries.
- g. The growth of science and its effect on medicine.
- h. The role of anatomy and physiology in medical education and the evolution of clinical diagnosis and investigation.
- i. Epidemics, demographic change and their social sequelae.
- j. The history of nursing and the role of women in medicine.
- k. The development of the medical specialities.
- l. The development of surgery, anaesthesia, obstetrics and gynaecology, tropical medicine and public health.
- m. Medical ethical codes and their relationship to society and professional interests.

*** **NB** Not every subject will be necessarily be covered in the course every year and additional topics may be included from time to time.***

Mrs J M E Maclean
Registrar

Checklist for Dissertation - DHMSA

	Tick here
Title page as required by the Guide	<input type="checkbox"/>
Word count less than 5,500	<input type="checkbox"/>
12 point black type	<input type="checkbox"/>
Simple font (e.g. Arial, Calibri, Times New Roman)	<input type="checkbox"/>
Double spaced	<input type="checkbox"/>
Single sides of A4	<input type="checkbox"/>
Sufficient margin	<input type="checkbox"/>
Bound	<input type="checkbox"/>
Page numbers in the footer	<input type="checkbox"/>
Harvard or Vancouver referencing used consistently	<input type="checkbox"/>
Bibliography and references	<input type="checkbox"/>
3 hard copies	<input type="checkbox"/>
Electronic copy emailed to asstreg@apothecaries.org	<input type="checkbox"/>
Signed Declaration incorporated in each hard copy	<input type="checkbox"/>
Signed copy of this checklist attached to each hard copy	<input type="checkbox"/>

Dissertation-Essay Marking Schedule

DIPLOMA IN THE HISTORY OF MEDICINE [date] MARKING PRO FORMA – Dissertation Essay [Maximum marks = 100 (i.e. 30% of final diploma mark). Overall pass mark is 60%]	Confidential when completed
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Examiner:	Candidate:	Title:
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Assessment criteria	[Mark as Fail/Satisfactory/Good/Excellent below]
Content / originality	<ul style="list-style-type: none"> – Does the dissertation contain necessary, relevant and sufficient facts? – Is there a clear thesis, argument and conclusion? – Is the dissertation of an adequate academic standard? – Does the dissertation demonstrate original work?
Understanding	Does the candidate demonstrate an understanding of the facts and their significance in the context of this subject?
Relevance of material	Is the dissertation supported by appropriate and relevant material, with adequate use and analysis of primary and secondary sources?
Presentation	Correct word count (maximum 5,500 & stated); adequacy & style of referencing; use of language; relevance & quality of illustrations (if any).

Assessment criteria						
Title & abstract approved		Word count		Statement of originality		Assignment of copyright
Content and originality						
Understanding						
Relevance of material						
Presentation						

Total marks /100

General comments: (Reasons must be given when awarding a fail mark.)
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Confidential when completed

Test Lecture Marking Schedule

Category of assessment	Mark
1) <u>Overall quality of presentation (up to 30 marks total)</u> Made up of a) Introduction, content, conclusion (up to 20 marks) and b) clarity and audibility (up to 10 marks)/20/10
2) <u>Engagement with the audience (up to 30 marks)</u> (Including eye contact, appropriate and effective use of humour, attitude, inflection and intonation, body language)/30
3) <u>Appropriate use of audio-visual aids and artefacts (up to 10 marks)</u> (Slides, other visual aids, handouts, steps taken to ensure equipment compatibility)/10
4) <u>Treatment of source material (up to 10 marks)</u>/10
5) <u>Suitability for audience (up to 10 marks)</u> (Is the lecture pitched at the target audience, would it keep the audience interested?)/10
6) <u>Time discipline (up to 10 marks)</u> Either a) 14 m to 16 m (10 marks) or b) 13 -14 m or 16 m -16 m 30 s (5 marks) or c) 12 -13 m or 16 m 30 s – 17 m (3 marks) or d) less than 12 minutes or more than 17 minutes (0 marks)/10
<u>Total marks (out of an available 100)</u> <60 =fail, 60-69 = satisfactory, 70-79 = good, 80 or more = excellent/100