



# The Society of Apothecaries of London

## Diploma in the Philosophy of Medicine (DPMSA)

### Administrative Guidance for Candidates

Admin Guide

Sep 18/v52

#### EXAMINATION TIMETABLE: 2018-2019

Due date for agreement of essay title	Friday 16 November 2018
Due date for receipt in the Examinations Office of essay	4pm on Tuesday 22 January 2019
Date of agreement of dissertation title and submission of abstract (see Guide to DPMSA incorporating Regulations and Syllabus.)	4pm on Friday 15 March 2019
Closing date for receipt in the Examinations Office of completed hard copy application form and full payment ( <b>all</b> candidates). (Applications are <u>not</u> accepted via email or fax.)	4pm on Tuesday 16 April 2019
Due date for submission of completed dissertation <b>*See important note below</b>	4pm on Tuesday 28 May 2019
Written papers	Tuesday 11 June 2019

#### **\*Important Note.**

Dissertations not submitted by the due date will be deferred to the next examination and a re-entry fee will be payable.

#### EXAMINATION FEE

1. The examination entry fee for **all** applicants other than bursars is £730 (bank transfer or cheque). Those students who have been awarded a bursary by the Faculty should contact the Examinations Office for the relevant fee ([examoffice@apothecaries.org](mailto:examoffice@apothecaries.org)).
2. The examination re-entry fee is £245 for the written paper and £245 for the dissertation.

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## WITHDRAWING FROM THE EXAMINATION

3. 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 -	
Before the application deadline stated on page 1.	No penalty
In the two weeks after the application deadline	£110
Within 6 weeks of the start of the examination	£210
Within 2 weeks of the start of the examination	Full fee

## PAST EXAMINATION PAPERS

4. A booklet of past examination papers is available in booklets at a cost of £12.

## PAYMENTS

5. 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;** [examoffice@apothecaries.org](mailto:examoffice@apothecaries.org)

**N.B.** The account to which the examination fee is payable is different from that for the course. You should therefore use the following details:

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. DPM 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.

Candidates from overseas should ensure that their cheques yield the correct fee in Sterling AFTER deduction of bank charges. If submitting a bankers draft please note that we only accept drafts drawn on a UK bank. Bankers' drafts should be valid for at least three months after the examination date.