



The Society of Apothecaries of London

Diploma in the History of Medicine (DHMSA)

Administrative Guidance for all Candidates

Admin Guide

Feb 19/v18

EXAMINATION TIMETABLE: 2019

Deadline for receipt in the Examinations Office of titles and proposal / abstract for the dissertation and test lecture.	Thursday 21 March 2019
Closing date for receipt in the Examinations Office of completed hard copy application form and payment (all candidates). (Applications are not accepted via email or fax.)	4pm on Tuesday 16 April 2019
Due date for submission of completed dissertation	4pm on Friday 24 May 2019
Written papers	Tuesday 11 June 2019
Due date for submission of test lecture précis	4pm on Friday 28 June 2019
Test lecture	Friday 5 July 2019

EXAMINATION FEE

- The examination entry fee for **all** applicants other than bursars is £770 (bank transfer or cheque). Those students who have been awarded a bursary by the Faculty should contact the Examinations Office for the relevant fee (asstreg@apothecaries.org).
- The examination re-entry fee is £265 for the dissertation/essay and £265 for the test lecture.

WITHDRAWING FROM THE EXAMINATION

- 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 closing date stated above	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

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PAST EXAMINATION PAPERS

4. A booklet of past examination papers is available 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; asstreg@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. DHM Smith)

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

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.