



The Society of Apothecaries of London

Diploma in HIV Medicine (Dip HIV Med)

Administrative Guidance for Candidates

Admin Guide

Oct 2019/v35

EXAMINATION TIMETABLE 2019/2020

	February 2020	September 2020
Deadline for receipt of hard copy application form and fee in the Examinations Office	17:00 Wednesday 27 November 2020	17:00 Tuesday 16 June 2020 (The application forms will be uploaded after the February 2020 diet.)
Best of five written paper	Wednesday 19 February 2020	Tuesday 8 September 2020
OSCE (see para 2 below)	Wednesday 26 & Thursday 27 February 2020	Tuesday 16 & Wednesday 17 September 2020

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 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.
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 for 2020 is £925. Candidates who withdraw from the examination after the closing date will trigger a forfeit fee as detailed below. Fees for the 2021 examinations will be published in September 2020.

OSCE PREFERENCES

5. 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. The session allocated will be confirmed on the admission document, issued in hard copy after the application deadline.

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THE EXAMINATION

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

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...	The penalty incurred will be...
Before the application deadline stated above	No penalty
In the 2 weeks after the application deadline	£120
Within 10 weeks of the start of the examination	£225
Within 2 weeks of the start of the examination	Full fee

SAMPLE QUESTIONS

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

PAYMENTS

- Payments may be made via:

The Society's website: <https://www.apothecaries.org/shop/>

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. DGUM 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. Only bankers' drafts drawn on a UK bank are accepted. Bankers' drafts should be valid for at least three months after the examination date.