



The Society of Apothecaries of London

Diploma in the History of Medicine (DHMSA)

Administrative Guidance for all Candidates

Admin Guide

April 20/v21

EXAMINATION TIMETABLE: 2020

Deadline for receipt in the Examinations Office of titles and proposal / abstract for the dissertation and test lecture.	Thursday 26 March 2020
Closing date for receipt of the application form (electronically only) and payment (all candidates).	4pm on Tuesday 21 April 2020
Due date for submission of completed dissertation (electronically)	4pm on Friday 29 May 2020
An unseen Written Paper which candidates will complete remotely as an assignment within a specified period of time (10.30am-12.30pm)	Saturday 19 September 2020

EXAMINATION FEE

1. The examination entry fee for all applicants is £885 (bank transfer, online payment or cheque).
2. The examination re-entry fee is £305 for the dissertation/essay and £305 for the test lecture.

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 closing date stated above	No penalty
In the two weeks after the application deadline	£120
Within 6 weeks of the start of the examination	£225
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 £15.

PAYMENTS

5. Payments can 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**

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.