



# The Society of Apothecaries of London

## Diploma in the History of Medicine (DHMSA)

### Administrative Guidance for Candidates

Admin Guide

Oct 20/v22

#### EXAMINATION TIMETABLE: 2021

Deadline for receipt in the Examinations Office of titles and proposal / abstract for the dissertation and test lecture	Thursday 25 March 2021
Closing date for receipt in the Examinations Office of completed application form and payment (Electronic copy by email or posted hard copy are acceptable)	5pm on Tuesday 20 April 2021
Due date for submission of completed dissertation	5pm on Friday 28 May 2021
Written papers	Tuesday 15 June 2021
Due date for submission of test lecture précis	5pm on Friday 18 June 2021
Test lecture	Friday 2 July 2021

#### EXAMINATION FEE

1. The examination entry fee for all applicants is £910 (bank transfer or online payment).
2. The examination re-entry fee is £315 for the dissertation/essay and £315 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	£125
Within 6 weeks of the start of the examination	£230
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](mailto: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)