



The Society of Apothecaries of London

Diploma in Forensic Medical Sciences (DipFMS)

Administrative Guidance for Candidates

EXAMINATION TIMETABLE: 2020/21

Deadline for receipt in the Examinations Office of application form and full fee - see important note below regarding fee* (please submit your completed application and fee electronically only to examoffice@apothecaries.org)	5.00pm on Thursday 22 April 2021
Due date for submission of dissertations - this is the date by which the dissertations must have arrived electronically at Apothecaries' Hall. (please submit a single electronic copy ONLY to examoffice@apothecaries.org)	5.00pm on Thursday 27 May 2021
Written paper	Thursday 17 June 2021

EXAMINATION FEES

1. The examination entry fee is £800.
2. The re-entry fee for the whole exam is £800.
The re-entry fee for the written paper only, is £440.
The re-entry fee for the dissertation only, is £400.

***IMPORTANT NOTE.** An application is not complete without the due full fee. Candidates whose employers are paying for their examination entry, who might require an invoice from the Examinations Office to prompt a payment, should note that the full fee **must** have been paid by the application deadline – you are advised to plan well ahead accordingly.

WITHDRAWING FROM THE EXAMINATION

3. Candidates who wish to withdraw from the examination must notify the Society in writing. Withdrawal penalties are detailed in the table below.

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	£125
Within 6 weeks of the start of the examination	£230
Within 2 weeks of the start of the examination	Full Fee

Continued overleaf.....

PAST EXAMINATION PAPERS

4. A booklet of past examination papers is available from the Exam Office 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; examoffice@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. DFMS Smith)

Candidates from overseas should ensure that their transfers 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 3 months after the examination date.

CURRENT DISSERTATION TOPIC

6. **Dissertation topic will be published here late January 2021**

For full details of the requirements for the format of the dissertation refer to the **Guide to the Diploma in Forensic Medical Sciences (DipFMS) incorporating the Regulations and Syllabus** (available at www.apothecaries.org).