



The Society of Apothecaries of London

Diploma in the History of Medicine (DHMSA)

Administrative Guidance for Candidates

Admin Guide

Jan 22/v24

EXAMINATION TIMETABLE: 2022

Deadline for receipt in the Examinations Office of titles and proposal / abstract for the Dissertation and Test Lecture	Thursday 24 March 2022
Closing date for receipt in the Examinations Office of electronically completed application form and payment (email completed application forms to asstreg@apothecaries.org)	5pm on Tuesday 19 April 2022
Due date for submission of completed dissertation	5pm on Friday 27 May 2022
Written Papers 1 & 2	Tuesday 14 June 2022
Due date for submission of Test Lecture Précis	5pm on Friday 17 June 2022
Test Lecture	Friday 1 July 2022

EXAMINATION FEE

- The full examination entry fee for all applicants is £955 (bank transfer or online payment). Those students who have been awarded a bursary by the Faculty should contact the Examinations Office for the relevant reduction (asstreg@apothecaries.org).
N.B. For a candidate who fails the Written Papers (taken together), a full re-entry would be required (£955), however a Pass result for a dissertation for these candidates will be carried forward. (See paragraph 6 of the Guide to the DHMSA).
- The re-entry fee for the dissertation is £330; the re-entry fee for the Test Lecture is £330.

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	£135
Within 6 weeks of the start of the examination	£245
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)