



The Society of Apothecaries of London

Diploma in the History of Medicine (DHMSA)

Administrative Guidance for Candidates

Admin Guide

Nov 22/v25

EXAMINATION TIMETABLE: 2023

Deadline for receipt in the Examinations Office of titles and proposal / abstract for the Dissertation and Test Lecture	Thursday 23 March 2023
Closing date for receipt in the Examinations Office of electronically completed application form and payment (email completed application forms to academicadmin@apothecaries.org)	5pm on Tuesday 18 April 2023
Due date for submission of completed dissertation	5pm on Friday 26 May 2023
Written Papers 1 & 2 (in person at Apothecaries Hall)	Tuesday 13 June 2023
Due date for submission of Test Lecture Précis	5pm on Friday 16 June 2023
Test Lecture (via Zoom)	Friday 30 June 2023

EXAMINATION FEE

- The full examination entry fee for all applicants is £980 (bank transfer or online payment). Those students who have been awarded a bursary by the Faculty should contact the Academic Department for the relevant reduction (academicadmin@apothecaries.org).
N.B. For a candidate who fails the Written Papers (taken together), a full re-entry would be required (£980), 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 £340; the re-entry fee for the Test Lecture is £340.

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	£140
Within 6 weeks of the start of the examination	£255
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 £17.50. Details of how to order are available <https://www.apothecaries.org/product/past-papers/>

PAYMENTS

5. Payments can be made via:

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

Note:

Candidates from overseas should ensure that their payments yield the correct fee in Sterling after deduction of bank charges.

Candidates who are unable to pay via the website should contact academicmanager@apothecaries.org