



The Society of Apothecaries of London

Diploma in the History of Medicine (DHMSA)

Administrative Guidance for Candidates

Admin Guide

December
2023

EXAMINATION TIMETABLE: 2024

Deadline for submission of titles and proposal / abstract for the Dissertation and Test Lecture . To be submitted by candidate to the online Brightspace (LMS) platform	Thursday 29 Feb 2024
Closing date for exam applications	Friday 26 April 2024
Due date for submission of completed Dissertation . To be uploaded by candidate to Brightspace by 23.59 BST on Friday 24 May 2024.	Friday 24 May 2024
Open Book Written Paper available at 09.00 BST on Monday 10 June 2024. Completed paper to be submitted by candidate to Brightspace. Deadline for submission is 09.00 BST on Monday 17 June 2024.	Monday 10 June – Monday 17 June 2024
Test Lecture: Due date for presentation slides to be uploaded to Brightspace Date of Test Lecture (held via Zoom)	Wednesday 26 June 2024 Friday 28 June 2024
Results	w/c 8 July 2024 tbc

EXAMINATION FEE

1. The full examination entry fee for all applicants is £980 (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).
2. The re-entry fee for the Open Book Written Paper is £300
The re-entry fee for the Dissertation is £340
The re-entry fee for the Test Lecture is £340

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-	The penalty incurred will be...
2 weeks after the application deadline and 12 weeks before the examination (10% of full fee)	£98 (or part fee equivalent)
12-6 weeks before the examination (20% of full fee)	£196 (or part fee equivalent)
2 weeks or less before the examination	Full Fee

PAYMENTS

4. Payments can be made via:

<https://catalogue.apothecaries.org/catalog?pagename=Examinations>

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