



# The Society of Apothecaries of London

## Diploma in Tropical Medicine & Hygiene (DTM&H)

Admin Guide

January 2024

### TIMETABLE: 2024

Event	Deadline
Closing date for applications and payment	Wednesday 1 May 2024
<b>Online Examination Papers</b> MCQ P1 MCQ P2 Preventative Medicine Short Essay MCQ Parasitology/Entomology Short Answer	Wednesday 12 June 2024 – 09.30-17.30 (GMT)

### APPLICATION NOTES

Our aim is to approve all applications received. Applications are reviewed on a rolling basis (first come, first served) until the examination is full. Candidates are advised to apply well in advance of the closing date for entries and we aim to give priority to candidates who are nearing their 5-year period since completing the course.

Should applications outnumber available spaces, a waiting list will be implemented and you will be notified if we are able to offer you a place. Candidates on the waiting list will be notified as soon as a place becomes available, and given a short period in which to respond. If candidates do not respond within this time, the place will be offered to the next person on the waiting list

The stated deadline is only the final date by which a completed application can be considered for entry to the examination; there is no guarantee that places will still be available at this time. Candidates who have extenuating circumstances which do not meet the above criteria will be considered individually by the Convenor and Head of the Academic Department.

An application is not complete until the due fee has been received.

Candidates whose employers are paying for their examination entry, and who therefore need an invoice from the Academic Department to prompt the payment, should note that the fee must have been paid by the application deadline, and should plan well ahead accordingly.

### EXAMINATION FEES

The fee for the examination £525.00

Re-entry fees are £525.00

## WITHDRAWING FROM THE EXAMINATION

Candidates wishing to withdraw from the examination must notify the Examinations Office as soon as possible. The following withdrawal charges are applicable:

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)	£52.50
12-6 weeks before the examination (20% of full fee)	£105.00
2 weeks or less before the examination	Full Fee

## PAYMENTS

Payments can be made via:

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

### 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 [academicadmin@apothecaries.org](mailto:academicadmin@apothecaries.org)