



The Society of Apothecaries of London

Diploma in HIV Medicine (Dip HIV Med)

Admin Guide

2025

Information for Candidates

DEADLINES: 2025

Event	June 2025	October 2025
Deadline for receipt of Application and fee	Wednesday 9 April 2025	Wednesday 13 September 2025 Note: the October exam booking will open after the completion of the June exam.
Best of Five (Bo5) Written Paper (Online)	Wednesday 4 th June 2025	Wednesday 8 October 2025

APPLICATION NOTES

Our aim is to approve all applications received. To avoid disappointment, candidates are advised to apply for the examination well in advance of the closing date for entries, and to ensure that their application is complete by the published deadline. The deadline is the **final** date / time that a completed application can be considered for entry to the examination **but there is no guarantee that places will still be available at this date.**

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 Head of the Academic Department.

To submit an application, please go to the Shop >Centre for Health Studies Shop available from our website, click into the exams area, choose the exam payment option, select the exam entry you require. On checkout, you will be asked to create an account and finish payment. **You will then be directed to our online platform Brightspace to complete and submit your application form. Please note, only fully completed applications will be considered.**

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

NOTE: The **OSCE** is no longer part of the assessment for the Diploma in HIV Medicine.

EXAMINATION FEE

First time Bo5 entry fee **£445** Re-entry Bo5 exam fee **£445**

N.B. This is the amount payable to the Society; any transaction charges must borne by the candidate. Candidates who withdraw from the examination after the closing date will trigger a forfeit fee as detailed below.

THE EXAMINATION

1. The examination is mapped to the **Specialty Training Curriculum for Genitourinary Medicine 2022** issued by the Joint Royal College of Physicians Training Board.
2. All equipment is provided, both for the written paper and the OSCE.

WITHDRAWING OR DEFERRING FROM THE EXAMINATION

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

Timing of Application to Withdraw or Defer	Possible Refund (subject to approval)
Requests to withdraw or defer before the closing date for application	No fee.
Requests to withdraw or defer after the application closing date and 30 working days (6 weeks) before the examination.	Candidates withdrawing or deferring from an examination after the closing date and up to 6 weeks before the examination will normally be charged 25% of the fee.
Requests to withdraw or defer after the application closing date and 15 working days (3 weeks) before the examination.	Candidates withdrawing or deferring from an examination after the closing date and up to 3 weeks before the examination will normally be charged 50% of the fee.
Requests to withdraw or defer less than 15 working days (3 weeks) of the examination.	A refund will not normally be made to candidates withdrawing or deferring within 15 days of the examination. However, extenuating circumstance submitted with supporting evidence may be considered and subject to approval by the Head of Academic Department (HOAD).

SAMPLE QUESTIONS

- Sample Best of 5 and OSCE questions are available to download.

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 academicmanager@apothecaries.org