



The Society of Apothecaries of London

Diploma in the History of Medicine (DHMSA)

Admin Guide

2025

Information for Candidates

DEADLINES: 2025

Event	Deadline
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	Friday 14 March 2025
Closing date for exam applications	Friday 2 May 2025
Due date for submission of completed Dissertation . To be uploaded by candidate to Brightspace by 23.59 BST on Friday 20 June 2025.	Friday 20 June 2025
Open Book Written Paper available at 09.00 BST on Monday 7 July 2024. Completed paper to be submitted by candidate to Brightspace. Deadline for submission is 09.00 BST on Monday 14 July 2025.	Monday 7 July – Monday 14 July 2025
Test Lecture: Due date for presentation slides to be uploaded to Brightspace Date of Test Lecture (held via Zoom: for Candidates) with Examiners in-person at the Apothecaries Hall	Wednesday 23 July 2025 Friday 25 July 2025
Results	Early August 2025 tbc

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 3-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 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.

EXAMINATION FEES

1. The full examination entry fee for all applicants is £1030 (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 whole exam is £1032
The re-entry fee for the open book written paper is £344
The re-entry fee for the dissertation is £344
The re-entry fee for the test lecture is £344

WITHDRAWING OR DEFERRING FROM THE EXAMINATION

3. Candidates who wish to withdraw or defer from the examination must notify the Society. The following withdrawal penalties will be applied:

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).

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

OPEN BOOK WRITTEN PAPER - Past Examination Papers

5. A booklet of past examination paper is available from the Academic Department at a cost of £20.00. Payment can be made via https://catalogue.apothecaries.org/product?catalog=past_papers and follow payment instructions.