



The Society of Apothecaries of London

Diploma in Tropical Medicine & Hygiene (DTM&H)

Admin Guide

February 2025

TIMETABLE: 2025

Event	Deadline
Closing date for applications and payment	Tuesday 6 May 2025
Online Examination Papers MCQ P1 MCQ P2 Preventative Medicine Short Essay MCQ Parasitology/Entomology Short Answer	Tuesday 24 June 2025 – 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.

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 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 £550.00

Re-entry fees are £550.00

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).

PAYMENTS

Payments can be made [here](#).

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