



The Society of Apothecaries of London

Diploma in the Philosophy of Medicine (DPMSA)

Admin Guide

2025

Information for Candidates

DEADLINES: 2025

Event	Deadline
Closing date for application form and full payment (all candidates). Note: once payment is made, you will be directed to the BrightSpace learning platform to complete your application form.	23.59pm Friday 4 April 2025
The due date for submission of Abstract for dissertation & Short Essay (see Guide to DPMSA incorporating Regulations and Syllabus) NOTE: You will not need a candidate number prior to submission of this essay. Please submit your dissertation abstract and short essay electronically in Word™ format on the BrightSpace Learning Platform . Your candidate number will be used to anonymise your essay during marking.	23.59pm Friday 11 April 2025
The Oral Assessment	Saturday 17 th May 2025
Due date for submission of completed Dissertation Please submit two copies using the BrightSpace learning platform. Do NOT send hard copies. *Important Note. Dissertations not submitted by the due date will be deferred to the next examination and a re-entry fee will be payable.	23.59pm Monday 23 June 2025

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 FEE

The examination entry fee for **all** applicants other than bursars is **£975**. Those students who have been awarded a bursary by the Faculty should contact the Academic Department for the relevant fee (academicadmin@apothecaries.org).

The re-entry fee for the whole exam is **£975**.

The re-entry fee for the short essay only is **£325**.

The re-entry fee for the oral assessment only is **£325**.

The re-entry fee for the dissertation only is **£325**.

WITHDRAWING OR DEFERRING FROM THE EXAMINATION

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.	<p>A refund will not normally be made to candidates withdrawing or deferring within 15 days of the examination.</p> <p>However, extenuating circumstance submitted with supporting evidence may be considered and subject to approval by the Head of Academic Department (HOAD).</p>

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

SHORT ESSAY & DISSERTATION BRIEF

3. Short Essay

- a. An ethical analysis paper, based around a scenario in the literature, hypothetical case, ethical issue in medicine or philosophical topic of relevance to healthcare, formatted for submission to the BJGP; guidelines or the same as for a number of journals as an editorial or analysis (max 1200 words, 12 references, deadline **March 28th**) <https://bjgp.org/authors/writing-bjgp-other-sections>

Dissertation

- b. A longer dissertation on a different topic formatted as a long essay for the Journal of Medical Ethics original research/student essay (max 3500 words) https://jme.bmj.com/pages/authors#student_essay (with the stipulation that the dissertation must use philosophical methodology).

b.1 Abstract

250 word abstracts will be encouraged by the end of the first working week in **January** so that potential Selwyn lecturers can be vetted and all candidates advised on the feasibility of and useful resources for their project. The proposed deadline for the full dissertation is **23 June**, word count max 3500)

<https://www.apothecaries.org/diploma-in-the-philosophy-of-medicine/>.

ORAL ASSESSMENT/PRESENTATION

Presentation of argument examination (15 minutes and 5 minutes for questions) to take place date published in on **Saturday 17th May**. This also includes those candidates who are not attending the course, who will be an invited audience of the day along with Worshipful Society Apothecaries London Philosophy Fellows.

NB: Please note the dissertation component requires a different title and topic of exploration from that of the essay component.

Please refer to the regulations in the Guide to the DPMSA Exam on the website for full details.