



# Administrative Guidance for Candidates 2026

## The Diploma in HIV Medicine (Dip HIV Med)

Centre for Health Studies  
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### Timetable/Deadlines

	April 2026	October 2026
Deadline for receipt of Application and fee	Tuesday 10 <sup>th</sup> March 2026	Tuesday 25 <sup>th</sup> August 2026
Best of Five (BO5) Paper (Online)	Tuesday 21 <sup>st</sup> April 2026	Tuesday 6 <sup>th</sup> October 2026

### 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.

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 Executive Director.

To submit an application, please go to the Shop >Centre for Health Studies available from our website, click into the examinations area, choose the exam and select the 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.

### The Examination

The examination is mapped to the **Specialty Training Curriculum for Genitourinary Medicine 2022** issued by the Joint Royal College of Physicians Training Board. **NOTE:** The **OSCE** is no longer part of the assessment for the Diploma in HIV Medicine.



## Examination Fee

First time Bo5 entry fee **£460**     Re-entry Bo5 exam fee **£460**

## Payments

Payments can be made [here](#).

Candidates who are unable to pay via the website should contact [academicmanager@apothecaries.org](mailto:academicmanager@apothecaries.org)

## 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.	<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 Executive Director.</p>

## Sample Questions

An example of a Best of Five question is available [here](#)