



CERTIFICATE IN HUMAN PHARMACOLOGY Terms and Conditions

1. Fees

- 1.1. Fees for the Certificate programme are payable in pounds sterling to the Faculty of Pharmaceutical Medicine (FPM).
- 1.2. The fee to FPM covers the following:
 - a) administration of the programme;
 - b) quality assurance of courses and assignments;
 - c) conduct of the FPM Certificate examination.
- 1.3. The fees do not cover:
 - a) administration and delivery of courses and assessment of assignments run by a designated Course Provider on behalf of the FPM;
 - b) costs of travel or accommodation while attending the residential courses;
 - c) cost of materials or other expenses incurred by candidates during the preparation of assignments.
- 1.4. Fees are payable in advance as a single instalment at the time of registration. Participation in any aspect of the programme will not be permitted until payment is received and cleared.
- 1.5. Fees are non-refundable except if FPM were to discontinue the whole programme for all candidates or if a candidate withdraws from the entire programme within 8 weeks before commencement of first course. If a candidate fails to pass the course assessments or defers their attendance at any course more than once and is subsequently withdrawn from the programme by the FPM, they will not be entitled to a refund of any fees paid.
- 1.6. Fees will be reviewed by the FPM annually and may change from time to time. However, once the first instalment has been paid, the full fee for the agreed period of training will not change for that individual.
- 1.7. The FPM will not reimburse any non-fee costs incurred by participants or their employers under any circumstances.

2. Courses

- 2.1. Attendance at the designated courses, total of 10 days, is mandatory; exemptions are not permitted.
- 2.2. Registration on the courses will be administered by the designated Course Provider. Details of the dates of courses arranged for the forthcoming year are available on the FPM website. At the time of registration, the candidate should commit to attending the courses within the forthcoming year. Candidates may defer attendance at a course to the next available course, once only.

- 2.3. Candidates who withdraw from the entire programme i.e. after registration but before attending their first course, are required to notify FPM at least 8 weeks before commencement of the first course. Candidates who withdraw prior to this deadline will receive a refund less a cancellation fee. After the deadline no refund will be issued under any circumstances.
- 2.4. Candidates who wish to defer attendance at a course are required to notify FPM at least 8 weeks before commencement of the course. They will need to register with the designated Course Provider on the next available course.
- 2.5. On completion of a course, the candidate will be provided with a Certificate of Attendance by the Course Provider. Under extenuating circumstances, allowance will be made for non-attendance of up to one (1) day or two (2) half-days of a 5-day course but, with the exception of an unforeseen event, this should be arranged before the start of the course and agreed by the FPM and Course Provider in writing. Absence of more than one day or two half-days will be considered non-attendance and the candidate will be required to attend the full course at the next available date, which will incur additional fees.
- 2.6. Course assignments and assessments must be completed in the time permitted. Candidates failing to achieve satisfactory assessments will be referred with a requirement to do appropriate remedial work for subsequent reassessment. FPM will inform candidates of results of assessments. Candidates have a right of appeal to FPM. For details, please see FPM's Appeal Procedures.
- 2.7. For attendance at courses, candidates are responsible for making their own arrangements for travel and accommodation.

3. Examination

- 3.1. Candidates will only be allowed to defer sitting the examination once.
- 3.2. Exemption from the examination is not permitted.

For more details, please refer to the *CHP Examinations Handbook*, Guidance and Regulations for Candidates.

4. Certificate

- 4.1. The Certificate will only be granted to candidates who have completed all components of the programme curriculum. Please refer to the *CHP Candidate Guide and Syllabus*.

5. Acceptance of Terms and Conditions

- 5.1. Completion of the application form and payment of fee confirms a candidate's acceptance of these terms and conditions.