



DIPLOMA IN HUMAN PHARMACOLOGY Terms and Conditions

1. Fees

- 1.1. Fees for the Diploma programme are payable in pounds sterling to the Faculty of Pharmaceutical Medicine (FPM).
- 1.2. The fees cover the following:
 - a) Administration of the programme, work-placed assessments and quality assurance conducted by FPM;
 - b) quality assurance of courses, assignments and work-place training and assessments;
 - c) conduct of the FPM 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 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;
 - d) the Diploma document available to candidates who have completed all parts of the programme including the examination successfully.
- 1.4. Fees for candidates undertaking the full 2-year programme are payable in advance as a single instalment at the time of enrolment. Participation in any aspect of the programme, including courses and the exam will not be permitted unless payment is received and cleared.
- 1.5. Fees are non-refundable except if the FPM were to discontinue the whole programme for all candidates. If a candidate fails to progress or defers their attendance at any course more than once and is subsequently withdrawn from the programme by the FPM, they will not be entitled to a refund of any fees paid.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. Candidates who have gained retrospective recognition of experience in the workplace (maximum of 12 months) are required to pay the full fee as a single instalment. There is no discount of the fee payable for such candidates.
- 1.7. 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.
- 1.8. FPM will not reimburse any non-fee costs incurred by candidates / participants or their employers under any circumstances.

2. Courses

- 2.1. Attendance at the designated courses 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 enrolment, the candidate should commit to attending the courses within the first year of Diploma training. If the candidate is unable to attend within the first year, attendance may be deferred once to the next available course.
- 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. Candidates failing to achieve satisfactory assessments will be referred with a requirement to do appropriate remedial work for subsequent reassessment. The FPM will inform candidates of results of assessments. Candidates have a right of appeal to the 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.
- 3.3. No candidate will normally be allowed more than six attempts at an examination

4. Diplomates

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

5. Acceptance of Terms and Conditions

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