

Training Regulations 2011

IFR International Full-Resident
IPR International Part-Resident
CHARTA Swiss Charta

Edition 2008; rev. 2009, 2010, 2011

Dedicated to upholding the unique tradition and standards
of Zurich training in CG Jung's Analytical Psychology.

International School of Analytical Psychology Zurich
AGAP Post-Graduate Jungian Training • Hochstrasse 38 • 8044 Zürich • Switzerland

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1 VALIDITY

These Regulations apply to all International Full-Resident Candidates, International Part-Resident Candidates and Swiss Charta Candidates, and replace all foregoing editions, with effect as per the Spring Semester 2011. The Regulations for Charta Candidates will be replaced in January 1, 2013, when the new Swiss law for the profession of psychology comes into effect.

The term "analysis" herein refers to Jungian psychoanalysis, Jungian psychotherapy and Jungian-oriented counseling. "Analysand" refers to any individual who undertakes a course of analysis or psychotherapy with an ISAP Analyst or Diploma Candidate.

1.1 Transitional Rules

- All Candidates Candidates who completed their clinical internships before or during the Spring Semester 2011 are automatically exempt from the new requirements under §7.4 and §7.4.3.1 to: obtain an ISAP advisor, submit internship plans, and arrange for ISAP advisor reports.
- IFR, IPR IFR and IPR Candidates without US Student Loans, who were admitted to training previous to the Spring Semester 2008, may opt to continue under the *Provisional International Regulations* of Fall 2004. In this case all terms of the *Provisional Regulations* apply.
- CHARTA Charta candidates who began or will begin training by 31 December 2012, and who complete their training by 31 December 2017, may choose one of two variants for the prerequisite basic education. See details under §5.1, 4(b).

2 INTRODUCTION

ISAPZURICH was established in the fall of 2004 as the delegated training program of the Association of Graduate Analytical Psychologists (AGAP). The committees and persons constituting the leadership, as well as other regularly updated information, may be viewed at www.isapzurich.com. General communica-

tions may be sent to office@isapzurich.com.

AGAP, founded in 1954, is a Zurich-domiciled association and a founding member of the International Association for Analytical Psychology (IAAP), with entitlement to conduct training (www.agap.info; www.iaap.org).

As a member of the Swiss Charta for Psychotherapy (Charta www.psychotherapiecharta.ch), ISAP is authorized by the Zurich Health Department to conduct training in psychotherapy. ISAP offers among other things a full program of post-graduate training in C.G. Jung's Analytical Psychology, leading to the Diploma in Analytical Psychology.

2.1 The Diploma Program

The Diploma Program at ISAP consists of post-graduate training with an international community of students, teachers and scholars. The training is also a personal journey, guided by an analytic process that includes confrontation with the unconscious and developing a capacity for symbolic understanding.

2.2 Components

Training consists of three basic components:

- personal training analysis
- supervised clinical work
- an extensive program of lectures and seminars, including written work and examinations

2.3 Pathways IFR, IPR, CHARTA

Training may be pursued along three different paths, each of which leads to the Diploma in Analytical Psychology. Candidates commit to one path, but may apply to transfer from one to another (see §10):

- | | |
|-----|--|
| IFR | 1. International Full-Resident, for candidates who opt for the traditional immersion training in Switzerland. |
| IPR | 2. International Part-Resident, for candidates who opt to conduct supervised case work in their home countries and regularly commute to Zurich |

during the 2nd half of training.

CHARTA

3. Charta, recognized by the Zurich Health Department and the Swiss Charta for Psychotherapy, for candidates who aim to apply for psychotherapy practice licensing in Switzerland.

2.4 Graduates

2.4.1 Professional Affiliation

ISAP graduates are qualified to apply for membership in AGAP and/or SGAP (Swiss Society for Analytical Psychology) and thereby to gain membership in the IAAP. Such membership may entitle graduates to conduct professional practice as Jungian psychoanalysts, psychotherapists and counselors, depending on regional laws and regulations.

Membership in other professional organizations may be possible, depending on the region of practice. For information, Graduates are encouraged to contact the Director of Studies, AGAP, SGAP and/or Charta.

2.4.2 Legalities

Graduates of the Charta training may apply for psychotherapy practice licensing in Switzerland. Legal requirements governing professional practice vary from one location to another and are often subject to change. Due to the many nationalities represented in training, ISAP declines responsibility for considering such legal issues. Individuals seeking admission to the training program must inform themselves in advance about the legal requirements in the region in which they wish to practice.

2.5 Other Paths of Study

For persons who wish to deepen their knowledge of Jungian Psychology without pursuing the Diploma, ISAP offers other paths of study. These include an on-going program of public lectures and open seminars, and also continuing education that leads to the award of a certificate. Information is available at the website and Front Office.

3 LANGUAGES

Training at ISAP is conducted in English and German. Reasonable fluency in German may be beneficial in the 2nd part of training, as it may be difficult to find English-speaking analysts in Switzerland. Clinical internships in the vicinity of Zurich are possible only with knowledge of German.

4 APPLICABLE LAW AND RULES IN GENERAL

4.1 AGAP, IAAP, CHARTA

ISAPZURICH is subject to AGAP's authority, and thereby also to Art. 60ff ZGB of the Swiss Civil Code (Association Law), and to the rules of the IAAP.

As a psychotherapy training institution, ISAPZURICH is subject to §22 Abs.1 GesG (Health Law of Canton Zurich), and to the rules of the Swiss Charta for Psychotherapy (Charta).

4.2 ISAPZURICH

4.2.1 Publications for Candidates

During the course of training, candidates are subject to these *Training Regulations*, as well as to the *Guidelines for the Conduct of Supervised Case Work*. These are provided, respectively, on admission to training and on promotion to Diploma Candidacy, and are otherwise available through the Studies Secretary.

The *Directory of Analysts* is regularly updated and circulated and is also available through the Front Office or at the website. Upon request the Front Office further supplies: the *Reading List* pertaining to areas of study and exam subjects, and the *List of Examiners*.

At the beginning of their first semester, candidates receive a Student ID card and also a booklet used to record their attendance (*Record of Attendance*).

4.2.2 Confidentiality and Ethics

4.2.2.1 All Candidates Candidates who participate in seminars and colloquia dealing with case material, and/or in experiential groups, observe the rule of confidentiality.

This applies as well to communications via email, cell-phone, VoIP (Skype, iChat and the like), where confidentiality must be especially well-guarded.

A statement of consent to this effect is provided upon admission to training and must be submitted, signed in the original, to the Director of Studies by the registration deadline for the first semester of training.

4.2.2.2 Diploma Candidates Candidates in the 2nd half of training (Diploma Candidates) who conduct case work and participate in supervision and case colloquia are subject to the *Guidelines for Supervised Case Work* as well as the Ethics Code therein.

A consent form to this effect is provided, along with the *Guidelines*, by the Director of Studies at the obligatory meeting with newly promoted Diploma Candidates (§8.3.3). The form must be submitted, signed in the original and sent to the Director of Studies by the given deadline.

4.2.2.3 ISAP Analysts ISAP analysts (“Participants”) and other analysts working under ISAP’s auspices are subject to the AGAP Ethics Code (*AGAP Constitution, Art. 4*) and *Ethical Guidelines ad Procedures*. Both documents may be obtained by writing to office@agap.info or downloading at www.agap.info.

Charta-accredited analysts are additionally subject to the Charta Ethics Code. (www.psychotherapiecharta.ch)

4.2.3 Organizational Guidelines

ISAP analysts are subject to the *Organizational Guidelines* and the *Participant Admissions and Promotions Criteria*. These documents may be obtained at the Front Office or website. ISAP Participants ob-

serve rules and guidelines contained in these *Training Regulations*.

4.2.4 Grievances and Appeals

When not otherwise specified, appeals for exception to these *Regulations* are lodged in the first instance with the Director of Studies. The second instance is the ISAPZURICH Council (hereafter, ISAP Council). Details are given in the Appendices.

5 ADMISSIONS

5.1 Prerequisites

The Admissions Committee considers the following criteria in determining applicants' suitability for admission to the training program:

Personal Criteria
All Candidates

1. Suitability for the analytical profession: applicants are expected to possess personal maturity as well as aptitude for the analytical profession.
2. Minimum age: 26 years upon application.
3. Personal analysis: upon applying, one must have completed at least 50 hours of Jungian analysis with an IAAP member.

Professional Criteria
IFR, IPR

4. (a) IPR, IFR
Higher university education, including universities of applied sciences, in any academic field, with a Masters Degree Licentiate, Doctoral Degree, or comparable degree.

CHARTA

4. (b) CHARTA
As per 1 January 2013 new requirements for psychotherapy training will come into effect according to Swiss law. Transitional rule: Charta applicants who begin training by 31 December 2012, and who complete their training by 31 December 2017, may choose one of the two variants below for the prerequisite basic education; see www.psychotherapiecharta.ch/charta/de/ausbildung. In cases of doubt, the Admissions Committee submits the applications to Charta, and Charta itself determines whether applications demonstrate fulfillment of the basic education requirements, or whether supplemental education is necessary:

CHARTA	<p><i>Basic Education Variant (a):</i> The basic education variant (a) consists of a Masters in psychology earned from a university or from a university of applied sciences, or a degree in medicine. The subjects relevant to psychotherapy must be contained in this degree. If subjects are missing, they must be obtained with supplemental university level education.</p> <p><i>Basic Education Variant (b):</i> The basic education variant (b) consists of a degree in the social sciences, or another field in the humanities, obtained from a university or from a university of applied sciences; and in addition, supplementary university education in psychotherapeutic psychology (e.g., <u>Universitätslehrgang für Psychotherapeutische Psychologie</u>).</p>
IFR, IPR	5. In the case of exceptional therapeutic potential, applicants may be admitted to training without the required academic degree. In this case, however, the degree must be obtained prior to registration for the Propaedeuticum Examinations.
All Candidates	6. Professional experience in areas that could contribute toward the future analytical profession is desirable.
5.2	
Application Procedures	The Spring Semester begins in February, the Fall Semester in September. Training may be started at the beginning of either semester. Application forms may be obtained online or from the Front Office.
<i>Processing Time</i>	Applications must be submitted at least seven months before the beginning of the semester for which admission is sought. Processing of applications requires approximately five months from the date at which all documents, including references, are received by ISAP.
<i>Contents</i>	<p>Four photocopies of each the following items must be sent to the Studies Secretary:</p> <ol style="list-style-type: none"> 1. Completed application form with photograph. 2. Diplomas for all academic degrees earned. 3. Autobiographical essay of approximately 8 pages.

The essay should include significant psychological and interpersonal events to date, e.g. relationships with parents and siblings and other important persons. The essay should address significant phases of life. It should also include a brief account of the encounter with Jungian psychology and the motivation for training at ISAP.

4. Receipt for payment of the non-refundable application fee.

References 5. Applicants send one of the supplied forms to each of three persons who agree to act as references. The referring persons complete and return this form directly to ISAPZURICH. References are not accepted from previous or current analysts or psychotherapists.

6. The Admissions Committee considers the application only after it has obtained all references.

Interviews 7. Suitable applicants are invited for interviews with the Admissions Committee.

- Interviews take place in Zurich.
- There are a total of six interviews. (Applicants meet twice with each of three members of their Admissions Committee.)
- The interviews are subject to cost and advance payment. A bill is sent together with the invitation.

Notification 8. Applicants are informed of the Admissions Committee's decision as soon as possible.

Exceptions to the foregoing procedures may be granted under special circumstances.

Confidentiality All personal information is treated confidentially.

6 NOTIFICATION AND TERMS

6.1 Rejected Applications Rejected applications are not subject to appeal. The Admissions Committee may allow re-application with or without additional conditions. Applicants who are not accepted are invited to meet with a member of the Admissions Committee. This meeting is free of charge. There is no written correspondence regard-

ing the grounds for rejection.

6.2 Admission

When notified of admission to the program, applicants confirm their acceptance as well as the semester in which they wish to begin training.

6.2.1 Student Visas

Candidates without Swiss passports, foreign resident visas or European residency rights must obtain student visas at Swiss embassies or consulates in their home countries before beginning training.

6.2.2 Contract

A training contract is constituted by ISAP's receipt of the candidates' agreement to uphold these *Regulations*. A statement of consent for this purpose is provided upon admission to training. This must be submitted, signed in the original, to the Director of Studies by the registration deadline for the first semester of training.

6.2.3 Semester Registration

6.2.3.1 Candidates register each semester to maintain matriculated status. Registration forms may be downloaded or obtained from the Front Office. These are to be completed each semester and sent to the Front Office by the published deadline. Semester fees are due by the same date.

6.2.3.2 Candidates who foresee delay in meeting payment deadlines may request extensions. Such requests must be submitted in writing to the ISAP Treasurer at least four weeks before the semester registration deadline.

6.2.3.3 Candidates may register for Reduced Course Load (RCL) §7.5, or for leave due to illness, injury or emergency circumstances (§6.3.3).

6.2.4 Voluntary Withdrawal

To withdraw from training candidates give written notice to the Director of Studies and the Admissions Committee. Such notice must be submitted by the semester registration deadline, and withdrawal becomes effective thereafter when all financial ac-

counts are settled.

Depending on the reasons for withdrawal and the duration of absence, re-entry to the program may be subject to renewed application.

6.2.5 Grounds for Dismissal

6.2.5.1 Reassessment Admission to the program does not guarantee graduation. Candidates may be required at any time to meet for reassessment with their Admissions Committee; such meetings are subject to fees. The Admissions Committee reserves the right to dismiss candidates from training when reassessment determines their unsuitability for the analytical profession.

When grave doubt arises about the candidates' suitability for the profession, they are notified and given the opportunity to present their views to their Admissions Committee.

Dismissal ensues only after thorough consideration of the problems involved. There is no written correspondence regarding the grounds.

6.2.5.2 Failure to Register and/ or to Fulfill Payment Obligations Automatic dismissal generally follows on any of the following grounds:

1. failure to register for the semester or for Leave of Absence *and* failure to provide notification of Voluntary Withdrawal; in such cases dismissal becomes effective 2 weeks after the semester registration deadline;
2. failure to respond to payment reminders following non-payment of fees; in such cases dismissal becomes effective 2 weeks after the deadline of the final payment reminder. Payment reminders are subject to administrative fees.

6.2.5.3 Dismissal according to §6.2.5 follows without notification. Appeals may be lodged.

6.3 Financial Matters

6.3.1 Cost of Training

The cost of training includes not only tuition and other study fees, but also fees for analysis, cost of living and commuting expenses. In the 2nd stage of training additional costs arise for individual supervision, case colloquia and rental of practice space.

An overall cost calculation must further take into account that training often extends beyond the minimum required duration: For IFR Candidates, four years; for IPR and Charta Candidates, five years.

Upon request the Director of Studies provides a cost estimate, which includes the following items:

- Tuition and other study fees
- Typical fees for analysis, supervision and colloquia with ISAP analysts
- Cost of living
- Costs for work permits
- Rent for practice space

6.3.2 Financial Aid

Candidates who would be forced to withdraw from training due to unexpected financial difficulties may request financial aid. Such requests are generally submitted from semester to semester and are considered according to the funds available. The grounds for such requests must be submitted in writing to the ISAP Treasurer at least 4 weeks before the semester registration deadline.

6.3.3 Refund

Candidates may request a refund of registration fees due to emergency circumstances that lead to at least seven weeks of absence from training in one semester. The reasons for such requests must be submitted in writing to the ISAP Treasurer. In cases of illness or injury, a physician's written statement is required. During the period of absence, Leave of Absence rules apply, including the requirement for the respective fee (§7.5). Beyond this, refunds are calculated according to the number of weeks missed and

are subject to administrative fees.

Candidates who withdraw without approval or who are dismissed from training are ineligible for refunds.

6.3.4 Insurance

For details and limits on the insurance coverage as follows, contact the Treasurer:

Training ISAP has liability insurance cover limited to eligible claims for loss or injury within the context of ISAP'S training within Switzerland, the rest of Europe or Turkey.

Malpractice Subject to conditions under §8.2.7.3, Diploma Candidates conducting case work within Switzerland, the rest of Europe and Turkey are covered by ISAP's malpractice liability insurance. Candidates working outside of this area must provide the Director of Studies with evidence of adequate insurance, or the lack of need thereof.

7 TRAINING REQUIREMENTS

7.1 General

All candidates commit to continuous training at ISAP, that is, without substantial interruption in training analysis and course attendance, and later in individual supervision and case colloquia.

In the forthcoming pages the following abbreviations indicate rules that apply specifically to the respective paths of training:

- IFR International Full-Resident
- IPR International Part-Resident
- CHARTA Swiss Charta

7.1.1 IFR

7.1.1.1 IFR IFR Candidates train for a minimum of 4 years (8 full semesters), which includes a 3-month clinical internship. Apart from the clinical internship, training at ISAP is continuous until graduation.

IFR IFR Candidates are admitted to the Propaedeuticum Exams at earliest during the 3rd semester of training.

At least 3 semesters are to be completed by the end of the Propaedeuticum.

	IFR	A minimum of 3 semesters of Diploma Candidacy must be completed by the end of Diploma Exams, 1 st part.
7.1.2	IPR	IPR Candidates train for a minimum of 5 years (10 full semesters), which includes a 3-month clinical internship. Apart from the internship, training at ISAP is continuous during the first 2 years.
7.1.2.1	IPR	IPR Candidates are admitted to the Propaedeuticum Exams at earliest during the 3rd semester of training. A minimum of 4 semesters of Training Candidacy must be completed by the end of the Propaedeuticum.
	IPR	A minimum of 3 semesters of Diploma Candidacy must be completed by the end of Diploma Exams, 1 st part. The semesters/years abroad are spent as follows:
7.1.2.2	IPR	When IPR Candidates have fulfilled all personal and formal requirements (including residency) and have gained their Admissions Committee's approval, they are authorized to return to their home countries to undertake case work, individual supervision and case colloquia.
7.1.2.3	IPR	To maintain the continuity and depth of training IPR Candidates return to ISAP for at least four weeks each semester. During these periods they resume regular course attendance, personal training analysis and attendance of individual supervision and case colloquia. Annual meetings with a member of the Admissions Committee are advised (see details, §8.3.2-2).
7.1.3	CHARTA	
7.1.3.1	CHARTA	Charta Candidates train for a minimum of 5 years (10 full semesters). This includes 4 years of continuous training at ISAP and 1 year of clinical internship.
	CHARTA	Charta Candidates are admitted to the Propaedeuticum Exams at earliest during the 3 rd semester of

training. At least 3 semesters of Training Candidacy are to be completed by the end of the Propaedeuticum.

CHARTA A minimum of 3 semesters of Diploma Candidacy must be completed by the end of Diploma Exams, 1st part.

7.1.3.2 CHARTA Charta Candidates fulfill requirements for analysis, individual supervision, case colloquia, written work and exams exclusively with ISAP analysts who are designated in the *Directory of Analysts* as Charta-accredited.

7.1.4 Analyst Status

Analysts who are qualified to conduct exams and read papers are named on the *List of Examiners*. Analysts who are qualified for other training purposes are designated in the *Directory of Analysts* as follows:

GA Graduate Analyst: As is the case with IAAP analysts in general, up to 50 hours of analysis with a GA may be credited for the admission requirement. (Applies for Charta candidates if the GA is Charta-accredited.)

AA Associated Analyst: Up to 200 hours of analysis with an AA are creditable toward training requirements, provided a minimum of 100 hours are done with an ISAP TA and/or TA/SA.

TA Training Analyst: An unlimited number of hours of analysis with a TA are creditable toward training requirements.

TA/SA Training/Supervising Analyst: An unlimited number of hours of analysis, supervision and colloquia with a TA/SA are creditable toward training requirements.

* Charta-accredited AAs, GAs, TAs and TA/SAs are designated in the directory with an asterisk.

7.1.5 Progress

In general, candidates are informed about their progress in training by their exam results, by correspondence with the Studies Secretary and by discussions with their Admissions Committee. Papers required outside of the exam context (Symbol Papers, Association Experiment, Case Reports) are evaluated in writing and graded on a pass/fail basis. The individual readers are free to send their comments and grades to candidates or to decide against doing so. In the latter case candidates are notified only when their work is not accepted.

7.1.6 Achievements Exceeding Requirements

For the purpose of satisfying regional or other requirements the ISAP Council certifies achievements that exceed the *Regulations*, provided these are accomplished with ISAP analysts or other instructors recognized by ISAP. For this purpose candidates submit a request in writing to the Director of Studies, including a list of achievements, relevant titles, names, dates, and copies of verifying documents.

7.2 Personal Training Analysis

7.2.1 General

Personal training analysis is a core aspect of training and is undertaken with analysts who are qualified according to §7.1.4. One hour of personal training analysis consists of 50 minutes.

7.2.1.1 Analysis takes place in the physical presence of both parties. Analytical hours by telephone, or by electronic means such as email or VoIP (Skype, iChat, etc.), may be credited under exceptional circumstances and for a limited number of hours.

7.2.1.2 On-going personal training analysis is required from the date of admission until graduation, even if this exceeds the minimum requirements. The Admissions Committee may require candidates to undertake analytical hours in excess of the minimum requirements.

7.2.1.3 Analysts confirm hours of training analysis but do not evaluate candidates who are or have been in analysis with them. See exception under §7.2.4.2.

Candidates provide their Training Analyst(s) with the confirmation forms obtained from the Studies Secretary. The analysts send these forms to the Studies Secretary by the registration deadline for the Propaedeuticum Exams (1st part), and again by the registration deadline for Diploma Exams, 2nd part.

7.2.2 Analysis Pathways

7.2.2.1 IFR & CHARTA IFR and Charta Candidates undertake a minimum of 300 hours of analysis. At least 120 hours must be completed by the registration deadline for the Propaedeuticum Exams Part 1, and 150 hours by the end of the Propaedeuticum Exams Part 1. The remaining hours must be completed by the end of Diploma Exams.

7.2.2.2 IPR IPR Candidates undertake a minimum of 350 hours of analysis as follows:

- IPR 1. To meet the requirement for on-going analysis, these hours should amount to roughly 20 per semester for the duration of training.
- IPR 2. At least 200 hours must be completed by the end of the Propaedeuticum Exams and before leaving Zurich for work abroad.
- IPR 3. The remaining hours must be completed by graduation.
- IPR 4. A maximum of 100 hours may be completed by telephone, and/or electronic means such as email or web-cam.

7.2.3 Analysis Details

7.2.3.1 Candidates must complete at least 100 hours of personal training analysis with one ISAP analyst, who holds the status TA or TA/SA. For the remaining hours, analysts may be chosen according to §7.1.4.

7.2.3.2 Analysis with any given analyst must amount to at least 20 hours to be credited towards the training

requirement.

7.2.3.3 Candidates are encouraged to undertake analyses with analysts of both sexes. However, as a rule parallel analyses are not permitted, that is, training analysis may not be carried out with two analysts simultaneously.

7.2.3.4 Exception to §7.2.3.3: Candidates may engage in parallel training analyses insofar as the regular training analysis is complimented by expressive therapy, that is, body/movement, fairy tale enactment, psychodrama, sand play, painting, experiential groups, and the like. In this case:

1. The analyst conducting expressive therapy is chosen from the list of analysts specifically qualified for this purpose.
2. Candidates inform their regular Training Analyst as well as their expressive therapy analyst.
3. A minimum of 20 hours of expressive therapy, and no more than 30 hours, are credited toward the required hours of analysis. Credited hours are completed with one analyst and with one type of expressive therapy.
4. One hour of individual expressive therapy is equivalent to one hour of training analysis. For expressive therapy groups, one 90-minute session is equivalent to one hour of training analysis.
5. Expressive work done at ISAP within the semester program (seminars, workshops) may be credited toward the requirement for course attendance, but not toward the required hours of analysis.
6. Expressive therapy serves the purpose of training in general, and does not entitle candidates to represent themselves as specialists in the area.

7.2.3.5 The 50 hours of previous analysis approved for admission to training are automatically credited toward the graduation requirement.

7.2.3.6 Under very exceptional circumstances the Admissions Committee considers requests to credit an additional 50 hours of analysis completed prior to admission to training (including analysis with ISAP GAs). Such requests may be submitted in writing only after successful completion of all Propaedeuticum Exams. Approval or denial follows the Admissions Committee's estimation of the candidates' need for analytical work.

7.2.4 Confidentiality

7.2.4.1 Training analysis, like any analytical work, is subject to confidentiality. This essentially means that personal training analysts may not function as evaluators of their candidates/analysands. Likewise current and former training analysts may not ordinarily function as supervisors, examiners, readers of symbols papers, thesis advisors or thesis readers. Exceptions: case colloquia §8.3.14.2, and thesis expert §8.3.20.1.

7.2.4.2 Training analysts who conduct training analysis are held to strict confidentiality as in every analysis.

7.3 Course Attendance and Record

7.3.1 General

7.3.1.1 Lectures and seminars provide candidates with the necessary theoretical knowledge and introduce them to other subjects related to Analytical Psychology.

7.3.1.2 Lectures and seminars are structured as double-hour courses. One double-hour course consists of two periods of instruction, each 45 minutes, separated by a break. Lectures and particularly seminars may consist of multiple double-hours. Each double-hour attended is credited toward the overall requirement.

7.3.1.3 Course attendance is recorded and attested by the instructors in the Record of Attendance but is not graded. Candidates are responsible for maintaining this record and submitting photocopies according to the deadlines below (7.3.2).

7.3.2 Attendance Pathways

- 7.3.2.1 IFR & CHARTA IFR and Charta Candidates attend at least 200 double-hour courses by the end of the Diploma Exams. A photocopy of the Attendance Record is submitted to the Studies Secretary by the end of the Diploma Exam period, 2nd part.
- 7.3.2.2 IPR IPR Candidates attend at least 200 double-hour courses by the end of the Propaedeuticum. A photocopy of the Attendance Record, which indicates that this requirement will be fulfilled by the deadline, is submitted to the Studies Secretary by the registration deadline for the Propaedeuticum Exams, 2nd part.

7.3.3 Attendance Details

- 7.3.3.1 Registration for seminars is mandatory and takes place simultaneously with registration for each semester. Lectures are attended without registration.
- 7.3.3.2 Candidates select courses at their own discretion, except for the mandatory seminars on the *Association Experiment* (§8.3.17) and the *Introductory Block Seminar* for beginning case work (§8.3.4).
- 7.3.3.3 Candidates are expected to attend all seminars to which they are admitted. Absence is permitted by notification to the Front Office up to one week before the respective seminar begins; after the seminar begins the seminar leader must be directly notified.
- 7.3.3.4 Candidates are referred to the *Reading List*, available in the Front Office, for course work exams and study in general.
- 7.3.3.5 Candidates are regularly given the opportunity to evaluate their courses and instructors.

7.4 Clinical Internship

7.4.1 Purpose, Plans, Reports

7.4.1.1

The requirement for full-time clinical internship provides the candidates' continuous contact with patients suffering from a broad spectrum of psychological illnesses. Work in any meaningful function is permitted, provided these purposes are met. Reduced Course Load (RCL) may be arranged to fulfill this requirement.

Plans for internship must be approved in advance, in writing, by the candidates' choice of an ISAP Supervising Analyst (LA/SA), who functions as the ISAP advisor for the internship's duration.

Candidates are responsible for insuring that their advisors provide the Studies Secretary with the following reports:

1. a copy of the approved internship plan, submitted by the beginning of the internship
2. the advisor's first progress report, submitted by the registration deadline for the Propaedeuticum Exams, Part 1
3. the advisor's final report, and the on-site supervisor's report, submitted respectively by the registration deadline for the Diploma Exams, Part 1 (IFR and IPR) or by the registration deadline for the Diploma Exams, Part 2 (CHARTA)

7.4.1.2

Approved internships take place generally in psychiatric or psychosomatic institutions, in the inpatient and/or outpatient facilities, under on-site supervision by the host institution's supervisor.

Internships in Switzerland may be difficult to arrange; therefore international candidates are advised to explore the possibility of fulfilling this requirement elsewhere.

7.4.1.3

Upon completion of internship candidates request written reports from their on-site supervisors, including confirmation of the duration of the internship. Candidates insure that the on-site supervisor's report

is sent to the ISAP advisor.

7.4.2 Internship Pathways

- 7.4.2.1 IFR & IPR IFR and IPR Candidates complete full-time clinical internships of at least three months duration. At least one month is to be completed by the end of the Propaedeuticum Exams. The remaining two months must be completed by the registration deadline for the Diploma Exams, 1st part.
- 7.4.2.2 CHARTA Charta Candidates complete clinical internships of at least one year’s duration. Internships are full-time, that is, consisting of a 42-hour work-week. Further requirements are as follow:
- CHARTA
1. The first three months take place in an institutional setting, and must be completed by the end of the Propaedeuticum Exams.
 2. The remaining nine months may continue in the same institution, or may be spent working under the delegation of legally authorized psychiatrists or psychotherapists.
 3. The internship as a whole is to be completed by the end of Diploma Exams.
- CHARTA

7.4.3 Internship Details

- 7.4.3.1 For the ISAP advisor’s advance approval, candidates supply the LA/SA with the name of the clinic or other institution at which the internship will be carried out, as well as an address for the local supervisor, and a list of the planned activities they will perform as interns. This allows the advisor to assess the appropriateness of the place and work.
- 7.4.3.2 Advisors consider requests for the approval of extraordinary internships, provided they fulfill the above-stated purpose, e.g.:
1. consecutive short-term and/or part-time internships
 2. internships completed prior to admission to training.

- 7.4.3.3 Candidates contact their ISAP advisor at least once per month for the duration of the internship, reporting on progress as well as on any difficulties they may encounter. Advisors may correspond with internship supervisors, within the limits of their own rules of disclosure.
- 7.5 Reduced Course Load (RCL)**
- Regular Reduced Course Load (RCL) is foreseen to accommodate clinical internships and other reasonable grounds for breaks in training. To obtain RCL, candidates submit the respective form and pay the RCL fee by the semester registration deadline.
- 7.5.1 Pathway Allowances**
- 7.5.1.1 IFR & IPR IFR and IPR Candidates are routinely allowed four semesters of RCL.
- 7.5.1.2 CHARTA Charta Candidates are routinely allowed six semesters of Reduced Course Load (RCL).
- 7.5.2 RCL Details**
- 7.5.2.1 Personal training analysis continued during RCL is credited toward the graduation requirement, as are also hours of case work, individual supervision and case colloquia.
- 7.5.2.2 RCL candidates may continue to use the ISAP library.
- 7.5.2.3 With the exception of RCL taken for clinical internship, RCL semesters are not credited toward the number of semesters required for graduation.
- 7.5.2.4 Regular seminars are not open to RCL candidates. RCL candidates may however attend lectures and open seminars subject to the reduced public entry fees that apply to students in general.
- 7.5.2.5 RCL in excess of the permitted number requires approval by the ISAP Council. Requests for this purpose must be submitted in writing at least one month ahead of the semester registration deadline.

- 7.5.2.6 Provided that all other training requirements are satisfied, including 2 semesters of Diploma Exams, additional RCL is routinely granted upon request to accommodate completion of the thesis and/or attendance of the *Thesis Discussion*.
- 7.5.2.7 With the exception of the *Thesis Discussion* (§8.3.20.6), exams may not be taken during RCL; see the exception for the Thesis Exam.

8 STAGES OF TRAINING

8.1 General

For all candidates training encompasses two stages:

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| Training Candidacy | The first stage continues from admission to the end of the Propaedeuticum Exams, during which time candidates are designated as Training Candidates. This stage serves to familiarize candidates with the theoretical knowledge that informs their later work with analysands. |
| Diploma Candidacy | The second stage begins with the completion of the Propaedeuticum Exams and promotion to Diploma Candidacy. Diploma Candidates are authorized to begin working with analysands under the supervision of ISAP Supervisors. Likewise they participate in seminars and colloquia reserved for Diploma Candidates. |

8.2 Training Candidacy

8.2.1 1st Symbol Paper

Among the requirements of Training Candidacy is a symbol paper of 10-20 pages. Candidates choose their topic in dialogue with a reader selected from the *Examiners List*.

Candidates send their papers for their readers' evaluation, along with the respective evaluation form (available at the Front Office). The papers are evaluated in writing and graded on a pass/fail basis.

The papers must be approved as a condition for registration for the Propaedeuticum Exams (1st part). Candidates provide the Studies Secretary with pho-

copies of their approved papers by the exam registration deadline. The readers send their evaluations by the same date.

8.2.2 Propaedeuticum Exams

Training Candidates take eight Propaedeuticum Exams (subject areas in the Appendix). These may be taken in one exam period or divided into two periods at the candidates' discretion. Fees for all exams are due upon registration; if taken in two parts, the fees for all 8 exams are due upon registration for part 1.

8.2.2.1 IFR & CHARTA By the end of the Propaedeuticum Exams, IFR and Charta Candidates must have completed at least 3 full semesters of Training Candidacy and participated continuously in training at ISAP during this time.

8.2.2.2 IPR By the end of the Propaedeuticum Exams and before leaving ISAP for work abroad, IPR Candidates must have completed at least 4 full semesters of Training Candidacy and participated continuously in training at ISAP during this time.

8.2.3 IPR Advance Study Plan

IPR IPR Candidates create Advance Study Plans to detail the ways in which they intend to fulfill training requirements after leaving ISAP and for the duration of Diplomacy Candidacy. This is done in consultation with the Director of Studies, who provides general guidance as well as a list of requirements.

IPR Given the complexity and number of requirements to be fulfilled in advance, candidates are strongly advised to initiate planning at least one year before their projected departure date, and to present the Director of Studies with a draft at least 6 months before departure.

IPR Candidates must have their Advance Study Plans approved by the Director of Studies before beginning case work abroad and preferably before departing from ISAP.

8.2.4 Application for Promotion

Application for promotion to Diploma Candidacy is automatically constituted in the candidates' registration for the Propaedeuticum Exams, or respectively for the 2nd part of the Propaedeuticum.

8.2.5 Promotion Interviews

Promotion interviews with the Admissions Committee take place shortly before or during the Propaedeuticum Exams. The candidates themselves arrange the appointments with their Admissions Committee members. The interviews ordinarily consist of one-hour sessions with each member of the committee. It is left to the discretion of each Admissions Committee member to require further interviews.

Should the Admissions Committee conclude that the candidates' personal development does not yet permit analytical work with analysands, the Committee may postpone or deny promotion. Such candidates are invited to discuss the matter with a member of their Admissions Committee. There is no written correspondence regarding the grounds for postponement or denial of promotion.

8.2.6 Promotion Pathways

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| 8.2.6.1 | IFR | For IFR Candidates promotion by the Admissions Committee is based on the following criteria: |
| | IFR | 1. successful completion of the 1st symbol paper and all Propaedeuticum Exams; |
| | IFR | 2. completion of 150 hours of personal training analysis; |
| | IFR | 3. completion of at least 1 month of clinical internship; |
| | IFR | 4. completion of at least 3 full semesters of training at ISAP; |
| | IFR | 5. the Committee's positive assessment of the candidate's development, the readiness to begin supervised case work and the expectation that the Diploma will be awarded at the end of the 2nd |

phase of training.

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| 8.2.6.2 | IPR | For IPR Candidates promotion by the Admissions Committee is based on the following criteria: |
| | IPR | 1. successful completion of the 1 st symbol paper and all Propaedeuticum Exams; |
| | IPR | 2. completion of 200 hours of personal training analysis; |
| | IPR | 3. completion of at least 1 month of clinical internship; |
| | IPR | 4. at least 200 double-hours of course attendance; |
| | IPR | 5. completion of at least 4 full semesters of training at ISAP; |
| | IPR | 6. approval of the Advance Study Plan, including fulfillment of legal requirements for practice abroad; |
| | IPR | 7. the Committee's positive assessment of the candidate's development, the readiness to begin supervised case work and the expectation that the Diploma will be awarded at the end of the 2 nd phase of training. |
| 8.2.6.3 | CHARTA | For Charta Candidates promotion by the Admissions Committee is based on the following criteria: |
| | CHARTA | 1. successful completion of the 1 st symbol paper and all Propaedeuticum Exams; |
| | CHARTA | 2. completion of 150 hours of personal training analysis; |
| | CHARTA | 3. completion of at least 3 months of clinical internship; |
| | CHARTA | 4. completion of at least 3 full semesters of training at ISAP; |
| | CHARTA | 5. the Committee's positive assessment of the candidate's development, the readiness to begin supervised case work and the expectation that the Diploma will be awarded at the end of the 2 nd phase of training. |

8.2.7 Work Permits

8.2.7.1 Candidates who foresee conducting case work in Switzerland, but who lack legal working rights, must obtain work permits prior to starting work. The permits are limited to the canton in which they are granted and in connection with ISAP's training.

8.2.7.2 Upon notification of promotion candidates consult with the Director of Operations to initiate work permit applications. Permits are generally issued within 2 months of application.

8.2.7.3 Only when the work permits are obtained (as needed) may cases be registered (§8.3.8), and only when cases are registered does ISAP's malpractice liability insurance become effective.

8.3 Diploma Candidacy

8.3.1 General Presence

Apart from absences required for clinical internships, Diploma Candidates continue their on-going attendance of analysis and participation in lectures and seminars at ISAP, particularly in those seminars reserved for Diploma Candidates. Additionally during this time they begin work with analysands, and attend individual supervision and case colloquia.

8.3.2 IPR Presence

IPR IPR Candidates are authorized to begin training abroad, subject to the approval of their Advance Study Plans, and their acquisition of practice licensing and/or malpractice liability insurance if legally required. Thereafter:

- IPR
1. IPR Candidates return for training at ISAP for at least 4 weeks each semester, during which they resume regular attendance of courses, analysis, individual supervision and colloquia.

- IPR
2. IPR Candidates are encouraged to meet at least once each year for a 1-hour discussion with a member of their Admissions Committee. The purpose is for informal progress updates and obtaining advice for difficulties connected with work abroad. Candidates are asked to schedule the meetings ahead of time with an Admissions Committee member of their choice. The meetings are subject to the ordinary hourly fee.

8.3.3 Orientation and Consent to Guidelines

Upon promotion to Diploma Candidacy candidates attend an obligatory orientation meeting with the Director of Studies. The date of the meeting is indicated in the Semester Program.

At this meeting candidates receive the *Guidelines for the Conduct of Supervised Case Work*. Candidates are advised to familiarize themselves with this document, which includes important information such as:

- the Ethics Code for Diploma Candidates
- case registration procedures
- the rule of confidentiality as it pertains to case work, individual supervision and colloquia
- guidelines for composing and submitting case reports
- procedures for ethics grievances and appeals arising in the context of analyses conducted by Diploma Candidates.

Candidates consent to uphold these *Guidelines* and the Ethics Code therein by signing a statement to this effect and returning it to the Director of Studies by the given deadline.

8.3.4 Introductory Block Seminar

Each semester ISAP offers an introductory block seminar that serves as an introduction to working with analysands. This includes, among other things, role-playing and emphasis on symbolic and transfer-

ential aspects of the work.

8.3.4.1 IFR & CHARTA IFR and Charta Candidates are encouraged to attend the Introductory Colloquium upon promotion to Diploma Candidacy or as soon as possible thereafter.

8.3.4.2 IPR IPR Candidates are required to attend the Introductory Colloquium upon promotion to Diploma Candidacy or as soon as possible thereafter, and at latest upon their first return to Zurich.

8.3.5 Case Work in General

Analysis conducted by Diploma Candidates takes place in the physical presence of both parties. Analysis by telephone, e-mail, VoIP (Skype, iChat), and the like is credited only under exceptional circumstances and for a limited number of hours. One hour of analysis consists of at least 50 minutes.

8.3.6 Case Work Pathways

8.3.6.1 IFR & IPR IFR and IPR Candidates conduct analyses with at least 3 different analysands, amounting to a minimum total of 300 hours of analysis by the end of Diploma Exams. At least 200 hours are to be completed by the start of Diploma Exams, 1st Part.

8.3.6.2 CHARTA Charta Candidates conduct analyses with at least 6 different analysands, amounting to a minimum total of 300 hours of analysis by the end of Diploma Exams. At least 200 hours are to be completed by the start of Diploma Exams, 1st Part.

8.3.7 Case Work Details

8.3.7.1 Cases must last at least 20 hours to be counted toward the total case work requirement. Cases of less than 20 hours are not counted but are nevertheless registered and supervised.

8.3.7.2 At least two cases must be long-term, meaning that:

1. the two cases counted together amount to 120 hours;
2. neither case lasts less than 50 hours; and

3. each of the two last at least one year.

8.3.7.3 Candidates are advised to try to work with analysts of both sexes.

8.3.7.4 Candidates are permitted to work with children and adolescents, whereby,

1. no more than 100 hours of this work may be credited in fulfillment of the total case requirement;

2. all cases must be supervised with specially qualified analysts, chosen from the list in the Directory of Analysts.

8.3.7.5 Candidates are expected to charge modest fees, thus allowing persons in financial difficulty to undertake analysis. This also helps to insure the number of clients needed to fulfill case requirements.

8.3.8 Case Registration

All analytical work carried out by Diploma Candidates in the context of training is under ISAP's legal authority. Therefore Candidates must register their cases with the Studies Secretary immediately upon beginning (see *Guidelines on the Conduct of Supervised Case Work*). Unregistered cases, regardless of their duration, are outside of ISAP's authority and are neither creditable nor covered by ISAP's malpractice liability insurance.

8.3.9 Individual Supervision and Evaluation in General

8.3.9.1 Each case is individually supervised by ISAP Supervisors throughout its entire duration. One session of individual supervision is recommended for every four hours of analysis. One individual supervision session consists of 50 minutes.

8.3.9.2 Candidates' current or previous training analysts may not function as their Supervisors.

8.3.9.3 All Supervisors provide written confirmation of supervision hours, and they evaluate the candidates and case work in their charge. Candidates obtain the

forms for these purposes and send them to their Supervisors according to the time frames given for two occasions: (1) the final round of interviews with the Admissions Committee (§8.3.18.1); and (2) the requirement for final supervision reports (§8.3.19).

8.3.10 Supervision Pathways

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| 8.3.10.1 | IFR | IFR Candidates undertake a minimum of 80 sessions of individual supervision with at least two different Supervisors. This requirement is to be fulfilled by the start of Diploma Exams, 2 nd part. |
| 8.3.10.2 | IPR | IPR Candidates undertake a minimum of 100 sessions of individual supervision with at least two different Supervisors. This requirement is to be fulfilled by the start of Diploma Exams, 2 nd part. |
| | IPR | IPR Candidates arrange for supervision abroad as follows. Upon request the Director of Studies supports the effort with the available means: |
| | IPR | 1. A minimum of 50 hours of supervision is to be completed with ISAP Supervisors. |
| | IPR | 2. A maximum of 50 hours of supervision may be completed abroad with AGAP analysts who are approved on an ad hoc basis by the ISAP Council. Should no AGAP analyst be available, other IAAP analysts will be considered. |
| | IPR | 3. Prior to submitting names for approval, IPR Candidates insure the readiness of their proposed Supervisor(s) abroad to enter a written agreement with ISAP, which takes into account malpractice liability and other obligations of being a Supervisor for ISAP. Such obligations include, but are not limited to, completing the evaluation forms required by ISAP. |
| | IPR | 4. The ISAP Council establishes the suitability of Supervisors abroad in relation to ISAP's requirements. |
| 8.3.10.3 | CHARTA | Charta Candidates undertake a minimum of 250 sessions of supervision. This requirement is to be fulfilled by the beginning of Diploma Exams, 2 nd part. |

Attendance is spread as follows:

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| CHARTA | 1. A minimum of 100 sessions takes place as individual supervision, attended with at least two different Supervisors. |
| CHARTA | 2. A minimum of 100 sessions takes place as group supervision, that is, in at least two on-going case colloquia led by two different Supervisors. |
| CHARTA | 3. The remaining sessions may be attended as individual supervision and/or colloquia at the candidates' discretion. |

8.3.11 Supervision Details

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| 8.3.11.1 | One main Supervisor carries responsibility for each case. Candidates inform their main Supervisors as to which case(s) are in their charge, and provide them with the respective case registration numbers. |
| 8.3.11.2 | Supervisors may require candidates to submit written reports at any time. |
| 8.3.11.3 | Parallel individual supervision for any given case is allowed only with the consent of the main Supervisor. |

8.3.12 Case Colloquia: Attendance and Confirmation in General

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| 8.3.12.1 | In addition to individual supervision Diploma Candidates take part in at least two on-going Case Colloquia (supervision groups). One session of colloquium consists of 90 minutes. |
| 8.3.12.2 | As a rule, case colloquia are scheduled by ISAP and led by ISAP Supervisors. (See IPR exception under §8.3.13.2.). Candidates' current and previous training analysts may, within limits, function as their colloquium leaders. See details, §8.3.14.2. |
| 8.3.12.3 | Colloquium attendance is not evaluated, but confirmed by colloquium leaders. Candidates provide their colloquium leaders with the confirmation forms in due time to insure submission to the Studies Sec- |

retary by the registration deadline for the Diploma Exams, 2nd part.

8.3.13 Colloquium Pathways

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| 8.3.13.1 | IFR | IFR Candidates attend a minimum of 60 sessions of case colloquia. This requirement is to be fulfilled by the end of Diploma Exams, 2 nd part. |
| 8.3.13.2 | IPR | IPR Candidates attend a minimum of 100 sessions of case colloquia. This requirement is to be fulfilled by the end of Diploma Exams, 2 nd part. Block colloquia at ISAP are recommended for this purpose. Further: |
| | IPR | 1. IPR Candidates may attend a maximum of 20 colloquium sessions abroad with AGAP analysts who are approved on an ad hoc basis by the ISAP Council. If there is no AGAP analyst available, other IAAP analysts will be considered. |
| | IPR | 2. IPR Candidates insure the readiness of their proposed colloquium leaders abroad to enter into a contractual agreement with ISAP, which takes into account malpractice liability and other obligations of being a Supervisor for ISAP. This includes but is not limited to completing the forms for confirmation of sessions and case presentations. |
| | IPR | 3. IPR Candidates may be permitted to fulfill a portion of their colloquium requirement with individual supervision hours. The Director of Studies considers well-grounded written requests. |
| | IPR | 4. The ISAP Council is responsible for establishing the suitability of colloquium leaders in relation to ISAP's requirements. |
| 8.3.13.3 | CHARTA | Charta Candidates attend a minimum of 100 sessions of case colloquia, whereby their colloquia and individual supervision combined must amount to at least 250 sessions. This requirement must be fulfilled by the end of Diploma Exams, 2 nd part. |

8.3.14 Colloquium Details

8.3.14.1 In the course of colloquium attendance each candidate makes at least five oral case presentations.

8.3.14.2 Candidates may attend a maximum of 20 sessions of colloquia with leaders who are previous or current analysts. In such cases at least two additional colloquia are required, with two different leaders who are not previous or current analysts.

8.3.15 Case Reports

ISAPZURICH is required to maintain records of all analyses carried out under its charge. For this reason, among others, candidates submit written reports for each supervised case. Minimum Requirements:

1. Three long reports of 10–20 pages each are required for each of three cases. At least two of these must encompass long-term cases as defined under §8.3.7.2.
2. Brief reports of 2–3 pages each are required for each of the remaining cases that last a minimum of 20 hours.
3. Cases of less than 20 hours in duration require summary reports of at least ½ page each.
4. For information on composing and submitting case reports, see Guidelines for the Conduct of Supervised Case Work.

8.3.15.1 Candidates obtain their Supervisors' approval of all case reports before submitting them as follows:

1. For the purpose of the Case Exam, candidates provide their main examiner with long reports on each of 2 long-term cases as defined under §8.3.7.2. Deadline: 1 month before the start of the Diploma Exam period, 1st part.
2. The main examiner selects one report. Upon notification candidates immediately send 2 photocopies of this report to the other 2 examiners. See further details under §8.4.
3. For the purpose of Final Evaluation, candidates provide the Studies Secretary with 2 photocopies

of reports on each of their cases. Deadline: Registration deadline for the Diploma Exams, 2nd part. See further details under §8.3.22.

8.3.16 2nd Symbol Paper

A 2nd symbol paper of 10-20 pages is required. Candidates choose their topic in dialogue with a reader who is selected from the *Examiners List*.

Candidates send their papers for their readers' evaluation, along with the respective evaluation form (available from the Studies Secretary). The papers are evaluated in writing and graded on a pass/fail basis.

The papers must be approved as a condition of registration for the 1st part of Diploma Exams. Candidates provide the Studies Secretary with photocopies of their approved papers by the exam registration deadline. The readers send their evaluations by the same date.

8.3.17 Association Experiment

The fulfillment of all requirements related to the Association Experiment is a condition of registration for the 1st part of Diploma Exams:

8.3.17.1 Attendance of the *Introductory Seminar on the Association Experiment* is mandatory and prerequisite to the required *Association Experiment Presentation Seminar*. The *Presentation Seminar* is attended between promotion to Diploma Candidacy and registration for the 1st part of Diploma Exams. Both seminars are offered at least once each year. Whenever possible the *Presentation Seminar* is offered each semester.

8.3.17.2 Following the *Introductory Seminar* candidates administer the Association Experiment. This is done in a professional setting and, whenever possible, with one's own analysis.

- 8.3.17.3 In the context of the *Presentation Seminar* candidates submit written papers to the seminar leader, along with the respective evaluation form.
- The seminar leader in turn submits the evaluation to the Studies Secretary.
- 8.3.17.4 Specific requirements for each of the seminars and related work vary according to the seminar leader. Candidates are responsible for informing themselves about all such requirements in discussion with their seminar leaders.
- 8.3.18 Last Interviews and Supervisors' 1st Reports**
- 8.3.18.1 When candidates have completed 150 hours of supervised case work they report to the Studies Secretary to receive a green light for arranging their last regular interviews with the members of their Admissions Committee.
- At the same time candidates receive forms for their *Supervisors' 1st Reports*. Candidates send these forms to each of their Supervisors, allowing sufficient time for Supervisors to write their reports and submit them to the Studies Secretary by the given deadline. Further procedures are contained in a separate document provided upon the candidates' promotion to Diploma Candidacy.
- 8.3.18.2 The last regular interviews ordinarily entail one interview with each Admissions Committee member, who must have received the Supervisors' reports. The purpose is to assess the candidates' readiness for independent work as Jungian analysts. The Admission Committee's approval is a prerequisite to registration for the Diploma Exams, 1st part.
- 8.3.18.3 Should the Admissions Committee find that candidates do not sufficiently master analytical work, it may postpone their admission to the Diploma Exams, 1st part. Should serious doubts exist, the Admissions Committee may, after thorough consideration, require candidates to withdraw from training.

8.3.19 Supervisors' Final Reports

Candidates provide all their Supervisors with the *Supervisors' Final Report* forms. This is done allowing sufficient time for Supervisors to write their reports and submit them to the Studies Secretary by the start of the Diploma Exams, 2nd part.

8.3.20 Thesis

All candidates write a major research paper, which is the focus of the *Thesis Discussion* in the context of the Diploma Exams. This paper demonstrates candidates' ability to do original academic work as well as their ability to assimilate and evaluate personal experiences with respect to the topic.

On the basis of the paper itself and the Thesis Discussion the thesis is evaluated in writing and graded on a pass/fail basis, and must be accepted by the end of Diploma Exams.

Guidelines for writing the thesis are available in the Front Office.

8.3.20.1

Candidates select a thesis advisor from among the Training Analysts (TA) and Supervisors (LA/SA) listed in the *Directory of Analysts*, and two expert readers from among all Graduate (GA), Accredited (AA), Training (TA) and Supervising (LA/SA) analysts listed in the *Directory*. (Applies for Charta candidates provided the analysts are Charta-accredited.)

Current or former personal analysts may not serve as thesis advisors. However, they may be allowed as expert readers if they have special competence in the subject area and if written approval is received from the ISAP Council.

8.3.20.2

The thesis topic is initially approved in discussion with the chosen advisor. As soon as possible thereafter, candidates submit a summary proposal (1–2 pages) for the approval of the Director of Studies. The proposal includes the names of the thesis advisor and two readers. Candidates are advised to complete this procedure early in the research process.

- 8.3.20.3 The thesis itself is submitted to the thesis advisor and two readers at least six weeks before the start of the exam period. Earlier submission is advisable, so as to allow sufficient time for revision ahead of the *Thesis Discussion*.
- 8.3.20.4 A thesis abstract of 5–10 lines, including 3–4 key words, is brought to the *Thesis Discussion*. A copy of the abstract is submitted to the Studies Secretary at least three weeks prior to the Exam Conference.
- 8.3.20.5 Candidates arrange the time and place for the *Thesis Discussion* with the advisor and readers, preferably within the exam period.
- 8.3.20.6 Should final preparation of the *Thesis* and/or the *Thesis Discussion* require semesters in excess of the 2 required for Diploma Exams, candidates may attend these additional semesters either by regular registration or under the auspices of Reduced Course Load (RCL).
- 8.3.20.7 Should the *Thesis Discussion* take place between semesters, and if all requirements for graduation have been fulfilled, the Diploma is awarded at the next regular date, that is, at the end of the forthcoming semester. In this case candidates may attend that forthcoming semester under regular registration or RCL, or they may opt to ex-matriculate and attend the graduation ceremony.
- 8.3.20.8 Before graduation candidates provide the Studies Secretary with one bound copy of the thesis and a CD version for cataloguing in the ISAP library. (To best protect the author, the thesis on CD should be in PDF format.)

8.3.21 Diploma Exams

- 8.3.21.1 Diploma Candidates take seven Diploma Exams, spread over two exam periods (subject areas in the Appendix). Fees for all 7 exams are due upon registration for the 1st part.
- 8.3.21.2 Registration for the Diploma Exams, 1st part, is permitted only with the Admissions Committee's approval according to the results of the Final Inter-

views. In cases of doubt about the candidates' suitability for training, the Admissions Committee may exercise its right to consult with Training Analysts.

8.3.22 Final Evaluation of Case Work

For the purpose of final evaluation, candidates submit 2 photocopies of all case reports to the Studies Secretary. These are due by the registration deadline for the 2nd part of Diploma Exams and must be approved in writing by an appointed reader by the end of Diploma Exams, or as a condition of graduation.

The Studies Secretary appoints a reader, who is an ISAP Supervisor. Readers may require the rewriting or correction of reports, or reject them. Readers meet with individual candidates for a 1-hour discussion of the reports. The meeting is free of charge.

8.3.23 Exams: General Rules

8.3.23.1 The Propaedeuticum and Diploma Exams are held twice annually, in April/May and in November/December. The exact dates as well as other relevant information concerning examinations can be found in the Semester Program.

8.3.23.2 Training Candidates may opt to take all eight Propaedeuticum Exams in one exam period, or to spread them over two periods. Ordinarily not more than one year may pass between the two parts.

8.3.23.3 Diploma Candidates take the seven Diploma Exams in two parts, that is, spread over two exam periods. Ordinarily not more than one year may pass between the two parts.

8.3.23.4 As a rule, no more than five years may elapse between the completion of the Propaedeuticum and completion of the Diploma exams.

8.3.24 Registration, Rescheduling, Withdrawal

8.3.24.1 Registration for exams requires the completion of a registration form, which is sent to the Studies Secretary. The exam fee is paid at the same time. Late

registration is not accepted. (List of Exam Fees at www.isapzurich.com)

8.3.24.2 Individual exams may be re-scheduled in a timely manner, but only after the payment of an administrative fee, the amount of which is indicated in the Semester Program.

8.3.24.3 Withdrawal from exams after the registration deadline ordinarily entails forfeit of the exam registration fee. However should withdrawal be necessitated by emergency circumstances, the Treasurer considers written requests for full or partial refund of exam registration fees. For cases of illness or injury a physician's medical statement is required. Refunds are subject to administrative fees.

8.3.25 Exam Details

8.3.25.1 The Case Exam is taken in the 1st part of Diploma Exams. All other exams may be spread according to preference, either in part 1 or part 2.

8.3.25.2 With the exception of the Case Exam (§8.4.1.1), candidates choose their examiners from the *List of Examiners* according to the limits as follow:

1. Examiners examine only one subject in the Propaedeuticum and only one subject in the Diploma Exams. (Exception: for the thesis, candidates may choose persons with whom they are taking other exams.)
2. Candidates' current or previous analysts may not serve as their examiners.
3. Prior to registering for exams, candidates insure that their chosen examiners are available for the exam period in question. It is the candidates' further responsibility to clarify their examiners' expectations and requirements.
4. Candidates submit the names of the consenting examiners for the approval of the Studies Secretary.
5. Once examiners have been approved replacements are not permitted.

- 8.3.25.3 Should candidates fail an exam, they may repeat it in the next exam period.
1. Repeated exams are subject to regular registration and special fees (see Semester Fees, in Semester Program).
 2. The original examiners and experts, with one new expert attending, conduct repeated exams.

8.3.25.4 Exams are graded as follows: 1/excellent; 2/good; 3/satisfactory; 4/unsatisfactory. Half-grades may be given; any grade below 3 fails. The *Case Exam* and *Thesis Discussion* are graded on a pass/fail basis.

8.4 Case Exam

The Case Exam is taken in the 1st part of the Diploma Exams. Its successful completion is a prerequisite for admission to the Diploma Exams, 2nd part.

8.4.1 Case Exam: Details

8.4.1.1 Three examiners conduct the Case Exam. Candidates choose as their main examiner a Supervisor (LA/SA) whose name appears on the Examiners List under "Practical Case", and the Exam Coordinator appoints the others from the same list.

8.4.1.2 Neither current nor previous personal analysts, nor the Supervisor of the case to be examined, may participate in the Case Exam.

8.4.1.3 At least one month before the start of the exam period, candidates send the main examiner 2 case reports of 10–20 pages each, which encompass 2 long-term cases.

8.4.1.4 The main examiner selects the report that will be the focus of the exam and informs the candidate of the choice. The candidate then sends photocopies of the report to each of the other two examiners.

8.4.1.5 The case exam is oral and lasts 90 minutes with a mid-way break. The exam is graded on a pass/fail basis.

8.4.1.6 If the exam is failed and then repeated, a new case is discussed with the original three examiners who

are joined by a new, 4th examiner.

9 AWARDING OF THE DIPLOMA

The diploma is awarded when all requirements of the training program have been satisfied according to the *Regulations*, when the Admissions Committee has given its approval, and *only when all financial obligations to ISAP have been met*.

The approval of the Admissions Committee is based on the recommendation of the Exam Conference as well as on the judgment of the individual Admissions Committee members.

10 TRANSFER

10.1 General

The Director of Studies considers applications for transfer from equivalent Jungian training programs. Procedures vary according to the individual situation.

10.2 IFR, IPR, CHARTA

ISAP Candidates may apply for transfer from one training path to another at any time (IPR, IFR, CHARTA). Application for transfer is made by written request to the Director of Studies with due consideration for the processing time, which varies according to the chosen path and requirements. The request must include the reasons for making the application and must also demonstrate the applicants' familiarity with the respective *Regulations*.

Applications are subject to the approval of the Admissions Committee. The new status becomes effective at semester registration deadlines.

10.3 Fundamentals Program

Full Training

Persons holding the *ISAP Certificate in the Fundamental Theory of Analytical Psychology* may seek to transfer into full training under IFR, IPR or CHARTA provided the basic prerequisites are met. Such transfer is subject to the application and admissions procedures given in these *Regulations*.

Credit

Upon admission to training, *Certificate* holders may seek credit for study components that were completed in the Certificate program. Such components could include, for instance, up to one semester of training, a symbol paper, and/or a limited number of hours of course attendance.

Based on its overall impressions, the Admissions Committee may grant all or part of a request for transfer of credit, or set special conditions, or deny the request entirely.

To apply for transfer of credit, applicants send a letter of request to the head of their Admissions Committee immediately upon admission to training. The letter must state the grounds for the request and must be accompanied by a photocopy of the *Certificate*.

1. Crediting of symbols papers is subject to:
 - a) The applicants' submission of 2 copies of their original papers;
 - b) approval by an additional reader, who is appointed by the Admissions Committee and who is at liberty to read the original evaluation. The reader may require candidates to revise their papers.
2. Crediting of course attendance is considered only when a copy of the Record of Attendance is provided.

APPENDIX A OFFICE OF THE OMBUDSPERSON
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Adapted from ISAPZURICH Organizational Guidelines

The Office of the Ombudsperson consists of 1–2 persons, preferably a man and a woman, who are experienced and skilled in dealing with conflict, and who are competent in German and English. Their names and addresses are available at the Front Office.

Confidentiality All discussions between the Ombudsperson and/or other involved parties, e.g. students, analysts and/or ISAP staff, are strictly confidential.

Main Duties and Limits

1. The function of Ombudspersons is to help avert conflict or to support its settlement by advocating fair process. They do so by receiving questions and grievances, and providing information.
2. Their role is particularly important when conflict involves relationships to authority, and/or possible violation of the Training Regulations or of ISAP's Organizational Guidelines. Such conflicts could arise for instance between students and analysts; between students and members of ISAP committees and staff; between diploma candidates and their analysands.
3. In such cases the Ombudspersons may advocate for the complainant before the authority concerned, aiming for fair process between the parties. The Ombudspersons thereby function as an intermediaries or mediators.
4. Under no circumstances do the Ombudspersons process ethics complaints, nor do they relay ethics complaints to an Ethics Committee. Should an ethics complaint against an analyst be presented in the course of conflict settlement, the Ombudspersons shall send the complainants themselves directly to the AGAP Ethics Committee (or other relevant Ethics Committee, such as that of Charta).
5. An analysand with a complaint against a Diploma Candidate is referred to the Ombudspersons. When the complaint proves to be of an ethical nature, the Ombudspersons refer the analysand to Chair of the Admissions Committee and also inform the IC about the existence of a complaint. In doing so, the Ombudspersons protect the persons involved with anonymity and refrain from disclosing the content of the complaint. The procedures that subsequently apply are contained in the *Guidelines for the Conduct of Supervised Case Work*, §14.

APPENDIX B RIGHT OF APPEAL

B.1 Admissibility Decisions made by Examiners, Readers, Supervisors and Committees, including the ISAP Council itself, may be appealed. The one exception is the Admission Committee's decision to reject an application for admission to training, which may not be appealed.

B.2 Confidentiality All discussions among involved parties, e.g. students, analysts and/or ISAP committees, are strictly confidential.

B.3 First Instance Candidates are encouraged to seek resolution with the ISAP Council before initiating formal appeals. The contact person is the Director of Studies.

B.4 Formal Appeals The place of formal appeal is the ISAP Council (IC). For final decisions on matters presented, the IC relies on the recommendation of an Appeals Committee, whose members are appointed by the IC. Appeals Committee Members may neither be members of the committee whose decision is in question, nor in any other way party to that decision. When appeals concern the IC itself, the Appeals Committee shall be appointed by the Ombudspersons.

B.5 Procedures

1. Appeals are submitted in writing to the ISAP Council within 30 days of the precipitating event. This period may not be prolonged. The grounds for appeal must be clearly stated and substantiated.

Appeals must be sent by registered postal mail and marked "Confidential: Appeals". Send to the ISAP Council (IC),
ISAPZURICH • Hochstrasse 38 • 8044 Zurich • Switzerland

1. The IC insures that appeals are handled and concluded in a timely manner. Immediately upon receiving an appeal, the IC appoints an Appeals Committee as above.
2. Within two months (8 weeks) of receiving an appeal, the Appeals Committee arranges interviews with the appellant and the persons whose decisions are in question. The subsequent proceedings are oral. The parties may be required to meet together and/or separately, as the Appeals Committee deems necessary in the interest of fair hearing from both sides.
3. Based on these meetings, at which the grounds for appeal are thoroughly examined, the Appeals Committee makes its recommendation to the IC.
4. The IC's decision is conveyed orally through the Appeals Committee chairperson. The decision is final and is confirmed in writing. There are, however, no written communications concerning the substance of the decision.

APPENDIX C ETHICS MATTERS AND RESOURCES

Matters	Resources	Addresses
Ethics code for Diploma Candidates; ethics grievances against Diploma Candidates	<i>Guidelines for the Conduct of Supervised Case Work</i>	office@isapzurich.com
Ethics grievances against Analysts	<i>ISAP Organizational Guidelines</i>	www.isapzurich.com office@isapzurich.com
Ethics code for all ISAP Analysts	<i>AGAP Constitution</i>	www.agap.info office@agap.info
Amplification of <i>AGAP Ethics Code</i> ; ethics grievances and appeals	<i>AGAP Ethical Guidelines</i>	www.agap.info office@isapzurich.com
Ethics code for Charta Analysts	<i>Charta Ethics Rules</i>	www.psychotherapiecharta.ch

APPENDIX D EXAM SUBJECTS	
Propaedeuticum Exams	Duration
Fundamentals of Analytical Psychology and Psychotherapy	50 min.
Psychology of Dreams	40 min.
Psychology of Myths and Fairy Tales	40 min.
Developmental Psychology & Child Psychology	40 min.
Comparative Theories of Neurosis	40 min.
Fundamentals of Psychiatry and Psychopathology	40 min.
Religion & Psychology	40 min.
Ethnology & Psychology	40 min.
Diploma Exams	Duration
Case (first part of exams)	90 min.
Clinical Psychiatry with Special Emphasis on Differential Diagnosis	50 min.
Psychological Understanding of Dreams in Practical Application*	50 min.
Psychological Interpretation of a Myth or Fairy Tale**	6 hours
Psychological Interpretation of Pictures *	50 min.
The Individuation Process and Its Symbols	50 min.
Thesis Discussion	60 min.

* Material for oral exams in Dreams and Pictures is obtained from the Front Office one hour before the examinations.

** Interpretation of a Myth or Fairy Tale must be taken as a written exam at ISAP. The time allotted is 6 hours. Candidates may not bring their own reference books or computers to this exam. Literature is provided by the librarian immediately before the exam begins. A laptop provided by ISAP is available in the exam room.

IFR OVERVIEW: MINIMUM TRAINING REQUIREMENTS

Admission to Propaedeuticum Exams & Promotion to Diploma Candidacy			
Propaedeuticum (Part 1)	Minimum Requirement	To be fulfilled by	Reference
1st Symbol Paper	accepted	registration deadline	8.2.1
Personal Analysis	120 hours 150 hours	registration deadline end of exam period	7.2.2.1
Training Candidacy	3 rd semester begun	start of exam period	7.1.1.1
Propaedeuticum (Part 2)	Minimum Requirement	To be fulfilled by	
Internship Advisor's 1 st report	to the Studies Secretary	registration deadline	7.4.1.1
Clinical Internship	1 month, full-time	end of exam period	7.4.2.1
Training Candidacy	3 semesters completed	end of exam period	7.1.1.1
Work Permit	acquired if needed for case work in Switzerland	end of exam period and before starting work with analysands	8.2.7

Promotion Interviews with the Admissions Committee	
Interviews with the Admissions Committee for promotion to Diploma Candidacy take place prior to or during the Propaedeuticum Exams.	8.2.5

Orientation Meeting with the Director of Studies & Consent to Ethics Code	
Upon promotion to Diploma Candidacy, all candidates attend the orientation meeting with the Director of Studies, when the mandatory ethics consent form is provided. Date in the Semester Program and on the website.	8.3.3

Introductory Block Seminar: Beginning Case Work	
IFR Candidates are encouraged to attend this seminar, upon promotion to Diploma Candidacy or as soon as possible thereafter. Date in the Semester Program and on the website.	8.3.4.1

Last Interviews (after 150 Hours of Case Work) & Supervisors' 1st Reports	
Upon completion of 150 hours of supervised case work Diploma Candidates notify the Studies Secretary, and subsequently contact their Admissions Committee to schedule the last regular interviews. Candidates insure that their Supervisors' 1st reports for this purpose are sent to the Studies Secretary well ahead of interview dates.	8.3.18

IFR cont'd

IFR cont'd: Admission to Diploma Exams, and Graduation			
<i>Diploma Exams Part 1</i>	<i>Minimum Requirement</i>	<i>To be fulfilled by</i>	<i>Reference</i>
Last Interviews	approval by Admissions Committee	registration deadline	8.3.18
Internship advisor's final report and on-site supervisor's report	to the Studies Secretary	registration deadline	7.4.1.1
Clinical Internship	total 3 months, full-time	end of exam period	7.4.2.1
2 nd Symbol Paper	accepted	registration deadline	8.3.16
Association Experiment	both seminars attended, paper accepted	registration deadline	8.3.17
Case Reports for Exam	2 reports submitted to main examiner	1 month before start of exam period	8.4.1.3
	1 report selected, photo-copies to 2 co-examiners	before start of exam period	8.4.1.4
Supervised Case Work	200 hours	start of exam period	8.3.6.1
Diploma Candidacy	3 semesters	end of exam period	7.1.1.1
<i>Diploma Exams Part 2</i>	<i>Minimum Requirement</i>	<i>To be fulfilled by</i>	
Case Exam	passed	registration deadline	8.4
Case reports for reader's final evaluation	copies of all reports to Studies Secretary	submitted by registration deadline; approved by end of exam period	8.3.22
Thesis	submitted to advisor & readers	6 weeks before start of exam period	8.3.20.3
Individual supervision, 2 Supervisors	80 sessions	start of exam period	8.3.10.1
Supervisors' Final Reports	to Studies Secretary	start of exam period	8.3.19
Thesis Abstract	to thesis advisor & readers	by Thesis Discussion	8.3.20.4
	to Studies Secretary	3 weeks before Exam Conference	
Case work	300 hours	end of exam period	8.3.6.1
Colloquia, at least 2	60 sessions	end of exam period	8.3.13.1
Course attendance	200 double hours; copy of attendance record to Studies Secretary	end of exam period	7.3.2.1
Personal analysis	300 hours	end of exam period	7.2.2.1
Total training	8 semesters	end of exam period	7.1.1.1
Approved Thesis 1 bound copy & 1 CD	to Studies Secretary	before graduation ceremony	8.3.20, 8.3.20.8

IPR OVERVIEW: MINIMUM TRAINING REQUIREMENTS

Admission to Propaedeuticum Exams & Promotion to Diploma Candidacy			
Propaedeuticum (Part 1)	Minimum Requirement	To be fulfilled by	Reference
1 st Symbol Paper	accepted	registration deadline	8.2.1
Training Candidacy	3rd semester begun	start of exam period	7.1.2.1
Propaedeuticum (Part 2)	Minimum Requirement	To be fulfilled by	
Course Attendance	approaching 200 double hours; copy of Attendance Record to Studies Secretary	registration deadline	7.3.2.2
Internship advisor's 1 st report	to the Studies Secretary	registration deadline	7.4.1.1
Clinical Internship	1 month, full-time	end of exam period	7.4.2.1
Personal analysis	200 hours (about 20 hours/semester)	end of exam period	7.2.2.2
Advance Study Plan	approved by Director of Studies	before starting work with analysands; preferably before leaving for work abroad	8.2.3
Training Candidacy	4 semesters completed	end of exam period	7.1.2.1
Practice license and/or insurance for work abroad	obtained if required; copies to Studies Secretary	before leaving for work abroad	8.2.3.2
Work permit for case work in Switzerland	obtained if required; copy to Studies Secretary	end of exam period and before starting work with analysands	8.2.7

Promotion Interviews with the Admissions Committee	
Interviews with the Admissions Committee for promotion to Diploma Candidacy take place prior to or during the Propaedeuticum Exams.	8.2.5

Orientation Meeting with the Director of Studies & Consent to Ethics Code	
Upon promotion to Diploma Candidacy all candidates attend the orientation meeting with the Director of Studies, when the mandatory ethics consent form is provided. Date in the Semester Program and on the website.	8.3.3

Introductory Block Seminar: Beginning Case Work	
IPR Candidates must attend this seminar upon promotion to Diploma Candidacy or as soon as possible thereafter. Date in the Semester Program and on the website.	8.3.4.2

Last Regular Interviews (after 150 Hours of Case Work) & Supervisors' 1st Reports	
Upon completion of 150 hours of supervised case work Diploma Candidates notify the Studies Secretary, and subsequently contact their Admissions Committee to schedule the last regular interviews. Candidates insure that their Supervisors' 1st reports for this purpose are sent to the Studies Secretary well ahead of interview dates.	8.3.18

IPR cont'd

IPR cont'd: Admission to Diploma Exams, and Graduation			
Diploma Exams Part 1	Minimum Requirement	To be fulfilled by	Reference
Last Interviews	approval by Admissions Committee	registration deadline	8.3.18
Internship advisor's final report and on-site supervisor's report	to the Studies Secretary	registration deadline	7.4.1.1
Clinical Internship	total 3 months, full-time		7.4.2.1
2 nd Symbol Paper	accepted	registration deadline	8.3.16
Association Experiment	both seminars attended, paper accepted	registration deadline	8.3.17
Case Reports for Exam	2 reports submitted to main Examiner	1 month before start of exams	8.4.1.3
	1 report selected, photocopies to 2 co-examiners	before start of exams	8.4.1.4
Case Work	200 hours	end of exam period	7.3.2.2
Diploma Candidacy	3 semesters completed	end of exam period	7.2.1.1
Diploma Exams Part 2	Minimum Requirement	To be fulfilled by	
Case Exam	passed	registration deadline	8.4
Case Reports for reader's final evaluation	copies of all reports to Studies Secretary	submitted by registration deadline; approved by end of exam period	8.3.22
Thesis	to advisor & readers	6 weeks before start of exam period	7.3.20.3
Case work: 3 analysands, 2 long cases	200 hours	start of exam period	8.3.6.1
Individual supervision, 2 Supervisors	100 sessions	start of exam period	8.3.10.2
Supervisors' Final Reports	to Studies Secretary	start of exam period	8.3.19
Thesis Abstract	to thesis advisor & readers	by Thesis Discussion	8.3.20.4
	to Studies Secretary	3 weeks before Exam Conference	
Presence at ISAP	4 weeks/semester	end of exam period	8.3.2/1
Mtgs w/Admissions Com	recommended 1/year	end of exam period	8.3.2/2
Colloquia, at least 2	100 sessions (maximum 20 sessions abroad)	end of exam period	8.3.13.2
Supervised Case Work	300 hours	end of exam period	8.3.6.1
Personal training analysis	350 hours	end of exam period	7.2.2.2
Total training	10 semesters	end of exam period	7.1.2.1
Approved Thesis 1 bound copy & 1 CD	to Studies Secretary	before graduation ceremony	8.3.20, 8.3.20.6

CHARTA OVERVIEW: MINIMUM TRAINING REQUIREMENTS

Admission to Propaedeuticum Exams & Promotion to Diploma Candidacy			
Propaedeuticum (Part 1)	Minimum	To be fulfilled by	Reference
1 st Symbol Paper	accepted	registration deadline	8.2.1
Personal Analysis	120 hours 150 hours	registration deadline end of exam period	7.2.2.1
Training Candidacy	3 rd semester begun	start of of exam period	7.1.1.1
Propaedeuticum (Part 2)	Minimum	To be fulfilled by	
Internship advisor's 1 st report	to the Studies Secretary	registration deadline	7.4.1.1
Clinical Internship	3 months, full-time	end of exam period	7.4.2.2
Training Candidacy	3 semesters completed	end of exam period	7.1.3.1
Work Permit	if needed, for case work in Switzerland	end of exam period and before starting work with analysands	8.2.7

Promotion Interviews with the Admissions Committee	
Interviews with the Admissions Committee for promotion to Diploma Candidacy take place prior to or during the Propaedeuticum Exams.	8.2.5

Orientation Meeting with the Director of Studies & Consent to Ethics Code	
Upon promotion to Diploma Candidacy all candidates attend the orientation meeting with the Director of Studies, when the mandatory ethics consent form is provided. Date in the Semester Program and on the website.	8.3.3

Introductory Block Seminar: Beginning Case Work	
Charta Candidates are encouraged to attend this seminar, upon promotion to Diploma Candidacy or as soon as possible thereafter. Date in the Semester Program and on the website.	8.3.4.1

Last Regular Interviews (after 150 Hours of Case Work) & Supervisors' 1st Reports	
Upon completion of 150 hours of supervised case work Diploma Candidates notify the Studies Secretary, and subsequently contact their Admissions Committee to schedule the last regular interviews. Candidates insure that their Supervisors' 1st reports for this purpose are sent to the Studies Secretary well ahead of interview dates.	8.3.18

Charta cont'd

CHARTA cont'd Admission to Diploma Exams, and Graduation			
Diploma Exams Part 1	Minimum Requirement	To be fulfilled by	Reference
Last Interviews	approval by Admissions Committee	registration deadline	8.3.18
2 nd Symbol Paper	accepted	registration deadline	8.3.16
Association Experiment	both seminars attended, paper accepted	registration deadline	8.3.17
Case Reports for Exam	2 reports submitted to main Examiner	1 month before start of exams	8.4.1.3
	1 report selected, photocopies to 2 co-examiners	before start of exams	8.4.1.4
Case Work: 6 analysands, 2 long cases	200 hours	start of exam period	8.3.6.1
Diploma Candidacy	3 semesters completed	end of exam period	7.1.1.1
Diploma Exams Part 2	Minimum Requirement	To be fulfilled by	
Case Reports for reader's final evaluation	copies of all reports to Studies Secretary	submitted by registration deadline; approved by end of exam period	8.3.22
Case Exam	passed	registration deadline	8.4
Thesis	to advisor & readers	6 weeks before start of exam period	7.3.20.3
Internship advisor's final report and on-site supervisor's report	to the Studies Secretary	registration deadline	7.4.1.1
Clinical Internship	1 year, full-time	end of exam period	7.4.2.2-3
Individual supervision; 2 Supervisors	min. 100 sessions (see colloquium requirement)	start of exam period	8.3.10.3
Supervisors' Final Reports	to Studies Secretary	start of exam period	8.3.19
Thesis Abstract	to thesis advisor & readers	by Thesis Discussion	8.3.20.4
	to Studies Secretary	3 weeks before Exam Conference	
Case Work: 6 analysands, 2 long cases	300 hours	end of exam period	8.3.6.2
Colloquia, 2 on-going	min. 100 sessions (combined w/ individual supervision: total 250 sessions)	end of exam period	8.3.13.3
Course attendance	200 double hours; copy of attendance record to Studies Secretary	end of exam period	7.3.2.1
Personal analysis	300 hours	end of exam period	7.2.2.1
Total training	10 semesters	end of exam period	7.1.3.1
Approved Thesis 1 bound copy & 1 CD	to Studies Secretary	before graduation ceremony	8.3.20, 8.3.20.6