

STUDY REGULATIONS

AJAJ 2019

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Training Candidacy Cooperative

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1 INTRODUCTION

1.1 ISAPZÜRICH

The International School of Analytical Psychology Zurich (ISAPZÜRICH) was established in 2004 as the delegated training program of the Association of Graduate Analytical Psychologists (AGAP). ISAP is a member of the Swiss Charta for Psychotherapy and is thereby authorized by the Zurich Health Department to conduct training in psychotherapy.

In addition to conducting the full-time training of future Jungian analysts, ISAP offers a Training Candidacy Cooperative (TCC). Under the TCC, candidates continue to be the responsibility of the home institute while participating in semesters at ISAP up to and including completion of the Propaedeuticum Exams (前期課程試験／中間試験).

1.2 AJAJ

The Association of Jungian Analysts, Japan (AJAJ) was approved as a training institute by the IAAP at the XVth International Congress for Analytical Psychology in Cambridge and began a training program in April 2002. It is a unique program, whereby candidates may complete their theoretical training and Propaedeuticum Exams at foreign institutions.

1.3 Agreement

By agreement between ISAPZÜRICH and AJAJ, AJAJ candidates in this program formally remain candidates of AJAJ while observing these Regulations and completing the Propaedeuticum Exams at ISAPZÜRICH.

With Basic Confirmation

Candidates who have obtained the AJAJ's Basic Confirmation in Analytical Psychology (ユング心理学基礎課程修了証書／基礎資格) before being accepted as AJAJ candidates may start taking Propaedeuticum Exams from the second semester at ISAP (They submit the Basic Confirmation upon application. See 2.1.2).

Without Basic Confirmation

Candidates who have become the AJAJ candidates without obtaining the Basic Confirmation mentioned above must follow ISAP's IFR Training Regulations for taking the Propaedeuticum Exams from the third semester.

Candidates from Japan who are not training at AJAJ may apply for admission to ISAP under the Training Regulations (IFR, IPR, CH).

1.4 Languages

Training at ISAP is conducted in English and German. To make studies worthwhile, sufficient fluency in at least one of these languages is required.

1.5 Student Visas

Japanese citizens may enter Switzerland without a visa but must register at the Swiss municipality in which they will live and apply for a Residence Permit (Aufenthaltsbewilligung) within 14 days after arrival in Switzerland. It is recommended to secure an 'assurance for residence permit' (Zusicherung der Aufenthaltsbewilligung) from the Zurich immigration office before coming to Switzerland.

For this, please write to:

Kanton Zurich Sicherheitsdirektion Migrationsamt Berninastrasse 45
8090 Zürich Switzerland

Phone: +41 43 259 8800

Email: info@ma.zh.ch

Applicants intending to study less than one year can apply for a Short-stay permit L (Kurzaufenthaltsbewilligung L). Applicants intending to study longer than one year will need to apply for a Residence Permit B (Aufenthaltsbewilligung B). Having the paper 'assurance' document (Zusicherung der Aufenthaltsbewilligung) in hand will help to have an easier entry into Switzerland.

A requirement for the Residence Permit B or L is that the applicant must prove that he/she has sufficient financial resources. One way to prove this is to show a bank statement of an account in the student's name, with an amount of CHF 21,000 in CHF, Euros, USD or Yen in a bank approved by the Migrationsamt. For a list of approved banks, please contact the ISAP office.

2 APPLICATION

2.1 Required Materials and Submission Deadline

Four copies of each of the items below must be submitted in English, to the Studies Secretariat. These are reviewed by the Director of Admissions. All personal materials are handled with confidentiality. Recommended deadline for all submissions: At least six months before the intended beginning of studies.

2.1.1 Letter of Request

The candidate's letter of request indicates the foreseen date of beginning studies (year, and Spring Semester or Autumn Semester).

2.1.2 Recommendation from AJAJ

2.1.3 Curriculum Vitae (CV)

Minimum contents of the CV: indicate first name, middle name, last name; academic title; gender; year and place of birth; postal address; email; telephone number; mother tongue; other languages; chronology of education and career.

2.1.4 Basic Confirmation from AJAJ

With Basic Confirmation

AJAJ confirms the candidate's prior completion of the Basic Confirmation in Analytical Psychology:

1. minimum of 50 hours of personal analysis
2. seminars covering 6 subject areas
3. minimum of 40 double hours of colloquia
4. one term paper
5. an oral examination in the Fundamentals of Analytical Psychology

Without Basic Confirmation

For applicants who have not obtained the Basic Confirmation in Analytical Psychology, only a recommendation is provided. These applicants must follow ISAP's IFR Training Regulations for taking the Propaedeuticum Exams from the third semester.

3 ADMISSION

3.1 Notification

The Director of Admissions notifies candidates of their admission to the AJAJ program.

3.2 Confidentiality

Candidates observe the rule of confidentiality when participating in seminars dealing with case material and/or when participating in experiential groups.

3.3 Documents

Upon arriving in Zurich at the beginning of studies, candidates report to the Front Office to receive the following documents:

1. Student ID card (please bring passport-sized photo, in color).
2. Record of Attendance, to be maintained by candidates until the end of studies.
3. Directory of Analysts

4. Consent to Uphold the Study Regulations: Candidates must sign this form and return it to the Studies Secretary during the first week of studies.

3.4 Interviews with the Admissions Committee

- 3.4.1 Candidates are responsible for scheduling all of their appointments with the Admissions Committee.
- 3.4.2 For purposes of welcome and orientation at the beginning of studies, AJAJ candidates schedule interviews with each of the three members of their Admissions Committee before they arrive. Candidates are encouraged to consult with their Admissions Committee at any time during their studies, should the need arise. The three required interviews are subject to the payment of fees, as are also additional consultations during studies.
- 3.4.3 Should the Admissions Committee deem candidates to be unsuitable upon its orientation interviews with the candidates, ISAP reserves the right to deny admission to the program. Candidates are notified in writing in such cases; however, there is no written correspondence regarding the grounds.
- 3.4.4 Upon completion of the Propaedeuticum Exams, candidates are encouraged (but not required) to meet with one member of their Admissions Committee. No fees are charged for these meetings.

4 STATUS AND SEMESTER REGISTRATION

4.1 Regular Registration

While studying at ISAP, AJAJ candidates hold the status of Training Candidate. Registration is required each semester to maintain matriculated status. Candidates register online when the Semester Program is published on the website. The forms are to be completed each semester and sent to the Front Office by the indicated deadline. Semester fees are due by the same date. To register for Leave of Absence see §6.

Registration each semester serves the additional purpose of allowing candidates to sign up for participation in seminars, which have limited attendance. There is no sign-up for lectures or open seminars.

4.2 Delayed Payment of Semester Fees

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.

5 STUDY REQUIREMENTS

5.1 Attendance of Lectures and Seminars

With Basic Confirmation

Attendance of Lectures and Seminars is not required but encouraged. They may maintain their own records of attendance, using the booklet provided. Before taking the Propaedeuticum Exams candidates are encouraged to submit symbol papers but are not required to do so. Readers are chosen from the List of Examiners.

Without Basic Confirmation

Candidates follow ISAP's IFR Training Regulations.

5.2 Personal Training Analysis

With Basic Confirmation

Candidates do at least 80 hours of personal training analysis with an ISAP Training Analyst, choosing their analysts from the ISAP Directory of Analysts.

Without Basic Confirmation

Candidates follow ISAP's IFR Training Regulations.

During the course of study these hours may be spread according to personal preference; candidates are responsible for having their hours confirmed by the end of the Propaedeuticum Exams, using the confirmation form obtained at the Front Office. The analysts themselves return these forms to the Studies Secretary.

Training analysts may not function as evaluators of their candidates/analysands. Accordingly, one's current and former training analysts may not function as examiners and/or as readers of symbol papers.

5.3 Propaedeuticum Exams

Candidates must take and pass eight oral Propaedeuticum Exams. Each exam is conducted by one examiner, chosen by the candidate, in the presence of one expert, chosen by the Exam Coordinator. Candidates may not bring their own reference books to exams, nor may they bring their own computers. For support, see §5.4.3.

Exams are held twice annually, in April/May and in October/November. The exact dates as well as other relevant information concerning exams can be found in the Semester Program. Candidates may take all eight Propaedeuticum Exams in one exam period or spread them over two semesters. Ordinarily no more than one year may pass between the two parts.

Candidates receive their exam results in writing from the Director of Studies, with exams graded as follows: 1/excellent; 2/good; 3/satisfactory; 4/unsatisfactory. Half-grades may be given; any grade below 3 is failing.

Propaedeuticum Exam Subjects:

- Fundamentals of Analytical Psychology and Psychotherapy: 50 min.
- Psychology of Dreams: 40 min.
- Psychology of Myths and Fairy Tales: 40 min.
- Developmental Psychology: 40 min.
- Comparison of Psychodynamic Concepts: 40 min.
- Fundamentals of Psychiatry and Psychopathology: 40 min.
- Religion & Psychology: 40 min.
- Ethnology & Psychology: 40 min.

5.4 Exam Details

5.4.1 Registration

With Basic Confirmation

Candidates take Propaedeuticum Exams no sooner than their second semester of study.

Without Basic Confirmation

Candidates fulfill the requirements of the ISAP's IFR Training Regulation for taking the Propaedeuticum Exams, i.e. no sooner than in their third semester.

Registration requires the completion of an exam registration form, which is sent to the Studies Secretary. The registration deadline is the same as the deadline for semester registration. 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.

5.4.2 Selection of Examiners

Candidates choose their examiners (but not their experts) from the List of Examiners, observing the following limitations:

1. Prior to registering for exams, candidates ensure that their chosen examiners are available for the exam period in question. It is the candidates' further responsibility to clarify the examiners' expectations and requirements by consulting the examiners.
2. Examiners examine only one subject.
3. Candidates' current or previous analysts may not serve as their examiners.

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.

5.4.3 Support

AJAJ candidates may submit written papers (3–5 pages) for use as reference during exams. This must be done according to previous arrangements with their examiners. Examiners base their questions only in part upon the prepared papers.

5.4.4 Rescheduling Exams

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.

5.4.5 Withdrawal from Exams

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.

5.4.5 Repeated Exams

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.

6 LEAVE OF ABSENCE (LOA)

6.1 Regular Rights and Limits

During the required semesters of study, candidates may register for regular Leave of Absence (for extraordinary LOA see §6.2). To obtain LOA, candidates submit the respective form and pay the LOA fee by the semester registration deadline. During LOA the following rules apply:

1. Personal training analysis with an ISAP analyst is credited toward the study requirement.
2. ISAP library privileges remain in effect.

3. Candidates may attend lectures and open seminars. Attendance is subject to the reduced public entry fees that apply to students in general.
4. AJAJ candidates may take the 2nd part of their Propaedeuticum Exams during LOA. See §6.2.
5. LOA Candidates may not attend regular seminars.
6. LOA semesters are not credited toward the number of semesters required for completion of studies.

6.2 Extraordinary LOA

Personal circumstances may oblige some AJAJ candidates to leave Switzerland before taking the 2nd part of their Propaedeuticum Exams. These candidates may return to ISAP to finish their exams while on LOA, continuing to register and pay for LOA each semester until studies are completed (§5.4.1).

7 VOLUNTARY WITHDRAWAL

To withdraw from studies before completion, candidates send written notice to the Director of Studies and the Admissions Committee. Such notice must be submitted before the semester registration deadline, and withdrawal becomes effective thereafter when all financial accounts are settled.

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

8 CONFIRMATION OF COMPLETED STUDIES

The Admissions Committee confirms the candidates' completion of studies when all requirements have been satisfied according to these Regulations, and when all financial obligations to ISAP have been met. As the concluding document, candidates receive a confirmation letter signed by the ISAP President. A copy of the same letter is sent directly to AJAJ.