

**YELLOW** highlighted – policy book amendments, improved formulations, newly added information

**GREEN** highlighted – regulations that come into effect with these 2024 Regulations

# Training Regulations 2024

## Jungian Analyst

IFR International Full-Resident  
IPR International Part-Resident

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

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# 1 VALIDITY

These Regulations apply to all International Full-Resident Candidates, and International Part-Resident Candidates, and replace all foregoing editions, and are in effect as of the **Autumn Semester 2024**. (ISAPZURICH offers other paths of study, see [www.isapzurich.com](http://www.isapzurich.com), hereafter the website).

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, ISAPZURICH 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.

## 1.1 Transitional Rules

IFR and IPR Candidates who were admitted to training based on earlier Regulations may abide by those Regulations under which training was begun. Alternatively, they may choose to accept and train under these revised Regulations, which come into effect as per the **Autumn Semester 2024**. Candidates who choose to opt-in to these revised Regulations must sign and submit a consent form before the semester registration deadline for the Semester in which the change shall take effect. To obtain the form, contact the Studies Office.

# 2 INTRODUCTION

ISAPZURICH was established in the Autumn of 2004 as the delegated training program of the Association of Graduates in Analytical Psychology (AGAP). 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](http://www.agap.info); [www.iaap.org](http://www.iaap.org)). 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.

## 2.1 The Diploma Program

ISAPZURICH offers as delegated by AGAP and under AGAP's auspices among other things a full program of post-graduate training in C.G. Jung's Analytical Psychology, leading to the Diploma in Analytical Psychology. 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.

Training consists of three basic components:

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

All Personal Training analysis, case work, individual supervision and case colloquia (group supervision) mentioned in the Regulation must be in person unless explicitly stated otherwise.

### 2.1.1 Pathways IFR, IPR

Training may be pursued along two 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), if they fulfill the respective conditions:

IFR International Full-Resident, for candidates with diverse academic backgrounds wanting a Diploma in Analytical Psychology. IFR candidates' residence is in Switzerland during the entire training period.

IPR International Part-Resident, for candidates with diverse academic backgrounds wanting a diploma in Analytical Psychology. IPR candidates' residence is in Switzerland for at least two years; thereafter they study in Switzerland for at least 4 weeks per semester while they conduct supervised case work in their home countries under their local jurisdiction.

## 2.2 Professional Affiliation

ISAPZURICH graduates are qualified to apply for membership in AGAP 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.

## 3 LANGUAGES

Training at ISAPZURICH is conducted in English and German. Clinical internships in the vicinity of Zurich are possible only with knowledge of German.

## 4 ISAPZURICH

### 4.1 Publications for Candidates

The majority of publications for candidates are available on the student portal of the website. For example:

- Reading List
- Training Regulations & Policy Book\*
- List of Examiners
- Guidelines for the Conduct of Supervised Casework

\*It is important to note that the Training Regulations should be used in conjunction with the Policy Book. The Policy Book records updates and corrections to the current Training Regulations.

### 4.2 Confidentiality and Ethics

*All Candidates:*

Candidates who participate in seminars and colloquia dealing with case material, and/or in experiential groups, observe the rule of confidentiality. This also applies to communications via electronic devices, where confidentiality must also be strictly maintained.

A "Consent to Uphold the Training Regulations" to this effect is provided upon admission to training and must be submitted, signed in the original, to the Studies Secretary **at the start of the** first semester of training.

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 the Conduct of 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. The form must be submitted, signed in the original and sent to the Studies Secretary.

ISAP Analysts:

ISAP analysts ("Participants") and other analysts working under ISAPZURICH's auspices are subject to the AGAP Ethics Code (AGAP Constitution, Art. 4) and Ethical Guidelines and Procedures. Both documents may be obtained by writing to office@agap.info or downloading at www.agap.info. ISAP analysts are subject to the Organizational Guidelines and the Participant Admissions and Promotions Criteria. These documents are available on the website.

### 4.3 Grievances and Appeals

When not otherwise specified, appeals for exception to these Regulations are lodged in the first instance with the Director of Admission. The second instance is the ISAPZURICH Council (hereafter, ISAPZURICH 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:

- 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. **If analysis was not conducted in person or was with an ISAPZURICH diploma candidate or with a candidate of another IAAP recognized training institute, those hours are accepted for admission, but not credited toward the training program.**

Professional Criteria:

- 4 Higher university education, including universities of applied sciences, in any academic field, with a Master's Degree, Licentiate, Doctoral Degree, or comparable degree.
- 5 **Applicants must pay the appropriate fee if they wish their academic degree to be assessed prior to submitting their application for admission.**
- 6 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.

- 7 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 Autumn Semester in September. Training may be started at the beginning of either semester. Application forms are available online via the website.

### Processing Time:

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 ISAPZURICH.

### Contents:

The application requires the completion of the application form which includes:

- 1 A copy of the highest academic degree
- 2 An 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 ISAPZURICH.
- 3 The submission of the form requires payment of the non-refundable application fee (fee information is on the website)

### References:

- 4 ISAPZURICH issues a reference form to each of the three persons named by the applicant as their referees. The referring persons complete and return this form directly to ISAPZURICH. References are not accepted from family members, previous or current analysts or psychotherapists.
- 5 The Admissions Committee considers the application only after it has obtained all references.

### Interviews:

- 6 Suitable applicants are invited for interviews with the Admissions Committee.
  - Interviews take place in Zurich.
  - There is 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:

- 7 Applicants are informed of the Admissions Committee's decision as soon as possible. The Admissions Committee members are responsible for continuing assessment of the candidates' suitability for this profession during the entire training period. Interview sessions may be requested



by the candidates or the Admissions Committee members at any time. All interviews with the Admissions Committee members are paid for by the candidates.

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 regarding 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 ISAPZURICH'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 Studies Secretary at the start of the first semester of training.

#### **6.2.3 Semester Registration**

6.2.3.1 Candidates register each semester to maintain matriculated status. The Semester Registration Form (a link is sent every semester by email) is 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 ISAPZURICH Treasurer at least four weeks before the semester registration deadline.

6.2.3.3 Candidates may register for Leave of Absence (LOA) §7.6, 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 accounts are settled.

## **6.2.5 Grounds for Dismissal**

6.2.5.1 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 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 (see overview training programs, and costs on the website).

### **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 ISAPZURICH 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 ISAPZURICH 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. 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

ISAPZURICH has liability insurance cover limited to eligible claims for loss or injury within the context of ISAPZURICH's training. For details and limits of the insurance coverage contact the Treasurer

#### Malpractice:

Diploma Candidates conducting case work in Switzerland or in Liechtenstein are covered by ISAPZURICH's malpractice liability insurance. To be covered by ISAPZURICH's malpractice liability insurance the basic conditions are as follows:

#### Case work in-person

- A candidate works in Switzerland or Liechtenstein
- A client's domicile or physical presence must be in Switzerland or in Liechtenstein

#### Case work with online devices

- A candidate works in Switzerland or Liechtenstein
- A client's domicile or physical presence can be anywhere worldwide (incl. USA and Canada).

PLEASE NOTE: 90 working days allowance

Case work continues to be covered out of the above basic conditions for up to 90 consecutive working days. That is: A candidate temporarily works outside Switzerland and Liechtenstein (except USA and Canada). If a candidate continues to work more than 90 consecutive working days outside of Switzerland or Liechtenstein, he/she is advised to organise his/her own insurance coverage.

Candidates conducting case work outside of Switzerland or Liechtenstein 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 ISAPZURICH, that is, without substantial interruption in training analysis and course attendance, and later in individual supervision and case colloquia.

All personal training analysis, case work, individual supervision and case colloquia (group supervision) mentioned in the Regulations must be in person unless explicitly stated otherwise.

#### 7.1.1 Training requirements IFR/IPR

7.1.1.1 IFR: IFR Candidates train for a minimum of 4 years (8 full semesters), which includes a 3 month clinical internship, 300 hours of work with clients, 300 hours of training analysis, 400 hours of theory, 80 hours individual supervision and 60 sessions of case colloquia, written assignments, examinations, and a thesis discussion. Apart from the clinical internship, training at ISAPZURICH is continuous until graduation.

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

- 7.1.1.2 *IPR:* IPR Candidates train for a minimum of 5 years (10 full semesters), which includes a 3-month clinical internship, 300 hours of work with clients, 350 hours of training analysis, 400 hours theory, 100 hours of individual supervision and 100 sessions of case colloquia, written assignments, examinations, and a thesis discussion. Apart from the internship, training at ISAPZURICH is continuous during the first 2 years.

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. Therefore, IPR Candidates can't take all exams in the 3rd semester. A minimum of 3 semesters of Diploma Candidacy must be completed by the end of Diploma Exams, 1st part.

The semesters/years abroad are spent as follows:

- 7.1.1.3 *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.
- 7.1.1.4 *IPR:* To maintain the continuity and depth of training IPR Candidates return to ISAPZURICH 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, §8.3 IPR b). **All interviews with Admissions Committee members are paid for by the candidates.**

## 7.1.2 Achievements Exceeding Requirements

For the purpose of satisfying regional or other requirements the ISAPZURICH Council certifies achievements that exceed the Regulations, provided these are accomplished with ISAP analysts or other instructors recognized by ISAPZURICH. 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

- 7.2.1.1 Personal training analysis is a core aspect of training and is undertaken with analysts who are qualified. Analysis helps us to consider our experiences and behavior, promotes personality development and looks critically at relationships, personal complexes as well as transference and countertransference issues. **Personal training analysis is not psychotherapy to treat mental health problems. Therefore, it cannot be covered by any kind of health insurance.**
- 7.2.1.2 *IFR:* At least 120 hours (of which 70 hours must be with a TA or TA/SA, see §7.2.2) must be completed by the registration deadline for the Propaedeuticum Exams Part 1, and 150 hours by the end of the Propaedeuticum Exams Part 2.

Any remaining hours of the 300 minimum must be completed by the end of Diploma Exams.

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

1. To meet the requirement for on-going analysis, these hours should amount to roughly 20 per semester for the duration of training.
2. At least 120 hours (of which 70 hours must be with a TA or TA/SA, see §7.2.2) must be completed by the registration deadline for the Propaedeuticum Exams Part 1, and 150 hours by the end of the Propaedeuticum Exams and before leaving Zurich for work abroad.
3. The remaining hours must be completed by the end of the Diploma Exams.
4. A maximum of 100 hours of analysis may be completed using audio and/or video communication devices.

## 7.2.2. Analyst Status

See ISAP analysts' information on the website.

GA	Graduate Analyst: As is the case with IAAP analysts in general, only up to 50 hours of analysis with a GA may be credited for the admission requirement.
TA	Training Analyst: An unlimited number of hours of analysis with a TA may be credited toward training requirements.
TA/SA	Training/Supervising Analyst: An unlimited number of hours of analysis, supervision and colloquia with a TA/SA may be credited toward training requirements.

*PLEASE NOTE: TA is replaced with the German equivalent LA (Lehranalytiker) in some documentation.*

## 7.2.3 Analysis Details

7.2.3.1 One hour of personal training analysis consists of 50 minutes.

7.2.3.2 Analysis takes place in the physical presence of both parties. Hours of analysis in any other form may be credited under exceptional circumstances and for a limited number of hours.

7.2.3.3 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. Interviews may be requested at any time throughout training. No more than 2 years should elapse without a candidate meeting with a member of his/her committee. All interviews with the Admissions Committee are paid for by the candidate.

7.2.3.4 Analysts confirm hours of training analysis but do not evaluate candidates who are or have been in analysis with them. See exception under §8.3.11.2

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

Propaedeuticum Exams Part 1: 120hrs are required by the Registration Deadline  
 Propaedeuticum Exams Part 2\*: 150hrs are required by the end of the exam period

Diploma Exams Part 2\*: 300hrs are required by the end of the exam period

\*If the relevant minimum requirement is not reached by the registration deadline (but planned to be achieved by the end of the exam period) the confirmation form must be resubmitted by the end of the exam period when the required hours are actually reached.

- 7.2.3.5 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 §7.2.2
- 7.2.3.6 Analysis with any given analyst must amount to at least 20 hours to be credited towards the training requirement.
- 7.2.3.7 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.
- 7.2.3.8 Exception: 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 (see Semester Program "14 Expressive Therapy").
  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 ISAPZURICH 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.
- 7.2.3.9 The 50 hours of previous analysis approved for admission to training are automatically credited toward the graduation requirement.
- 7.2.3.10 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 ISAPZURICH Graduate Analysts). 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.

- 7.2.3.11 If a candidate chooses one member of their Admissions Committee to be their analyst, that Admissions Committee member will be replaced by another Admissions Committee member. If at the next required interview (promotion interview or 150 hour interview) the new Admissions Committee member would like an additional session with the candidate, this one additional session will be free of charge.

#### **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 symbol papers, thesis advisors or thesis readers. Exceptions: case colloquia §8.3.11.2.
- 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 At the beginning of training, candidates receive a booklet for recording attendance (Attendance Record). Course attendance is recorded and attested by the instructors in the Attendance Record but is not graded. Candidates are responsible for maintaining this record and submitting copies according to the deadlines below.

#### **7.3.2 Attendance Pathways**

- 7.3.2.1 **IFR** Candidates attend at least 200 double-hour (= 400 hours) courses by the end of the Diploma Exams. A copy 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** Candidates attend at least 200 double-hour courses by the end of the Propaedeuticum Exams, 2nd part. A copy 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 Enrollment for seminars is mandatory and takes place before the start of each semester. Lectures and Open Seminars are attended without registration.
- 7.3.3.2 Candidates select courses at their own discretion, except for the mandatory seminars on the Association Experiment (§8.3.14), the Introductory Seminar for beginning case work (§8.3.2).

- 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; thereafter the seminar leader must also be notified.
- 7.3.3.4 Candidates are referred to the Reading List, available on the website, for course work, exams, and study in general.
- 7.3.3.5 Candidates are regularly given the opportunity to evaluate their courses and instructors.
- 7.3.3.6 Online attendance cannot be credited.

## 7.4 Clinical Internship

### 7.4.1 Purpose, Duration, 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 mental illnesses. Work in any meaningful function is permitted, provided these purposes are met. Leave of Absence (LOA) may be arranged to fulfill this requirement.
- 7.4.1.2 Approved internships take place generally in psychiatric or psychosomatic institutions for adult patients, in the inpatient and/or outpatient facilities, under on-site supervision by the host'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 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 and acknowledged by the Exam Conference of the last semester as a Diploma Candidate.

### 7.4.2 Internship Details

- 7.4.2.1 Candidates must complete and submit an Internship Plan (available on the website) to the Internship Committee ([internship@isapzurich.com](mailto:internship@isapzurich.com)). The plan includes the establishment name, the on-site supervisor's contact details, and the planned internship activities. The Internship Committee must approve the plan before the Candidate commences the Internship. Candidates are advised to read the Guidelines for the Internship Report (available on the website) before starting their internship.
- 7.4.2.2 Upon completion of each part of the internship candidates request written reports from their on-site supervisors, including confirmation of the duration of the internship. Candidates ensure that the on-site supervisor's report is sent to the Internship Committee.
- 7.4.2.3 Upon completion of each part of the internship the candidate writes a report concerning their experience in response to the internship questions (see Guidelines for the Internship Report) and submits it to the Internship Committee for evaluation and acknowledgement. The candidate is responsible for handing in all relevant documents in time so that the internship can be acknowledged, and all documents be forwarded to the



respective Admissions Committee members for their information prior to promotion interviews.

7.4.2.4 The Internship Committee considers 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.
3. Internships in psychiatric or psychosomatic institutions for children and/or adolescents for the second or third month of internship.

7.4.2.5 An ISAPZURICH supervisor (TA/SA) may be chosen as an advisor to support a candidate's internship for the duration of the internship. (Recommended)

## 7.5 Exams

### 7.5.1 Exams: General Rules

7.5.1.1 The Propaedeuticum and Diploma Exams are held twice annually, in April/May and in October/November. The exact dates as well as other relevant information concerning examinations can be found on the website.

7.5.1.2 Training Candidates may opt to take all 8 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.

7.5.1.3 Diploma Candidates take the 6 Diploma Exams in two parts.

7.5.1.4 As a rule, no more than 5 years may elapse between the completion of the Propaedeuticum and completion of the Diploma exams.

### 7.5.2 Registration, Rescheduling, Withdrawal

7.5.2.1 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 on the website).

7.5.2.2 Individual exams may be re-scheduled within the same exam period in a timely manner or postponed to a later semester but only after the payment of an administrative fee per exam, the amount of which is indicated on the website under "Tuition & Fees".

7.5.2.3 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.

### 7.5.3 Exam Details

7.5.3.1 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.

7.5.3.2 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 follows:

1. Examiners examine only one subject in the Propaedeuticum and only one subject in the Diploma Exams.

2. Candidates' current or previous analysts may not serve as their examiners. Admissions Committee members of a candidate may be their examiner or exam assistant.
  3. 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 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.
- 7.5.3.3 Should a candidate fail an exam, they may repeat it in the next exam period.
1. Repeat exams are subject to regular registration and special fees (fee information on the website).
  2. A repeat exam is conducted by the original examiners and experts with one new expert in attendance.
  3. If the scheduled examiner had to be unexpectedly replaced and the exam is failed, then the exam is annulled and can be taken again. It is not classified as a repeat exam.
- 7.5.3.4 Exams are graded as 1/Excellent; 2/Good; 3/Satisfactory; 4/Unsatisfactory. Half grades may be given; a grade below 3 fails. The Case Exam is graded on a pass/fail basis.

## 7.6 Leave of Absence (LOA)

Leave of Absence (LOA) is foreseen to accommodate clinical internships and other reasonable grounds for breaks in training. To obtain a LOA, candidates submit the respective form and pay the LOA fee by the semester registration deadline.

### 7.6.1 Pathway Allowances

IFR and IPR Candidates are routinely allowed four semesters of LOA.

### 7.6.2 LOA Details

- 7.6.2.1 Personal training analysis continued during LOA is credited toward the graduation requirement, as are hours of case work, individual supervision and case colloquia.
- 7.6.2.2 LOA candidates may continue to use the ISAPZURICH library.
- 7.6.2.3 With the exception of LOA taken for clinical internship, LOA semesters are not credited toward the number of semesters required for graduation.
- 7.6.2.4 Regular seminars are not open to LOA candidates. LOA candidates may however attend lectures and open seminars subject to the reduced public entry fees that apply to students in general.

- 7.6.2.5 A LOA in excess of the permitted number requires approval by the Admission Committee. Requests for this purpose must be submitted in writing at least one month ahead of the semester registration deadline.
- 7.6.2.6 If a candidate requires more than the two semesters of Diploma Exams to complete their thesis, they may attend additional semesters as Leave of Absence (LOA).
- 7.6.2.7 Exams may not be taken during a LOA.

## **8 STAGES OF TRAINING**

### **8.1 General**

For all candidates training encompasses two stages:

#### *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 ISAPZURICH 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 ISAP analysts in any training status. The Guidelines for Writing Symbol Papers is available on the website.

Candidates send their papers for their readers' evaluation, along with the respective evaluation form (available on the website). 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 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 8 Propaedeuticum Exams (subject areas in the Appendix). These may be taken in one exam period or divided into two periods at the candidates' discretion. Candidate may request taking Propaedeuticum Exams in more than two parts. Such requests must be submitted in writing to the Admissions Committee by the registration deadline. Fees for all 8 exams are due upon first exam registration.

- 8.2.2.1 **IFR** By the end of the Propaedeuticum Exams, IFR Candidates must have completed at least 3 full semesters of Training Candidacy and participated continuously in training at ISAPZURICH during this time.
- 8.2.2.2 **IPR** By the end of the Propaedeuticum Exams and before leaving ISAPZURICH for work abroad, IPR Candidates must have completed at least 4 full semesters of Training Candidacy and participated continuously in training at ISAPZURICH during this time.

### 8.2.3 **IPR Advance Study Plan**

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

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.

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

### 8.2.4 **Promotion Interviews**

Promotion interviews with the Admissions Committee take place during Part 2 of 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. All interviews with Admissions Committee members are paid for by the candidates.

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.

### 8.2.5 **Promotion Pathways**

**IFR** For IFR Candidates promotion by the Admissions Committee is based on the following criteria:

1. successful completion of the 1st symbol paper and all Propaedeuticum Exams;
2. completion of 150 hours of personal training analysis;
3. completion of at least 1 month of clinical internship;
4. completion of at least 3 full semesters of training at ISAPZURICH;
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.

**IPR** For IPR Candidates promotion by the Admissions Committee is based on the following criteria:

1. successful completion of the 1st symbol paper and all Propaedeuticum Exams;
2. completion of 150 hours of personal training analysis;
3. completion of at least 1 month of clinical internship;
4. at least 200 double-hours of course attendance;
5. completion of at least 4 full semesters of training at ISAPZURICH;
6. approval of the Advance Study Plan, including fulfillment of legal requirements for practice abroad;
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 2nd phase of training.

### 8.2.6 Work Permits

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 ISAPZURICH's training.

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

Only when the work permits are obtained (as needed) may cases be registered (§8.3.5), and only when cases are registered does ISAPZURICH's malpractice liability insurance become effective.

## 8.3 Diploma Candidacy

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

**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:

- a) IPR Candidates return for training at ISAPZURICH for at least 4 weeks each semester, during which they resume regular attendance of courses, analysis, individual supervision and colloquia.
- b) 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. All interviews with Admissions Committee members are paid for by the candidates.

### 8.3.1 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. If a candidate is not able to attend the meeting published in the semester program, which is obligatory and free of charge, arrangements must be made with the **Director of Studies** for an extra meeting. Candidates should be prepared to pay a fee for the extra meeting (fee details on the website). Should there be more than one candidate needing a special arrangement and able to meet at the same especially arranged time, the fee may be shared.

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
- 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 Studies Secretary after this meeting.

### 8.3.2 Introductory Seminar

Seminar in Practical Problems concerning Commencing and Terminating Analytical Work:

Once a year ISAPZURICH offers an introductory seminar that serves as an introduction to working with analysands. This includes, among other things, role-playing and emphasis on symbolic and transference aspects of the work.

Candidates are encouraged to attend this seminar at the latest upon promotion to Diploma Candidacy. Since it is offered only once a year, candidates expecting to be promoted in the near future should plan ahead so that they have completed it by the time they are promoted.

### 8.3.3 Case Work Pathways

**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.

### 8.3.4 Case Work Details

8.3.4.1 All casework must be registered and supervised and will be counted toward the total casework requirement. **All case work which is conducted as an analyst-in-training must continue to be registered (even after the minimum required hours is reached) until graduation. Supervision must be continued in every case.**

8.3.4.2 At least two cases must be long-term. The two cases must together amount to 120 hours. Both cases must be at least 50 hours. Both cases must be at least

one year in duration. Candidates should try to work with analysands of both sexes.

- 8.3.4.3 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 on the website.
- 8.3.4.4 No more than 10% of the required hours of supervision may be done where candidate and supervisor are not physically present. Exceptions must be approved by the candidate's supervisor.
- 8.3.4.5 Candidates are expected to charge modest fees, thus allowing persons in financial difficulty to undertake analysis. This also helps to ensure the number of clients needed to fulfill case requirements.

### 8.3.5 Case Registration

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

### 8.3.6 Individual Supervision and Evaluation

- 8.3.6.1 Each case is individually supervised by ISAPZURICH 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.
- 8.3.6.2 Candidates' current or previous training analysts may not function as their supervisors. Admissions Committee members of a candidate can be supervisors for the candidate.
- 8.3.6.3 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.

### 8.3.7 Supervision Pathways

- 8.3.7.1 **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, 2nd part.
- 8.3.7.2 **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, 2nd part.

IPR Candidates arrange for supervision abroad as follows. Upon request the Director of Studies supports the effort with the available means:

1. A minimum of 50 hours of supervision is to be completed with ISAPZURICH Supervisors.

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 Studies Committee. Should no AGAP analyst be available, other IAAP analysts will be considered.
3. Prior to submitting names for approval, IPR Candidates ensure the readiness of their proposed supervisor(s) abroad to enter a written agreement with ISAPZURICH, which takes into account malpractice liability and other obligations of being a supervisor for ISAPZURICH. Such obligations include, but are not limited to, completing the evaluation forms required by ISAPZURICH.
4. The Studies Committee establishes the suitability of supervisors abroad in relation to ISAPZURICH's requirements.

### 8.3.8 Supervision Details

- 8.3.8.1 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.
- 8.3.8.2 Supervisors may require candidates to submit written reports and/or the Case Overview at any time.
- 8.3.8.3 Parallel individual supervision for any given case is allowed only with the consent of the main supervisor.

### 8.3.9 Case Colloquia: Attendance and Confirmation

- 8.3.9.1 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. A Case Colloquium must be composed of at least four Diploma Candidates.
- 8.3.9.2 As a rule, case colloquia are scheduled by ISAPZURICH and led by ISAPZURICH Supervisors. (See IPR exception §8.3.10.2). Candidates' current and previous training analysts may, within limits, function as their colloquium leaders. See details, §8.3.11.2.
- 8.3.9.3 Colloquium attendance is not evaluated but confirmed by colloquium leaders. Candidates provide their colloquium leaders with the confirmation forms in due time to ensure submission to the Studies Secretary by the registration deadline for the Diploma Exams, 2nd part.

### 8.3.10 Colloquium Pathways

- 8.3.10.1 **IFR** Candidates attend a minimum of 60 sessions of case colloquia. This requirement is to be fulfilled by the end of Diploma Exams, 2nd part.
- 8.3.10.2 **IPR** Candidates attend a minimum of 100 sessions of case colloquia. This requirement is to be fulfilled by the end of Diploma Exams, 2nd part. Block colloquia at ISAPZURICH are recommended for this purpose. Further:
  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 Studies Committee. If there is no AGAP analyst available, other IAAP analysts will be considered.



2. IPR Candidates ensure the readiness of their proposed colloquium leaders abroad to enter into a contractual agreement with ISAPZURICH, which takes into account malpractice liability and other obligations of being a supervisor for ISAPZURICH. This includes but is not limited to completing the forms for confirmation of sessions and case presentations.
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.
4. The **Studies Committee** is responsible for establishing the suitability of colloquium leaders **abroad** in relation to ISAPZURICH's requirements.

### 8.3.11 Colloquium Details

- 8.3.11.1 In the course of colloquium attendance each candidate makes at least five oral case presentations.
- 8.3.11.2 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.

### 8.3.12 Case Reports

ISAPZURICHZURICH 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:

- a) 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 §8.3.4.2.
  - b) Up to 10 short reports of 2-3 pages each (and a minimum of ½ page up to 2-3 pages for those in excess of 10) are required for each of the remaining cases that last a minimum of 20 hours.
  - c) Cases of less than 20 hours in duration require summary reports of at least ½ page each.
  - d) For information on composing and submitting case reports, see the Guidelines for Writing Case Reports.
- 8.3.12.1 Candidates obtain their supervisors' approval for all case reports before submitting them as follows:
    - a) For the Case Exam, candidates provide their main examiner with long reports on each of 2 long-term cases as defined under §8.3.4.2. Deadline: 1 month before the start of the Diploma Exam period, 1<sup>st</sup> part.
    - b) The main examiner selects one report. Upon notification, candidates promptly send the report to the other 2 examiners. See further details under §8.4.
    - c) For the purpose of final evaluation, candidates provide the Studies Secretary with digital copies of all case reports. Deadline: Registration deadline for the last semester as a Diploma Candidate.

### 8.3.13 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 ISAP analysts in any training status.

Candidates send their papers for their readers' evaluation, along with the respective evaluation form (available on the website). 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 submit their approved papers to the Studies Secretary by the exam registration deadline. The readers send their evaluations by the same deadline.

### 8.3.14 Association Experiment

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

- 8.3.14.1 The Introductory Seminar on the Association Experiment is mandatory and a prerequisite for the required Association Experiment Presentation Seminar. The Presentation Seminar should be attended between promotion to Diploma Candidacy and registration for Part 1 of the Diploma Exams. Both seminars are offered at least once per year. However, if candidates are unable to take the Introductory Seminar and/or the Presentation Seminar at the times offered and need either one to advance in their studies (the Introductory Seminar in order to administer the Association Experiment or the Presentation Seminar in order to register for Diploma Exams Part 1) they must organize an alternative solution with the seminar leaders at their own expense.
- 8.3.14.2 Following the Introductory Seminar candidates administer the Association Experiment. This is done in a professional setting and, whenever possible, with one's own analysis.
- 8.3.14.3 In the context of the Presentation Seminar candidates submit written papers to the seminar leader. The seminar leader in turn sends a written evaluation to the Studies Secretary, the Exam Coordinator and the respective candidate.
- 8.3.14.4 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.

### 8.3.15 Final Interviews and Supervisors' 1st Reports

- 8.3.15.1 When candidates have completed 150 hours of supervised case work they report to the Studies Secretary to receive a green light for arranging their final regular interviews with the members of their Admissions Committee.

Candidates send supervision report forms to each of their supervisors, allowing sufficient time for supervisors to write their reports and submit them to the Studies Secretary so that their Admission Committee members receive those reports before the candidates' Final Interviews.

Further procedures are contained in a separate document "Guidelines for Final Interviews" available on the website.

- 8.3.15.2 The final 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 Admissions Committee's approval is a prerequisite to registration for the Diploma Exams, 1st part. **All interviews with Admissions Committee members are paid for by the candidates.**
- 8.3.15.3 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.

### **8.3.16 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.

### **8.3.17 Thesis**

All candidates write a major research paper, which is the focus of the Thesis Discussion. 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. Guidelines for writing the thesis are available on the website.

The Thesis (both the paper and the discussion) is evaluated in writing and graded on a pass/fail basis.

The Evaluation Form is available on the website.

- 8.3.17.1 Candidates select a thesis advisor from among the Training Analysts (TA) and Supervisors (TA/SA), and two expert readers from among all Graduate (GA), Training (TA) and Supervising (TA/SA). Neither a present nor a former personal analyst may be a thesis advisor or a thesis reader.
- 8.3.17.2 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) to the Director of Studies and the thesis advisor. The proposal includes the names of the thesis advisor and two readers. Candidates are advised to complete this procedure early in the research process.
- 8.3.17.3 The thesis is submitted to the thesis advisor and two readers at least six weeks before the start of the exam period. Earlier submission is advisable, to allow sufficient time for revision ahead of the Thesis Discussion.
- 8.3.17.4 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.
- 8.3.17.5 Candidates arrange the time and place for the Thesis Discussion with the advisor and readers, preferably within the exam period. **All (candidate, thesis advisor, and both thesis readers) must be present in person at the Thesis Discussion.**

- 8.3.17.6 If a candidate requires more than the two semesters of Diploma Exams to complete their thesis, they may attend additional semesters as Leave of Absence (LOA).
- 8.3.17.7 If the Thesis Discussion takes place between semesters, and if the thesis is accepted, and if all requirements for graduation have been fulfilled, the Diploma is awarded at the next graduation date, that is, at the end of the forthcoming semester. In this case candidates may attend that forthcoming semester under regular registration or LOA and attend the graduation ceremony.
- 8.3.17.8 Before graduation, candidates provide the Studies Secretary with one bound printed copy of the thesis and a digital version for cataloguing in the ISAPZURICH library. (To best protect the author, the digital version must be in PDF format.)

### 8.3.18 Diploma Exams

- 8.3.18.1 Diploma Candidates take 6 Diploma Exams, spread over two exam periods (subject areas in the Appendix). Candidate may request taking Diploma Exams in more than two parts. Such requests must be submitted in writing to the Admissions Committee by the registration deadline. Fees for all 6 exams are due upon registration for the 1st part.
- 8.3.18.2 Registration for the Diploma Exams, 1st part, is permitted only with the Admissions Committee's approval according to the results of the Final Interviews. In cases of doubt about the candidates' suitability for training, the Admissions Committee may exercise its right to consult with the candidates' Training Analysts. The candidates must be informed beforehand.

### 8.3.19 Final Evaluation of Case Work

For final evaluation, candidates submit a digital copy of all case reports to the Studies Secretary. These are due by the registration deadline for the last semester as a Diploma Candidate and must be approved in writing by an appointed reader by the end of the exam period as a condition for graduation. The Studies Secretary appoints a reader, who is an ISAPZURICH 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.

## 8.4 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 (TA/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 and approves one written case report for the case exam and may ask for amendments before the oral exam. After acceptance of the written report, the candidate sends copies to the other two examiners.
- 8.4.1.5 The case exam is oral and lasts 90 minutes with a mandatory break after 45 minutes to give time for discussion among the examiners. 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.
- 8.4.1.7 None of the three case examiners may be the reader of the same candidate's other case reports.

## **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 ISAPZURICH 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**

ISAPZURICH Candidates may apply for transfer from one training path to another at any time (IPR, IFR) 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 ISAPZURICH Certificate in the Fundamental Theory of Analytical Psychology may seek to transfer into full training under IFR or IPR 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.

If the Certificate holder received Grade 2 or above in the Certificate Exam, it will be accounted as having passed the Propaedeuticum exam "Fundamental Theory of Analytical Psychology". The grade remains the same. Certificate holders with a grade below 2 must retake this exam.

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.

Crediting of symbol papers is subject to:

- a) The applicants' submission a copy 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.

Crediting of course attendance is considered only when a copy of the Attendance Record is provided.

## Appendix A Office of the Ombudsperson

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 and on the website.

**Confidentiality** All discussions between the Ombudsperson and/or other involved parties, e.g. students, analysts and/or ISAPZURICH 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 ISAPZURICH's Organizational Guidelines. Such conflicts could arise for instance between students and analysts; between students and members of ISAPZURICH 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 ASP).
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, §13.

## Appendix B Right of Appeal

**B.1 Admissibility** Decisions made by Examiners, Readers, Supervisors and Committees, including the ISAPZURICH 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 ISAPZURICH committees, are strictly confidential.

### **B.3 First Instance**

Candidates are encouraged to seek resolution with the ISAPZURICH Council before initiating formal appeals. The contact person is the Director of Studies.

### **B.4 Formal Appeals**

The place of formal appeal is the ISAPZURICH 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 ISAPZURICH 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 ISAPZURICH Council (IC), ISAPZURICH • Stampfenbachstrasse 115 • 8006 Zurich • Switzerland
2. The IC ensures that appeals are handled and concluded in a timely manner. Immediately upon receiving an appeal, the IC appoints an Appeals Committee as above.
3. 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.
4. Based on these meetings, at which the grounds for appeal are thoroughly examined, the Appeals Committee makes its recommendation to the IC.
5. 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.



<b>Appendix C Ethics Matters and Resources</b>		
<b>Matters</b>	<b>Resources</b>	<b>Addresses</b>
Ethics code for Diploma Candidates; ethics grievances against Diploma Candidates	Guidelines for the Conduct of Supervised Case Work	office@isapzurich.com
Ethics grievances against Analysts	ISAPZURICH Organizational Guidelines	www.isapzurich.com office@isapzurich.com
Ethics code for all ISAP analysts	AGAP Constitution	www.agap.info office@agap.info
Amplification of AGAP Ethics Code; ethics grievances and appeals	AGAP Ethical Guidelines	www.agap.info office@isapzurich.com
<b>Appendix D Exam Subjects &amp; Thesis Requirements</b>		
<b>Propaedeuticum Exams</b>		<b>Duration</b>
Fundamentals of Analytical Psychology and Psychotherapy		50 mins
Psychology of Dreams		40 mins
Psychology of Myths and Fairy Tales		40 mins
Developmental Psychology		40 mins
Comparison of Psychodynamic Concepts		40 mins
Fundamentals of Psychiatry and Psychopathology		40 mins
Religion & Psychology		40 mins
Ethnology & Psychology		40 mins
<b>Diploma Exams</b>		<b>Duration</b>
Case (first part of exams)		90 mins
Clinical Psychiatry with Special Emphasis on Differential Diagnosis		50 mins
Psychological Understanding of Dreams in Practical Application*		50 mins
Psychological Interpretation of a Myth or Fairy Tale**		6 hours
Psychological Interpretation of Pictures*		50 mins
The Individuation Process and Its Symbols		50 mins
<b>Thesis Requirement</b>		
<b>Thesis Discussion</b>		<b>60 mins</b>
* 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 ISAPZURICH. 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 ISAPZURICH is available in the exam room.		

<b>IFR - International Full Resident Regulations Overview: Training Requirements</b>			
<b>Admission to Propaedeuticum Exams &amp; Promotion to Diploma Candidacy</b>			
<b>Propaedeuticum (Part 1)</b>	<b>Minimum Requirement</b>	<b>To be fulfilled by</b>	<b>Reference</b>
1st Symbol Paper	accepted	registration deadline	8.2.1
Personal Analysis	120 hours	registration deadline	7.2.1.2
Training Candidacy	3rd semester begun	start of exam period	7.1.1.2
<b>Propaedeuticum (Part 2)</b>	<b>Minimum Requirement</b>	<b>To be fulfilled by</b>	
Clinical Internship & Report	1 month, full-time, acknowledged	end of exam period	7.4.1.3 7.4.2.3
Personal Analysis	150 hours	end of exam period	7.2.1.2
Training Candidacy	3 semesters completed	end of exam period	7.1.1.1 8.2.2.1
Work Permit	acquired if needed for case work in Switzerland	end of exam period and before starting work with analysands	8.2.6
<b>Promotion Interviews with the Admissions Committee</b>			
Interviews with the Admissions Committee for promotion to Diploma Candidacy take place prior to or during the Propaedeuticum Exams, 2 <sup>nd</sup> part.			8.2.4
<b>Orientation Meeting with the Director of Studies &amp; Consent to Ethics Code</b>			
Upon promotion to Diploma Candidacy, all candidates attend the obligatory orientation meeting with the Director of Studies, when the mandatory ethics consent form is provided. Date in the Semester Program and on the website.			8.3.1
<b>Introductory Seminar: Commencing Case Work</b>			
IFR Candidates are encouraged to attend this seminar, upon promotion to Diploma Candidacy or as soon as possible thereafter. See section 12 "Practical Case" in the semester program.			8.3.2
<b>Final Interviews (after 150 Hours of Case Work) &amp; Supervisors' 1st Reports</b>			
Upon completion of 150 hours of supervised case work Diploma Candidates notify the Studies Secretary, and subsequently contact their Admissions Committee to schedule the final regular interviews. Candidates ensure that their supervisors' 1st reports for this purpose are sent to the Studies Secretary well ahead of interview dates.			8.3.15
<b>Admission to Diploma Exams, and Graduation</b>			
<b>Diploma Exams Part 1</b>	<b>Minimum Requirement</b>	<b>To be fulfilled by</b>	<b>Reference</b>
Final Interviews	approval by Admissions Committee	registration deadline	8.3.15
2nd Symbol Paper	accepted	registration deadline	8.3.13
Association Experiment	both seminars attended, paper accepted	registration deadline	8.3.14

Case Reports for Exam	2 reports submitted to main examiner	1 month before start of exam period	8.4.1.3
	1 report selected & approved, copies to 2 co-examiners	before start of exam period	8.4.1.4
Supervised Case Work	200 hours	start of exam period	8.3.3
Diploma Candidacy	3 semesters	end of exam period	7.1.1.1
<b>Diploma Exams Part 2</b>	<b>Minimum Requirement</b>	<b>To be fulfilled by</b>	<b>Reference</b>
Clinical Internship & Report	total 3 months, full-time, acknowledged	exam conference of last semester as DC	7.4.1.3 7.4.2.3
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	8.3.19
Thesis	submitted to advisor & readers	6 weeks before start of exam period	8.3.17.3
Thesis Proposal	submitted to Director of Studies & Thesis Advisor	n/a	8.3.17.2
Individual Supervision, 2 Supervisors	80 sessions	start of exam period	8.3.7.1
Supervisors' Final Reports	to Studies Secretary	start of exam period	8.3.16
Thesis Abstract	to thesis advisor & readers	by Thesis Discussion	8.3.17.4
	to Studies Secretary	3 weeks before Exam Conference	8.3.17.4
Supervised Case Work	300 hours	end of exam period	8.3.3
Colloquia, at least 2	60 sessions	end of exam period	8.3.10.1
Course Attendance	200 double hours	end of exam period	7.3.2.1
Personal Training Analysis	300 hours	end of exam period	7.2.1.2
Total Training	8 semesters	end of exam period	7.1.1.1
Approved Thesis 1 bound copy & 1 digital version	to Studies Secretary	before graduation ceremony	8.3.17.8

<b>IPR - International Part Resident Regulations Overview: Training Requirements</b>			
<b>Admission to Propaedeuticum Exams &amp; Promotion to Diploma Candidacy</b>			
<b>Propaedeuticum (Part 1)</b>	<b>Minimum Requirement</b>	<b>To be fulfilled by</b>	<b>Reference</b>
1st Symbol Paper	accepted	registration deadline	8.2.1
Personal Analysis	120 hours	registration deadline	7.2.1.3
Training Candidacy	3rd semester begun	start of exam period	7.1.1.2
<b>Propaedeuticum (Part 2)</b>	<b>Minimum Requirement</b>	<b>To be fulfilled by</b>	
Course Attendance	200 double hours	end of exam period	7.3.2.2
Clinical Internship +Report	1 month, full-time, acknowledged	end of exam period	7.4.1.3 7.4.2.3
Personal Analysis	150 hours (about 20 hours/semester)	end of exam period	7.2.1.3
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	8.2.2.2
Practice license and/or insurance for work abroad	obtained if required; copies to Studies Secretary	before leaving for work abroad	6.3.4
Work Permit for case work in Switzerland	obtained if required; copies to Studies Secretary	end of exam period and before starting work with analysands	8.2.6
<b>Promotion Interviews with the Admissions Committee</b>			
Interviews with the Admissions Committee for promotion to Diploma Candidacy take place prior to or during the Propaedeuticum Exams.			8.2.4
<b>Orientation Meeting with the Director of Studies &amp; Consent to Ethics Code</b>			
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.			8.3.1
<b>Introductory Seminar: Commencing Case Work</b>			
IPR Candidates must attend this seminar upon promotion to Diploma Candidacy or as soon as possible thereafter. See section 12 "Practical Case" in the semester program.			8.3.2
<b>Final Regular Interviews (after 150 Hours of Case Work) &amp; Supervisors' 1st Reports</b>			
Upon completion of 150 hours of supervised case work Diploma Candidates notify the Studies Secretary, and subsequently contact their Admissions Committee to schedule the final regular interviews. Candidates ensure that their supervisors' 1st reports for this purpose are sent to the Studies Secretary well ahead of interview dates.			8.3.15

<b>Admission to Diploma Exams, and Graduation</b>			
<b>Diploma Exams Part 1</b>	<b>Minimum Requirement</b>	<b>To be fulfilled by</b>	<b>Reference</b>
Final Interviews	approval by Admissions Committee	registration deadline	8.3.15
2nd Symbol Paper	accepted	registration deadline	8.3.13
Association Experiment	both seminars attended, paper accepted	registration deadline	8.3.14
Case Reports for Exam	2 reports submitted to main examiner	1 month before start of exam period	8.4.1.3
	1 report selected & approved, copies to 2 co-examiners	before start of exam period	8.4.1.4
<b>Supervised</b> Case Work	200 hours	<b>Start</b> of exam period	8.3.3
Diploma Candidacy	3 semesters	end of exam period	
<b>Diploma Exams Part 2</b>	<b>Minimum Requirement</b>	<b>To be fulfilled by</b>	<b>Reference</b>
Clinical Internship & Report	<b>total 3 months, full-time, acknowledged</b>	<b>exam conference of last semester as DC</b>	7.4.1.3 7.4.2.3
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	8.3.19
Thesis	submitted to advisor & readers	6 weeks before start of exam period	8.3.17.3
Individual Supervision, 2 Supervisors	100 sessions	start of exam period	8.3.7.2
Supervisors' Final Reports	to Studies Secretary	start of exam period	8.3.16
Thesis Abstract	to thesis advisor & readers	by Thesis Discussion	8.3.17.4
	to Studies Secretary	3 weeks before Exam Conference	8.3.17.4
Presence at ISAPZURICH	4 weeks/semester	end of exam period	7.1.1.4
Mtgs w/Admissions Committee	recommended 1/year	end of exam period	7.1.1.4
Colloquia, at least 2	100 sessions (maximum 20 sessions abroad)	end of exam period	8.3.10.2
<b>Supervised</b> Case Work	300 hours	end of exam period	8.3.3
Personal Training Analysis	350 hours	end of exam period	7.1.1.2
Total Training	10 semesters	end of exam period	7.1.1.2
Approved Thesis 1 bound copy & 1 digital version	to Studies Secretary	before graduation ceremony	8.3.17.8

