

**GUIDELINES
FOR GUEST
STUDENTS
Edition 2014**

CONTENT

1	INTRODUCTION	3
	1.1 ISAPZURICH	3
	1.2 Languages	3
2	APPLICATIONS	3
	2.1 Required Materials and Submission Deadline	3
3	ADMISSION	3
	3.1. Interview with the Admissions Committee	3
	3.2 Notification	3
	3.3 Confidentiality	4
	3.4 Documents	4
4	STATUS AND SEMESTER REGISTRATION	4
5	STUDY REQUIREMENTS	4
	5.1 Attendance of Lectures and Seminars	4
	5.2 Confirmation of Training Analysis, Supervision, Colloquia	4
6	CONFIRMATION OF COMPLETED STUDIES	4
7	OVERVIEW: MINIMAL REQUIREMENTS	5

1 INTRODUCTION

1.1 ISAPZURICH

The International School of Analytical Psychology Zurich (ISAPZURICH) was established in 2004 as the delegated training program of the Association of Graduate Analytical Psychologists (AGAP). The diploma is recognized by the IAAP (International Association of Analytical Psychologists). ISAPZURICH is a member of the Swiss Charter for Psychotherapy, and its training is thereby authorized by the Zurich Health Department to conduct training in psychotherapy. ISAPZURICH's training is provisionally accepted by the Federal Department of Health of Switzerland.

In addition to conducting the full-time training of future Jungian analysts, ISAP offers a Guest Students Program.

Guest students in this program formally remain students of their home institute which must be an IAAP recognized training institute. Guest students enroll as Training Candidates or Diploma Candidates at ISAPZURICH. They continue toward the diploma of the home institute after participating in semesters at ISAPZURICH.

1.2 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.

2 APPLICATIONS

2.1 Required Materials and Submission Deadline

Two copies in English or German submitted to the Studies Secretariat of the following. These are reviewed by the Admissions Committee. All personal materials are handled with confidentiality. Recommended deadline for all submissions: At least four months before the intended beginning of studies:

- 2.1.1 *Letter of Request*: The student's letter of request indicates the foreseen date of the guest semester (year, and spring semester or fall semester).
- 2.1.2 *Curriculum Vitae (CV)*: A short CV about the professional background and special interest, as well as why he would like to study at ISAPZURICH.
- 2.1.3 *Confirmation by the home institute of the student's status* as a Training Candidate or Diploma Candidate in good standing with a minimum 50 hours of personal analysis.
- 2.1.4 If a prospective guest student want to have his work at ISAPZURICH credited in his home institute, he must obtain *written confirmation* of this from the latter.

3 ADMISSION

3.1. Interview with the Admissions Committee:

The guest student schedules one interview with a member of the Admissions Committee. This is to welcome, orient and assess the guest student. This interview is subject to a fee.

3.2 Notification

The Director of Admissions notifies the guest student of their admission to studies. Should the Admissions Committee deem a student unsuitable, ISAP reserves the right to deny admission to the guest student program.

3.3 Confidentiality

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

3.4 Documents

At the beginning of studies, guest students 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
3. Consent to uphold the Study Regulations: Guest students must sign this form, and return it to the Studies Secretary during the first week of studies.

4 STATUS AND SEMESTER REGISTRATION

While studying at ISAP, the student holds the status of a guest student.

Registration is required each semester to maintain this status. Guest students receive their registration form by email. The registration form and the Semester Program may also be downloaded from the website. The form is to be completed each semester and sent to the Front Office by the published deadline. Semester fees are due by the same date.

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

5 STUDY REQUIREMENTS

5.1 Attendance of Lectures, and Seminars

Guest students attend at least 1 full semester of lectures and seminars. They maintain their own records of attendance, using the booklet provided.

5.2. Confirmation of Training Analysis, Supervision, and Colloquia

Guest students are responsible for having their hours of analysis, supervision, colloquia and work with clients confirmed by the end of the semester using the confirmation form obtained at the Studies Secretary. The analysts themselves return the form to the Studies Secretary.

6 CONFIRMATION OF COMPLETED STUDIES

The Director of Studies confirms all work done by the guest student at ISAPZURICH (lectures, seminars, training analysis, supervision, colloquia and work with clients), when all financial obligations to ISAP have been met. This document is co-signed by the ISAP Co-Presidents. A copy is sent directly to the home institute.

7 OVERVIEW: MINIMAL REQUIREMENTS

- Two copies in English or German submitted to the Studies Secretariat of the following:
 - a) Letter of request
 - b) Student's Curriculum Vitae (CV)
 - c) Confirmation by the home institute of the student's status as a Training Candidate or Diploma Candidate in good standing with a minimum 50 hours of personal analysis.
 - d) Optional: Written confirmation from the home institute to credit of all work done at ISAPZURICH.
- The guest student schedules one interview with a member of the Admissions Committee.
- Guest student attend at least 1 full semester of lectures and seminars
- The Director of Studies confirms all work done by the guest student at ISAPZURICH (lectures, seminars, training analysis, supervision, colloquia and work with clients). This document is co-signed by the ISAP-Co-Presidents and a copy is sent directly to the home institute.