AGAP INTERNATIONAL ASSOCIATION OF GRADUATES IN ANALYTICAL PSYCHOLOGY

ISAPZURICH
INTERNATIONALES SEMINAR FÜR ANALYTISCHE PSYCHOLOGIE
INTERNATIONAL SCHOOL OF ANALYTICAL PSYCHOLOGY
AGAP POST-GRADUATE JUNGIAN TRAINING

ORGANIZATIONAL GUIDELINES ISAPZURICH

EDITION 2025

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1 LEGAL STATUS

1.1 Name and Delegated Training Right

The International School of Analytical Psychology Zurich (ISAPZURICH) was established in Zurich in September 2004, in accordance with the delegation of the training right of the Association of Graduates in Analytical Psychology (AGAP) at the Business Meeting in Barcelona, August 2004. AGAP's training authorization is assured by the International Association for Analytical Psychology (IAAP).

1.2 Authority

1.2.1 AGAP

ISAPZURICH is run under AGAP's authority, meaning that AGAP is responsible for the school's organization and training standards according to:

1. Article 60ff of the Swiss Civil Code (Association Law)
2. Federal Law for the Professions of Psychology
3. International Association for Analytical Psychology (IAAP)

1.3 Languages

The official languages of ISAPZURICH are English and German. To avoid the time and expense of translation, internal communications among committees and Participants may be conducted in either language.

1.4 Tax-Exempt Status

Donations to AGAP stipulated for ISAPZURICH and designated to support educational purposes are exempt from general communal, cantonal and federal tax in Switzerland.

2 PURPOSE

The purpose of ISAPZURICH is to realize AGAP's founding purpose, and to do so by such means as follows:

2.1 Conduct of Studies

ISAPZURICH primarily offers Zurich-based, post-graduate training in English and German, which leads to the Diploma in Analytical Psychology. Within the limits of regional laws and regulations, the Diploma qualifies graduates to practice as professional Jungian analysts. ISAPZURICH also provides continuing education programs, public lectures and intensive study weeks for professionals and the general public.

Additionally, ISAPZURICH offers counseling services in various languages.

2.2 Relations with the C.G. Jung Institute Zurich

In accordance with the Barcelona agreement *(IAAP Congress 2004)* ISAPZURICH strives to collaborate with the C.G. Jung Institute Zurich.

2.3 Legal Practice

ISAPZURICH requires its Participants to inform themselves about and comply with the laws and regulations that govern the practice of psychotherapy, analysis and the like, according to the region in which practice is conducted.

2.4 Ethical Practice

ISAPZURICH binds its Participants to the Ethics Codes of AGAP, ASP, and any other regionally applicable codes.

3 PARTICIPATION FEES AND REMUNERATION

ISAPZURICH Participants remit annual participation fees. Unless otherwise indicated, remuneration for all work outlined in these Guidelines is determined by the resolution of the annual ISAPZURICH Participant Assembly.

4 ORGANS

The organs of ISAPZURICH:

- Participants Assembly
- ISAPZURICH Council
- Studies Committee
- Admissions Committee
- Program Committee
- Nominating Committee
- Promotions Committee
- Counseling Service
- Office of the Ombudsperson

5 PARTICIPANTS ASSEMBLY

The Participants Assembly, composed of ISAPZURICH Participants, is the highest authority for matters outside AGAP's control. Only AGAP members can decide to withdraw the training delegation and dissolve ISAPZURICH as a training program under AGAP. In such cases, ISAPZURICH's assets, which belong to AGAP, will be distributed in AGAP's best interest.

The Participants Assembly meets annually, and attendance is required for ISAPZURICH Participants. The assembly can also meet for extraordinary

sessions as necessary. Three weeks in advance of any meeting, the ISAPZURICH Council sends all Participants an invitation to the meeting and the agenda.

5.1 Powers

The Participants Assembly is empowered to:

1. Adopt and amend the Organizational Guidelines
2. Elect the ISAPZURICH Council and all other committee members
3. Approve the Council's Annual Report; approve the Annual Financial Report and the Budget; discharge the members of the Council
4. Admit new Participants as Graduated Analysts (GA) and approve all promotions to Training Analyst and Supervising Analyst; (with due notification, the admission of new Participant GAs may also be conducted at the Participants Meeting)
5. Determine the annual participation fees
6. Determine the annual distribution of remuneration according to the point system
7. Expel Participants in accordance with §12 below, that is, in cases other than those involving a breach of the Code of Ethics
8. Adopt resolutions about items on the Agenda
9. Recommend AGAP's dissolution of the training delegation
10. Vote by proxy in cases of absence from assemblies and meetings
11. For matters voted by ballot, only the final result is disclosed; i.e. there is no disclosure of individual vote counts.

5.2 Voting by Circulation and Proxy

1. In urgent cases, the ISAPZURICH Council may invite the Participants to vote on motions by circulation. If one-third of participants demand a circular vote, the Council is obliged to comply. The Council sends all participants a written Agenda (by postal mail or Email) accompanied by relevant information. Participants have at least three weeks to submit their written votes after receipt of the Agenda.
2. When extraordinary circumstances prevent attendance at a Participants Meeting or Participants Assembly, proxy voting is allowed for Participants who are in good standing. Each attending Participant may hold only one proxy. Before the commencement of the meeting, the absent participant must present the proxy-holder with a dated and signed power of attorney.

5.3 Resolutions of the Participants Assembly

The following resolutions require the vote of a qualified two-thirds majority of the Participants present. In the case of a circular vote, the quorum is constituted by two-thirds of the Participants taking part:

1. Expulsion of Participants in cases not subject to investigation by the Ethics Committee
2. Motion to dissolve ISAPZURICH, submitted to the AGAP ExCo

6 ISAPZURICH COUNCIL: CONSTITUTION, ELECTION, TASKS

Committee work is remunerated by a point system, and in amounts approved each year by the Participant Assembly.

6.1 Constitution

The ISAPZURICH Council (IC) consists of 7 elected members with voting rights: the President, Vice-President, Treasurer, Secretary, Director of Studies (Training), Director of Admissions, the Director of Program. At the IC's request, an employee representative with consultative vote may attend its meetings.

By agreement with the AGAP Executive Committee, the IC appoints the persons who hold signature authority and determines the scope of this authority. The IC is authorized to adopt resolutions when more than half of its voting members are present or voting by circulation.

Each semester, the IC convenes at least two or three times and holds at least one retreat; it convenes at least one meeting with students, and at least one meeting with Participants (the Participants Assembly or the Participants Meeting).

6.2 General Prerequisites

Except for certain officers as follow below, skills that are not at hand upon election can be acquired with individual effort and collegial support:

- Basic ability to converse in English and German
- Teamwork and leadership skills (insofar as the latter would be necessary for heading committees)
- Basic computer skills, for work with email and other standard programs (e.g. Word; Excel)
- Basic ability to assess financial statements

6.3 Election

The members of the IC are elected each year by the Participant Assembly for a period of one year. They may stand for re-election. Service on the IC is limited to a total of 10 years, whether this be in one office or in rotation to

other offices. If an officer serves 10 years, he or she must rotate off the IC for one year before being elected once again to the IC. Nominations are accepted from the floor at the Assembly.

6.4 General Tasks and Responsibilities

6.4.1 General Scope of Authority

The ISAPZURICH Council is the executive organ of ISAPZURICH and conducts business concerning all on-going matters insofar as these are not reserved to the authority of (a) the AGAP Executive Committee and/or the AGAP General Assembly by the AGAP Constitution; and/or (b) the ISAPZURICH Participant Assembly by these Guidelines. The IC may adopt resolutions when more than half of its members are present.

6.4.2 Power of Attorney

Together with the AGAP Executive Committee, the IC determines who holds the legal power of attorney and to what extent.

6.4.3 Minutes

The IC sends the minutes of all its meetings to the AGAP (Co)-President(s) and Vice-President and considers their remarks. Likewise, representatives of the IC and Executive Committee intermittently attend meetings with one another.

6.4.4 Responsibility to the AGAP ExCo

The IC makes efforts to gain the approval of the AGAP Executive Committee for all matters pertaining to finances, training curriculum and relevant laws and regulations.

6.4.5 Institutional Design and Documents

The IC approves and remains ultimately responsible for ISAPZURICH's institutional design, but may delegate and/or employ persons or firms to assume the responsibility and/or related tasks:

1. Content and layout of the school logo, the website and all print materials (e.g. diploma, certificates, stationary, envelopes, ID cards, all institutional booklets and forms, flyers, advertisements)
2. Translation of all such materials into English and German

6.4.6 Institutional Development

The IC approves and remains responsible for the following areas, but may delegate and/or employ persons or firms to assume the responsibility and/or related tasks:

1. Program development, including e.g. intensive studies (e.g. Jungian Odyssey), continuing education

2. Personnel recruitment
3. Marketing and communications
4. Build-up & maintenance of the ISAPZURICH Website
5. Internet advertising und Email communications
6. Library development
7. Fund-raising
8. Public relations

6.4.7 Institutional Regulations and Guidelines

The IC reviews, proposes amendments and ensures the availability of adequate German and English versions for the following and similar documents documentation: all study regulations; the Organizational Guidelines; Guidelines for Supervised Case Work; the Analyst Directory; all collective communications to ISAPZURICH Participants and students; publicity and advertising materials.

6.4.8 Management of Minutes

For all meetings over which it presides, including regular and supplementary Participants Assemblies and Meetings, the IC remains responsible for minute-taking, but may delegate this job and the translation, circulation and amendment of minutes.

6.4.9 Relationship to all delegates, project groups and committees without IC membership

The IC ensures effective communication with Participants, especially for matters needing IC or AGAP Executive Committee approval.

- The IC meets with Participants as necessary. Excerpts of the minutes of such meetings are sent for the approval of all respective representatives.
- The IC prepares and issues an Annual Report.

6.4.10 Reports

The IC submits reports for the AGAP Annual Report and News Updates in a timely fashion.

6.4.11 Reduction/Waiver of Participation Fee

The IC may grant any Participant’s well-grounded written request to reduce their annual participation fees. A designated person assesses and recommends the IC’s acceptance when deemed appropriate.

6.4.12 Status

Granting of the Status, Emeritus Participant: It is the IC’s privilege to offer and grant the status of Emeritus Participant (EP) to honor colleagues who due to age or other well-grounded reasons withdraw as regular Participants.

For the rights accorded to EPs, see the Participant Admissions and Promotions Criteria.

6.4.13 Participation in Other Committees

All officers may participate as members of other committees and in projects, insofar as this does not constitute a conflict of interest or interfere with IC duties.

6.4.14 Delegation of Tasks

Each officer is responsible for the specific areas as follow below; they are free to delegate tasks to the respective members or to recruit assistance from ISAPZURICH Participants, insofar as this would not conflict with the duties of leadership.

6.5 President

The President serves as the Chief Executive Officer of ISAPZURICH, with responsibilities aligned with those traditionally held by chief executives.

It is recommended that the President have strong competence in English and German and stay informed of developments in Swiss law and IAAP regulations that may impact the organization.

6.6 Vice President

The Vice-President assists the President through delegated responsibilities and acts on behalf of the President when requested or required due to the President's absence.

6.7 Secretary

Main Duties:

- On behalf of the IC and/or Participants, and in cooperation with the Front Office, prepares motions for the amendment of all ISAPZURICH Core Documents and updates the documents when motions are approved (including all documents and forms pertaining to training and continuing education, ISAPZURICH Organizational Guidelines, Participant Admission & Promotions Criteria)
- Oversees internal and external communications
- Responsible for the minutes at the Annual Participant Assembly and Participants Meetings
- Liaison to the library

6.8 Treasurer

The Treasurer is the Chief Financial Officer of ISAPZURICH and is responsible for all financial matters in line with standard CFO duties. The Treasurer prepares and distributes reports to the IC and Participants. The

Treasurer also serves as chair of the Finance Committee, which is appointed by the IC.

6.9 Director of Studies

The Director of Studies chairs the Studies Committee, directs its work, delegates responsibilities to committee members, and submits regular reports to the President and the IC. The guidelines, constitution and responsibilities of the Studies Committee are listed in §7.2 and subsections.

6.10 Director of Admissions

The Director of Admissions chairs the Admissions Committee, directs its work, delegates responsibilities to committee members, and submits regular reports to the President and the IC. The guidelines, constitution and responsibilities of the Admissions Committee are listed in §7.3 and subsections.

6.11 Director of Program

The Director of Program chairs the Program Committee, directs its work, delegates responsibilities to committee members, and submits regular reports to the President and the IC. The guidelines, constitution and responsibilities of the Program Committee are listed in §7.4 and subsections.

6.12 Office Team

The employees are organized in the Office Team and coordinate their tasks in consultation with the President.

7 COMMITTEES

7.1 Election

Except for IC Members, whose term of office and election follows the guidelines for the ISAPZURICH Council (§6), the renewal of committee members is in accordance with Swiss association procedures. Committees submit names of applicants to the Nominating Committee in due time. The committee stands for election every year at the annual Participant Assembly, where nominations can also be made from the floor.

7.1.1 Promotions Committee

Promotions Committee members are elected by the Participants Assembly to serve a four-year term of office; they may be re-elected, with a limit of eight consecutive years of service and the possibility to serve again after sitting off for one 4-year term. New members may be recruited by the committee itself, or by the Nominating Committee.

7.1.2 Ombudspersons

The Ombudspersons are elected by the Participant Assembly to serve a four-year term of office. Each ombudsperson may be re-elected, with a limit of 8 years of service and the possibility to serve again after sitting off for one 4-year term. Nominations are accepted from the floor.

7.2 Studies Committee (SC)

7.2.1 Constitution

The SC consists of 4–5 members: the Director of Studies, who functions as committee chair; the Exam Coordinator; the Internship Committee members. The Studies Secretary (employee in Office Team) attends SC meetings and holds no vote.

7.2.2 Tasks

Together with the Director of Studies, the members of the SC and the Studies Secretary decide among themselves how to share the work.

The main duties of the Director and members are seeing that students fulfill all academic requirements for the diploma and certificate programs. These responsibilities include:

- Reviewing applications for the Diploma Program
- Reviewing applications for the Matriculated Auditor
- Exams
- Hours of analysis
- Hours of supervision
- Hours of work with clients
- Internship and its approval
- Symbol papers
- Supervision reports
- Coordination with the Exam Coordinator

In addition, they handle students' questions and requests for exemptions. They coordinate with the Admissions Committee.

7.2.3 Exam Coordinator

1. Maintains an overview of all exam registrations, ensuring that all pre-requisites are fulfilled
2. Creates the exam schedule 2 times per year
3. Organizes and conducts the Exam Conference including its minutes
4. Updates and maintains the examiners list

7.2.4 The Internship Committee Members:

1. Support candidates' planning clinical internship
2. Evaluates and acknowledges clinical internship
3. Communicate with onsite supervisors of internships

7.3 Admissions Committee (AC)

7.3.1 Constitution

The Admissions Committee consists of the Director of Admissions, who functions as committee chair, and 6–8 other members; all members hold the status of Training/Supervising Analyst.

7.3.2 Tasks

Together with the Director, the members of the Admissions Committee decide among themselves how to share the committee work. The main tasks of the Director and/or members together with the Studies Secretary are:

1. Preparing, convening, and leading Admissions Committee (AC) meetings; 4 times per year
2. Ensuring follow-through on AC meetings, including:
3. Reviewing and amending the minutes writing letters on matters presented to the AC (e.g. admissions and promotion letters and replies to special requests)
4. Communication of decisions with relevance for the IC and/or Director of Studies
5. Processing applications, to include:
   - obtaining the files from the Studies Secretary
   - reading and checking the files (above all, applicants' CVs)
   - distributing the files to the AC members
   - communicating with applicants
6. Communicating relevant AC matters with training candidates
7. Prepares discussion of student requests for special permissions and non-conforming procedures (ensuring that the Director of Studies and AC chair remain mutually informed about the status of training candidates)

7.4 Program Committee (PC)

7.4.1 Constitution

The Program Committee consists of the Director of Program, who functions as committee chair, and 6–8 other members.

7.4.2 Tasks

Together with the Director, the members of the Program Committee decide among themselves how to share the committee work. Main duties:

1. Preparing, convening, and leading Program Committee (PC) meetings, about 8 per year
2. Leading and supporting each other and the Director of the PC in its work
3. Presenting curriculum and PC matters to the IC and vice versa
4. Ensuring a high-standard curriculum from semester to semester, among other ways by personally:

    - inviting ISAPZURICH Participants and guest lecturers to teach, providing them also with the course proposal form
    - receiving course proposals and presenting them for the deliberation of the Program Committee
    - seeking the IC's comments on and approval of the semester program, and any special programs
    - presenting instructors with proofs of their course information and revising as needed
    - preparing the program for print
    - coordination of print jobs and group mailings in cooperation with FO and Webmaster
    - managing program correspondence with instructors and students, as necessary

    - Offering support for instructors who are deemed in need of improvement
    - Diplomatically addressing instructors about the Committee's decision to suspend their course offerings and any future presentations.
    - The Committee asks presenters to request written feedback from the students for all presentations.

5. Meeting in a consultative capacity at regular intervals with representatives elected by the Student Association
6. Ensuring the courteous reception of instructors, particularly guests and anyone presenting for the first time
7. Updating course proposal forms and procedures as needed

7.5 Nominating Committee (NomCom)

7.5.1 Constitution

The NomCom consists of 3–5 members who elect a chair from their midst, and who may also serve on the Studies Committee, Program Committee or Admissions Committee. To uphold the separation of powers, the NomCom has no seat on the IC.

7.5.2 Tasks

Together with the chair, the members decide among themselves how to share the committee work. The main tasks of the committee are:

1. Attending meetings, as needed
2. Supporting ISAPZURICH's democratic basis within the framework of committee duties
3. Preparing elections and publishing committee vacancies in due time; recruiting replacement candidates for the committees, as needed
    a. During elections the NomCom may receive nominations from the floor, provided the nominees have been informed and have agreed to run.
4. Conducting elections at the Annual Participants Assembly
5. Reviewing ISAPZURICH's election procedures and democratic basis in general; when deemed necessary, presenting the Participants Assembly with proposals for amendments on these matters
6. Holding responsibility for powers of attorney at the GA and for the adaptation of the point system in cooperation with the IC
7. Submitting committee reports for publication to the President, in due time

7.6 Promotions Committee (PromCom)

7.6.1 Constitution

The Promotions Committee consists of 5–7 members, all of whom hold the status of Supervising Analyst. The members elect a chair from their midst. To uphold the separation of powers, the PromCom has no seat on the IC.

7.6.2 Tasks

Together with the chair, the members decide among themselves how to share the committee work. The main duties of the committee are:

1. Attending PromCom meetings as required throughout the year
2. Managing applications for participation in ISAPZURICH and for promotion to TA and TA/SA and Expressive Therapist, according to §11 of these Guidelines, and in compliance with the complete ISAPZURICH Admissions and Promotions Criteria; in brief:

    - receiving and vetting the applications
    - conducting and assessing promotions interviews
    - announcing the names of the applicants recommended to become Participants at least six weeks in advance of Participants Assembly dates

- sending the approved names to the IC at least four weeks in advance of the Participants Assembly dates for inclusion with the invitation to the Participants Assembly
- introducing approved applicants for the Assembly's acclamation
- sending a notification letter to the newly admitted or promoted colleagues and notifying the FO and webmaster.
- announcing new Participants and promotions in the Annual Report
- processing cases of objection and/or appeals regarding announced applicants (Details below, §11: Application for Participation and Promotion)

3. Proposing updated promotions criteria and procedures for the approval of the Participant Assembly, as requested and/or deemed necessary
4. Proposing and organizing events for the training and continuing education of supervisors, with support from within and/or outside of ISAPZURICH
5. Submitting committee reports for publication to the President, in due time

7.7 Counseling Service (CS)

7.7.1 Constitution

The CS is run by 1–3 ISAPZURICH Participants; they decide among themselves as how to share the responsibilities. Additional members may be recruited/elected according to need. Members should be fluent in English and German.

7.7.2 Tasks

In the case of co-directorship, the two decide among themselves how the tasks shall be divided. These include:

1. Arranging CS meetings when necessary.
2. Keeping the IC informed of internet costs and needs of the DCs.
3. Interviewing and corresponding with diploma candidates who are registered with the CS.
4. Notifying each semester the newly promoted diploma candidates about the Counseling Service.
5. Conducting cost-free interviews with those who inquire and referring them appropriately for psychotherapy, analysis, counseling; whenever possible, referrals are made to diploma candidates
6. Coordinating with ISAPZURICH's IT consultant regarding the development and implementation of advertising and PR for the CS; management of the respective budget; seeking of the IC's approval on these matters

7. Submitting reports to the President for the ISAPZURICH Annual Report publication as needed

7.8 Office of the Ombudsperson

7.8.1 Constitution

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. They must be a Jungian Analyst but need not be an ISAPZURICH Participant. In the latter case, they familiarize themselves with ISAPZURICH's organization, guidelines, regulations, etc.

7.8.2 Tasks

When there are two Ombudspersons the complainant chooses with whom he or she wants to work. Main competency:

1. The ombudsperson functions to help avert conflict, or to support its settlement, by advocating fair process. They do so by receiving questions and complaints and providing information about possible ways of proceeding.
2. This is particularly the case where the conflict involves relationships to authority and possible violation of the Training Regulations, or these Guidelines. Such conflicts could arise for instance between colleagues; between students and analysts; between students and the IC; between members of staff; between members of staff and students and/or the IC; between diploma candidates and their analysands.
3. In such cases the ombudsperson may advocate for the complainant before the authority concerned (e.g., a committee), aiming for fair process between the parties. The ombudsperson thereby functions as an intermediary or mediator.
4. Under no circumstances does the ombudsperson process ethics complaints (as defined by AGAP's "Ethical Guidelines and Procedures") in the formal sense, nor do they personally relay ethics complaints to the Ethics Committee. Should an ethics complaint be presented in the course of conflict settlement, the ombudsperson shall send the complainant to the AGAP Ethics Committee or, if it pertains, to the ethics committee of a local professional organization.
5. It is otherwise when a complaint is presented against a diploma candidate by an analysand, or when a student's ethical behavior is otherwise in question. In this case, if procedures undertaken or recommended by the ombudsperson leads to no resolution the ombudsperson shall send the analysand directly to chair of the Admissions Committee. The procedures that subsequently apply are contained in Guidelines for the Conduct of Supervised Case Work.
6. At least once a year in time for the PA, the ombudspersons inform the IC in writing about the general level of conflict and satisfaction/discontent

within ISAPZURICH; in doing so they protect the persons involved with anonymity, and refrains from disclosing the content of the complaint.

8 ASP / CHARTA FOR PSYCHOTHERAPY

8.1 Membership

ISAPZURICH is an associate member of ASP including the Charta for Psychotherapy.

8.1.1 Contact Person

The IC appoints a contact person for a term of three years to keep updated, attend Charta conferences and ASP assemblies and report to the IC.

9 FINANCIAL AUDITOR

The audit of ISAPZURICH's year-end statement is conducted annually by the two Internal Auditors elected by AGAP, in consultation with the Treasurer.

The Treasurer presents the auditor's financial report each year to the IC and the annual Participants Assembly.

10 PARTICIPATION IN ISAPZURICH

10.1 Basic Prerequisites

To be a participant at ISAPZURICH, you must be an AGAP member. Admission is approved by a majority vote at the annual Participants Assembly or Meeting. Participants choose between Category A or B, each having specific rights and duties. Category B requires a higher fee but less active involvement.

10.1.1 Category A (Active) and Category B (Supporting) Rights and Duties

Rights include: recognition as Graduate Analyst (GA); consideration for promotion to Training Analyst (TA) and Supervising Analyst (SA); voting in the election of leaders and committee members, and on other matters at the Participants Assembly and Participants Meeting.

Duties include: upholding regional practice laws, regulations and ethics codes, the AGAP Ethics Code and Ethics Guidelines, and all ISAPZURICH regulations and guidelines; timely payment of the annual participation fee in the amount determined by the Participants Assembly.

10.1.2 Category A (Active) Additional Rights and Duties

Additional duties include: active support each fiscal year through regular teaching/examining at ISAPZURICH, and/or service on committees, and/or

actively assisting committee endeavors; attending the annual Participants Assembly.

10.1.3 Changing Participation Category

The participation category can be changed upon request in writing to Accounting and the Treasurer, with the new category taking effect at the beginning of the new fiscal year.

If a Category A participant has not been active (§10.1.2) for over two semesters, they will be contacted by the Treasurer to review their A or B Category.

10.2 Relevant Documentation

1. AGAP Membership and Ethics - The AGAP Constitution and Ethics Guidelines are downloadable in English and German on the AGAP website (www.agap.info). Alternatively, these documents can be requested from the AGAP Membership Secretary via email at office@agap.info.
2. ASP Ethics -The ASP Ethics Code is downloadable in German and French at www.psychotherapie.ch.
3. ISAPZURICH Participation

Rights and duties pertaining to training are contained in the following documents, which are downloadable from the participant portal at: www.isapzurich.com

a) Organizational Guidelines ISAPZURICH

b) Training Regulations IFR and IPR

c) Guidelines for the Conduct of Supervised Case Work

d) Analyst Promotions Criteria

e) Matters arising and resolved are addressed in the ISAPZURICH Annual Report, the Minutes of the Annual Participant Assembly and Participants Meeting, and interim communications. These are routinely sent to Participants and will otherwise be sent upon request by the Secretary of the ISAPZURICH Council.

11 APPLICATION FOR PARTICIPATION AND PROMOTION

11.1 Role of the Promotions Committee

See these Organizational Guidelines §7.6 and below.

11.2 Basic Application Procedure

New ISAPZURICH Participants with the status of Graduate Analyst (GA) are admitted twice yearly: at the interim Participants Meeting in the autumn, and at the Annual Participants Assembly in the spring. The same process is followed for Participants, who apply to become Training Analysts (TA) and

Supervisors (SA). Based on the vetting and recommendation of the PromCom, following the required period for objections by Participants, they are approved by acclamation.

Initial application to become a Participant is via the form available on the "Prospective ISAPZURICH Participant Portal" at www.isapzurich.com. Applicants are expected to have familiarized themselves with these Organizational Guidelines and the ISAPZURICH Admissions and Promotions Criteria, and to have fulfilled all prerequisites for application.

Application forms for current Participants ("Training Status" and "Expressive Therapy") are made via the respective form available on the Analyst Portal at www.isapzurich.com

11.3 Vetting and Notification

1. The PromCom requests the AGAP Membership Secretary's confirmation that applicants are AGAP members and are up to date on their dues payments. (office@agap.info)
2. The PromCom requests confirmation from the AGAP Ethics Committee Chair that applicants are free of ethics claims, and/or are not undergoing ethics proceedings, and/or have been absolved of such claims.
3. Should delivery of the above confirmations be refused, the PromCom informs the applicant that their application is declined for this reason, and that re-application is possible when the confirmations become available.
4. Applicants for promotion to TA or TA/SA must have successfully completed their interviews with the Promotions Committee.
5. After its vetting process, the PromCom announces the names of recommended candidates at least 6 weeks in advance of Participants Assemblies. The announcement includes instructions for the Participants' approval and objection. Objections must be lodged within 2 weeks of the PromCom's announcement date; see procedures under §11.4, below.
6. In the absence of objection, applicants are approved. The PromCom provides their names to the IC Secretary (Front Office), in due time for sending with the invitation to the Participants Assembly.
7. The PromCom ensures that new ISAPZURICH Participants receive letters of welcome and are invited to the Assembly; it sends letters of congratulations to colleagues approved for promotion.

11.3.1 Affirmation by Acclamation

The PromCom introduces new and promoted Participants at the Assemblies and requests the Assembly's affirmation by acclamation, i.e., by a show of hands.

11.4 Objection, Right of Appeal, Re-Application

1. In all cases of objection, and as a principle of good governance, the PromCom may refer objections to an independent review committee, which shall be formed upon request by the Ombudspersons.
2. Should ISAPZURICH Participants see the need to object to the admission or promotion of a particular applicant, they must provide well-grounded reasons in writing with their original signature. Objections are sent within two weeks of the Promotion Committee's announcement date to the Promotions Committee Chair by postal mail only and marked "confidential." Objection from the floor is not accepted.
3. Objection based on personal antipathy is not accepted. Objection based on alleged violation of the Ethics Code is not accepted. (See point 5 below.)
4. Objections are handled within the confidence of the parties concerned and can be made exclusively in the presence of (a) violation of the AGAP Constitution, the ISAPZURICH Organizational Guidelines and/or the Admissions and Promotions Criteria; and/or (b) grave doubt about professional competence or capacity to conduct professional practice.
5. Participants holding evidence of ethics violations lodge their claims with the AGAP Ethics Committee. In case of doubt, the PromCom seeks clarification with the ISAPZURICH Ombudspersons, who will advise as to whether claims belong with the Ethics Committee. The processing of ethics claims is reserved exclusively to the Ethics Committee.
6. The PromCom considers the validity of objections and involves the Ombudspersons to support objectivity and conflict resolution as needed.
7. Should the PromCom find an objection to be without merit, it informs the objector accordingly and informs the applicant as soon as possible thereafter.
8. Should the PromCom find an objection to be well grounded and deserving of clarification, it suspends the application in question and informs the applicant accordingly. The PromCom further informs the applicant of their right to either withdraw application, or to undertake appeals with the Ombudspersons. Depending on the outcome of appeals, applications may be postponed or rejected.
9. In case of rejection, re-application will be considered at the next possible date.
10. Accordingly, the PromCom presents for the Assembly's affirmation only those candidates that it can recommend.

12 EXPIRATION OF PARTICIPATION

Participation expires:

1. upon the Participant's death;

2. upon formal resignation: Formal resignation is possible once a year, in coordination with the time of billing for the annual participation fees. Thus, resigning Participants provide the ISAPZURICH President with written notice before October 1st, and their resignations become effective at the start of the new calendar year. Resigning Participants receive the President's letter of good standing when the ISAPZURICH Council (IC) establishes that they are leaving ISAPZURICH in good standing. That is, their financial obligations to ISAPZURICH are fulfilled; they are free of pending or otherwise unresolved ethics claims; and they have informed their candidates of their resignations.
3. upon the expulsion of a Participant who generally impairs ISAPZURICH's interests and endeavors; the decision to expel a Participant can be made by a two-thirds majority vote of the annual Participants Assembly at the request of the ISAPZURICH Council; if the offence involves a breach of ethics, the AGAP Ethics Committee is responsible for expulsion;
4. upon the expulsion of a Participant who neglects to pay participation fees after two unsuccessful reminders; the decision is made by the ISAPZURICH Council and takes effect as per the end of the fiscal year.

13 ETHICS CODE

All ISAPZURICH Participants commit themselves to uphold the AGAP Code of Ethics and Ethical Guidelines, and all other applicable regional ethics codes, particularly those of ASP (Association of Swiss Psychotherapists). Fundamentally:

1. The analyst strives to the best of their ability to promote the analysand's psychological development and to protect their health.
2. Under no circumstances may the analyst abuse their position as analyst to the detriment of the analysand.
3. The non-medical analyst is obligated to consult a physician/ psychiatrist/specialist or to refer the analysand to such a person if necessary.
4. The analyst is bound to professional confidentiality.
5. The analyst commits themself to collegial relations with fellow analysts.

13.1 Procedures Related to the Breaching of the Code of Ethics

Consultation with the Ombudsperson is encouraged as a first-instance attempt at conflict resolution. When it is determined that a complaint is of an ethical nature and therefore outside of the Ombudsperson's competence, and other regional ethics procedures do not apply, the complainant proceeds according to AGAP's procedures.

14 NOTIFICATION AND LIABILITY

14.1 Notification

1. Notification takes place whenever possible by postal mail to the last address that the Participant has reported in writing to ISAPZURICH.
2. Notification by E-mail is equivalent to notification by postal mail, if the Participant has conveyed their E-mail address to ISAPZURICH.

14.2 Liability

ISAPZURICH's liability is governed by the AGAP Constitution, Art. 20, whereby AGAP's liability shall not exceed its assets. All Members are excluded from personal liability for debts or obligations incurred by AGAP. ISAPZURICH is a self-sustaining endeavor and may not in any way incur debt to AGAP.

These Guidelines are comprised of historical resolutions and emergent organizational procedures. They remain in effect until revised by the ISAPZURICH Participants Assembly.

Approved by the Participants Assembly of ISAPZURICH: Supplementary Assembly, 9 February 2007; amended by the Participants Assembly:

9 February, 2008; 7 February 2009; 6 March 2010; 20 October 2012, 2 March 2013, 8 March 2014, 25 October 2014; 28 March 2020;

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