



Finnish-Estonian Group for Analytical Psychology
Finnish-Estonian Institute for Analytical Psychology

Training Regulations

2024

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General information

This training program is led by the Finnish-Estonian Group for Analytical Psychology (FEGAP). To administer the training activities, the FEGAP will appoint a Training Committee. The Training Committee consists of 5-10 persons including the Head of the Executive Committee of the training program. An Executive Committee for the training program will be nominated by the general assembly, consisting of at least 3 members. The Executive Committee deals with everyday management of the training program.

All members of FEGAP can be teachers/examiners for the program as well as qualified persons from outside FEGAP in particular fields of interest for the program.

The program is designed to be compatible with a full-time professional activity.

Purpose of the training program

The purpose of the training program is to qualify candidates to practice analytical psychology at a level that is consistent with the international standard for Jungian analysts, according to the standards of the International Association for Analytical Psychology (IAAP).

Through the training the candidates will develop skills to work clinically with adults of all ages, with a wide spectrum of problems, ranging from help with personal development, crisis, trauma, stress, anxiety and grief, depression, to relationship problems and personality disorders or borderline issues. The candidates are also taught in psychopathology and essentials of psychiatry, in order to have an up to date understanding of psychiatric diagnosis and care.

The teaching consists of lectures, individual work, group work, group supervisions, and coaching. In the beginning of the third year of the training, the candidates apply for the approval to start working with clients. This clinical work will be carefully monitored and supervised.

Reading assignments in preparation for seminars is important for the theoretical level of the teaching as well.

Throughout the training, the candidate must be in personal analysis. It is of great importance that the candidate gets access to their own complexes as well as insight into the influence of his or her own life experience on the work as a therapist. Through the experience of being in therapy/analysis him/herself, the candidate will learn how analysis “works”.

The teaching is both theoretical and practical. It is fundamental that the candidate gets familiar with the “normal” psyche, as well as becomes able to distinguish between the “normal” and the pathological psyche.

The candidates will achieve psychological theoretical knowledge so that a solid theoretical foundation is established. In addition to this, the candidates' ability to analyze and interpret shall be trained.

This ability is trained by analyzing cases on the basis of various psychological theories and methods, by carrying out comparative analysis of different theories, and by a critical reflective approach to theory and reality. The ability to put into perspective is learned by discussing, evaluating and relativizing. Creative thinking is a competence that is aimed to be learned in combination with general learning.

In connection with the teaching and with the candidate's personal analysis, the ability to observe, analyze, interpret, and reflect on one's own as well as others' abilities and opportunities shall be trained.

The candidates' psychological, methodological, analytical, intra- and interpersonal skills shall be developed throughout the training, together with the candidate's personal analysis and supervision of their own clients.

Study outcomes

After successfully finishing the studies, the candidate shall acquire the following competences:

- knowledge about theory, methods, and history of analytical psychology;
- ability to consciously and purposefully apply the methods and tools of analytical psychotherapy in order to call for the wished change in the client;
- awareness of the limits of his/her professional abilities;
- knowledge about the laws and acts of the field;
- knowledge and skills to work safely with the client (physical and mental health);
- skills and habits to read professional literature;
- knowledge about the principles of ethical behavior of the profession and its ethics codes;
- ability to analyze the reactions in the client-therapist relationship and to recognize and work with transference;
- ability to endure unclear situations and use the possibilities those situations may offer;
- ability to control one's own emotions in difficult situations, recognize and work with countertransference;
- cooperation skills that are necessary to work with the clients, colleagues and other parties;
- knowledge about psychopathology, developmental psychology, clinical psychology, principles of psychopharmacology and the health, social, and educational system in Estonia or in Finland.

Volume of the curriculum

The curriculum consists of a prerequisite year of introductory course in C. G. Jung's theory and analytical psychology or an equal amount of knowledge in analytical psychology acquired otherwise, and five more study years. During one year there are 8 weekends of training.

Admission requirements and exams

Admission requirements

The requirements for applying to the program are:

- a master's degree in psychology, higher education in medicine or, in special cases other relevant master's degrees in health, social work, social sciences, or humanities. Exceptions will be considered case by case.

In order to qualify as a psychotherapist in the country where the candidate intends to work, they will have to meet the country's legal requirements.

- a compatible personality to be a therapist/analyst, assessed at the admission interviews (and in the whole course of the studies, through supervision and personal analysis). The training is meant for individuals who possess good mental abilities, a creative mind, personal maturity and the capacity for self-reflection.

It is necessary for trainees to have a lively interest in people and in their attitudes and behavior. Further requirements are the capacity for empathy and an aptitude for understanding the symbolic dimension, individually as well as collectively, in both cultural and historical perspectives. Moreover, personal integrity and high ethical standards in candidates are of great importance.

- the applicant must be in ongoing personal analysis with an IAAP-recognized analyst. Applicants need to have had at least 25 hours of analysis by the date of submitting his/her application. The number of sessions must be certified by the analyst;

- the applicant shall have completed the introductory course "C. G. Jung and Analytical Psychology" offered by the FEGAP or similar introductory courses or additional hours of analysis.

Exceptions may be allowed and will be evaluated case by case.

The applicant has to submit by e-mail the following documents:

- a written application (see attached) and a statement of personal motivation in English;
- an autobiographical essay (10 pages maximum) in English where applicants share their understanding of current patterns in their life and their relevance to their early life and family. It is also important to

include reasons for wanting to become a Jungian analyst. This should include analytical insights and reflections.

- a Curriculum Vitae in English;
- copies of Diplomas proving the necessary level of education
- documentation of the number of sessions of personal analysis written by the analyst
- signed Code of Ethics of FEGAP.

The required documents must be submitted in English no later than three weeks before the scheduled interviews.

Admission procedure:

Once the application is approved by the Training Committee, the applicant must have an interview with two members of the FEGAP. In special cases the applicant may be asked for an extra interview. The purpose is to assess whether the applicant has some knowledge and qualitative understanding of the principles of psychotherapy and whether the applicant will be suited for the work as a Jungian analyst. Those applicants who have not taken part in the Introductory course will have to go through two interviews with two FEGAP members.

The applicants will be informed about the fee of the interview in course of applying.

At the latest one month after the last interview the applicant will be notified about admission to the program. No appeal will be admitted.

Formal aspects of the training

The duration of training is five years, six years together with the introductory course, those hours will be credited in the full training program.

Courses are given in fixed periods: eight two or three day weekends per year, a total of 19 days per year.

The teaching comprises of five aspects: theory and method, practice training, study groups and group supervision.

In parallel with the teaching the candidate must be in continuous individual analysis, and after starting working with clients, also in ongoing individual supervision (see below).

Theory and method

Theory, method and practice training is given in the form of seminars and workshops, for a minimum of 715 contact hours (including the hours of the introductory course).

In addition to studying for and attending seminars and lectures, the candidates are expected to spend a considerable amount of additional time on individual and self-administered studies.

Attendance is mandatory for all teaching.

In general, the Training Program expects candidates to participate actively in their studies, preparing themselves for seminars by reading papers, participating in discussions, giving oral and written case reports and writing essays.

Candidates must take part in at least 80% of the courses. Missed seminars can be compensated with a written essay or with the approval of the Training Committee with other relevant course, webinar etc.

Curriculum

	Courses	Contact hours	Independent work	Total hours
Pre-requisite year	Introductory course „C. G. Jung and Analytical Psychology“			
		108	64	172
First year	Fundamentals of Analytical Psychology I			
	Developmental Psychology I			
	Symbolic Understanding I			
	Fundamentals of Neuropsychology, Psychopathology and Psychiatry I			
	Clinical Application of Psychotherapy I			
	Group Supervision and Practicing Psychotherapeutic Skills I			
		121.5	243	364.5
Second year	Mind-Brain Body I			
	Developmental Psychology II			
	Symbolic Understanding II			
	Fundamentals of Neuropsychology, Psychopathology and Psychiatry II			
	Clinical Application of Psychotherapy II			
	Group Supervision and Practicing Psychotherapeutic Skills II			
		121.5	243	364.5
Third year	Fundamentals of Analytical Psychology II			
	Methods in Analytical Psychology I			
	Symbolic Understanding III			

	Gender and Sexuality			
	Clinical Application of Psychotherapy III			
	Group Supervision and Practicing Psychotherapeutic Skills III			
		121.5	243	364.5
Fourth year	Mind-Brain-Body II			
	Fundamentals of Analytical Psychology III			
	Symbolic Understanding IV			
	Fundamentals of Neuropsychology, Psychopathology and Psychiatry I			
	Clinical Application of Psychotherapy I			
	Group Supervision and Practicing Psychotherapeutic Skills I			
		121.5	243	364.5
Fifth year	Fundamentals of Analytical Psychology IV			
	Methods in Analytical Psychology II			
	Symbolic Understanding V			
	Religion			
	Clinical Application of Psychotherapy III			
	Group Supervision and Practicing Psychotherapeutic Skills III			
		121.5	243	364.5
Total		715.5	1279	1994.5

Personal analysis

By the end of their training, candidates should have collected a minimum of 250 sessions of personal analysis with an analyst who is a member of the IAAP.

Candidates must be in analysis during the whole training. The purpose of the analysis is to give the candidate insight into his/her own complexes and understanding of the influence his/her own life experience has on working as a therapist.

Continuity and frequency of analysis are regarded highly important. Personal analysis must continue on a regular basis throughout the training. If the candidate has stopped his or her personal analysis and not started a new analysis within 6 months, he / she may be suspended, see the chapter on Suspension.

If the candidate wishes to use sandplay with his/her clients, part of the individual analysis must also use the sandplay method. Personal analysis should be conducted in person, face to face, whenever possible.

Supervised work with clients

After passing the first and second year essays, and after having completed at least 100 sessions of personal analysis, the candidate can apply for the approval to commence working with clients under supervision. In case the candidate has a training as a psychotherapist in other modalities, he/she can apply to start client work earlier.

A minimum of one session of supervision for every four sessions of analysis with a client is recommended.

In order to complete training a candidate must have completed at least 400 sessions of working with clients within the training frame, by the end of his/her training.

It is required that there would be at least one longer analytical process, i.e. at least 2 years of duration. The School will be as helpful as possible but cannot take responsibility for providing clients for the candidates.

If the candidate wishes to use the sandplay method with his/her clients, they will have to do supervised work with the sandplay method as well.

Supervisions

In order to complete the training, a candidate must have had a minimum of 100 hours of individual supervision from at least three supervisors from FEGAP, by the end of his/her training. In order to qualify as an analyst with supervision rights the analyst has to have more than five years from completion of training as Jungian analyst or three years from completion of training as Jungian analyst and the certificate of passing the supervision course accepted by IAAP. The training committee can, however, upon the admission of a special application accept supervision with supervisors from other training institutes recognized by the IAAP.

Supervisors must submit their recommendations of their candidates in supervision and give a written report to the training committee every year and at the end of a process/end of the training.

A minimum of 150 hours of group supervision with various supervisors is integrated in the study plan. Group supervision does not replace individual supervision.

Study groups

Candidates are expected to form study groups of 4-5 persons, meeting and discussing reading and study material on regular basis, 4 hours between training weekends. Meetings are to be recorded in the yearly Training Information Form.

Yearly Evaluation

At the end of each year of training, each candidate is required to complete the Training Information Form (Appendix 2) and the Yearly Self Evaluation Form (Appendix 3) and request that their supervisor complete the Supervision Evaluation Form (Appendix 4). These forms must be in English. All three forms must then be sent to the Head of the Executive Committee by the 31st of August of each year. The Training Committee conducts a yearly evaluation of each candidate and may give extra suggestions or decide to suspend the candidate.

The candidate can only take the Intermedium exam and Final exam if these three forms have been completed for each year of training and has the approval from the Training Committee (based on yearly evaluations).

Leave of Absence

A candidate may apply for leave of Absence:

- If the candidate, for personal reasons, is unable to maintain his or her training and/or clinical work they may apply for Leave of Absence

Applications must be sent to the Head of the Executive Committee

Leave of Absence may be granted for maximum one year.

Suspension

A candidate may be suspended in the following cases:

- If the candidate does not submit the Yearly Evaluations.
- If the Training Committee decides that the candidate doesn't meet the necessary personality characteristics to work as jungian psychotherapist/analyst.
- If the candidate has not compensated the training costs.
- If the candidate has stopped seeing patients for at least a year.
- If the candidate has stopped his or her personal analysis and not started a new analysis within 6 months.
- If the candidate has stopped his or her personal supervision for at least a year.
- If there has been an ethical complaint against the candidate, which has been substantiated.
- If the candidate does not meet his or her training requirements (seminars, group supervision etc.).

The candidate will be informed about the intention to suspend him / her.

The suspension must be approved by the Training Committee and the suspended candidate will thereafter be informed about the decision.

The suspended candidate is not allowed to refer to him- or herself as "training candidate" or an equivalent title.

Costs and other economic issues in relation to the training

The list of expenses the candidate has to consider is:

- cost of the application interviews
- cost of personal analysis
- cost for personal supervisions
- the annual training costs (the costs cover teaching, group supervisions, tutoring for the exams and administrative costs)*
 - * if the candidate doesn't finish the training within nominal time there's an administrative cost until the final exam is accomplished
- costs for intermedium and final exams

The Training Committee will establish the costs for the next year of training by April 1 each year.

The annual training cost includes the cost of lectures, group work, group supervision, study materials, rooms, exam guidance, technology, etc. In addition to the annual training cost, students must consider the cost of individual analysis and individual supervision, which is agreed separately between the candidate and his/her analyst/supervisor. Also, the costs of administering the control exam and the final exam are separate costs.

Payment procedure

The Candidate pays for the annual training costs according to the signed agreement between the parties.

The annual training costs are paid to the account of the Finnish-Estonian Society of Analytical Psychology according to the invoices provided by the Institute. If the candidate has not paid according to the invoice by the deadline and has not submitted an application to the Executive Training Committee to request special conditions, the Institute may suspend the candidate.

Complaints

- a. Complaints concerning teachers or supervisors are directed to the Executive Training Committee, who discusses the complaint with relevant persons.
- b. If the problem cannot then immediately be solved, the two opposing parties may each call in as mediators in the conflict, a co-candidate (or possibly a member of the FEGAP) and a member of the Training Committee for a meeting concerning the conflict.
- c. If the conflict even after this still remains unresolved, the Training Committee will decide upon the issue. The decision will be declared in writing as well as verbally. No written account of the grounds for the decision will be offered.

Clinical experience:

In order to qualify as a psychotherapist, clinical experience must be compatible with the requirements of the country where the candidate intends to work.

Exams

At the end of the Introductory course, the candidate submits a 10 pages essay on a freely chosen subject, and analyzes the subject (for instance, an analysis of a movie or a fairy tale). The candidate gives a presentation at a special event to the fellow candidates.

At the end of the first year, the candidate submits an essay of 5000 words in English on a topic of developmental psychology or personality structures.

At the end of the second year, the candidate submits an essay of 5000 words in English on one of the main concepts of Jungian psychology with added reflections from personal development.

In the beginning of the third year the candidate can apply for the approval to start client work.

In the beginning of the fourth year, the candidate will take his/her Intermedium exam in English (see below for Intermedium exam).

At the end of the fourth year, the candidate will make a presentation about an ethical dilemma/issue at ethics workshop.

By the end of his/her studies, the candidate submits a final case analysis of 15000 - 20000 words.

Additionally, every year the candidate has to submit a report of their training progress and goes through an evaluation process by the training committee.

Intermedium exam

In addition to the final exam the candidate will go through an intermedium exam. The Intermedium exam takes place in the first half of the fourth year. In order to be able to take the exam, the candidate has to have followed the study plan successfully up to that point, has to write an essay, plus has to have taken at least 100 hours of personal analysis by the analyst accepted by IAAP, plus 50 supervision hours. At least 25 sessions of supervision must be individual.

The written paper and the required additional documents must be submitted in English no later than one month before the scheduled exam.

The purpose of the Intermedium exam is to evaluate the candidate's ability to comprehend and apply the basic principles of analytical psychology in the work with clients.

The essay has to be approximately 5000 words long, on a Jungian topic of choice, different from the chosen topic of the second year essay. The candidate should demonstrate the ability to begin to apply and understand them in their work with patients.

All written papers must contain relevant theoretical references, documented at the end of the paper. (See also the section about the final Exam paper). The assessment will be based on the paper as well as on the oral presentation.

Examiners are encouraged to explore and evaluate the candidate's knowledge and grasp of basic Jungian principles and need not focus exclusively on the concept presented in the written paper. A basic knowledge about the history and development of Analytical Psychology is expected and so it will be important to assess whether the candidate has not only a classical but also a contemporary understanding of the subject he / she has decided to write about.

In contrast to the Final Exam paper, a thorough case-report is not expected in the Intermediate Exam paper. On the contrary, the Intermedium paper should contain a shorter case presentation or shorter case-vignettes as well as examples from daily life. Here, the ability to apply the theory to the clinical / practical field is important.

The examiners look for the candidate's general Jungian understanding of personality and psychopathology incl. subjects such as complexes, defence mechanisms, individuation etc., as well as the understanding of psychological processes in the clinic incl. understanding of transference and countertransference, of interpretation of symbolic material etc.

Final Exam

By the end of his/her studies, the candidate submits a final case analysis. After filling all requirements (see below) and submitting a final case analysis the candidate will go through an final exam.

The Final Exam paper must be in the form of a case report of minimum 15,000 and maximum 20,000 words based on an analytic case which has been supervised with an IAAP analyst for at least two years.

The written case report and the required additional documents must be submitted in English no later than one month before the scheduled exam.

It is important to note that this case report is meant to show the affiliate candidate's grasp and understanding of the analytic process as it has evolved over time. The candidate is expected to apply theory to practice and to show integration of the principles of Jungian psychology in their clinical work. In addition, the candidate should demonstrate the knowledge of the classical as well as contemporary understanding of theory and practice. Although the candidate may be inspired by and following one of the Analytical Psychological Schools (Classical, Developmental, Archetypal) he or she is expected to have a basic knowledge of all schools as well as of newer theories.

The candidate as well as the examiner must follow the required readings as described in Appendix 5. It is also expected that the candidate is aware of, and can work with, the interpersonal dynamics as well as intrapsychic dynamics in the clinical work. The candidate should demonstrate an understanding of a range of analytical approaches to the patient and be able to demonstrate a capability to think critically about theory. The candidate should be able to compare ideas whilst showing his or her own particular preferences, so the paper is not just a restatement of what others have already said.

As a guideline we suggest you include the following information in the paper, but not necessarily in this order:

1. Introduction to the case.
2. First Session. This portion of the report should include initial clinical impressions of the patient, the source of the referral, the preliminary diagnosis and evaluation of the patient's psychological state, and any other pertinent clinical information from the initial session. Approximate length: 1-2 pages.
3. Psychological history. This section of the report should include the patient's life history up to the point of first contact, with special reference to family of origin, early childhood experiences, important psychological traumas, psychosocial development, major crises, vocational and relational problems, medical issues, and previous psychotherapy. Approximate length: 12-15 pages.
4. Analytical formulation and diagnostic reflections of the case. This section should include a structural description, using the terminology and concepts of analytical psychology, of the patient's psyche at the point of entry into analysis. Major complexes, ego development, persona and shadow issues, psychological type, ego-self axis are relevant points of discussion. Reflections about diagnosis by DSM or ICD should be included. Approximate length: around 2,000 words.
5. The analytical process and relationship. This section should include all the most important themes of the analysis itself. Of special importance are major dreams during analysis and interpretation of these dreams, transference and counter-transference dynamics, analysis of complexes, individuation movements, symbols and archetypal themes. Approximate length: 23-26.
6. Termination or prognosis. If the case has concluded, this section should offer an account of the termination phase of analysis. If it has not yet concluded, it should provide a prognosis for future work. Approximate length: 2-5 pages.
7. Conclusion, Discussion and overall impressions: In this section, the router should give a description of their overall impression and understanding of the work done and of what was accomplished. Approximate length: (2 – 4 pages).

The paper should adhere to strict academic standards. References and footnotes should comply with the standards required for publication. Do not include anything in the reference list that is not quoted from or mentioned directly in the text of the article.

The assessment will be based on the paper as well as on the oral presentation. It is expected that the affiliate candidate when having passed the Final Exam has reached the maturity and competences required for working independently as an IAAP Jungian Analyst.

Examiners

There are 2 examiners for each exam, they are FEGAP members or qualified teachers outside FEGAP (IAAP member). The executive committee will nominate these for each exam and each student. One

is the "main examiner" and will be in charge of informing the candidate and the Executive Committee about the exam result.

Exam Procedure for Intermedium and Final Exam

The exams can be conducted in person or via telecommunications. The examiners will meet for 10 - 15 minutes before the exam to discuss their overall impressions of the paper and the questions or areas they would like to focus on during the exam. The candidate is then invited into the room for the exam (an hour to an hour and a half). When the examiners feel they have arrived at an appropriate moment to complete the exam, the candidate is asked to leave the room and wait while the examiners share their impressions and arrive at a decision of pass or fail. The affiliate candidate is invited back into the room and is given the result as well as feedback on the exam and areas of strength and weakness.

Finally, the examiners write a report on the exam that is then sent to the Head of the Executive Committee. The exam results will be presented to the members of the Training Committee for ratification at the next scheduled meeting.

If the work is not complete or the performance in the examination is unsatisfactory, the examiners will make proposals what additional work is needed and whether the candidate has to retake the exam.

Retake of an Exam

If a candidate has failed the Exam he or she can apply for a retake. At least one of the examiners at a retake must not have done the previous exam(s).

Procedure for Essays

After the candidate has submitted his/her essay, the essay will be read and evaluated by two examiners (see Examiners). Both examiners write an evaluation of the essay (0.5-2 pages) concluding with the decision to pass or fail the essay. In case of both evaluations being negatively judged, the candidate has to make improvements based on the comments of the evaluators and submit an improved or a new essay. If one examiner decides on „pass“ and another on „fail“, a third examiner will be involved.

Final requirements

In order to successfully finish the study program, the candidate has to accomplish the following tasks:

- Positive evaluation from the training committee: the candidates go through an evaluation process every year, where their progress will be evaluated, and, if necessary, individual advice will be given. In order to have access to the international control exams, the training committee must give its approval.

- Participation in theoretical studies: the candidates must participate in at least 80% of the theoretical seminars; missed seminars can be amended by an essay that needs to be positively evaluated.
- The control exam successfully taken: the candidates have taken a control exam in front of an exam committee.
- Supervised work with clients: the candidates have worked at least 400 supervised client hours.
- Supervisions: the candidates have gathered at least 100 hours of individual supervision, and 150 hours of group supervision. The supervisor's evaluation of the candidate's work is positive.
- Personal analysis: the candidates have had at least 250 hours of individual analysis.
- Final paper: the candidates have submitted a case analysis of 15000 - 20000 words in English. The case analysis must be based on a client case that has been going on for at least two years and has been supervised ongoingly.
- Final examination given a positive evaluation.
- Signing of the Code of Ethics: the candidates have carefully studied, understood and signed the Code of Ethics of the FEGAP.

The candidates who have successfully accomplished the above-named tasks will be issued a Diploma in Analytical Psychology.

A graduate is eligible to apply for full membership in the FEGAP, and/or to other Jungian societies and institutes.

On acceptance into the membership of the FEGAP or another IAAP Group Member, the graduate automatically becomes a member of the International Association for Analytical Psychology (IAAP).

Information about the lecturers, qualifications

Lecturers, supervisors and analysts are IAAP certified Jungian analysts mostly from Estonia and Finland. In specific fields (like religion or history) professionals from the field may be brought in.

There will regularly be invited lecturers to the program.

Main lecturers are:

Name	Country	Education	International qualification of IAAP	Profession

Ruta Juzulenaite	Estonia	MA in International Relations and Entrepreneurship, MA studies in Cultural Science (ongoing)	IAAP analyst since 2022	Psychotherapist and analyst at the Center of Analytical Psychology and Psychotherapy, private practice, lecturer at the Private School for Analytical Psychology.
Juha Klaavu	Finland	Master of Theology, Psychoanalytic Psychotherapist (EFPP), Group Analyst in training (2021-2024)	IAAP analyst since 2020	Psychoanalytic psychotherapist and Jungian psychoanalyst in private practice. Lecturer and author of book <i>Relational Trauma in Childhood</i> (in Finnish language).
Monika Luik	Estonia	MSc in Psychology, BA in Social Work, Master of Business Administration	IAAP analyst since 2013	Psychotherapist and analyst at the Center of Analytical Psychology and Psychotherapy, private practice. Organizer, lecturer, supervisor and training analyst at the Private School for Analytical Psychology in Estonian Society for Analytical Psychology and FEGAP Training Institute. Member of the Executive Training Committee.
Aili Maar	Estonia	MA in Psychology, MA in Natural Sciences and Industrial Arts	IAAP analyst since 2019	Clinical psychologist, <i>EuroPsy Clinical</i> . Individual- and Group Psychotherapist, Individual and Group (psycho)analyst. Lecturer and Supervisor. Trained in Psychoanalysis and in Jungian Analysis.
Kaj Noschis	Switzerland, Finland	PhD in Psychology	IAAP analyst since 1985	Private jungian practice in Lausanne (Switzerland) also online, teacher and control analyst C.G.Jung Institute, Zurich. Member of the Executive Training Committee.
Ursula Peterson	Estonia		IAAP analyst since 2010	Psychotherapist and analyst at the Center of Analytical Psychology and Psychotherapy, private practice, lecturer and supervisor at the

				Private School for Analytical Psychology.
Heidi Reiljan	Estonia	MSc in Psychology	IAAP analyst from 2016	Psychotherapist and analyst at the Center of Analytical Psychology and Psychotherapy, private practice, lecturer and supervisor at the Private School for Analytical Psychology. Member of the Executive Training Committee.
Signe Sammelseg	Estonia	MSc in Psychology	IAAP analyst since 2013	Psychotherapist and analyst at the Center of Analytical Psychology and Psychotherapy, private practice, lecturer and supervisor at the Private School for Analytical Psychology.
Giorgio Tricarico	Finland/ Italy	University degree in Clinical Psychology	IAAP analyst since 2009	Psychologist, psychotherapist and analyst in private practice with adult patients since 1998. Lecturer and writer, living and working in Helsinki, Finland.
Pille Varmann	Estonia	Tartu University M.D. Psychiatrist, Institut der Rote Faden Supervisor	IAAP analyst since 2013	Psychotherapist, psychiatrist. Analyst and supervisor in private practice, psychiatrist in Estonia and Finland, lecturer and supervisor at the Private School for Analytical Psychology.

Quality management of the study program

The quality management of the study program consists mainly of 4 aspects:

1. careful monitoring of the progress of each individual candidate by the training committee and exam committee;
2. standards for lecturers that require IAAP recognition from all lecturers (except a few subjects where professionals of specific subjects are brought in), analysts and supervisors;
3. feedback from candidates is going to be asked both face-to-face and anonymously, the feedback is carefully considered, and changes made when reasonable;
4. quantitative methods like evaluating the percentage of fallouts, budget control etc.

Transfer from IAAP affiliate candidate/router program to FEGAP Institute

The candidates who were enrolled in 2016 in the IAAP affiliate candidate program administered in cooperation between Estonian Society for Analytical Psychology, Danish Society for Analytical Psychology, C. G. Jung Institute Copenhagen and Finnish-Estonian Group of Analytical Psychology have the opportunity to transfer to the FEGAP Training Institute. In order to do so the candidate has to submit an individual application to the Executive Training Committee that contains the candidate's view of the steps necessary to reach graduation. The Executive Training Committee will discuss the application and inform the candidate about their decision.

After the Executive Training Committee accepts the Candidate's transfer application the Candidate has to fill all the requirements of current study program to receive their Diploma if special terms have not been agreed on during the transfer process.

Appendixes

Appendix 1

APPLICATION FORM

Name: _____

Address: _____

_____ phone: _____;

email: _____

Date of birth: _____

Country of citizenship: _____;

Permanent residence if different from present address: _____

Hours of analysis with IAAP members: _____

(to be verified with letters from all IAAP analysts stating the total number of hours of analysis and the dates between which these were given).

Hours of supervision with IAAP members (not mandatory): _____

(To be verified with letters from all IAAP analysts stating the total number of hours of supervision and the dates between which these were given as well as a completed *Consultation Evaluation Form* filled out by each supervisor).

Along with this application please include:

- A Curriculum Vitae that includes information about academic background, professional training, and clinical experience as a psychotherapist
- An autobiographical statement
- A list of any previous applications for analytic training, including the name of the Group Members, the dates of the applications, and the outcomes.

Upon receipt of all documents, applicants will be notified whether or not they will be accepted for an interview.

Before signing this application please read the FEGAP Code of Ethics

____ I have read the FEGAP Code of Ethics and if I am accepted as a Candidate I agree to abide by this code throughout the time I am in training.

___ I declare I have no outstanding ethic complaints or findings against me.

___ I hereby agree to abide by and follow the IAAP policy of non discrimination on the basis of race, religion, ethnic origin, gender and sexual orientation.

Applicant's signature: _____

Date: _____

Appendix 2

TRAINING INFORMATION FORM:

Personal

Name	
Address	
Email address	

Candidate Status

	Year
Accepted as Candidate	
Passed Intermediate Exam (if applicable)	

Personal Analysis (please list all hours with an IAAP analyst)

Analyst's name	Date / year	Hours face to face	Hours online

Individual Supervision (please list all hours from the start of supervision with a qualified IAAP analyst)

Supervisor's name	Date / year	Hours face to face	Hours online

Total hours			
-------------	--	--	--

Group Supervision (please list all hours from the start of you training)

Supervisor's name	Date / year	Hours
Total hours		

Study Group Attendance

Date	Hours	Names of the participants

Additional Didactic Training

Course Title	Date / year	Name of Instructor	Hours attended

YEARLY SELF-EVALUATION FORM

Candidate's Name _____

Please give, in your own words, a brief assessment of what you consider to be your strengths and weakness in the following areas and any progress you feel you have made over the past year:

- 1)Theoretical Knowledge
- 2)Clinical practice
- 3)Understanding of transference and countertransference dynamics
- 4)Ability to maintain an analytical frame
- 5)Understanding and interpretation of symbolical material
- 6)Capacity to use supervision
- 7)Ethical awareness
- 8)Capacity to work in a group setting

Appendix 4

SUPERVISION EVALUATION FORM

Candidate's Name: _____ Supervisor Name: _____

Hours of Supervision: _____ Number of Cases: _____

Using your own words, please rate the candidate in the following areas. It is important to remember that your comments will be read by the candidate and that they provide an important aid for the improvement of his or her clinical work.

Theoretical Knowledge:

...

Practical Technique:

...

Understanding of Symbols/ Symbolism:

...

Understanding of Transference/Countertransference:

...

Understanding and Appropriate Use of Boundaries:

...

Ethical Attitude:

...

Ability to Use Supervision:

...

Willingness to Explore and Work on Areas of Deficit:

...

Please comment on areas of strength, resistance, avoidance, recent progress or any other relevant areas.

...

Candidate's Signature: _____ Supervisor Signature: _____

Date: _____

Appendix 5

RECOMMENDED READING LIST FOR CANDIDATES

The Writings of C.G. Jung

1. "Memories, Dreams, Reflections" (1961) London: Collins and Routledge & Kegan Paul.
2. (1916/1921) « Definitions » in " Psychological Types: " C.W. 6
3. (1917) "The Relations between the Ego and the Unconscious" in " Two Essays in Analytical Psychology" C.W.7:
4. "Psychological Aspects of the Mother Archetype", "The Psychology of the Child Archetype", "The Phenomenology of Spirit in Fairytales", " On the Psychology of the Trickster Figure" in " Archetypes and the Collective Unconscious" in C.W.9,vol.1.

Post-Jungian Works

1. Samuels,A., Shorter,B, and Plaut,F. (1986) " A Critical Dictionary of Jungian Analysis", London and New York: Routledge.
2. Neumann,E. (1955) " The Great Mother: the Analysis of an Archetype", London: Routledge & Kegan Paul.
3. Fordham,M. (1974) (ed) "Technique in Jungian Analysis" . Vol 2. London: Karnac Books.
4. Fordham,M. (1985) " Explorations into the Self", London: Academic Press.
5. Hillman,J. (1979) " The Dream and the Underworld", New York: Harper & Row.
6. Jacobi,J. (1965) "Complex/Archetype/ Symbol in the Work of C.G. Jung." Princeton: Princeton University Press.
7. Jacoby, Mario (1984). *The Analytic Encounter: Transference and Human Relationship*. Toronto: Inner City Books.
8. Von Franz,M.L. (1978) " An Introduction to the Interpretation of Fairy tales", Dallas: Spring Publications.
9. Samuels,A. (1985) " Jung and the Post-Jungians", London, Boston, Melbourne and Henley: Routledge & Kegan Paul.
10. Guggenbuhhl-Craig,A. (1971) " Power in the Helping Professions", New York: Spring.

Advanced Candidates

The Writings of C.G. Jung.

1. (1946/1954) "The psychology of the transference", C.W. 16.
2. (1927/1931) "The structure of the psyche", C.W. 8
3. (1947) "On the nature of the psyche", C.W.8
4. (1952/1960) "Synchronicity: An a-causal connecting principle", C.W.8
5. (1916) "The Transcendent Function", C.W.8
6. (1934) "The Development of Personality", C.W.17
7. "The Psychology of Alchemy, C.W. 12
8. "Aion", C.W. 9 vol.2
9. "Answer to Job" in "Psychology and Religion", C.W. 10

Post-Jungian Works.

1. Stein,M.(ed) (2010) "Jungian Psychoanalysis." Chicago & La Salle, Illinois: Open Court.
2. Hillman,J. (2010) "Alchemical psychology" Uniform Edition of the Writings of James Hillman. Putnam,Conn: Spring Publications Inc.
3. Kalsched,D. (1996) "The Inner World of Trauma", London and New York: Routledge.
4. Corbett,L. (1996) "The Religious Function of the Psyche". New Orleans: Spring Journal Books.
5. Christopher,E. and Solomon,H. (2002) "Contemporary Jungian Clinical Practice", London: Karnac Books.
6. Bair, D. (2003) *Jung: A Biography*. Little, Brown and Company, Boston.
7. Knox,J. (2003) "Archetype, Attachment, Analysis", Hove and New York: Brunner Routledge.
8. Cambray, J. and Carter, L. (2004) edits. "Analytical Psychology: Contemporary Perspectives in Jungian Analysis", Hove and New York: Brunner Routledge.

9. Papadopolous,R. (2006) ed. "The Handbook of Jungian Psychology: Theory, Practice and Applications", London and New York: Routledge.
10. Wiener, J. (2009) "The Therapeutic Relationship: Transference and Countertransference and the Making of Meaning", College Station, Texas A&M Press.
11. Cambray, J. (2009) "Synchronicity: Nature & Psyche in an Interconnected Universe", College Station, Texas A&M Press.
12. Ellenberger,H.F. (1970). "The Discovery of the Unconscious: The History and Evolution of Dynamic Psychiatry". New York: Basic Books.
13. Kirsch,T. (2000) "The Jungians. New York: Routledge.
14. Shamdasani,S. (2003) "Jung and the Making of Modern Psychology: The Dream of Science". Cambridge: Cambridge University Press
15. Eisold,K. (2001). "Institutional conflicts in Jungian analysis". Journal of Analytical Psychology, 46, 3, pg.335-53.

Non-Jungian Works

1. Gabbard,G. and Lester,E. 1996) " Boundaries and Boundary Violations in Psychoanalysis", Basic Books
2. McWilliams,N. (1994) " Psychoanalytical Diagnosis: Understanding Personality Structure in the Clinical Process", The Guilford Press.

Ethics

1. Solomon,H.M. and Twyman,M. (2003) " The Ethical Attitude in Analytical Practice". London: Free Association Books.
2. Zoja, L. (2008) "*Ethics and Analysis: Philosophical Perspectives and Their Application in Therapy*". College Station, Texas A&M Press.

Appendix 6

CODE OF ETHICS FOR FINNISH-ESTONIAN GROUP OF ANALYTICAL PSYCHOLOGY (FEGAP)

This code applies to all members of FEGAP, including Full Members, Associate Members, Passive Members and candidates in training. All members shall be cognizant and acquainted with the Code. Members of the Society shall conduct themselves according to the highest ethical standards in their work and hold the interests of their analysands to be paramount. Breach of any of these ethical rules of the FEGAP may constitute serious misconduct. Non-adherence to the Ethical Code by members shall result in suspension or expulsion from the FEGAP.

All FEGAP members and trainees are expected to be in compliance with the contents of the Code of Ethics of other professional groups to which they belong and with the laws of the province(s), state(s) or region(s) in which they practice. The following provisions are not to be taken as creating any kind of legal liability, either civil or criminal.

I. MEMBERSHIP

- A. All Members of the FEGAP and candidates in training are bound by this Code of Ethics. The payment of Membership fees shall simply imply continued adherence to this Code of Ethics.
- B. Members are required to conduct themselves according to the highest ethical standards in their work and shall hold the interest of their analysands to be paramount.
- C. Members are to follow a policy of non-discrimination on the basis of race, religion, ethnic origin, gender and sexual orientation.
- D. Members are required to disclose their qualifications when requested and not claim or imply qualifications that they do not have.
- E. All Members shall be familiar with this Code of Ethics. Breach of any of its rules may constitute serious misconduct.

II. MEMBER/ANALYSAND RELATIONSHIPS

- A. Responsibility to analysands: The term 'analysand' includes patients, clients, candidates in training as well as those who seek counseling.
 1. Members shall provide an appropriate, safe and consistent working environment and shall maintain clear boundaries. This means that:
 - (a) At the start of the treatment a Member shall state clearly to the analysand the terms and conditions of the treatment, e.g., length and frequency of sessions, the cost and method of payment, the conditions for cancellation of sessions, and where the meetings shall take place. The Member shall ensure that these terms and conditions are maintained. He or she must give adequate notice of any changes or planned breaks.

- (b) The Member shall consider whether his or her approach to the work is appropriate for a particular analysand and shall make appropriate referrals at any stage of the work if that appears to be in the analysand's interests.
 - (c) Referrals shall be made responsibly and the Member shall inform the analysand, as deemed appropriate, the grounds on which the referral is made.
 - (d) A Member shall not work with any of his/her relatives or friends nor, if possible, with anyone closely connected with an existing analysand.
 - (e) Members shall not enter into financial dealings with any analysand other than those concerned with professional fees.
 - (f) Social contact during and after analysis.
 - (i) During therapy, the Member shall exercise restraint with regard to social contacts with the analysand. Social contact with any relative of an analysand shall be approached with great caution.
 - (ii) After therapy, the Member must keep in mind the possible continuation of transference and counter-transference issues and use discretion in any social contact.
 - (g) Abuse of the analysand's dependent status, whether of a psychic, sexual, emotional, political, religious, social or financial nature, shall not occur, even if the analysand should express a wish to engage in activities that might lead to abuse of the analysand's dependent status. For example, a Member shall not enter into a sexual relationship with any analysand. Terminating a therapeutic relationship in order to have a sexual relationship is also unethical.
 - (h) It is recognized that Members may assume other professional roles in the training of analysts where special consideration must be given to preserving the boundaries between analysis and the supervision of a training candidate, and between analysis and education. In such situations, analysts shall be sensitive to possible conflicts tending to interfere with their duties.
2. A Member shall not continue to practice analysis when seriously or persistently impaired:
- (a) by the use of alcohol or drugs, or
 - (b) by a physical or psychological condition which would impair his/her ability to practice and exercise adequate skill and judgment.

In such a situation, a Member must ensure appropriate referral of current analysands and seek professional and/or psychotherapeutic help as appropriate.

3. If a Member is convicted of any serious criminal offense, or has been found to have engaged in unethical professional behavior by a professional body or licensing agency in the state or country in which he/she resides or practices, it is his or her duty to inform the President of the FEGAP about the legal, professional or licensing decisions, together with the relevant facts. She or he shall also ensure that relevant government department is likewise informed.

4. Where appropriate and subject to privacy and confidentiality concerns, Members shall consult medical and psychiatric practitioners concerning analysand. Responsibility for analysand's medical welfare must be held by a medically qualified person.
- B. Privacy
The privacy of the patient, analysand, candidate's analytic material must be protected.
- C. Confidentiality
1. Confidentiality is essential to the therapeutic relationship and when a conflict of interests arises, the first responsibility of a Member is to the welfare of the analysand. Exceptions may have to be made when a lawsuit is threatened or when the law requires a breach of confidentiality, as in the case of child abuse, requirement to warn of danger to others, by court order, etc.
 2. Confidentiality and the preservation of an analysand's anonymity are of primary importance. Particular care shall be taken both in the publication of clinical material and in the presentation of clinical material at clinical seminars, especially with current analysand. A Member shall safeguard the welfare and anonymity of analysands when any form of publication of analysand material is being considered, and shall obtain the analysand's consent. Discretion shall also be exercised in the case of professional consultation.
 3. If a Member wishes to be involved in any research project which involves the use of analysand material, the Member shall adhere to the same principles as in C (2), above. A Member is required to clarify with the analysand the nature, purpose and conditions of any research in which the analysand is to be involved; the Member shall ensure that informed and verifiable consent is obtained before commencement.
 4. A Member shall not make audio or visual recordings of an analysand, nor use, nor permit observation of the analysand through, a one-way screen or mirror, without the analysand's consent.
 5. Members shall obtain the analysand's permission when there is a need to speak to another professional such as a General Practitioner or psychiatrist. Exceptions may have to be made in certain circumstances, such as:
 - (a) Where there appears to be a possibility of violence from the analysand to him/herself, to the Member, or to a third party, or
 - (b) In the management of an analysand who becomes psychotic or needs to be hospitalized.
 6. Members shall exercise discretion at all times in relation to analysands, e.g., they shall not speak casually about analysands.
 7. Confidentiality with respect to Trainees and Students. When a trainee is in analysis with a member of FEGAP, that member shall ensure that nothing pertaining to the trainee and/or their analysis is shared with any other member or committee of FEGAP except with the written consent of the trainee or student. No communication pertaining to a student deriving from that trainee's psychotherapist, whether they are a member or not, shall be entered into by any other member or committee of FEGAP without prior permission being granted in writing by the student. Any such material shall be disclosed to the Trainee or Student.

III. ADVERTISING AND THE USE OF MEDIA

- A. Members shall accurately represent their competence, education, training and experience relevant to their profession.
- B. Members may advertise services. However, advertising shall be limited to a statement of name, address, qualifications, publications, public presentations and type of therapy offered. Such statements shall be descriptive and not evaluative.
- C. Use of the media shall not in any way bring the FEGAP or the profession into disrepute.

IV. RESPONSIBILITIES TO AND RELATIONSHIPS WITH COLLEAGUES

- A. A Member shall neither speak ill, professionally or personally, of a colleague or group of colleagues, nor misrepresent a colleague or group of colleagues to an analysand, potential analysand or member of the public. Deliberate falsehood about a colleague is unethical. It may be necessary to criticize colleagues, but this should be done with care and truthfulness; opinion and fact shall be clearly distinguished.
- B. A Member shall not enter into an on-going analytical/psychotherapeutic relationship with an analysand who is currently seeing a colleague, unless such is done with the knowledge and consent of the colleague.
- C. When making public statements or undertaking public commitments a Member has a duty to make clear whether he or she acts in a personal capacity or on behalf of the FEGAP.
- D. Members shall refrain from any behavior or comments that may be detrimental to colleagues, to the FEGAP, or to the profession. Members shall take appropriate action with regard to the behavior of a colleague which is, or is likely to be detrimental to an analysand, to other colleagues, to the FEGAP, or to the profession.
- E. Within a Standing Committee of the FEGAP, critical judgment about an individual is especially necessary when making an appointment to a post, office or status in the FEGAP. Under such circumstances a Committee has the right and obligation to maintain confidentiality about its deliberation. It must be free to deliberate and vote in private. No reference to comments, adverse or otherwise, made within the confidentiality of a Committee, shall be disclosed outside it, whether to the subject of the comments or to any other.
- F. The Executive Committee shall ensure that all Members have an understanding of this Code of Ethics. The same principles apply to relationships with trainees and students receiving training organized by FEGAP.

V. ANALYST-SUPERVISEE RELATIONSHIPS

- A. A Member shall ensure that those working under his/her direct supervision be aware of, and comply with, this Code of Ethics. The Member shall ensure that those working under his or her direct supervision shall not exceed the limits of their competence. The supervising Member shall respect the integrity of the relationship that is established with the supervisee and shall not take advantage of the greater authority implicit in this relationship. Examples of such an exploitation of this greater authority would include becoming sexually involved with or taking financial advantage of the supervisee or control analysand for as long as the supervisory relationship exists.

- B. As supervisors, Members shall have the responsibility to clarify and help objectify the presenter's case material. Supervisors shall identify and explore countertransferential reactions pertinent to the case and shall respect the boundaries of the supervisee's personal analysis.

VI. MAINTENANCE OF PROFESSIONAL COMPETENCE

A. On-going Training

Generally, Members are required to maintain their ability to perform competently and to take the necessary steps to do so. This includes notably keeping abreast of current clinical and theoretical advances in our field. In particular, each Member shall maintain a program of on-going professional training, involving supervision, reading group attendance and attending professional seminars and lectures. The fundamental element here is reasonably frequent participation in discussions with other, usually senior practitioners, involving client material and client problems. Mere solitary reading or academic study is not sufficient for this requirement. This technical contact with colleagues helps guard against counter-transference blindspots.

B. Physical and Mental Health

Members shall maintain their physical and mental health for the sake of their own well-being and in order to provide the best possible service to analysands.

VII. RESPONSIBILITY IN REPORTING TO AND APPEARING BEFORE THE COMPLAINTS COMMITTEE

A. Responsibility of a Member in seeking help and reporting unprofessional conduct.

It is the responsibility of a Member to report his or her unprofessional conduct to the President of the FEGAP. Self-reporting will not, in and of itself, relieve the Member of his or her responsibility for his or her misconduct, nor will it avoid disciplinary action of the Complaints Committee or referral to the Ethics Committee of the FEGAP.

B. Responsibility in addressing unprofessional conduct of a colleague.

1. When a Member is concerned about unethical behavior of a colleague, (and this concern is based upon substantial evidence) he/she shall first meet with the colleague and try to convey his/her concern about the behavior. If the concerned Member is unable to do this directly and /or needs to maintain confidentiality, he/she shall contact the President of the FEGAP.
2. Whenever a Member has been met by a colleague and continues the behavior, or denies all wrongdoing, or refuses to meet, it is the responsibility of the concerned Member to inform the President of the FEGAP.

C. Responsibility to appear before the Ethics Committee.

When a Member of the FEGAP is called upon to respond to a complaint or a grievance in order to clarify a possible breach of ethics, refusal to meet with the Complaints Committee and co-operate in good faith, will in itself be the basis for a separate charge

of unethical or unprofessional behavior. Such non-compliance shall be grounds for Committee action.

VIII. REVIEW

The Committee shall be responsible for arranging to review this Code of Ethics from time to time to ensure that it continues to meet the needs of analysands, the FEGAP and the profession.

**COMPLAINTS PROCEDURE OF
FINNISH-ESTONIAN GROUP OF ANALYTICAL PSYCHOLOGY
(FEGAP)**

I. INTRODUCTION

The purpose of this document is to provide means of investigating, and resolving when possible, any complaint against a member of FEGAP. The Complaints Procedure shall also be used in cases where unethical conduct has taken place before the alleged offender was a member of the FEGAP, should the seriousness of the case call into question the member's suitability to remain accredited. Resignation or lapse of membership shall not terminate the processing of a complaint, which will continue to its conclusion.

II. FUNDAMENTAL PRINCIPLES

All parties concerned have fundamental rights which must be respected. In the application of the Complaints Procedure, the Complaints Committee shall endeavour, as far as possible within the limits of the process, to respect and balance the following rights:

- A. The right to information regarding the Complaints Procedure;
- B. The right to fairness and the principles of justice;
- C. The right to confidentiality within the limits of the process;
- D. The right of both parties - Complainant and respondent - to have a support person present.
- E. The right of each party to challenge for cause any individual's serving on a committee that is to investigate or decide a complaint or appeal involving the party.

III. MAKING A COMPLAINT

- A. How to make a complaint
 1. The procedure described in this code commences with the making of a formal complaint to FEGAP.
 2. The complaint must satisfy the following requirements:
 - a. It shall be written in the form of a signed letter addressed to the Chair of the Ethics Committee and posted to FEGAP Registered Office.
 - b. It shall state clearly that it is intended to be a 'formal complaint.'
 - c. The envelope and contents shall be marked 'Strictly Confidential'.
 - d. It shall itemise the grounds of the complaint in the form of numbered points.
 - e. Each ground of complaint shall constitute a breach of a specific provision of the Code of Ethics.
 - f. Attempts to resolve the dispute between the parties shall be shown to have been made or, if not, an explanation of why not shall be provided.
- B. Persons who may bring a complaint

The complainant must be one of the following:

1. A member of the public who is (or has been) a professional client of the person complained against, or

2. A member of the public who has sought the professional services of the person complained against, or
 3. A current member of FEGAP who was also a member of FEGAP at the time when the facts giving rise to the complaint occurred, or
 4. A third party acting on behalf of someone falling within one of the above categories who is incapacitated from bringing a complaint in person by reason of age or mental or physical infirmity.
 5. Except as provided in para III.B.4 above, complaints by third parties will not be accepted and the complainant must be the alleged victim of the offence(s) described in the complaint.
 6. Where the complainant is a third party acting on behalf of someone incapacitated from bringing a complaint in person by reason of age or mental or physical infirmity, the person on behalf of whom the complaint is brought must be the alleged victim of the offence(s) described in the complaint.
- C. Persons who may be complained against
1. A complaint may only be brought against a respondent who satisfies the following requirements:
 - a. The respondent is alleged to have committed a breach of the Code of Ethics in force at the time, and
 - b. The alleged breach occurred whilst the respondent was practicing in Finland or Estonia as a clinician such as psychologist, psychiatrist or nurse and
 - c. The respondent was a member of FEGAP at the time when the alleged breach occurred, and
 - d. The respondent is a member of FEGAP at the time when the complaint is received.
 2. For the purposes of paras above terms, the phrase 'member of FEGAP ' includes full members, associate members, passive members and candidates in training.
 3. Members of FEGAP who practice outside Finland or Estonia remain under a moral obligation to comply with the Code of Ethics. However, for practical reasons, FEGAP has no jurisdiction over them in respect of breaches committed outside of Finland and Estonia.
 4. Members of FEGAP who practice outside of Finland or Estonia must have insurance coverage with a professional organization in that country.

IV. AIMS

- A. To protect the standards of the practice of analytical psychology within the FEGAP.
- B. To provide a structure for examining any complaint against a member of FEGAP in order to determine whether a breach of the Ethics Code has occurred;
- C. To resolve, where possible, all such complaints concerning members.

V. RESTRICTIONS UPON MAKING A COMPLAINT

- A. When the Ethics Committee proceeds to hear a formal complaint, it will conduct a professional peer investigation. Such an investigation is not a judicial process.
- B. Time Restrictions. The Ethics Committee will only consider complaints in which the claimed unethical conduct occurred:

1. Three years, or less, prior to the date of the complaint if the alleged unethical conduct did not take place during the complainant's analysis or psychotherapy;
2. Seven years, or less, prior to the date of the complaint if the alleged unethical conduct took place during the complainant's analysis or psychotherapy. The seven-year period shall be deemed to have started immediately after the termination of the analysis or psychotherapy or when there is no longer significant contact between the complainant and respondent, whichever date is later.
3. A complainant shall have the right to show cause as to why such a time restriction for a complaint shall be extended. Any extension beyond the time limit specified here must be approved by a majority of the members of the Ethics Committee.
4. Resignation of a member does not in itself prevent the final resolution of an ethics complaint.

VI. COMPOSITION, FUNCTION AND PROCEDURES OF THE ETHICS AND COMPLAINTS COMMITTEE

A. Composition

1. The Ethics Committee shall be an ad hoc Committee consisting of four members of the FEGAP and shall be appointed with due regard for the balance of the Committee.
2. The members of the Ethics Committee shall be chosen by the membership of the FEGAP, and shall not include the President of the FEGAP.
3. For the processing of any given complaint, three members of the Ethics Committee shall constitute a Complaints Committee specifically for handling that complaint. One member shall be designated Secretary of the Complaints Committee. The term of the Complaints Committee will extend until the case is resolved.

B. Functions and Procedures

1. The Complaints Committee shall investigate complaints about possible or alleged breaches of the FEGAP's Code of Ethics by members, and shall make recommendations to the Executive Committee of the FEGAP about appropriate action. These proceedings shall remain confidential and the identity of the complainant and person complained against shall be released only in accordance with specific procedures.
2. All complaints shall be made to the Chair of the Ethics Committee. Only a written and signed complaint shall be accepted. Anonymous written complaints shall be destroyed. The complainant as well as the respondent shall have their identities protected.
3. Upon receipt of a written complaint, the Chairman of the Ethics Committee shall convene the Complaint Committee to determine whether in fact a specific breach of the Code of Ethics has been alleged. If it is decided that there is no case to answer, the Secretary of the Committee shall inform the complainant of this in writing. The Complaints Committee shall respond within 60 days.
4. If the Complaints Committee decides that a specific breach of the Code of Ethics has been alleged, the Secretary of the Complaints Committee shall send to the

complainant a copy of the Code of Ethics and a copy of the Complaints Procedure. This form shall be completed and returned with one month, along with a note of any verbal communication made to the respondent about the matter. Copies of any relevant written material sent by or to the complainant shall also be included. If the complainant does not reply with two months, the two members of the Complaints Committee will request a meeting with the complainant to ascertain whether the complainant wishes to pursue the complaint. If not, the complainant and the respondent shall be informed at the meeting and later in writing, that the initial letter of complaint, and the response of the respondent, shall be destroyed after 30 days.

5. If and when the Complaints Committee receives a response from the complainant, the Committee shall forward by mail to the respondent a copy of the complaint and all relevant correspondence from the complainant.
6. Both the complainant and the respondent shall be notified as to who is serving on the Complaints Committee and afforded the opportunity to challenge for cause any members of the Committee, members of which may recuse themselves.
7. The Chairman and one other member of the Complaints Committee may then call the complainant and the respondent together for an informal meeting. Both parties shall be advised of their right to have a support person present and of their right to no less than 21 days' notice of the informal meeting. If either party wishes, a person to support that party may be nominated by the Complaints Committee. This person must be a fully accredited member of the FEGAP. If the complainant does not wish to meet the respondent face to face, then the complainant (with supporter) and the respondent (with supporter) may be interviewed separately. At this stage, the primary interest is in seeking a mediated resolution of the matter.
8. Should the matter remain unresolved after the informal meeting(s) have taken place, the respondent shall be notified to attend a special meeting of the Complaints Committee, to be held at least 30, but no more than 120, days after the serving of such notice.
9. If, after full investigation, the Complaints Committee finds that the respondent has committed a minor breach of the Code of Ethics, it may recommend one or both of the following courses of action to the Executive Committee. That the respondent:
 - a. Give an apology or reparation to the complainant;
 - b. Be given a written warning outlining the potential ethical issues a particular action may involve;
 - c. Be given a written reprimand censuring the member for any unethical violation he or she has taken;
 - d. Require the member to be supervised by an approved senior colleague, the period and frequency of the supervision to be approved by the Ethics Committee;
 - e. Recommend to the member to have therapy with an approved senior colleague or seek independent medical and/or psychological examination and treatment to be approved by the Committee.
11. If the Complaints Committee finds that the breach of the Code of Ethics is sufficiently serious, the Chairman of the Committee shall inform the President of the FEGAP. Examples of serious breaches are: breach of confidentiality, financial dealings with

clients other than in matters pertaining to professional fees, and sexual misconduct. In all such cases, the matter will then be dealt with according to the provisions of the Complaints and Appeals Procedures.

12. A member's refusal to cooperate with the Complaints Committee's procedure and/or recommendations shall constitute a violation of the FEGAP's Code of Ethics.
13. Both the complainant and the respondent shall be notified in writing as to the Complaints Committee's findings and action on a complaint within three weeks of the decision being made.
14. In the case where the recommendation of the Complaints Committee is for the expulsion of a member, the membership of FEGAP shall vote to accept the recommendation. Where the membership of the FEGAP has voted in favor of this recommendation, the President of the FEGAP shall inform the Chair of the IAAP Ethics Committee of this decision.

VII. APPEALS PROCEDURE

An appeal against the findings of the Complaints Committee shall be made in writing to the Chairman not later than 30 days after the Complaints Committee has communicated its findings to the parties concerned.

The Request for an appeal shall be reviewed by a Committee consisting of the Chairman of the Ethics Committee, a representative nominated by the respondent and complainant to determine whether or not there is a good cause. If it is decided that there is a valid basis for an appeal, the case will be forwarded to the Appeals Committee. Both parties shall agree to the third nominee.

The Appeals Committee is selected by the President of the FEGAP and shall be comprised of three senior members. Once an appeal is received, the Appeals Committee has 90 days to make a decision.