

# Karuna Institute

## Application Pack : 2014

### MA Programme Professional Training in Mindfulness Based Core Process Psychotherapy (Four Year Programme)

#### Index

**The Application Pack comprises the following documents:**

Application Information, including Details of Course, Eligibility, Dates and Costs

Application Form

Application Questions

Equal Opportunities Monitoring Form

Sample copy Training Contract (*for information purposes only*)

**Please ensure that everything is returned, complete in all respects.**

*You will be required to sign an original Training Contract as and when an offer is made.*

**Please ensure that everything is returned, complete in all respects.**

**NB You must complete the MA Registration Form (with equal opportunities questions), which is sent to Middlesex University AND the separate Equal Opportunities Form which is sent to UKCP.**

#### **NB: 2014 Application Deadline**

**The deadline for applications to join the MA Programme is 31<sup>st</sup> July 2014. Late Applications received after this date may be considered if there are places available.**



**Karuna Institute**  
**MA Programme 2014-2015**  
**Professional Post-Graduate Training in Mindfulness Based Core Process**  
**Psychotherapy**  
**leading to accreditation and registration with UKCP**  
**MA validated by Middlesex University**

**Application Information and Procedure**

**Four Year Professional Training in Mindfulness Based Core Process**  
**Psychotherapy to reach UKCP registration you must attend the Clinical Year.**  
**For Graduation and Accreditation requirements, please visit our website.**

**Pre-requisite:** Applicants must have **EITHER** attended one of the following: a Foundation, Diploma or the London course at SAOS.

Attendance of an Introductory weekend may be considered sufficient in conjunction with prior experience. Prior experience may be: experience of 1:1 CPP psychotherapy, strong retreat experience or prior experience connected to work or training in psychotherapy or counselling.

It is preferable, but not compulsory to have been in one-to-one psychotherapy for a one year period prior to application.

**Course fee (3 years) : £21,000 : Deposit: £3,450**

<b>Clinical Year</b> <b>(Accreditation route</b>	Cost will be the current cost applicable at the time of joining, for example, for 2013-2014 this was £3,700
<b>Post-Graduation)</b>	

**Dates: Year 1:**

Friday 24 – Sunday 26 October 2014; Friday 28 – Sunday 30 November 2014; Friday 19 – Sunday 21 December 2014; Sunday 25 – Friday 30 January 2015 (5-day); Friday 20 – Sunday 22 February 2015; Friday 27 – Sunday 29 March 2015; Friday 17 – Sunday 19 April 2015; Friday 29 – Sunday 31 May 2015; Sunday 28 June – Friday 3 July 2015 (5-day).

**1. Entry Requirements for Year Professional Training**

- i) **EITHER** Applicants must attend one of the following: a Foundation, Diploma or the London course at SAOS.

Attendance of an Introductory weekend may be considered sufficient in conjunction with prior experience. Prior experience may be: experience of 1:1 CPP psychotherapy, strong retreat experience or prior experience connected to work or training in psychotherapy or counselling.

- ii) Prior experience of receiving individual psychotherapy preferably for a minimum 1 year duration with an Accredited Core Process Psychotherapist. Please detail on your application, and give names.

August 2014

- iii) Ability to work at postgraduate level (i.e. graduate status and/or relevant work experience)
- iv) Contemplative/meditative experience
- v) Age 26 years and over
- vi) Ability to fulfil existing financial commitments, as well as commit to 3 year Training fees; ability to fulfil existing personal commitments

## 2. **Assessment Criteria**

Commitment to a contemplative approach to psychotherapy

- Commitment to your own personal growth and development and sense of enquiry
- Developmental maturity and stability
- An understanding of the concept of personal process
- An ability to be present for arising personal process
- Potential for respect, warmth and compassion in interpersonal interaction and relationship
- Ability to learn from life experience
- Good communication skills
- Ability to maintain focused attention
- Ability to function co-operatively in a group setting with awareness and sensitivity in accord with the Karuna Institute's intention of "no harm".

## 3. **Application Procedure**

Completion and submission of the following:

- Application form
- CV
- References as detailed in Application form  
(NB: references to be included with application)
- Completed Equal Opportunities form
- £80 administration fee (cheques to be made out to Karuna Teachings Limited)

## 4. **Additional submissions**

- Answers to Application questions
- Completed MA Application form

**NB: Your application is to be sent to:**

**Jacqui Aplin, The Administrator, Karuna Institute, Natsworthy Manor, Widecombe-in-the-Moor, Nr. Newton Abbot, Devon TQ13 7TR.**

**Late Applications will be considered if there are places available.**

**1. What happens next:**

Following receipt of a complete application you will receive:

- Acknowledgement of receipt of your application
- Interview date with Karuna Institute senior staff member(s) in Devon

**2. A place offer**

A successful interview results in a place being offered in writing, and you will be sent an invoice for Training fees and Training contract. (**Note:** Please see attached sample of our Training contract for information purposes only). Progression through the Training is ratified at the Assessment Boards at the end of each year. The final decision to progress is held by the Year Tutors, Director and External Academic Assessor.

**3. Acceptance of the offer**

Accept the offer in writing and send together with the signed and dated Training Contract, deposit for Year 1 of the Training.

**4. Confirmation of your place**

Upon receipt of these, your place will be confirmed in writing. During August you will receive a course pack.

**Karuna Institute Policy Statement on Equal Opportunities**

The Karuna Institute, in keeping with its Buddhist roots and cross cultural perspective, values diversity and is continually striving to address both direct and indirect discrimination, whether by reason of race, gender, class, age, spiritual or faith orientation, disability or sexual orientation. The Institute is continually aiming to improve its procedure and systems in this area. To help us implement this commitment, please complete the attached questionnaire and return this form, without your name, to the Institute.

**Karuna Institute**  
**Application Form**  
**MA Programme 2014**  
**Professional Post-Graduate Training in Mindfulness Based Core Process**  
**Psychotherapy**

If any answers need more space please attach on plain paper as necessary.

**Name:** .....

**Address:** .....

.....

.....

..... **Post code:** .....

**Home Tel:** .....

**Work Tel:** .....

**Fax No:** .....

**Mobile No:** .....

**Email:** .....

**Photo (please attach a passport sized photograph in the above area)**

**(1) Foundation/Diploma Course or London course as SAOS completed:**

**Location:** ..... **Date:** .....

**OR**

**(2) Two-Day Introductory Workshop completed and/or Kum Nye Retreat**

**Location :** ..... **Date:** .....

**AND/OR**

**(3) Any other qualifying entry requirement(s) you wish to be taken into account:**

.....

.....

**Occupation:** .....

Age: ..... Date of birth: ..... Gender: M / F (*please circle*)

**Family/Relationships:** (single/married/partnered, children)

.....  
.....  
.....

**Person(s) to be contacted in the event of an emergency** (NB: If you are applying from overseas, you may like to give two contacts – one in the UK and one in your country of origin):

.....  
.....  
.....  
.....  
.....

**Formal Education: Education, Degrees and Trainings:**

Degrees/Certificates	Completion date	Length of Training (hours/months/years)
----------------------	-----------------	--

.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**Professional Qualifications:**

.....  
.....  
.....  
.....

**Please enclose comprehensive CV detailing further education and relevant work and life experience.**

**Health:** Please indicate here if you have any health conditions or disabilities which may impact on your participation in the Training.

.....

.....

.....

.....

.....

.....

**Mental Health:** Please give details of any past or present mental health conditions you have had, and particularly ones involving psychiatric support.

.....

.....

.....

.....

.....

.....

**Contemplative/Meditative Practice:** Please give details of any contemplative/meditative practice you have or have had.

.....

.....

.....

.....



**Individual Psychotherapy:** Please give details of both past and current one-to-one psychotherapy you have participated in personally, indicating the length of each working relationship and your therapist's psychotherapeutic approach. (Please note that it is preferably, but not compulsory, that you have worked with an accredited Core Process Psychotherapist for at least a year prior to Year 1 of the MA[see Application Information sheet 2 ii])

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**Criminal Convictions:** Please give details of any criminal convictions you have.

.....  
.....

**Sex Offenders' Register:** Are you on any List or Register of Sex Offenders? If so please give details:

.....  
.....

**References:** Please ENCLOSE two references, one of which is from someone who knows you well (but not a partner or relative), and one who knows you in a work capacity. If you have completed a Foundation or Diploma Course, your Foundation or Diploma Tutor will provide an Assessment Report on completion of the Foundation or Diploma Course and this must accompany your application. Please also LIST the names of your referees below:

**Referee A**

Name:.....

Relationship to Applicant: (friend/boss etc.).....

Address: .....

..... Postcode: .....

Telephone No: ..... Email: .....

**Referee B**

Name:.....

Relationship to Applicant: (friend/boss etc.).....

Address: .....

..... Postcode: .....

Telephone No: ..... Email: .....

**Please return this form, (and completed MA form) together with payment to:  
Jacqui Aplin, The Administrator,  
Karuna Institute, Natsworthy Manor, Widcombe-in-the-Moor, Nr. Newton Abbot,  
Devon TQ13 7TR**

**Equal Opportunities Form**

Please complete the Equal Opportunities form sent to you with the application pack and return to the Institute.

Please tick the method you are using.

I have enclosed my completed Equal Opportunities Form with my application.

I am sending my Equal Opportunities form separately

**How did you hear about the Karuna Institute?**

Please tick as applicable:

Web search engine (please specify) .....

Link on another website (please specify) .....

Recommendation

From Karuna email

Press article (please specify) .....

TV programme (please specify) .....

Advertisement in:

BACP Therapy Today

BACP Training journal

Fulcrum

Other (please specify) .....

## **Course Booking Conditions**

1. I understand and accept that once I have been accepted for the Training, my place will not be confirmed until I have paid the required deposit and sent in the completed documents as detailed.
2. The full annual fee is due to be paid before the commencement of each year's training.
3. If I withdraw before the start of the Course, my deposit is non refundable.
4. If I withdraw from the Training after the start of the Training year I am required to complete all the payments required for that year.
5. If I use the Karuna Financial Loan Plan, all instalment payments made during the Training period are non-refundable.
6. I am committing to the entire Training and the fees as published. I am able to fulfil any existing financial commitments and to commit to the total cost of the Training.
7. I have read the Karuna Institute's Equal Opportunities Policy Statement.
8. I have completed the Equal Opportunities form and enclose it with my application/**or** confirm that I will send separately to Karuna\*
9. I enclose with this application form all documentation as requested in the Application Information and Application Questions sheets, along with the application fee of £80.
10. I acknowledge that if any items are missing my application will be returned to me for completion.

I wish to enrol on the Professional Training in Mindfulness Based Core Process Psychotherapy and I enclose my non-refundable application fee of £80. I understand that the full fee for the Professional Training is £.....

Upon the offer of a place on the course, a non-refundable deposit of £..... will become due. Confirmation of a place cannot be made until the deposit has been received. I accept the Course Booking Conditions received with this form.

Signed:..... Date:.....

### **Data protection:**

Please note that if you are accepted onto a Karuna Institute Course, your contact details will be distributed on a participant list prior to the start date, but only to students and Training Staff. We may circulate your details to other Karuna student groups. We may also pass your details on to our Accredited Colleagues and member organization ACPP (Association of Core Process Psychotherapists. We NEVER release details of our students to outside organisations or individuals without their permission to do so.

**Karuna Institute**  
**Application Form for MA Programme**  
**Professional Training MA in Mindfulness Based Core Process**  
**Psychotherapy 2014**

*This completed form MUST accompany your application*

Name: .....

Address: .....

..... Post code: .....

Telephone No: ..... Work No: .....

Mobile No: ..... E-mail address: .....

Date of Birth: ..... Gender: Male / Female (*please circle*)

3 Year Training Interview date (if known): .....

Academic qualifications:

First degree held (name): .....

Awarding Institution: ..... Date: .....

Other qualifications:

..... Date: .....

..... Date: .....

..... Date: .....

Vocational experience:

..... Date: .....

..... Date: .....

..... Date: .....

Start Date for MA: .....

Highest Qualification upon entry: .....

(continued...)

**Race and Ethnicity Monitoring**

This Race and Ethnicity Monitoring information is required by Middlesex University for its records. Please tick one of the following to describe your race and ethnicity:

**White**

- English  
 Scottish  
 Irish  
 Welsh  
 Any other White background, please state \_\_\_\_\_

**Mixed**

- White and Black Caribbean  
 White and Black African  
 White and Asian  
 Any other Mixed background, please state \_\_\_\_\_

**Asian or Asian British**

- Indian  
 Pakistani  
 Bangladeshi  
 Any other Asian background, please state \_\_\_\_\_

**Black or Black British**

- Caribbean  
 African  
 Any other Black background, please state \_\_\_\_\_

**Chinese or other ethnic group**

- Chinese  
 Other, please state \_\_\_\_\_

Signed: ..... Date: .....

**Please return to: Jacqui Aplin, The Administrator, Karuna Institute, Natsworthy Manor, Widecombe-in-the-Moor, Devon TQ13 7TR**

**Karuna Institute**  
**MA Programme**  
**Professional Post-Graduate Training in Mindfulness Based Core Process**  
**Psychotherapy**

**Application Questions**

Please answer the following questions on SEPARATE SHEETS OF PAPER and attach to the application form. All your answers MUST BE typed.

1. What have you been doing in your life for the past few years and how do you feel about doing this?
2. How do you maintain your physical, mental, emotional and spiritual wellbeing? What are your personal challenges in these areas?
3. Describe how you imagine yourself practising as a Core Process Psychotherapist after accreditation and with which client group. What are your strengths and weaknesses as a practitioner?
4. Define self-responsibility as you understand it and expand on how you feel prepared or unprepared to practise it.
5. When you take on a commitment, what specifically do you understand that to mean and how seriously or how lightly do you take it? How would that apply to your participation in the programme?
6. What are you avoiding in your life?
7. Please detail here any further information you wish to include that is not covered so far in your application.

There is no fixed word count for these questions, but please do **no more** than a page on any one question



# Karuna Institute

## Equal Opportunities Monitoring Form (Mindfulness Based Core Process Psychotherapy)

The Karuna Institute, in keeping with its Buddhist roots and cross cultural perspective, values diversity and is continually striving to address both direct and indirect discrimination, whether by reason of race, gender, class, age, spiritual or faith orientation, disability or sexual orientation. The Institute is continually aiming to improve its procedure and systems in this area. To help us implement this commitment, please complete the following questionnaire and return this form to the Institute.

### Personal Details of Applicant

- 1) **Age:**        26-30             31-40             41-50             51+
- 2) **Gender:**    Female             Male
- 3) **Race and Ethnicity:**

Please tick one of the following:

#### White

- English  
 Scottish  
 Irish  
 Welsh  
 Any other White background, please state \_\_\_\_\_

#### Mixed

- White and Black Caribbean  
 White and Black African  
 White and Asian  
 Any other Mixed background, please state \_\_\_\_\_

#### Asian or Asian British

- Indian  
 Pakistani  
 Bangladeshi  
 Any other Asian background, please state \_\_\_\_\_

#### Black or Black British

- Caribbean  
 African  
 Any other Black background, please state \_\_\_\_\_

#### Chinese or other ethnic group

- Chinese  
 Other, please state \_\_\_\_\_



4) **Disability:**

a) Do you consider yourself to have a disability?

 Yes  No

b) If yes, how would you describe your disability?

---

c) Are you on any any disability register?

 Yes  No

d) If you have a disability, have you disclosed this to Karuna?

 Yes  No5) **Sexual Orientation:**

Would you describe yourself as:

 Bisexual Gay Heterosexual Lesbian6) **Religion or Spiritual Belief:** Buddhist Moslem Christian Sikh Hindu Atheist Jewish Agnostic Humanist Other – please specify \_\_\_\_\_7) **Please indicate where you live:** London Yorkshire and the Humber North East Wales West Midlands Scotland East Midlands Ireland North West Europe South West Overseas South EastPlease return this form, **unsigned**, to:**Karuna Institute, Natsworthy Manor, Widecombe-in-the-Moor, Nr. Newton Abbot,  
Devon TQ13 7TR**

## **Support and help in paying your fees**

**Karuna Fees are payable annually at the commencement of the training year. There are a number of ways in which the student can pay the fees. Below are some organisations who may be able to provide assistance.**

**Career Development Loans** : You may be eligible for a Professional and Career Development Loan (only the two MA Programmes). Professional and Career Development Loans are commercial bank loans that you can use to help pay for work-related learning. You can borrow between £300 and £10,000 to help support the cost of up to two years of learning (or three years if it includes one year's relevant unpaid practical work). The Government will pay the interest on the loan while you are learning and for one month afterwards. You will then need to start repaying the loan as you would any other commercial loan product. You can use the loan to pay course fees or other costs such as travel and living expenses. You can also use the loan to supplement other forms of support such as grants or bursaries. As the Professional and Career Development Loan is a commercial loan product, you should make sure you have investigated all the funding options that may be open to you to ensure you take an informed decision about whether the loan is right for you.

For further information on financial assistance to support your learning, please visit the GOV.UK website or contact the National Careers Service on 0800 100 900.

### **Karuna Financial Plan**

If you are not able to pay the fee in full then you may be able to use our Financial Plan which allows you to make payments upon a monthly basis, by standing order. Payments will be spread over 33 months with the payment from your bank being made on the 15<sup>th</sup> of each month. If opting for this method, the Student Finance Officer will send to you a standing order mandate which you need to complete with your bank details and give to your bank. The amount will be calculated for you. A nominal 5% is charged.

### **Payments including CARDEX - Payments by Credit/Debit Card**

Payments may be made **either** by sterling banker's draft, made out to Karuna Teachings Limited; by sterling cheque, drawn on a UK Bank made out to Karuna Teachings Limited or by debit/credit card using the CARDEX system. Payment by credit card currently incurs a 3% charge per payment: these must be paid by the date given by Karuna's Student Finance Officer and before the course starts. If you decide to pay by debit/credit card then it is your responsibility to contact Michelle Davey, the Student Finance Officer, in order that she can process the payment(s)

### **The Clinical Year and Clinical Pathway in preparation for UKCP Accreditation**

Upon applying to join the Clinical Year a deposit must be paid to confirm your place and the balance of the fee can either then paid at the commencement of the year or by 9 monthly standing order payments payable on the 15<sup>th</sup> of each month.

### **Charitable Trusts**

Some trusts will support student training by the provision of a grant. An organisation, EGAS (Educational Grants Advisory Service) will provide help in identifying appropriate charities. But

August 2014

students must contact them individually to obtain a Student Questionnaire tel: 0202 7254 6251, or email [egas.enquiry@fwa.org.uk](mailto:egas.enquiry@fwa.org.uk) or view – [www.egas-online.org](http://www.egas-online.org) It is likely that only small amounts may be available, but it can still be very useful. When using the service just type in the word ‘Psychotherapy’ otherwise EGAS will tell you that there are no suitable trusts.

**Association of Charitable Foundations**

This organisation can provide details of charitable trusts through its website [www.acf.org.uk](http://www.acf.org.uk) On the website you will also find a document which may assist in applying for a grant and there is a special one if you are an overseas student.

**Overseas Student help**

The British Council provides information for students wishing to study and qualify in the UK. Grants and other sources of funding can be found on their web site: [www.britishcouncil.org](http://www.britishcouncil.org)  
Telephone (within UK) 020 7389 4383

This is a sample for information only. Your contract will be sent with your letter of offer

## **Karuna Institute**

### **Training Contract (2014 intake) for MA Programme**

**Professional Post-Graduate Training in Mindfulness Based Core Process Psychotherapy**  
Trainees undertaking the Professional Training in Mindfulness Based Core Process Psychotherapy are required to read this Training Contract and attached Registration Conditions, and sign before commencement of the Training. This contract is made between Karuna Teachings Limited and the Trainee named below. It is agreed between the parties that English Law prevails.

**Trainee Name:** ..... **Trainee Number:** .....

**Course:** ..... **Date:** .....

1. In alignment with my intention to undertake the MA and Professional Training Course in Mindfulness Based Core Process Psychotherapy, I have made the necessary plans to pay for the Course.
2. I understand the cost of the Training commencing 2014 as stated in the Application Pack is:

**Course fee (3 years) :** £21,000 – Deposit : £3,450

**Dates: Year 1:**

Friday 24 – Sunday 26 October 2014; Friday 28 – Sunday 30 November 2014; Friday 19 – Sunday 21 December 2014; Sunday 25 – Friday 30 January 2015 (5-day); Friday 20 – Sunday 22 February 2015; Friday 27 – Sunday 29 March 2015; Friday 17 – Sunday 19 April 2015; Friday 29 – Sunday 31 May 2015; Sunday 28 June – Friday 3 July 2015 (5-day).

**Clinical Year – Clinical Pathway :** Cost will be the current cost applicable at time of joining the Clinical Year. (Should you decide to apply for UKCP Accreditation post-graduation).

3. I understand that the deposit is to be paid at the time of my acceptance.
4. In the unforeseeable circumstance of my having to leave the Training for personal reasons or of my being asked to leave on the grounds of my non-fulfilment of this Training Contract, I agree to pay the total course fees, irrespective of the payment method by which I have agreed to pay the fees.

Trainees should be aware that there are Middlesex University fees and other professional fees which are incurred by the Institute on behalf of the trainee throughout the duration of the training for which the trainee is responsible.

August 2014

5. I understand that I can pay for the course in three ways: by either paying for the whole course, the year's fees in full, or by standing order. Please select which method you choose:
- the whole course in full **before 29 August 2014**  this year's fees in full **before 29 August 2014**  Karuna Instalment Plan (monthly standing order plus 5% administration charge) **first payment to commence on 29 August 2014 and subsequent payments to be on the 10<sup>th</sup> of every month**

The Karuna Instalment Plan is calculated as follows :-

Course Cost:	£21,000
Less Deposit	<u>£ 3,450</u>
	£17,550

$£17,550 \times 5\% = £877.50$  (standing order charge).  $£17,550 + £877.50 = £18,427.50 \div 33$  months =  $£558.41$  per month - 33 months starting on the 29/08/14 - 10/04/17

**Instalments : first payment to commence on 29 August 2014 and subsequent payments to be on the 10<sup>th</sup> of every month and continue for 33 months.**

I understand if I indicate I will pay by either the whole course in full before course commencement or this year's fees in full before course commencement, but subsequently pay either regularly or irregularly, by either cash or cheque, a 5% administration charge will be automatically levied on the total course fees.

If I agree to pay the year's fees in full prior to commencement of each year, but then fail to do so, I will be issued with a Standing Order Mandate and agree to commence payments immediately upon receipt (such payments will include the 5% administration fee applicable to Standing Order payments).

6. I further agree that if it becomes apparent that I am unable to meet the payments required under the chosen payment option I agree to contact Michelle Davey, the Student Finance Officer immediately to advise her of my situation.
7. I understand that payments may be made **either** by sterling banker's draft, made out to Karuna Teachings Limited; by sterling cheque, drawn on a UK Bank made out to Karuna Teachings Limited or by debit/credit card using the CARDEX system. Payment by credit card currently incurs a 3% charge per payment: these must be paid by the date given by Karuna's Student Finance Officer and before the course starts. I understand that if I decide to pay by debit/credit card then it is my responsibility to contact Michelle Davey, the Student Finance Officer, in order that she can process the payment(s)
8. I understand that I must complete the payment of agreed fees in full before proceeding to the next year or stage. The Assessment Board will be informed of any arrears and this may affect my progression.

I further understand in order to graduate and/or accredit all fees must be paid in full.

9. I understand and agree that neither fees nor deposits, regardless of how these are paid, are refundable, unless either Karuna Institute has to cancel a course or I leave the Training due to exceptional circumstances.

**10. Requirements which incur Costs in addition to the Training Costs:**

1. Weekly Personal Therapy
2. Supervision when in Clinical Practice
3. Clinical Contracts when not attending a taught year
4. Regular contemplative meditative practice
5. Books
6. Travel and potential travel costs incurred to do exchanges (18)
7. Application to Accredited

11. Progression throughout the Training is ratified at the Assessment Boards at the end of each year, and is not automatic. The final decision to progress from one year to the next is held by the Year Tutors, Director and External Academic Assessor.

**12. Clinical Year – Clinical Pathway**

I understand that it is my responsibility to inform the Institute of which year I intend to join the Clinical Year and how I intend to pay the course fees for that year. I understand that a deposit is necessary to secure my place on the Clinical Year and that this is due by the 1 June before commencement of the Clinical Year. If I opt to pay by Standing Order, I will then be issued with a Mandate and payments will commence on 10 August prior to the academic year in which I join and the last payment will be on the 15 April within the same academic year. A 5% administration charge will be levied on all standing order payments.

If I choose not to pay by standing order I will pay the total year's fees by 15 August of the year in which I join the Clinical Year.

If I agree to pay the year's fees in full prior to commencement of the year, but then fail to do so, I will be issued with a Standing Order Mandate and agree to commence payments immediately upon receipt (such payments will include the 5% administration fee applicable to Standing Order payments).

I further understand if I indicate I will pay the whole year's fees in full before commencement but subsequently pay either regularly or irregularly, by either cash, cheque, debit or credit card a 5% administration charge will be automatically levied on the total year's fees.

In accepting these terms, Karuna Institute contracts:

- to deliver the Training as described in advertising and publicity material
- to provide all tuition, accommodation and meals for residential modules

- to uphold the values of respect, fairness and support in all dealings with Trainees, always, of course, upholding principles of equal opportunity
- to hold the firm intention to maintain the fee structure agreed with a Trainee at the beginning of the course unless unforeseen and serious circumstances require the Institute to increase the fees. In such exceptional circumstances Karuna Institute reserves the right to make such an increase. In the event of Karuna Institute having to increase fees Trainees will be given at least 6 months' notice prior to the start date of the relevant Training year
- to hold the firm intention to adhere to the dates, staffing and venues as advertised. However, Karuna Institute reserves the right to alter any of these in the case of unforeseen or exceptional circumstances, and there will be no liability to any party for costs.
- if, due to unforeseen/unexpected circumstances a module(s) has/have to be cancelled, such module(s) will be rescheduled at a later date.

**Conditions for the MA Professional Training in Mindfulness Based Core Process Psychotherapy:**

1. Code of Ethics. Trainees are required to abide by Karuna Institute's Code of Ethical Principles and Practice and Dual Relationship Policy.
2. Assessments. Trainees are involved in Self, Peer, Staff and Supervisor (as appropriate) assessments every year. Trainees may not automatically proceed into the subsequent year. A Trainee may be asked to discontinue Training or take time out of active Training, often with specific direction about what needs to be in place during the time out. Progression throughout the Training is ratified at the Assessment Boards at the end of each year. The final decision to progress is held by the Year Tutors, Director and External Academic Assessor.
3. Course work. Before a Trainee can proceed to the next year of Training all written requirements for the current Training year must be fulfilled.
4. Contractual Agreement for use of Copy Written Material. I agree that all materials written by Karuna Directors or staff handed out or purchased during the Training or given to me for research or project purposes, is for my use only. I agree that none of this material is to be copied or shown to any other party. I agree to acknowledge any use of this material if used in written projects, books, in a teaching context, or in any other context. I also agree that any lectures or discussions recorded are for my use only and are not to be copied or employed for any other use.
5. Progression is decided at the Assessment Boards annually.
6. Attendance. Trainees are expected to attend and fully participate in all required Training Modules. Trainees are also expected to attend all seminars of each Training Year of the MA in Mindfulness Based Core Process Psychotherapy otherwise he or she may be asked to repeat that year before progressing. All absence must be due to "exceptional" circumstances and discussed with the Course Tutor.

7. Clinical work. Each Trainee will individually negotiate with his or her Course Tutor regarding commencement of client work. This work cannot be started before the second year, and may sometimes be delayed further. The Trainee must first agree to the Code of Ethics and also have a Supervisor. The Supervisor must agree to liaise with Training Staff, and in any advertising Trainees must declare their Trainee status. A Trainee may be asked to discontinue clinical work if either their Supervisor or Training Staff feel it appropriate. In order to begin clinical work, a staff review is required.

Until accreditation, the Trainee must fulfil a valid, signed Clinical Contract each year in order to be able to see clients. The Clinical Contract must be submitted even if the Trainee only sees clients for part of the year. There is a fee for the Clinical Contract once the Trainee has completed Clinical Year or after completion of Year 3 up until Graduation. No Trainee is permitted to see clients without a valid Clinical Contract.

Trainees have a required period of time after the end of the Training to complete the requirements for Graduation. They then have a further period of time to complete the requirements for Accreditation.

8. Mental Health Familiarisation Placement. All Trainees who wish to proceed to UKCP Registration must complete this placement before starting to see clients.
9. The required peer exchanges must be completed.
10. Graduation. Trainees will be eligible to apply for Graduation when the following are in place:
- (a) The Trainee has maintained all aspects of the Clinical Training Contract between course completion and Graduation. It is the responsibility of each student to ensure they are aware of all current requirements, as made available on the website or sent to them.
  - (b) The Clinical Tutor knows the student's work and confirms that all criteria and requirements to Graduate have been fulfilled. The Trainee has a responsibility to stay in active contact with their Clinical Tutor while they are working towards graduation.
  - (c) The Trainee has written a Self-assessment (according to Graduation criteria).
  - (d) The Trainee has written a Dissertation (according to Graduation criteria). This is marked by two markers and the External Examiner.
  - (e) The Trainee provides a Supervisor's Report following stated criteria regarding understanding and application of Core Process and Dharmic concepts in theory and practice. The Supervisor also recommends the student's application to graduate.
  - (f) The Trainee has completed a *minimum* of 150 hours of weekly Core Process Psychotherapy client contact, to include at least 2 clients for 6 months, and 1 client for 12 months. The first 100 hours being within a Clinical Placement.
  - (g) The Trainee has completed a minimum supervision (at the ratio of 1 hour supervision to 4 hours practice in the first year of practice; up until Graduation the ratio is 1:5; between Graduation and Accreditation it becomes 1:6). A minimum overall ratio for all client hours up to the point of Accreditation is 1:5. A minimum of 50% of supervision hours needs to be with a recognised Core Process Psychotherapy Training Supervisor. All supervision must be with a UKCP registered Psychotherapy Supervisor.



- (h) The Trainee must be in individual regular weekly Core Process Psychotherapy until Graduation and will need to provide a letter of verification from their therapist, stating type, duration and frequency of psychotherapy with a minimum of 160 hours.
  - (i) The Trainee must provide a signed Code of Ethics and Dual Relationship Policy.
  - (j) The Trainee must provide a copy of their valid, current Professional Indemnity Insurance
  - (k) All written work such as Case Studies has been completed on time and has passed.
  - (l) The Trainee needs to complete the current Application for Graduation forms in full and send them in by the due date.
  - (m) All outstanding fees must be paid prior to graduation.
  - (n) It is possible that the Graduation Panel may make individual recommendations for the Trainee to fulfil before Accreditation.
  - (o) The average length of time it takes a trainee to graduate is 4-5 years from the start of this programme.
11. Registration. Graduates will be eligible to Accredite and Register with UKCP after completing the Clinical Year and submitting the following requirements:
- The Graduate must have maintained all aspects of the Clinical Contract between Graduation and Accreditation
- (a) The Clinical Tutor knows the student's work and confirms that all criteria and requirements have been fulfilled in relation to Accreditation and Registration. The Trainee has a responsibility to stay in active contact with the Clinical Tutor while s/he is working towards accreditation.
  - (b) It is the responsibility of each student to ensure they are aware of all current requirements, as made available on the website, in their clinical contract, or sent to them. The Graduate must have written a self- assessment according to stated criteria.
  - (c) The Graduate must provide an Individual Supervisor's report following stated final criteria regarding understanding and application of Core Process and Dharmic concepts in theory and practice. The Supervisor also recommends the student's application to accredit. All Supervisors must be registered with the UKCP.
  - (d) The Graduate must have undertaken regular weekly individual Core Process psychotherapy throughout their entire training period, and provides a letter of verification from their psychotherapist stating type, duration and frequency of psychotherapy with a minimum of 160 hours.
  - (e) The Graduate must have completed *at least* 450 hours of weekly Core Process Psychotherapy. This must include 2 x 6 month clients, 1 x 12 month client and 1 x 18 month client. A minimum of 150 hours must be in private practice. The Graduate must have completed a minimum number of 100 public sector hours.
  - (f) The Graduate must have completed at least 100 hours supervision of which a minimum of 50% must be with a recognised Core Process Psychotherapy Training Supervisor (the remainder may be with a psycho-spiritual supervisor from another tradition if it is impossible to have had 100 hours of Core Process Psychotherapy supervision for

geographical reasons. *This exception must be negotiated in advance with the Course or Clinical Tutor.*) All Supervisors must be registered with the UKCP or overseas equivalent.

- (g) The Graduate must provide a copy of their current, valid Professional Indemnity Insurance.
- (h) The Trainee needs to complete the current Application for Accreditation forms in full and send them in by the due date. There is a fee for accreditation.
- (i) If the application for accreditation is successful the individual may apply through the Association of Core Process Psychotherapists/Karuna Institute for Registration with UKCP.
- (j) **Minimum Requirements for Accreditation following successful Graduation**

**NB: The stated hours are minimum requirements, and you are not eligible to apply to accredit until you have achieved all the minimum requirements.**

It is expected you will take one or two further years to reach accreditation after graduation. It is a requirement to take at least one further year following successful graduation in which to apply for accreditation, but there is also a limit on how long you can take. If you have serious extenuating circumstances which mean you will take longer than 1-2 years, please write to the Management Committee, to apply for a one-year extension.

## 12. Deferment

It is possible to defer a year of the Training in exceptional circumstances (such as serious illness or bereavement) and in cases of maternity or paternity. Deferments are requested through the Training Committee. Please note that payments do not stop during such a period.

If this occurs, the trainee needs to give the Institute as much notice as possible and at least by 1 January.

If the trainee's situation is such that a deferment of longer than one year is necessary, s/he needs to write to the Training Committee giving reasons for the requested extension of deferment, and at the latest in time for a decision to be made by the 1 January deadline.

The consequence of deferment is that to re-join the Training the relevant year group needs to be consulted and to agree to include a new group member on the basis of group viability. A trainee who defers for a year needs to clarify with the Institute the exact date s/he intends to re-join the Training so that the necessary dialogue with the 'new' year group can be started as soon as possible.

## 13. Leaving the Training

- (a) Trainees who wish to withdraw from the Training must give notice to their tutor and the Director of Training. Such withdrawal will become effective from the end of the Training year.
- (b) Trainees may be asked to leave the Training on the grounds of non-fulfilment of the Training Contract.
- (c) Trainees can, in exceptional circumstances, be asked to leave the Training if, in the judgement of the tutor(s) and Directors, the Trainee's continuing attendance is not in the best interest of either the Trainee or the Training group or Karuna Institute. In such exceptional circumstances, payment of outstanding fees will be at the Directors' discretion. Trainees will be informed of concerns at the earliest opportunity during the training year. The final decision is made by the Tutors in discussion with the Director.

14. I understand that once I am accepted onto a Karuna Institute Course, my contact details will be distributed on a participant list prior to the start date, not only to students on the same course as myself, but also to other Karuna student groups and Karuna Training Staff. I further understand that my details may be passed on to Karuna's Accredited Colleagues and member organization ACPP (Association of Core Process Psychotherapists). Karuna Institute never releases details of its students to outside organisations or individuals without their permission to do so.

## Registration Conditions

These are the conditions under which Trainees are accepted to train in Core Process Psychotherapy with the Karuna Institute, and form an important part of Karuna Institute's relationship with Trainees. Please note that leaving the Training has interpersonal learning consequences for the Training group of which each individual is a member, and financial consequences for the Institute. The latter is due to the Karuna policy of retaining a Training group's membership throughout, and not offering the Training on the basis of separate modules. The Institute does not therefore, unless in the exceptional circumstances of someone repeating a year or re-joining the training after a deferment, ask a group to take in new members.

1. Places on all courses are not confirmed until a deposit is received together with a signed Training Contract.
2. Karuna cannot accept liability for expenses incurred through making travel or other arrangements prior to Karuna Institute confirming the course will run.
3. If standing order payments are not paid Karuna Institute will add a surcharge of 5% on the total course fee to offset in part its own Bank charges (in addition to the existing 5% administration charge). This will also apply to any delayed fee payments.
4. If a student agrees to pay the year's fees in full prior to commencement of each year, but then fails to do so, the student will be issued with a Standing Order Mandate and agrees to commence payments immediately upon receipt (such payments will include the 5% administration fee applicable to Standing Order payments).
5. I understand that payments may be made **either** by sterling banker's draft, made out to Karuna Teachings Limited; by sterling cheque, drawn on a UK Bank made out to Karuna Teachings Limited or by debit/credit card using the CARDEX system. Payment by credit card currently incurs a 3% charge per payment: these must be paid by the date given by Karuna's Student Finance Officer and before the course starts. I understand that if I decide to pay by debit/credit card then it is my responsibility to contact Michelle Davey, the Student Finance Officer, in order that she can process the payment(s)
6. Karuna Institute confirms that there are no added Karuna Institute costs to the Training fees above, except for an annual Clinical Contract (after the end of Year 3 if not proceeding to the Clinical Year or after the Clinical Year there is a fee for this), accreditation application fee, individual psychotherapy and supervision, along with some course texts. These charges will be notified to the Trainee as the Trainee becomes eligible within the Training.

- 7. Trainees are to advise Course tutors of all difficulties in financial matters discussed with the Finance Officer who will in turn inform tutors of any such discussions so that there is transparency, and the Institute can establish a congruent relationship with Trainees.

**Overseas Students**

- 1. The student agrees to return to his/her country of origin at the end of the training.
- 2. I confirm that I am proficient in English and able to work at Masters degree level (Level 7) : IELTS 6.5 (International English Language Testing System)

This contract is made between Karuna Teachings Limited and the Trainee who signs below.  
I have read and agree with the Registration Conditions.

Signed (Trainee): ..... Date: .....

Witnessed by (signature) :.....

Witness Name (IN BLOCK CAPITALS PLEASE) .....

Witness Address: .....

.....

Signed (for Karuna): ..... Date: .....