



**C.G. JUNG Institute Copenhagen**  
Danish Association for Analytical Psychology (DSAP)  
member of the International Association for Analytical Psychology

# **Handbook for the Organisation of the Jung Institute**

**C.G. Jung Institute, Copenhagen**



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DESCRIPTION OF THE INSTITUTE.....	4
QUALITY MANAGEMENT.....	4
AIM OF THE TRAINING.....	5
INSTITUTE ORGANISATION.....	5
PROFESSIONAL QUALIFICATIONS.....	5
PLANNING OF THE TRAINING.....	6
SCHEDULE AND MANAGEMENT OF THE TRAINING.....	6
EVALUATIONS.....	7
CORRECTING MANAGEMENT.....	7
MANAGEMENT OF DOCUMENTS.....	8
CONTRACTS.....	8
SERVICE.....	8
SCRUTINY.....	9
CONTROL.....	9
ORGANISATION OF THE C.G. JUNG INSTITUTE.....	10
GENERAL ASSEMBLY.....	10
DIRECTOR OF TRAINING.....	11
TRAINING COMMITTEE.....	11
STAFF.....	11
TEACHERS.....	11
EXAMINERS.....	12
COMMITTEE FOR STUDY PLANNING.....	12
TREASURER.....	12
ADMINISTRATOR.....	12
TRAINING ANALYST.....	12
INDIVIDUAL SUPERVISOR.....	12
PLANNING AND MANAGEMENT.....	13



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GENERAL ASSEMBLY.....	13
STAFF MEETING.....	13
ONLINE TC MEETINGS.....	14
OTHER REGULAR MEETINGS (DPFO).....	14
FINANCES.....	14
TREASURER.....	14
ADMINISTRATOR.....	14
DETERMINATION OF THE TRAINING FEE.....	14
MANAGEMENT OF DOCUMENTS.....	15
DOCUMENTS AND DATA WORKED OUT, REVISED AND HANDLED BY THE TRAINING COMMITTEE:.....	15
DOCUMENTS AND DATA OF EXTERNAL ORIGIN:.....	15
COMMUNICATION WITH THE PUBLIC.....	15
WEBSITE, NEWSLETTERS ETC. ....	16
INFORMATION MEETINGS.....	16



## Description of the Institute

The C.G. Jung Institute, Copenhagen was founded in 1980 and reorganised onto the present form in 1996. In 2020, the C.G. Jung Institute's Training Committee decided to divide the previous long program into a 4-year Jungian psychotherapist program and a subsequent 2-year Jungian analyst program.

The C.G. Jung Institute offers a private 1-year Foundation Course and private 4- and 6-years trainings in Jungian psychotherapy resp. Jungian analysis, based on theories about the human psyche as formulated by C.G. Jung and further developed by his successors.

The 4-year training as Jungian Psychotherapist qualifies for membership the Danish Therapist Association Dansk Psykoterapeutforening DPFO <https://psykoterapeutforeningen.dk/>.

The 6-year training qualifies for membership of the Danish Association for Analytical Psychology (DSAP) <https://cg-jung.dk/dsap/> and the International Association for Analytical Psychology (IAAP) <https://iaap.org/>.

The C.G. Jung Institute is managed by a Training Committee, a Director of Training, and a Staff, all in accordance with the Constitution for the Jung Institute § 4 art. 1-6 <https://cg-jung.dk/cg-jung-institut-kbh/vedtaegter-for-jung-instituttet/> and the present Handbook.

Requirements for application are determined by the Handbook for the 4-Year Training as Jungian Psychotherapist. [\(LINK\)](#)

The training is generally determined by the Handbook for the 4-Year Training as Jungian Psychotherapist and the Regulations for the training at the C.G. Jung Institute Copenhagen <https://cg-jung.dk/wp-content/uploads/Regulations-rev-sept-2023a.pdf>.<sup>1</sup>

The training is scheduled in the annual Training Programs (See the list of training programs at the bottom of the page <https://cg-jung.dk/cg-jung-institut-kbh/uddannelse/>).

This Handbook for the Organisation of the Jung Institute applies to the overall training at the Jung Institute, i.e. for both the 1-year Foundation Course and the subsequent 4- and 6-years trainings.

## Quality Management

The quality management of the C.G. Jung Institute aims at securing that the quality of the training meets the demands laid down in the Institute's objectives for the quality. This is done by managing the training by means of a sequence of defined procedures and in addition by evaluating these procedures:

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<sup>1</sup> Please note that the Regulations for the training at the Jung Institute Copenhagen apply to the 6-year training at the Jung Institute and not only to the 4-year training as Jungian Psychotherapists.



- Aim of the Training
- Institute Organisation
- Professional Qualifications
- Planning of the Training
- Schedule and Management of the Training
- Evaluations
- Correcting Management
- Management of Documents
- Contracts
- Service
- Scrutiny
- Control

## Aim of the Training

The aim of the training is described in the Handbook for the 4-Year Training as Jungian Psychotherapist, p. 5.

## Institute Organisation

The Organisation of the C.G. Jung Institute is described in this present Handbook on page 10. This includes detailed descriptions of the management of the Jung Institute.

## Professional Qualifications

All persons involved in the management of the training have influence on the quality, directly or indirectly. It is therefore important that it is the right persons with the right qualifications that become attached to the right tasks.

The persons involved in the training must altogether cover the following areas:

- Management of the Institute
- Evaluation of candidates
- Teaching
- Individual supervision
- Training analysis.

No single individual can be equally competent in all aspects, and the members of the Training Committee and the Staff do not have to fill all the roles, but the Training Committee / the Staff is responsible for filling them satisfactorily.

The Director of Training is the responsible for registering the qualifications of the members of the Training Committee, the Staff and the guest teachers, who must all submit a CV. Especially the seniority and the individual updating of professional skills are important issues.



## Planning of the Training

The planning of the training must secure that:

- all activities are identified and described,
- responsibilities and authorities are appointed
- necessary resources are available to solve the different tasks
- the consumption of fees and other expenses are manageable
- the amount of quality management and corrections are identified
- the need for correcting actions can be identified

## Schedule and management of the training

The different activities of the Institute must be scheduled:

- Training Committee- and Staff-meetings
- The teaching in details for each term
- Deadlines for handing in essays etc.
- Coaching and evaluation of essays, case-reports, final article
- Evaluation by the supervisor
- Evaluation of seminars etc. by candidates
- Elaboration of budgets and accounts
- Conclusion of the training and issue of the diploma

The schedule is described in the Training Programs, Handbook for the 4-Year Training as Jungian Psychotherapist, Regulations for the training at the C.G. Jung Institute Copenhagen, and Guidelines for Candidates. See documents at the bottom of the page <https://cg-jung.dk/cg-jung-institut-kbh/uddannelse/>).

The training is basically managed in accordance with the abovementioned documents. An important part of the management is to make necessary corrections! (See Correcting Management p.7). At Training Committee-meetings, meetings with the Committee for study planning and at the annual Staff meeting the status is identified and the necessary corrections are implemented.

The fundamentals of the training include requirements, rules, regulations etc:

- International requirements from IAAP (number of sessions, ethics etc.),
- National requirements (e.g. national standards for Psychotherapists, requirements from insurance companies)
- The C.G. Jung Institute's own requirements and rules (requirements in the Training Regulations, ethical rules, requirements about curriculum etc.)

The fundamentals of the training are identified by the Training Committee and the Staff who evaluate whether the requirements are adequate and who clarifies if requirements /rules/regulations are contradictory, incompatible or unclear.



## Evaluations

Evaluations are beyond dispute of the greatest importance in quality management!

There are several different evaluation procedures in the training, described in detail in the Handbook for the 4-Year Training as Jungian Psychotherapist, Regulations for the training at the C.G. Jung Institute Copenhagen, and Guidelines for Candidates. Here is an overview:

- The initial evaluation of the applicants for Training at the Institute.
- The candidates' evaluation of the training in general and the seminars and teachers in particular
- The candidate's self-evaluation
- The Staff's evaluation of candidates
- The coach and the examiner's evaluation of the candidates' written work and oral examinations
- The candidate's and supervisor's evaluation of supervision
- The feedback from the meetings in the Committee for Study Planning
- The external examiners' evaluation of the process of examining

## Correcting Management

Correcting management is one of the corner stones in the quality management.

The correcting management in the C.G. Jung Institute takes into account that

- corrections are made visible and are managed in accordance with fixed procedures
- divergences or problems are identified and corrected
- the cause of divergences or problems are elucidated in order to avoid that the problem is repeated

Corrections in the Handbook for the 4-Year Training as Jungian Psychotherapist, the Handbook for the Organisation of the Jung Institute, the Regulations for the training at the C.G. Jung Institute Copenhagen, the Guidelines for Candidates, and the Training Program can be caused by changed preconditions, e.g. changing of curriculum etc. The area of Analytical Psychology is under constant development and such changes are therefore natural.

Corrections can also be caused by readjustments of the budget or the accommodation etc.

The corrections must always be registered by date and circulated to all members of the Staff for any objection before sending out respectively coming into force. At substantial corrections the candidates must be included in the decision. The revised documents are handled in accordance with Management of Documents p. 15 in the present Handbook.

In addition to the above-mentioned corrections, necessary corrections as a consequence of faults and shortcomings must be carried out. Faults and shortcomings are primarily discovered by self-control or by the approval and the application of documents.



If the faults or shortcomings have caused serious consequences (failures) a restoring action must be initiated, followed by a correcting action in order to prevent that a similar fault should be repeated. The need for correcting actions can also occur after complaints etc.

Possible preventive actions must be initiated where problems are anticipated. It can be problems with candidates or teachers, training-processes, faults recognised under scrutiny, complaints and claims for damages. The preventive actions must if possible be incorporated in procedures in the present Handbook for the Organisation of the Jung Institute.

## Management of Documents

Management of documents are described in the present Handbook at page 15

## Contracts

There are three types of contracts:

- Contracts with candidates,  
See Handbook for the 4-Year Training as Jungian Psychotherapist, p. 32 and 42
- Contracts with Teachers.  
Teachers must sign a contract that specifies the teacher's tasks in terms of preparing reading lists, day programs and teacher's reports. The contract likewise specifies the fees and possible reimbursement of expenses. Teachers are also required to maintain their continuous professional development (CPD)
- Contracts with Supervisors,  
see Handbook for the 4-year Training as Jungian Psychotherapist, p. 42.

## Service

In spite of Analytical Psychology being a service trade the training at the C.G. Jung Institute, Copenhagen is normally not connected with service benefits – implicit benefits free of charge. Nevertheless, we do deliver service benefits free of charge. (e.g. most of the administrative and organizing work done by the Training Committee and the Staff is free of charge).

Conversely candidates (and clients) can have expectations of service which is not in accordance with the Institute's apprehension of service.

It is therefore important to clarify for the candidates as much as possible of the expectations of service.

A photocopy-machine is available for a reasonable amount of free copying of necessary papers difficult to get at.

Any divergences recorded about service should follow the procedures for correcting management.





## Scrutiny

The scrutiny is managed as an ongoing process by the Director of Training, and at the annual Staff-Meetings by members of the Training Committee and the Staff who can also appoint one person or a smaller group of persons to take care of parts of the scrutiny.

Scrutiny is related to the following:

- Training documents: Handbooks, regulations, guidelines etc., Training Program. Preparation, revisions, up-dates
- Admission and evaluation of candidates. Procedures and implementation
- Evaluation of the training. Candidates' and teachers' evaluation
- Administration, agreements etc.
- Economy. Follow-ups, revisions of the budget

The scrutiny must secure that the documents are coherent in form and substance, that described procedures have been followed and that administrative routines have been followed in accordance with the approved politics and goals for the quality.

## Control

In contrast to scrutiny control is an examination of units measurable as true / false: (proof-reading, control of dates, economy etc.)

Control concerns documents such as letters, notes, the Training Program etc. The control must secure that the document is complete, correct and understandable.

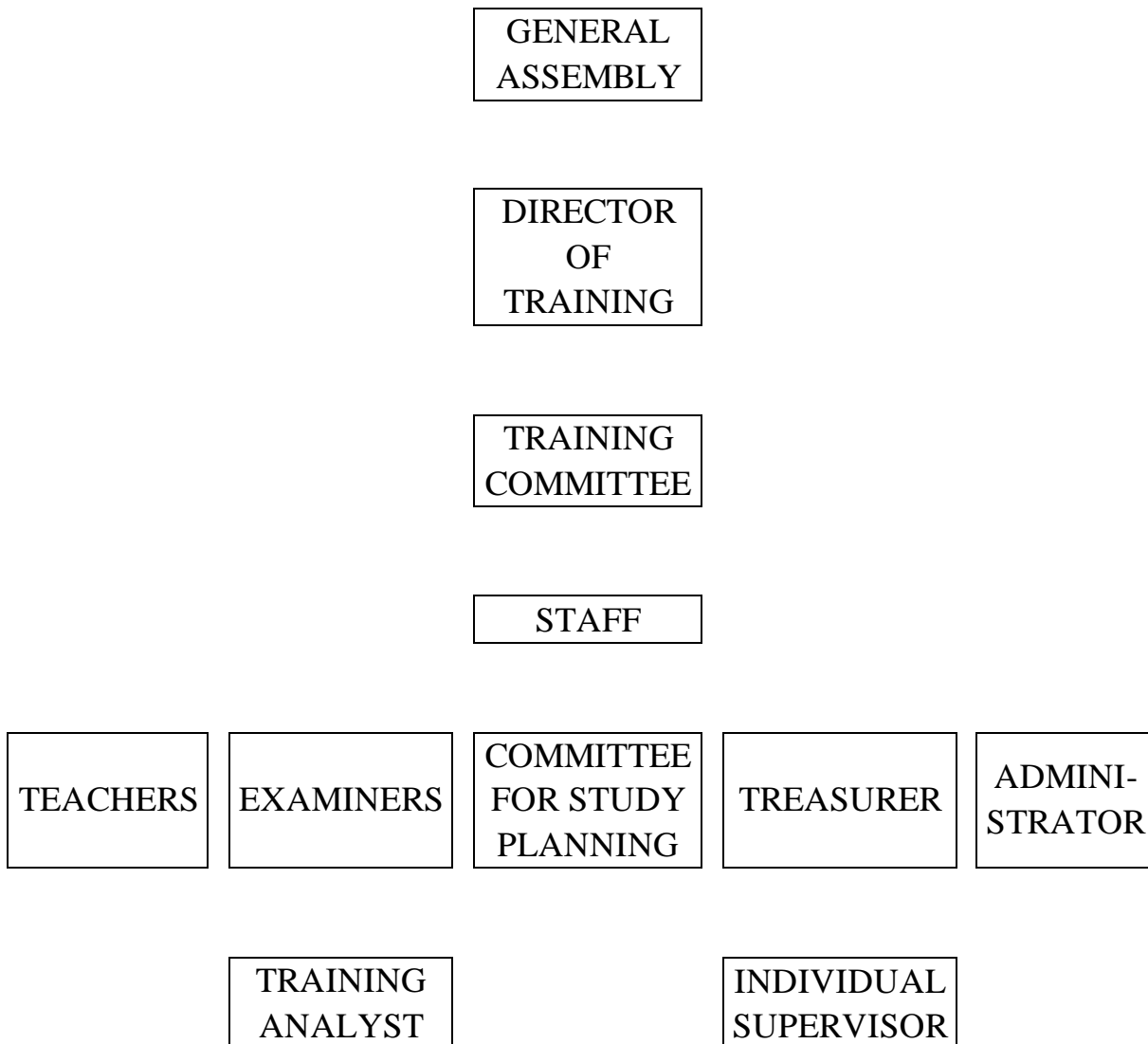
Control is carried out in cases of precarious correspondence. In these occasions the letters are distributed (by e-mail) to the Training Committee who must approve them before they are sent out. Approval happens by e-mail or at a Training Committee- or Staff-meeting where it must be mentioned in the minutes.

Control of Handbooks, Training Regulations, Training Program, budget etc. must always be carried out. The documents are distributed (by e-mail) to the Training Committee asking for any objections before they are sent out. Objections and approval happen by e-mail or at Training Committee- or Staff-meeting where it must be mentioned in the minutes.

The Training Committee can decide to delegate the control-function to specially appointed persons.



## Organisation of the C.G. Jung Institute



The individual functions are described below. Where relevant, reference is made to DSAP's resp. Jung Institute's Constitution, the Handbook For the 4-Year Training as Jungian Psychotherapist and the Regulations for the training at the C.G. Jung Institute Copenhagen.

### General Assembly

The General Assembly of DSAP is the C.G. Jung Institute's superior authority. See the Constitution for DSAP §5.1. DSAP's Constitution can be found on the website <https://cg-jung.dk/> on the following link: <https://cg-jung.dk/wp-content/uploads/DSAP.-Vedtaegter-maj-20241.pdf>



The Jung Institute has a separate Constitution which can be found on the website <https://cg-jung.dk/> on the following link: <https://cg-jung.dk/wp-content/uploads/C.G.-Jung-Instituttet-Vedtaegter-2024-1.pdf>

## Director of Training

The Director of Training is elected at the annual general meeting of DSAP by and among the ordinary members of DSAP.

Candidates for the position of Director of Training must be present in person at the General Assembly of DSAP and have previously indicated in writing to the board of DSAP that they are willing to be elected. Candidates for Director of Training must have at least 5 years of seniority as an IAAP approved analyst. If a Director of Training resigns without this happening at an ordinary or extraordinary General Assembly, the Training Committee will appoint a Director of Training who will serve until a new Director of Training is elected at an ordinary or extraordinary General Assembly in DSAP.4.4 The Director of Training is elected for 3 years at a time. Re-election may take place. (JI Constitution § 4.2, 4.3.1, 4.3.2)

The Director of Training is responsible for the administrative function and delegates tasks to the administrator or to members of the Training Committee.

The Director of Training acts as counsellor for the candidates.

## Training Committee

The Training Committee consists of 5-8 members and the Director of Training. The ordinary members of the Training Committee are elected at DSAP's General Assembly by and among DSAP's members. The candidates in question must have previously informed the board of DSAP in writing that they are willing to be elected. At least 4 of the members of the Training Committee must have at least 3 years of seniority as a member of DSAP. Other members of the Training Committee must have at least 1 year's seniority as a member of DSAP. The members of the Training Committee are elected for 3 years at a time. Re-election may take place. (JI Constitution § 4.5.1)

## Staff

The Staff consists of members of the Training Committee and 1-3 permanent teachers (e.g. Jungian analysts from abroad and perhaps a psychiatrist) appointed by the Training Committee. The Staff meets once a year to evaluate and prepare the training program, evaluate the candidates and discuss any problems that have arisen.

## Teachers

Teachers are described in the Handbook for the 4-Year Training as Jungian Psychotherapist (page 45) and the Regulations for the training at the C.G. Jung Institute Copenhagen (page 4).



## Examiners

Examiners are described in the Handbook for the 4-Year Training as Jungian Psychotherapist (page 45).

## Committee for Study Planning

The Committee for Study Planning consists of two members of the Training Committee and two representatives from each group of candidates. The Committee for Study Planning meets at least once a year to discuss the curriculum for seminars and lectures as well as other relevant topics related to the program. At the meeting, candidates can express ideas and wishes for the future curriculum and other possible aspects of the program. (See Training Regulations page 5)

## Treasurer

The Training Committee appoints a treasurer from among its members. (JI Constitution § 4.6.1). In close cooperation with the Jung Institute's administrator, the treasurer is responsible for overseeing the Jung Institute's finances and preparing the annual budget to be presented and approved at the General Assembly.

## Administrator

The Training Committee has employed an administrator who acts as the Jung Institute's accountant. The administrator is responsible for collecting tuition fees, payment of fees, payment of other expenses, registration of income and expenses in an accounting program, including correspondence with the accountant. The administrator is also responsible for preparing and maintaining lists of candidates, examinations and other lists for use by the Training Committee. The administrator works in close contact with the treasurer and the Director of Training is informed about all important financial decisions.

## Training Analyst

The Training Analyst, who must be a member of IAAP, is chosen by the candidate without interference from the Training Committee. The Training Analyst plays a key role in the program, but the training analysis takes place in parallel with the program in a protected and confidential space. The Training Analyst may not participate in any assessment of the candidate's exams or in the annual evaluation of the candidate in question.

Training analysis is described throughout the Handbook for the 4-Year Training as Jungian Psychotherapist, with a focused description on page 12 and page 41. Training analysis is likewise described throughout the Regulations, but with a more focused description on page 7-8.

## Individual Supervisor

The individual supervisor must be approved by the Training Committee, see the list of approved supervisors on the website <https://cg-jung.dk/cg-jung-institut-kbh/supervisorer/>. Upon application,



the candidate may use a supervisor from another society as long as the supervisor is a member of IAAP and has at least 5 years of seniority. The function of the personal supervisor is not part of the Training Committee, but the personal supervisor actively participates in the program by preparing an annual evaluation of the supervision together with the candidate.

Supervision is described throughout the Handbook for the 4-Year Training as Jungian Psychotherapist, with a focused description on page 20-22 and page 42.

The individual supervisor acts as a practice counsellor for the candidate in supervision.

Supervision is likewise described throughout the Regulations, with a more focused description on page 8.

## Planning and management

### General Assembly

The General Assembly is convened by DSAP and is held annually in May. There are fixed items on the agenda and in addition relevant items requested by the members, the board of DSAP board or the Jung Institute's Training Committee. Fixed items for the Jung Institute are (Constitution for DSAP §5.5. items 12 – 16):

12. The Training Committee's annual report.
13. Presentation of the audited and signed financial statement for approval.
14. Approval of the budget for the Institute.
15. Election of the Director of Training for the Institute
16. Election of members of the Training Committee for the Institute

### Staff meeting

The Staff meeting is held annually as a residential meeting, normally over three days in May/June. The meetings are chaired by the Director of Training.

At the Staff meeting the following items are fixed:

1. Welcome
2. Approval of the Agenda
3. Matters arising
4. Planning of the following years
5. Survey monkey replies from autumn and spring since last Staff meeting
6. Teacher's reports from autumn and spring since last Staff meeting
7. Dossier (An overview of the essays, case-reports etc. incl. short essays compensating absence for each group of candidates). Registration of presence/absence.
8. The individual evaluation of each candidate (incl. supervisory reports) and their evaluation of the training
9. Budget and economy
10. Any other business



11. Next staff-meeting
12. Evaluation of the meeting and finish

In addition, items agreed before the meeting are included in the agenda.

The Staff meeting is followed up with minutes, letters to each group of candidates and to candidates individually, all drafted by the Director of Training and subsequently approved by the members of the Staff. All documents are filed in Dropbox.

## Online TC meetings

Online meetings are held monthly, normally for two hours. The agenda for these meetings is agreed upon before each meeting. The online meetings are chaired by the Director of Training and minutes are filed in Dropbox.

## Other regular meetings (DPFO)

Representatives from the Training Committee participate in DPFO's meetings in Forum for the Psychotherapeutic Trainings.

## Finances

All finances are paid into and out of one account, which the Treasurer and the Administrator has online banking access to. It is therefore easy to get an ongoing overview of the financial movements, which can be forwarded to the Director of Training /the Training Committee at any time if desired.

## Treasurer

The treasurer regularly prepares budgets, which are approved at DSAP's annual General Assembly and subsequently presented and discussed at the Staff meeting. The budgets are prepared in a spreadsheet that includes detailed financial key figures and where the results for each year are entered when the annual accounts are approved by the general assembly. It is thus possible to see the financial movements for each year since 2007. Going forward, the budget is budgeted up to and including three years in advance, so that the financial basis for the current programs can be documented.

## Administrator

The administrator is responsible for ensuring that expenses and income are recognised for the purpose of preparing the accounts. The accounts are prepared and certified by a state-authorized public accountant.

## Determination of the training fee

The training fee is determined based on the following parameters:



- Fixed and variable costs of the programme
- The number of graduates, current and expected
- Investments in the future.

## Management of documents

The management of documents concerns all written documents and electronic data, and includes the process from preparation and application, over distribution and revision, to filing.

### Documents and data worked out, revised and handled by the Training Committee:

- Handbook for the Training
- Handbook for the Organisation of the Institute
- Training Regulations
- Training Programs
- Contracts etc.
- Minutes, notes
- Correspondence
- Documents regarding evaluations
- Documents regarding registration of candidates incl. overview of their progress
- Accounts, budgets and other economic documents

### Documents and data of external origin:

- Correspondence
- Agreements, rules, regulations etc.
- Documents and data from teachers, guest-teachers, candidates
- Reports from possible internal audits.
- Scientific literature etc.

The documents are in general filed in a Dropbox Business account with a folder for the Training Committee and a folder for the candidates (also readable by the Training Committee). The Director of Training, the Treasurer, the Administrator and a trusted member of the Training Committee can edit the files and folders, while other members of the Training Committee and the candidates have a read-only access. The Administrator is responsible for most of the filing of the material.

## Communication with the public

Communication with the public takes place via the website <https://cg-jung.dk/> and via regular Newsletters sent to a wide range of interested persons who have subscribed via the website. The



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Jung Institute cooperates with the public Jung Society in Copenhagen who in their annual program as well as at the public lectures and workshops includes information about the activities of the Jung Institute.

### Website, Newsletters etc.

The website, Newsletters etc. are handled by members of the Information Committee (a committee elected at the General Assembly and comprising members of DSAP incl. members of the Training Committee and representatives from the candidates).

### Information meetings

Information meetings are planned to take place in good time before the start of a Foundation Course.