

ADMISSIONS COMMITTEE MANDATE

PREFACE

The mandate of the Admissions Committee is to evaluate applicants wishing to undergo training at the Toronto Institute of Psychoanalysis.

The admissions procedure must be in compliance with IPA guidelines and follow the pre-admission criteria outlined in the Toronto Institute of Psychoanalysis Information Bulletin.

PROCEDURES

1. Composition of the Admissions Committee

The Training Committee elects an Admissions Chair responsible for implementing the procedures; the Chair reports to the Training Committee. The Chair is responsible for forming an Admissions Committee.

The Admissions Committee is composed of Members appointed by the Chair. The Chair and, no less than 2/3 of the members of the Admissions Committee, must also be members of the Training Committee.

At the discretion of the Chair, the Admissions Committee may be constituted by the members of the Training Committee.

2. Marketing Strategies

The Admissions Committee is responsible for maintaining and updating the content of the TPS/TIP website for the purposes of advertising the nature and structure of psychoanalytic training at this Institute and the requirements for admission.

The Admissions Committee assists the Outreach Committee in informing the interested community of training opportunities and, helps to develop marketing and advertising strategies which include Information Evenings that take place at least twice a year.

Members of TPS and TIP are asked to become 'ambassadors' of the Institute. Whether in their professional settings or, through their participation in conferences, members are asked to inform interested audiences of training opportunities at the Toronto Institute.

3. Information Regarding Applications

Upon request, the Institute provides the prospective applicant with an information brochure and an information package, including an application.

When the application form and the application fee are returned, a file is established on the potential applicant.

The file material is copied to the Admissions Chair who reviews the material.

The Chair offers to the applicant a preliminary interview to discuss the applicant's suitability for admission and an offer to answer any questions the prospective applicant may have.

If the applicant meets pre-admission criteria, the Chair provides the names of three interviewers; at least two of the interviewers must be Members of the Training Committee.

The applicant is responsible for arranging the interviews.

4. The Interview Process

Applicants are assessed in three different interviews by either three members of the Training Committee or two members of the Training Committee and one TPS member. The Training Committee may request further interviews.

The interviewers report to the Admissions Committee to determine the applicant's suitability for admission according to the following criteria:

- A. Acceptable for Training with or without conditions.
- B. Deferred in order to provide the applicant the opportunity to fulfill the necessary criteria for a possible re-application.
- C. Not qualified for training.

The Admissions Committee submits its findings to the Training Committee for the final decision.

5. The Report from Interviewers

The interviewers prepare a narrative written report according to 'interview guidelines' — personal and professional background, personal suitability

including analyzability, determination of the presence or absence of sufficient analytic time with an IPA training analyst.

The report should include the recommendation regarding the suitability of the applicant for training according to the following grading:

- A. Acceptable for Training with or without conditions.
- B. Deferred in order to provide the applicant the opportunity to fulfill the necessary criteria for a possible re-application.
- C. Not qualified for training.

In addition to the narrative report, interviewers are asked to fill in the Admissions Interview Assessment Scale.

The initial Application Form, the Letters of Reference, the Narrative Reports, the Assessment Scale and the recommendations from the Chair are submitted to the Training Committee.

6. Procedure for re-applying following deferral

In the deferred cases, on re-application:

A new application form is submitted with the original letters of reference.

Additional letters of reference may be requested by the Committee.

The applicant may choose to provide further letters of reference.

The application fee is waived.

The new interviews should be conducted by one member who had interviewed the applicant previously and two new interviewers.

7. Training Committee Mandate

The Training Committee will consider applicants all year round.

Upon review of all the pertinent documentation, the Training Committee decides the applicant's suitability for admission.

The Chair is responsible for informing the applicant of the decision of the Training Committee.

8. Appeals Procedure

An applicant may appeal if he/she believes proper admission procedure was not followed.

The applicant must submit a written letter to the Chair of the Admissions Committee outlining the reasons for the appeal.

The Chair of the Admissions Committee will decide if there is sufficient reason or evidence for an appeal.

If there are insufficient reasons or evidence for an appeal, the Chair of the Admissions Committee will so inform the applicant.

If there are reasons or evidence for an appeal, the Chair of the Admissions Committee will ask the Director of the Training Committee to form an Ad-hoc Appeals Sub-Committee to consider the applicant's appeal.

The Ad-hoc Appeals Sub-Committee shall be a three person committee constituted by the following:

1. The Director of the Institute (Chair).
2. A member of the Training Committee that was not present when the application was discussed.
3. A senior Member of the Toronto Psychoanalytic Society.

The Chair of the Admissions Committee will inform the applicant that an Appeals Committee was formed to review the application process.

The decisions of the Appeals Sub-Committee are final.

The Director will communicate the decision of the Appeals Sub-Committee to the Training Committee.

The Chair of the Admissions Committee will communicate the decision of the appeal to the applicant.