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**Information for Students in the
Special Instruction in Psychotherapy (Fachspezifikum):
Modality-Specific Training in Integrative Gestalt Therapy
MOD IG in cooperation with SFU**

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What is Gestalt Therapy?

Gestalt therapy starts from the obvious, from the phenomenon and turns to the person in his or her present appearance, encompassing the physical, mental and spiritual aspects of his or her life context. Gestalt therapy sees the human being as a being capable of responsibility, oriented towards social encounter and relationship, who can realize his or her potential in a lifelong process of growth and integration.

This process can be impaired and permanently disturbed by unfavourable development conditions. This suppresses perceptions, inhibits emotions, limits the possibilities for action, blocks the life energy and splits off important parts of the personality, which can lead to the many symptoms of psychological and psychosomatic suffering or to unsatisfactory social relationships.

Gestalt therapy is about reviving these interrupted and blocked processes and thus getting one's own energy available again. Understanding the importance of the individual background is part of the psychotherapeutic conversation and the basis for possible change.

Client and therapist pay attention to the mental, emotional and physical phenomena that emerge in the process of the present therapeutic encounter in the here and now, which can be experienced and better integrated in their meaning. The client's very individual world of experience is always valued as his or her creative achievement against the background of his or her biography. Special attention is paid to the relationship between therapist and client. Aims of the therapy are contact and relationship ability, deepened meaning of life as well as an increase of the joy of life and life energy.

In order to enable a holistic experience beyond understanding, experience-activating methods (creative media, imaginative techniques, scenic expression as well as body and movement work) can also be included in the therapeutic process in addition to the conversation. Gestalt therapy takes place in the form of individual, group, couple and family therapy.

Training objectives

The training as an integrative Gestalt therapist is intended to enable the training participants to understand individual disorders and diseases as well as pathological group phenomena and processes accordingly and to develop suitable interventions and treatment strategies for their mitigation or healing with the possibilities of Gestalt therapy. It is of particular concern to us to promote the individual personality in its growth and to support the development of its own therapeutic style as well as to teach a lively and competent handling of theory and the various possibilities of Gestalt therapeutic practice.

Formal procedure

Formal requirements

Training in Integrative Gestalt Therapy within the framework of the special instruction in psychotherapy (Fachspezifikum) PthG § 10, para.2 is only permitted for those who

- have legal capacity,
- have reached the age of 24 years,
- fulfils the professional requirements as described in PthG § 10, Abs.2, Z. 5-9 (source profession or admission to the special instruction in psychotherapy by way of a decree by the Federal Chancellor, on account of his/her aptitude, after obtaining an expert opinion by the Psychotherapy Advisory Council) and
- have successfully completed the preparatory instruction in psychotherapy (Propädeutikum).

Admission seminar

In addition to the fulfilment of the formal criteria, the training includes those who have successfully completed the admission seminar. Those interested in training can familiarise themselves with the Gestalt therapy approach and get to know the individual style of the group trainers.

In addition to the formal criteria, the following are the decision criteria for ability and thus for admission:

- Contact ability,
- Ability to perceive oneself and others,
- Emotional resilience,
- Empathy,
- Willingness to experiment and take risks,
- Willingness to respect the integrity of others.

The two group trainers (=leaders of the training group) decide jointly on admission to training, taking into account the work process.

Admission seminars for the groups starting in autumn are offered at the end of the summer semester at the SFU. Before that, there will be admission interviews with Heinz Laubreuter and one of the two group trainers.

With the signing of the training contract, the prospective participant is admitted to the modality-specific training (MOD IG). In the event that this is only possible after the start of the training group due to a lack of documents, the regulations according to the section on admission to the special instruction in psychotherapy apply.

Study log/training certificates

At the beginning of the training, the study log, in which all completed IGWien seminars are confirmed directly by the respective trainer by signature, is provided. In addition, participation in the IGWien seminars is also documented by attendance lists, which are issued for signature by the group coordinators at each seminar.

The study log is regarded as a proof of the training steps in the special instruction. At the end of each summer semester, a copy of the corresponding pages must be sent to the IGWien office. Confirmation of interdisciplinary lectures of the SFU, which are credited within the cooperation, must also be submitted to the IGWien at the end of the semester with an SFU collective report, on which date, lecturer(s) and semester hours as well as the examination result are noted.

The actual level of education of each individual student is evaluated once again each year together with the group trainers as part of the "Intermediate feedback" seminar and before applying for admission to the status "psychotherapist in training under supervision". Any additional training steps that may be required are also recorded in the study log.

Only after both group trainers have signed and approved the status "Psychotherapist in training under supervision" is it possible to apply to the IGWien on presentation of the study log, the internship confirmations for at least half of the prescribed 550 internship hours (of which at least 150 hours clinical internship) and the bachelor's degree, to request the approval of the status and to give it in writing after examination of the documents. (For further information see point "Admission to supervised practice")

Special Provision for Guests

All students who have successfully completed the admission seminar and who at the beginning of the training group do not yet fulfil the admission requirements for the special instruction (completion of the 24th year of age, completion of the preparatory instruction in psychotherapy (Propädeutikum) and the existence of a source profession or a decree by the Federal Chancellor, on account of his/her aptitude, after obtaining an expert opinion by the Psychotherapy Advisory Council) participate as guests in the training seminars.

Until regular admission to the special instruction (Fachspezifikum), guests will receive a preliminary study log as a document in which participation in seminars is confirmed directly by the respective IGWien trainer with date and signature.

In addition, participation in the IGWien seminars is also documented by attendance lists, which are issued for signature by the group coordinators at each seminar.

An application for a decree by the Federal Chancellor, if necessary as an alternative to the source profession, can only be submitted directly to the Federal Ministry of Health shortly before reaching the age of 24.

Once the admission requirements for the special instruction (Fachspezifikum) have been met, admission to the special instruction (Fachspezifikum) and crediting of the previous visited WPF-IG seminars can take place.

Guests - Admission to special instruction in psychotherapy (Fachspezifikum)

If the admission requirements for the special instruction (Fachspezifikum) are met, the possible crediting of the seminars attended so far in the modality-specific training will be reviewed in a crediting procedure (interview with the two group trainers and a further trainer of the IGWien on the basis of the participant's personal and professional development level).

All students who require crediting according to the crediting guideline Version F (https://www.bmgf.gv.at/cms/home/attachments/7/0/5/CH1002/CMS1415709133783/anrechnungsrichtlinie_psychotherapeutische_fachspezifikum_07032013.pdf), must pass a review.

It is determined to what extent the contents of the seminars to be credited could be understood, reflected upon and integrated both theoretically and in terms of personal development in line with the level of training to be expected. Students hand in copies of the preparatory instruction (Propädeutikum) certificate and admission letter to the IGWien in advance, so that the scope of the seminar content to be assessed can be determined.

Training participants who were already over 24 years of age at the beginning of the training group and who have only subsequently received documents (preparatory instruction certificate and/or decree by the Federal Chancellor, whose 8-week period does not nevertheless include the seminars) to apply for crediting of courses, can repeat the non-creditable seminars or have crediting interviews. Seminars are to be repeated in any case if they took place before the end of the preparatory instruction (using an 8-week period).

An unanimous decision by the reviewers is required. If an unanimous decision is not possible, the crediting procedure will be considered as failed and the reviewers may impose conditions. The board decision will be communicated to the student by the IGWien and recorded in the crediting confirmation.

Training participants who apply for crediting at the age of 24 must meet two additional requirements in addition to the crediting interviews, which serve to check their personal and professional development status.

1. Submission of a written reflection of one's own process on the seminars to be credited on the basis of Gestalt theory.

The reflection (formal criteria: Tahoma 12; line spacing 1.5; 7 pages) must be sent by email to the three reviewers (both group trainers and another trainer) one week before the crediting interview. All three reviewers read these and then conduct the crediting interview.

2. Submission of an observation report of

- two initial sessions and one WU of ongoing therapy (alternatively three initial sessions) with members of the IGWien team of therapists at the SFU Outpatient Clinic for Adults
or

- three sessions of an ongoing group therapy process conducted by members of the IGWien team of therapists at the SFU Outpatient Clinic for Adults or
- three sessions of therapeutic work (individual or group therapy) in an institutional internship.

The current list of staff members of the IGWien team of therapists at the SFU Outpatient Clinic for Adults can be found on the SFU website: <https://ptw.sfu.ac.at/de/studienangebot-ptw/integrative-gestalttherapie/> Students of the MOD IG are preferred for the allocation of places.

If you have any questions about the form of the observation protocol, please contact the respective therapist at the SFU Outpatient Clinic. The therapist also confirms participation using a form (available for download at the SFU website) or by signature in the study log. You submit the observation report to the respective therapist at the SFU Outpatient Clinic for review. Only after their OK (note "seen/checked" and their signature) you send the report to the three reviewers (one week before the crediting interview).

Subsequently, regular admission to the special instruction in psychotherapy (Fachspezifikum) of the IGWien is possible. This requires a written application to the IGWien, submitting the following documents:

- preparatory instruction certificate (Propädeutikum)
- proof of the source profession or notification of admission
- the written protocol of the crediting interviews
- SFU study confirmations or collective reports
- A confirmation of participation in the literature seminar
- the confirmed signatures of the IGWien trainers about the completed seminars in the preliminary study log
- confirmation of the teaching therapy hours completed by the day of admission*
- any internship confirmations.

* The admission date to the special instruction in psychotherapy (Fachspezifikum) is the first seminar after all admission requirements have been met (including the 8-week period).

Seminars can only be credited after the completion of the preparatory instruction (using an 8-week period).

The IGWien will then issue you a crediting confirmation for the creditable content and the contract signed by the IGWien will be sent to you.

From the time of admission, the documentation of the modality-specific training takes place in the study log, which will also be sent to you.

The status "psychotherapist in training under supervision" can in any case only be awarded after completion of the 24th year of age and after a valid admission to the special instruction in psychotherapy (Fachspezifikum) as a training participant of the IGWien.

Time structure

The training takes place in a closed yearly group, which is accompanied by two group trainers. In addition, there are special seminars with other trainers to get to know different therapeutic working styles. From admission to supervised practice with clients (status "psychotherapist in training under supervision", which is normally awarded at the end of the 4th semester), training takes place within one training group to which all students in the status belong. Students who do not yet meet the requirements for the status must wait until they receive the status before continuing their modality-specific training. Only then they can join the following training group - in consultation with the respective trainers of this group. Otherwise they can participate with a guest status until they reach the status.

Seminars usually take place on Fridays (16.00-21.00) and Saturdays (9.00-18.00) and comprise 16 work units each.

A different time structure is possible for individual seminars.

Usual working hours for seminars with:

24 WU: 1st day 16-21, 2nd day 9-18, 3rd day 9-14,

32 WU: 3 days 9-18.

Participation in the training seminars on the dates offered for your group is mandatory in order to ensure continuity of the group process.

A maximum of 4 two-day seminars per training year may be missed, otherwise the training year must be repeated. The missed seminars have to be made up in another Gestalt group.

All seminars must be attended in full duration. Required preparatory work (e.g. written case presentations) must be provided for the crediting of seminars. Missing parts of the training seminars is only possible in exceptional cases depending on the individual situation and the seminar contents and with the prior consent of the group trainer.

Guest trainers are requested to refer participants with related requests to the group trainers.

The teaching therapy and teaching supervision is carried out by IGWien-approved teaching therapists and teaching supervisors.

The meetings of the peer group take place at least once a month and comprise 4 work units.

Catching up seminars

As part of the cooperation, seminars can be attended free of charge in the following IGWien-training groups at the SFU and in IGWien-groups. To catch up in an SFU group, please contact the respective group trainer or the IGWien if the seminar is held by another trainer. For IGWien seminars, please note that the duration of the seminars is three days (24 WU, from Friday noon to Sunday noon) or four days (32 WU, from Thursday noon to Sunday noon). Attendance is required for the entire duration of the seminar.

Registration with IGWien and acceptance of participation by the (group) trainer and the coordinator must be made in advance. Please contact the IGWien office. In the spirit of the group process, only individual guests can be admitted per seminar.

Room costs: IGWien training participants bear the room costs for the seminars themselves, i.e. the respective attendees share the rent (which varies according to seminar location and group size) aliquot. If you now participate as a guest, the aliquot participation also applies to you. You can submit a list of room costs to IGWien for refund (original invoices, collected at the end of the semester, stating a bank account).

Conditions

The group leaders and teaching supervisors of the IGWien accompany the personal and professional development of their training participants and are entitled, if it seems necessary, to determine conditions such as further methodology seminars, additional teaching therapy or teaching supervision. These are recorded in the study log.

Pause

Students who want to take a break with the WPF-IG should inform their group trainer and the IGWien (in writing here). For a re-entry in the autumn of the eligible training year, pauses have to report at the latest by the end of February at the IGWien. Students who pause for more than two years have to make up 2 methodology seminars and have to discuss with the group teachers before rejoining if any other requirements need to be met. For shorter pauses, the group teachers decide individually whether requirements have to be met.

Credits from the SFU study program of Psychotherapy Science

Within the cooperation of the IGWien with the SFU, individual selected seminars of the IGWien-Curriculum are credited by interdisciplinary lectures of the SFU academic program of Psychotherapy Science and are obligatory for the fulfilment of the curriculum.

List of credited interdisciplinary lectures (Curriculum Versions since 2010)

- B6 Crisis intervention (16 WU)
 - B5 and M1 General psychopathology 1+2 (2 x 16 WU)
 - B6 Differential psychopathology (16 WU)
 - B6 Concepts of Group Processes and Dynamics (2 x 16 WU)
 - M1 Sexual disorders (16 WU)
 - M2 Psychological disorders in the social context (16 WU)
 - M2 Diagnostic coding and classification standards (16 WU)
 - M3 Psychotherapy, neuroscience and genetics (16 WU)
 - M3 Malpractice in the psychotherapeutic context (16 WU)
 - M3 Clinical Elective/ Differential Pathology (6 x 16 WU)
Including one taught by Achim Votsmeier-Röhr (if offered)
 - M4 Psychotherapeutic advice (16 WU)
- Literature course with Inci Ardic / Heinz Laubreuter (32 WU or 30 WU + 2 SFU method workshops à 2 WU) 1st-4th Semester

Due to changes in the curriculum of the SFU, changes may occur on an ongoing basis, e.g. if a certain subject is no longer offered. Instead, substitute lectures are selected for crediting. Therefore, clinical electives must be selected from now on in consultation with the IGWien to ensure creditability.

All SFU lecturers who hold the above-mentioned lectures as part of the SFU academic program of Psychotherapy Science must comply with the teaching therapist guideline for the special instruction in psychotherapy (minimum qualification of 5 years entry in the psychotherapist list at the Federal Ministry of Health or a corresponding foreign professional qualification). If this is not the case for lecturers, the lectures cannot be automatically credited. Whether the lecturers' qualifications are also suitable for the special instruction in psychotherapy must be examined separately at the time of submission.

At the end of each semester, a copy of the reports of the interdisciplinary lectures completed must be sent to IGWien (SFU collective report).

In case the SFU gives you credit for the above mentioned lectures from the time before the start of the study or from another organiser, you must also have this checked by the IGWien. For this purpose, please submit a copy of the SFU crediting confirmation and the original supporting documents to the IGWien right at the beginning of the modality-specific training. The IGWien can only allow credits under clearly defined conditions.

Teaching therapy

The teaching therapy takes place with IGWien-approved teaching therapists. In the case of external teaching therapists, individual permission must be obtained from the IGWien before the start of teaching therapy.

If a private individual therapy was done before the beginning of the training with an IGWien teaching therapist, this therapist may not be selected for the individual teaching therapy for the special instruction in psychotherapy (Fachspezifikum).

The teaching therapy should be started at the beginning of the first semester, but at the latest by the end of the first semester. Proof of a reserved place for therapy is, among other criteria, a prerequisite for admission to the second year of training. It comprises at least 100 work units with a consensual conclusion with the teaching therapist. The completion of the teaching therapy with two therapists of different sexes is recommended, whereby the first part should cover approx. two thirds of the total number of hours.

Under no circumstances can the teaching therapist be chosen for teaching supervision or internship supervision. However, in reverse order, when participating in an internship supervision group or as an observer in an individual/group therapy at the SFU Outpatient Clinic of a teaching therapist of the IGWien, teaching therapy can subsequently be carried out with the same person (see also section internship supervision and teaching supervision).

Internship

The 550-hour internship must be completed in an institution recognised by the Ministry of Health for the modality-specific internship (fachspezifisches Praktikum), of which 150 hours must be modality-specific clinical internship.

If the institution you are interested in is not registered, an individual application to the IGWien is required before the beginning of the internship. We strongly recommend that you clarify with the IGWien whether your work in the internship institution can be credited before you start.

Internship confirmation

The confirmation of your internship must always contain the following information:

- Full name (stamp or letterhead) incl. address of the institution/department,
- Name of the intern,
- Period during which the internship was completed,
- Number of internship hours completed,
- Name and signature of the guiding psychotherapist responsible for the intern, who must in any case be a psychotherapist with entry in the list of psychotherapists, with date,
- Name and signature of the head of the institution or department, with date.

The internship can only be started after successful completion of the preparatory instruction (Propädeutikum). The completion of the internship to be credited, including internship supervision, may not date back more than 5 years.

Without the signature of the guiding psychotherapist responsible for the intern at the internship institution an application for entry in the list of psychotherapists will not be accepted.

Internship supervision (=internship reflection) (30 WU)

This must be modality-specific and can be done in group supervision by teaching therapists of the IGWien. In the case of external internship supervisors, students must obtain an individual permit from the IGWien before starting the internship supervision. Internship supervision cannot be performed by your own teaching therapist.

In any case, the supervision of the internship must be carried out by a supervisor who does not work in the chosen internship institution.

(see also the supervision guideline of the Federal Ministry of Health: <http://www.bmgf.gv.at/cms/home/attachments/7/0/5/CH1002/CMS1415709133783/supervisionsrichtlinie.pdf>).

Compact training

As part of the curriculum, a two-week compact training is to be completed at IGW Würzburg. The announcement and the information will be sent directly from IGW Würzburg to the students.

Furthermore, two weeks of SFU summer school with IGWien trainers are mandatory.

Peergroup

During the entire training period, you will participate in a peer group that meets at least once a month for 4WU (50WU per year) to deepen the training content.

For more details, see Curriculum section.

Participation in the peer group is binding. The peers confirm the participation each year (at the end of the training year) by signing each other in the study book of the other peers.

Admission to isupervised psychotherapeutic work

Admission to the status "psychotherapist in training under supervision"

is granted at the earliest after the 4th semester by the group trainers and the IGWien.

Requirements for this are

1. the completion of all seminars According to the curriculum. Compensation for any missed seminars must have been made sufficiently, whereby the Basic Skills, Advanced Skills and Gestalt Diagnostics 1 seminars must have been completed in any case. The final assessment is the responsibility of the group trainers.
2. the completion of an advanced part of teaching therapy. There is no fixed number of hours of teaching therapy that must be completed in order to obtain the status, about half of the hours of teaching therapy are usually regarded as meaningful by the trainers. The teaching therapist focuses on the process and the evaluation of the students so that there is no serious obstacle to professional work with clients.
3. the completion of 2/3 to 3/4 of the internship, about 400 hours, of which at least 150 hours in a clinical institution.
4. a reserved place for supervision.
5. bachelor's degree (presentation of certificate).

By the end of the 4th semester in the MOD IG, all MOD seminars required to complete the bachelor's degree are offered.

Within the cooperation with the SFU, the regulation applies that the status "psychotherapist in training under supervision" is only granted after completion of the bachelor's degree and only then work in a private practice may be started.

Alternatively, if you have a bachelor's degree in a related field of study, it is possible to obtain an exceptional permit, which is issued individually by the SFU. The SFU determines which studies are recognised as close to the field by the SFU. The SFU's confirmation of waiving the bachelor's degree in Psychotherapy must be enclosed with the submission of the documents for the status application.

In the event that the group trainers award the status "psychotherapist in training under supervision" on the condition that they work exclusively in a clinical institution, they may only work in a private practice after this condition has been lifted.

The status is assigned by the IGWien and it can only be started after the official written confirmation about the award of the status by the IGWien with the self-responsible psychotherapeutic work.

Please submit the following documents for application:

- Original study log (with the signatures for all seminars already completed, for teaching therapy and internship supervision, stating the number of hours as well as the time period and the signatures of the group trainers for admission to status),
- Original confirmation(s) of the internship(s),
- Bachelor's certificate or a waiver from the SFU.
- Also please inform us who is your teaching therapist

From the granting of the status "psychotherapist in training under supervision", the hours worked in the SFU Outpatient Clinic are regarded as practice hours. As part of the cooperation with the SFU, there is a regulation that work in the outpatient clinic can only begin after the status "psychotherapist*in training under supervision", which is awarded by IGWien. There are a total of 100 hours to be done in the outpatient clinic, but this can also be done in parallel to work in an institution or in a private practice (if approved by the group trainers).

We recommend discussing the acceptance of individual outpatient clients with the internship or teaching supervisor with regard to the severity of their illness, your own competence/experience with it and your own limitations.

Admission to supervised psychotherapeutic work at the SFU Outpatient Clinic

An exception is made for students under the age of 24, who can receive an Admission to supervised psychotherapeutic work at the SFU Outpatient Clinic up to the status.

Requirements for this are

1. all seminars from the 1st and 2nd semester, 3 methodology seminars, Methodology/Dialogical Psychotherapy/Votsmeier and Advanced Skills/Theory 3 ,
2. 2 weeks of compact training or summer school,
3. at least 20 WU individual teaching therapy,
4. 150 hours of method-specific clinical internship,

5. submission of an observation report, if this has not already been submitted in the context of an crediting procedure (details see below),
6. a reserved place for supervision,
7. the filled in form for admission to work at the SFU Outpatient Clinic including the signature of the group trainers.
8. Completion of the bachelor's degree (presentation of the certificate)

The observation reports must be sent to the group trainers before being approved for institutional work in the SFU Outpatient Clinic.

Observation and reflection of

either

- three WU of ongoing therapy or initial sessions with members of the IGWien team of therapists at the SFU Outpatient Clinic for Adults
- or
- three sessions of an ongoing group therapy process conducted by members of the IGWien team of therapists at the SFU Outpatient Clinic for Adults
- or
- three sessions of therapeutic work (individual or group therapy) in an institutional internship.

The current list of staff members of the IGWien team of therapists at the SFU Outpatient Clinic for Adults can be found on the SFU website: <https://ptw.sfu.ac.at/de/studienangebot-ptw/integrative-gestalttherapie/>
Students of the MOD IG are preferred for the allocation of places.

If you have any questions about the form of the observation protocol, please contact the respective therapist. The latter also confirms participation using a form or by signature in the study log. You submit the observation report to the respective therapist for review. Only after their OK (note "seen/checked" and their signature) you send the report to the three reviewers (one week before the crediting interview).

In the period between the outpatient clinic release and the granting of status, students under 24 years of age should complete the internship supervision in a small group (2-4 participants). For this purpose small groups of internship supervisors are offered by IGWien employees. (A.M. Böckl, B. Holm, K. Mann)

Work as a "psychotherapist in training under supervision"

The status "psychotherapist in training under supervision" entitles the participant to work independently with clients. Unless there is a requirement for exclusively institutional work, a private practice may be opened. However, this designation must be used on all business cards and practice signs as well as all advertising in full length and unabbreviated.

The signing of a professional liability insurance is obligatory, furthermore we recommend also the signing of a legal protection insurance.

The professional contact data of the psychotherapist in training under supervision will be published on the IGWien website after their announcement to the IGWien office and a declaration of consent.

If you would also like to be published on Psyonline.at as a psychotherapist in training under supervision (e.g. free basic entry), please register yourself with Psyonline. The IGWien does not forward your data to Psyonline.

Furthermore you can become a member of a professional association as a psychotherapist in training under supervision. If you are interested, register yourself there. The IGWien does not forward your data to professional associations.

DSGVO

On 25 May 2018, the General Data Protection Regulation (DSGVO, English: EDGVO) will enter into force in the European Union. The objective of the DSGVO is the protection of personal data of natural persons.

As soon as you work as a psychotherapist in training under supervision, you process (record, store, manage, etc.) the data of your clients and the DSGVO is also relevant for you. This concerns both the data that you collect and store in the context of a psychotherapeutic treatment of a client (e.g. name, address, telephone number, diagnosis, legal documentation, etc.) and data that is processed beyond the treatment contract (e.g. if you have a blog on your website, use tracking tools, etc.). According to the DSGVO, in particular, you are obliged to keep a register of procedures for the processing of personal data you have collected.

Information on the appropriate implementation of the DSGVO in your practice can be found, for example, at the professional associations for psychotherapists or at the Austrian Chamber of Commerce (WKO - Wirtschaftskammer Österreich).

Crediting of practice and supervision hours

During supervision (individual and group supervision), the therapeutic work process must be supervised for at least 600 hours.

As a guideline, at least one third of the required practice hours should be covered by long-term therapies (i.e. at least 30 WU/client) and a maximum of one third of the practice hours should be covered by short therapies (less than 10 WU/client).

Ultimately, the teaching supervisors decide on a case-by-case basis whether the distribution as a whole provides meaningful professional experience.

Two-hour sessions with clients are generally just as creditable as practice sessions with clients suffering from dementia, clients who are seriously ill and/or mentally handicapped. Here, too, the decision is made by the teaching supervisor.

Group therapy

Method-specific therapy groups held by psychotherapists in training under supervision

on their own responsibility count entirely as practice hours and are also supervised as such. A maximum of half of the required 600 hours of practice can be covered with group therapies.

Therapeutic processes in group therapies are to be regarded as long-term if the individual client has attended at least 30 sessions.

In any case, the above-mentioned third of long-term individual therapies must be fulfilled.

Co-Training

Co-training in annual groups of teaching therapists of the IGWien counts as practice hours. The share of total hours may not exceed 150 WU. One weekend within the annual group counts a maximum of 15 WU.

The debriefing of the group session with the teaching therapist does not count as teaching supervision.

Co-training with psychotherapists who are not teaching therapists of the IGWien cannot be credited.

Child and adolescent psychotherapy

At least 75% of the 600 practice hours must be covered by adult psychotherapy, a maximum of 25% can be covered by psychotherapy with children and adolescents. This relationship must also be reflected in the overall distribution of supervision hours. From the age of 16, clients are considered adults within the definition of this regulation.

Individual and small group supervision

During the first 15 hours before admission to the small group supervision, the individual teaching supervision only treats the psychotherapy sessions with adults.

Additional supervision hours for child and adolescent therapy made before the first 15 hours are counted as part of the total supervision hours, but not used to calculate the number of hours for the transition to the small group supervision.

Documentation of practice hours

The psychotherapists in training under supervision are responsible for the proper documentation of patient sessions. The formal criteria of the compulsory documentation are regulated in §16a PthG (www.ris.bka.gv.at).

Compulsory documentation - excerpt from § 16a Psychotherapy Law (translated by the IGWien – for the original wording of the law in German see www.ris.bka.gv.at/GeltendeFassung.wxe?Abfrage=Bundesnormen&Gesetzesnummer=10010620)

§ 16a. (1) The psychotherapist shall keep records of every psychotherapeutic intervention he or she has taken. In particular, the documentation must include the following contents, insofar as they have become the subject of or of relevance to the treatment:

1. history of the condition and possible pathology as well as previous diagnoses and the development of the disease,
2. start, process and completion of psychotherapeutic services, type and extent of diagnostic services, advisory or treatment interventions and results of any evaluation,
3. agreed fee and other further agreements from the
4. treatment contract, in particular with any legal representatives,
5. education steps taken and documentation of information provided,
6. consultations with members of the profession or other health professionals,
7. transmission of data and information to third parties, in particular to health insurance carriers,
8. any recommendations for supplementary medical, clinical-psychological, health-psychological or music-therapeutic services or other
9. clarifications, access to the documentation and
10. reasons for refusal to grant access to the documentation.

Further regulations (obligation to keep records for at least 10 years from the end of therapy, regulation in the event of the death of the treating psychotherapist, etc) can be found directly in the PthG.

For the event of death, the Federal Ministry of Health must be informed of a colleague who (with whose knowledge and consent) will keep the documentation for the remaining time. The form for notification is available on the website https://www.sozialministerium.at/cms/site/attachments/7/0/5/CH4043/CMS1415709133783/dokumentationsaufbewahrung,_pth,_stand_februar_2019.doc. The form must be completed in German.

The official documentation required by law must be presented in a clear, comprehensible form, which must be submitted to the client upon request (which may only be rejected with good reason).

In addition, personal reflections are kept separate and remain with the therapist. Separate protocols for teaching supervision and supervision seminars are required, demonstrating that the psychotherapist in training under supervision is capable of reflecting his*her actions. In detail, this is to discuss with each teaching supervisor in special.

The total number of 600 WU must be traceable. For each client, the period of psychotherapy and the total number of hours have to be listed. The list signed by the teaching supervisor is handed in by the training participant when submitting the documents for completion.

For group supervision seminars within the training group, the requirements for the case presentations to be supervised there and their documentation are discussed with the group trainers at the beginning.

The status "psychotherapist in training under supervision" is awarded for 3 years. A temporary extension can be applied for at the IGWien. Without an application for extension or after expiry of the extension, the status is withdrawn, i.e. no more psychotherapeutic work is permitted. A suspension of the status (e.g. for the period of a parental leave) can be applied for at the IGWien.

In case of pausing your work in training under supervision for a certain period of time (Ruhendstellung), please inform the IGWien at the beginning of the interruption. Please also make sure you publish on your website and on Psyonline.

The maximum training period of 12 years (from entry into the special instruction in psychotherapy (Fachspezifikum) is extended by the period of the pause. To reactivate your status please inform the IGWien in a timely manner about the resumption of your activity and the name of your teaching supervisor.

As long as one works while in status, regular teaching supervision must be taken, even if the required number of hours is already completed. The ethical guidelines of the Code of Professional Conduct for Psychotherapists, as amended from time to time, apply in full.

Teaching supervision

With admission to psychotherapeutic work under supervision, the training participants are obliged to teaching supervision with a teaching supervisor authorised by the IGWien in addition to the supervision in the training group. In the case of external teaching supervisors, students must obtain an individual permit from the IGWien before the start of the teaching supervision. Teaching supervision and internship supervision cannot be conducted by the teaching therapist. However, individual and small group supervision can be conducted by the same supervisor. However, in order to experience therapeutic diversity, rotation is recommended, with the number of teaching supervisors not to exceed 4.

For the teaching supervision of the 600 WU of supervised psychotherapeutic practice provided by law, 15 WU individual teaching supervision en bloc, i.e. with one teaching supervisor, must be proven. One or more changes are not planned.

In the event that a change is absolutely required, the training participant must submit a reasoned application to the IGWien in advance. The IGWien will then contact the supervisor if necessary.

After completing the 15 units of individual supervision, the teaching supervisor can grant admission to small group supervision if he/she is appropriately skilled (entry in the study log).

A total of at least 100 WU teaching supervision (individual and small group together) are required. Teaching supervision must be continued regularly for the entire duration of the status "psychotherapist in training under supervision", even if the required work units have already been completed. The status "psychotherapist in training under supervision" is granted for a period of 3 years and can be extended upon application to the IGWien.

The frequency of supervision hours is to be allocated with regard to the number of patient hours (a guideline is: 1 WU of supervision: 6 WU with patients).

Small supervision groups are run as closed continuous groups and consist of 2-4 training participants. For larger groups, the hours cannot be credited in full, but can only be credited using the following allocation key:

2-4 participants > 1:1

5-8 participants > 1:2

9-12 participants > 1:3

If you exceed the required 85 WU in the small supervision group, please inform the SFU Office and your teaching supervisor immediately.

With the signature in the study log, the teaching supervisor confirms the supervision hours completed and the verification of the number of hours worked in practice. For the completion of the training a list signed by the teaching therapist must be submitted (duration of psychotherapy and total number of hours per client, no documentation!).

Case presentation/Thesis

A Gestalt therapy case presentation with accompanying Gestalt-specific theoretical reflection of approximately 20 pages must be submitted for the final colloquium. This applies under the condition that a Master's thesis for the elective course of Psychotherapy at the SFU is also submitted. If this is not yet the case, a thesis must be written according to IGWien criteria for the completion of the special instruction in psychotherapy (Fachspezifikum).

The evaluation period is 10 weeks. The deadline can be extended by 4 weeks in the months of June to August, depending on the availability of the reviewers.

For more information, please refer to the "MOD IG information sheet on case presentation/thesis and graduation".

Final colloquium

The final colloquium consists of a 45-minute final discussion with the two reviewers, during which the professional and personal level of development of the participant is to become visible on the basis of the discussion of the case presentation/thesis.

Graduation

Prerequisite for graduation is the successful and full completion of the training curriculum with the group trainers' evaluation of the professional and personal ability of the training participant.

The case presentation/thesis must have been approved and the final colloquium must have been successfully completed.

The following documents must be submitted to the IGWien office:

1 the complete study log with all dates and signatures for the seminars (the name of the trainers must also be clearly written out). When submitting preliminary study logs, the name of the student must also be written on each page. For the compact training / the summer school, the names of the trainers must also be written clearly. Signatures alone are not sufficient. Alternatively, separate confirmations of participation stating name, seminar and date can be submitted.

In the study log or on a separate sheet (concerns 2-5):

2 confirmation by name and signature of the teaching therapist of the successfully and consensually concluded individual teaching therapy (with indication of total number of hours and time period);

3 confirmation by name and signature of the teaching supervisor(s) of the successfully concluded practice hours (at least 600 WU) and the (at least 100 WU) teaching supervision (in both cases indication of time period, number of supervision hours, number of practice hours) in the study log;

4 proof of successful completion of the psychotherapeutic internship of at least 550 WU, of which at least 150 WU in a recognised psychiatric health care institution (stationery of the institution, signature of the management, and the registered psychotherapist in charge of the internship, time period, number of working hours). The certificate must be issued as a psychotherapeutic internship (employment is not sufficient);

5 the confirmation of the completed internship supervision (according to PthG. § 6, Abs. 2, Z 2-3) of at least 30

6 the list of practice hours (at least 600 WU), clearly listed with the name of the training participant and abbreviations for patients and duration of the therapy (beginning, ending, number of hours), checked and signed by the teaching supervisor; please use the form "Confirmation of psychotherapeutic practice (600WU)";

7 all SFU certificates of the interdisciplinary lectures mentioned in the study program for crediting to the special instruction in psychotherapy must be presented (all collective reports from B5 onwards - no SFU schedules!);

8 confirmation of literature seminar: 32 WU (or 30 WU + 2 WU method workshop), signed by Heinz Laubreuter (or for WU from February 2019 by Daniel Ritter)

9 if applicable, submission of the SFU Master's degree.

After submission and verification of all the proofs and documents required according to the training information, the final certificate and the submission documents completed by the training institution for entry in the list of psychotherapists will be handed over to the training participant.

For submission to the Federal Ministry of Health, an extract from the criminal record and a health certificate (each a maximum of 3 months old) must also be enclosed as well as a copy of the Propädeutikumszeugnis and the Quellenberuf diploma.

The training participant then submits all documents (final certificate, submission documents from the IGWien, preparatory instruction certificate, proof of the source profession or decree by the Federal Chancellor, criminal record extract and medical certificate) to the Federal Ministry of Health. More information on the procedure and deadlines can be found on the ministry's website.

For registration, an Austrian practice address (in the case of work in private practice) or an Austrian place of work (in the case of employment) as well as the planned professional activity in Austria is required. Training participants who have completed the training in English must also demonstrate language skills at level C2 (submission of a language certificate). The language certificate is not part of the special instruction in psychotherapy (Fachspezifikum) and must be obtained by the training participants outside of the training. Training participants are responsible for ensuring that they obtain the language certificate in time.

Any change (e.g. relocation abroad) must be reported to the Federal Ministry of Health within one month, which makes it possible to suspend registration for up to 5 years. If you wish to reactivate your registration, you will need to submit appropriate training certificates. Further information can be obtained from the Federal Ministry of Health.

Please inform the IGWien upon successful registration, so that the publication of your professional contact data on the homepage can be updated.

Curriculum/Description of Seminars

Curriculum (versions since 2010)

In addition to the seminars, the curriculum also comprises

- teaching therapy,
- teaching supervision,
- psychotherapeutic internship(s) including internship supervision,
- psychotherapeutic practice under supervision and
- the submission of a case presentation or thesis.

For details, please refer to the previous pages.

The order in which the seminars are offered is decided by the group trainers and may differ from that in the study log.

Credits from the SFU elective course Psychotherapy

In the cooperation between the IGWien and the SFU, certain seminars of the IGWien Curriculum are credited by interdisciplinary lectures of the SFU elective course Psychotherapy, and are obligatory for the fulfilment of the curriculum (see section on credits).

1st/2nd semester

1-7 and 10 Self-Awareness/Theory 1

8 x 2 days = 128 WU

"Self-Awareness" and "Theory 1" are taught together by reflecting on the processes of self-awareness on the basis of Gestalt theory.

The importance of self-awareness is that the training participant gains insight into his/her own psychodynamics and can deal with his/her conflict-related contact interruptions and blockages. The ability to empathy, spontaneity, flexibility, self- and external perception and contact ability shall be enhanced.

The classical basic concepts of Gestalt therapy are taught on the basis of experiential learning: Process, self-perception, principle of the here and now, contact, contact functions, aggression, assimilation, polarities, paradoxes, dialogue, various forms of interruption of arousal, fear, ego-boundaries, ego functions, it functions, dealing with blockages, development of experiments, dream work.

Self-awareness is substantially supported by the accompanying teaching therapy.

Knowledge of the theoretical principles of Gestalt therapy is provided in a continuous process. Special topics are philosophical background of Gestalt therapy, Gestalt psychology, basic anthropological assumptions of Gestalt therapy, contact cycle, the concept of disease, personality model of Gestalt therapy, tools of Gestalt therapy.

The theory is to be prepared by the training participants according to the literature list provided by the institute and is to be deepened on both in discussion and working through in the training group with the trainers and in the peer group.

Part of the curriculum is also the ongoing **literature seminar with Heinz Laubreuter** (32 WU or 30 WU plus 1 method workshop of 2 WU) in the **1st - 4th semester**.

8-9 Sensory Awareness

4 days = 32 WU

In this seminar awareness is explored, developed and deepened. The aim is to refine the perception of one's own living process as it is expressed in posture and movements and is a basic instrument of Gestalttherapeutic work.

11-12 Self-Awareness/Methodology

2 x 2 days = 32 WU

The aim of the methodology seminars is practicing the introduced Gestalttherapeutic skills in the protected area of the training group under supervision of a group trainer. The training participants work together therapeutically in small groups (triads) and temporarily take over the leadership of the training group in the further progress. Emerging personal problems and blockages are dealt with in the context of self-awareness with the group trainers.

13 Self-Awareness/Intermediate Feedback 1

2+1 days = 24 WU

In addition to continuing self-experience, a feedback session is held at this seminar, which consists of self-evaluation, external evaluation (group feedback) and feedback from the group trainers, based on the following criteria:

- Progress in personal problem solving,

- Ability for self-reflection and problem solving,
- Progress in the mobilisation of own resources (self support),
- Ability to differentiated self- and external perception,
- Willingness to critically examine basic theoretical concepts of Gestalt therapy and
- Ongoing teaching therapy<sup>[L]
[SEP]</sup>

The final decision for the transition to the second year of training is made by the two group trainers.

14-15 Basic Skills/Theory 2

2 x 2 days or 4 days = 32 WU

The seminar is designed to train basic skills in Gestalt therapy. It introduces the therapeutic principles of Gestalt therapy in combination of theory and practice. Gestalt principles such as awareness, the here and now and perceptual functions are taught with targeted exercises and worked through theoretically.

16-17 Compact Training

10 days = 80 WU

The compact training is designed to intensify self-awareness, which is particularly favoured by the external setting of living together in a large group over a longer period of time.

Here you will find a wide range of creative, body-oriented, artistic and meditative approaches to self-awareness. The options offer the opportunity to get to know different therapeutic approaches and different working styles of international trainers and thus allow a deepening of training contents depending on the individual abilities and inclinations of the training participants.

Participation in a compact training of the IGW Würzburg (in July/August) is obligatory. The signature of an approved IGWien trainer must be obtained in the study log to confirm attendance at the compact training.

Peergroup

50 WU

At the beginning of the training, training participants in a training group are obliged to form peer groups that meet at least once a month for 4WU (50WU per year) throughout the entire training without the group trainers. The aim is to deepen the content of the training. The focus of the peer group work in the first year is on the preparation and presentation of the literature list provided by the institute.

3rd/4th semester

18-19 und 24-26 Methodology

5 x 2 days = 80 WU

The methodology is further deepened in the manner described in 11-12. It is intended to intensify and refine the supervision process, taking into account the development of a broad therapeutic spectrum.

20-21 Advanced Skills/Theory 3

2 x 2 days or 4 days = 32 WU

The overall aim of this seminar is to continue and deepen the theory and practice of the therapeutic process. The direct experience between client and therapist is

considered under the aspect of content-oriented context and process-oriented Gestalt therapy. The teaching is based on experiential learning in close combination of theory and practice. Basic Gestalt therapeutic concepts such as contact-contact avoidance-interruption, the contact-arousal cycle in the reversible figure-ground process, body language, frustration and support, dream work, projection-introjection-retroflexion-confluency-egotism are taught.

22-23 Methodology/Gestalt Diagnostics 1

2 x 2 days or 4 days = 32 WU

In this seminar questions of therapy and consultation processes such as initial consultation, anamnesis, indication, process-oriented diagnostics, therapy planning and conclusion of a therapy/consultation are treated, and the methodological application is practiced.

27-28 Gestalt Diagnostics 2

2 x 2 days or 4 days = 32 WU

Here, various disorders of self-regulation and contact functions are considered from a Gestalttherapeutic point of view. Typical forms of contact interruption in the case of various personality disorders are presented and experienced, and therapeutic treatment is discussed using examples and practiced in small groups.

29 Creative Media

3 days = 24 WU

The aim of the seminar "Creative Media" is to make the playful, creative potential and expressiveness of the therapist accessible and to expand it by using various "materials" such as colour pencils, finger paints, clay, as well as role play and expression through body, voice and instruments, and also to show patients non-verbal possibilities of expression of the unspeakable.

30 Methodology/Admission Feedback 2

2+1 days = 24 WU

In addition to the teaching of methodology, an admission procedure for professional work with clients under supervision, consisting of self-evaluation, external evaluation (group feedback) and evaluation by the group trainers, takes place in this seminar before the transition to the supervision phase.

Criteria for this are

- the ability to perceive oneself and others in a differentiated way, to recognize projections and transferences and to give appropriate feedback,
- the ability to perceive the interactions in the group in a differentiated way and to bring them into the group,
- ability to deal with the problems and conflicts that appear in the group according to the level of training,
- no serious obstruction of the therapeutic work with others due to own problems,
- the clear development of an own basic therapeutic attitude and
- ability for Gestalt-therapeutic work corresponding to the level of training.

The IGWien is responsible for granting the status of "psychotherapist in training under

supervision".

From the status of "psychotherapist in training under supervision", the hours worked in the SFU Outpatient Clinic are regarded as practice hours. You have to work 100 hours in the SFU Outpatient Clinic, but this can also be done in parallel to your work in your own private practice (if your group trainers confirm).

The final decision on admission is made by the two group trainers.

31-32 SFU Summer school

2 x 5 days = 80 WU, description see compact training.

Only IGWien trainers' seminars are credited for the curriculum.

Peergroup

50 WU

In the peer group, the following topics are treated equally: the practice of Gestalt principles and methods in triads and the adoption or deepening of the theoretical foundations of Gestalt therapy on the basis of the given literature list.

5th/6th semester: Supervision phase

Additional information on 33+34+35: The first three seminars (33+34+35) can already be attended before the status, provided that a case of supervision from the internship is presented properly (i.e. according to the requirements defined for case presentation) and in good time and then also supervised in the seminar. The first seminar (33) - and only this seminar - can be regarded as a private practice start-up seminar and can also be attended without a case for supervision. Before the 4th seminar (36) the status must be achieved. Students who do not meet the requirements for awarding the status at this time can wait to continue their special instruction (Fachspezifikum) until they receive the status or continue to attend as guests in the supervision group.

Students who do not yet meet the requirements for awarding the status at this time can wait to continue their subject-specific education until they receive the status or continue to attend as guests in the supervision group. These supervision seminars prior to the status are credited for the studies, but must be repeated for the fulfillment of the special instruction (Fachspezifikum) after status preservation.

33-34 Methodology/Supervision

2 x 2 days = 32 WU

In the methodology seminars, the practicing of Gestalttherapeutic skills is continued and improved. At the same time, the necessary supervision is provided for training participants who already work with clients in the status of "psychotherapist in training under supervision".

35-38 und 41-44 Supervision

8 x 2 days = 128 WU

The supervision seminars are designed to deal with therapeutic situations in the field of practice of the training participants. Training participants are obliged to record individual or group therapies in writing and on tape/video.

The aim of the seminars is that the participants learn to recognize their competence and strengths, gain clarity and orientation in the therapeutic process and gain

confidence in diagnosing and treating disorders of clients and the group.

This supports the development of a working style of one's own and the examination of topics such as the therapist's power and powerlessness, integrity, corruptibility, vulnerability, self-criticism of the therapist, social awareness and ethical questions. Personal problems and blockages as well as countertransference reactions are dealt with by the group trainers.

39-40 Family Dynamics

2x2 days or 4 days = 32 WU

The seminar "Family Dynamics" provides a specific therapeutic approach to working with families. Relationship patterns of the original families of the participants are identified and recreated to deepen self-awareness in the group; genograms form the basis of the various approaches to work such as family sculpture, family board, scenic representation of family dynamics, role play, processual constellation work.

45 Supervision/Working with Children & Adolescents

2 days = 16 WU

The seminar is dedicated to the supervision of case studies from the work with children and adolescents. The special features of Gestalttherapeutic work with children and young people are treated. This includes the special circumstances (involvement of parents, setting, therapy contract,...), methodological approaches (interventions at game level, expression promoting offers, non-verbal approaches) and the therapeutic attitude (questions of loyalty, switching between child and adult level), which are discussed and explored in role play.

46 Body Diagnostics

4 days = 32 WU

The seminar shows how our personal history and our current attitudes towards ourselves and the world find expression in body form and movement. Body therapeutic interventions which arise from holistic perception are taught.

47 Final Feedback

2+1 days = 24 WU

In a final seminar, the two group trainers who have led the training group over the entire time reflect on the process of the training, the personal development, the relationships between training participants and trainers, the identity of the Gestalt therapist in his/her environment and his/her current and future career development.

Peergroup

50 WU

The focus of the peer group work is on the collegial exchange of therapeutic situations from practice and the development and deepening of the theoretical foundations of personality psychology, psychodiagnostics and psychopathology of clinical disorders.