

# Karuna Institute

Application Pack : 2019

**BRISTOL**

Post Graduate Diploma in  
Mindfulness Based Core Process Psychotherapy  
(Four Year Programme)

**\*\*Applicants should usually have attended a Foundation Course or Diploma in Relational Mindfulness Course\*\***

This training is currently delivered over three years part-time as nine weekend modules and one five-day residential module each year. Students are then allowed a further non-taught year when they are required to comply with graduation requirements including writing the requisite Dissertation

**NB: All applicants must be either UK or EU citizens or hold UK residency (evidence required). All applicants must supply a copy of their Passport with this application**

## Index

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

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

Application Form

Application Questions

Equal Opportunities Monitoring Form

Sample copy Course Information Letter, Course Conditions and Terms and Conditions (*for information purposes only*)

**Please ensure that everything is returned, complete in all respects. (including two original references)**

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

## 2019 ENTRY

**\*\*Interview Date(s) for 2019 Entry : Please see website\*\***



# Karuna Institute

## Professional Post-Graduate Training in Mindfulness Based Core Process Psychotherapy

leading to accreditation and registration with UKCP

### Application Information and Procedure

Four Year Professional Training in Mindfulness Based Core Process Psychotherapy to reach UKCP registration you must attend the Clinical Year which currently consists of three five-day residential modules. For Graduation and Accreditation requirements, please visit our website.

**Pre-requisite: Applicants should usually have attended a Foundation or Diploma in Relational Mindfulness Training Course.**

It is preferable to have been in one-to-one psychotherapy for a one year period prior to application and to have an established meditation practice.

**Course fee (3 years) : £3,650 per year plus 1 x 5-day residential module per year (approximate cost : £375) : Deposit: £1,300**

**Clinical Year (Accreditation route Post-Graduation)** Cost will be the current cost applicable at the time of joining, for example, for 2017-2018 this is £3,900

**Course Dates: (Saturdays and Sundays) Year 1:**

21 and 22 September 2019; 5 and 6 October 2019; 2 and 3 November 2019 and 7 and 8 December 2019; 18 and 19 January 2020; 16-21 February 2020 (5-day residential at Karuna, Devon); 21 and 22 March 2020; 18 and 19 April 2020; 23 and 24 May 2020 and 6 and 7 June 2020

**Format : 3 Years part-time as 9 x non-residential weekend (Saturday and Sunday) modules and 1 x 5-day residential module each year.**

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

- i) **USUALLY** Applicants must attend either a Foundation or Diploma in Relational Mindfulness Course.
- ii) Prior experience of receiving individual psychotherapy preferably for a minimum 1 year duration with an Accredited Core Process Psychotherapist. Please detail on your application, and give names.
- iii) Ability to work at postgraduate level (i.e. graduate status and/or relevant work experience)
- iv) Contemplative/meditative experience

- v) Ability to fulfil existing financial commitments, as well as commit to 4 year Training fees; ability to fulfil existing personal commitments

## 2. Admission and Assessment Criteria

Commitment to a contemplative approach to psychotherapy

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

## 3. Application Procedure

Completion and submission of the following:

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

## 4. Additional submissions

- Answers to Application questions

**NB: Please send your application to:**

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

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

### 1. What happens next:

Following receipt of a complete application you will receive:

- Acknowledgement of receipt of your application
- Interview date with Karuna Institute senior staff member(s) in Bristol or Devon
- Interviews are normally in blocks from February.

### 2. A place offer

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

### 3. Acceptance of the offer

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

#### **4. Confirmation of your place**

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

**The Karuna Institute aims to let participants know whether or not a course will run normally 6 weeks prior to commencement. If applicants have not heard from Karuna by this time then they should contact the office (01647 221457) to enquire as to the up-to-date status of the course.**

**Applicants are advised not to book any travel or other unrecoverable costs before receiving confirmation that the course will run.**

#### **5. Requirements which may incur costs in addition to the Training Costs:**

- 5.1. Weekly personal therapy (a minimum of 160 hours to Graduate)
- 5.2. Supervision when in Clinical Practice there is a minimum of 38 hours to graduate. (should you choose to go forward to accredit with UKCP, there is a required minimum 100 hours supervision)
- 5.3. Clinical Contracts when not attending a taught year : this is an annual fee and is currently £430 (2018). Registration as a Data Controller currently £35 per year (2018) \*both these fees are subject to change\*
- 5.4. Regular contemplative meditative practice
- 5.5. Books
- 5.6. Travel and potential travel costs incurred to do exchanges (12)
- 5.7. Application to Accredite
- 5.8. Insurance once in Professional Practice
- 5.9. Travel to Mental Health Familiarization.
- 5.10. Travel to Clinical Placement
- 5.11. Supervisor's written reports

#### **Karuna Institute Policy Statement on Equal Opportunities**

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

**Karuna Institute**  
**Application Form**  
**Post Graduate Diploma in**  
**in Mindfulness Based Core Process Psychotherapy**  
If any answers need more space please attach on plain paper as necessary.

**Name:** .....

**Address:** .....

.....

.....

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

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

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

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

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

**Email:** .....

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

**Foundation or Diploma Course completed:**

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

**Occupation:** .....

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

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

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**Person(s) to be contacted in the event of an emergency :**

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

Degrees/Certificates	Completion date	Length of Training (hours/months/years)
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**Professional Qualifications:**

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

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

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

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

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

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

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.....

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

.....



**IMPORTANT ALL APPLICANTS MUST SEND A COPY OF THEIR PASSPORT WITH THEIR APPLICATION**

**References:** Please **ENCLOSE two references**, one of which is from someone who knows you well (but not a partner or relative), and one who knows you in a work capacity. Please also LIST the names of your referees below:

**Referee A :** Name:.....

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

Address: .....

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

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

**Referee B :** Name:.....

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

Address: .....

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

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

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

**Equal Opportunities Form**

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

Please tick the method you are using.

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

I am sending my Equal Opportunities form separately

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

Please tick as applicable:

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

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

Recommendation

From Karuna email

Facebook

Press article (please specify) .....

TV programme (please specify) .....

Advertisement in:

Fulcrum

Other (please specify) .....

## **Course Booking Conditions**

1. I understand and accept that once I have been accepted for the Training, my place will not be confirmed until I have paid the required deposit and sent in the completed documents as detailed.
2. The full annual fee is due to be paid before the commencement of each year's training by 10 August.
3. I understand that the Karuna Institute aims to let participants know whether or not a course will run normally 6 weeks prior to commencement. If I have not heard from Karuna by this time then I will contact the office (01647 221457) to enquire as to the up-to-date status of the course.  
I agree not to book any travel or other unrecoverable costs before receiving confirmation that the course will run.
4. If I withdraw before the start of the Course, my deposit is non-refundable.
5. If I withdraw from the Training after the start of the Training year I am required to complete all the payments required for that year.
6. I am committing to the entire Training and the fees as published. I am able to fulfil any existing financial commitments and to commit to the total cost of the Training.
7. I have read the Karuna Institute's Equal Opportunities Policy Statement.
8. I have completed the Equal Opportunities form and enclose it with my application/**or** confirm that I will send separately to Karuna\*
9. I enclose with this application form all documentation as requested in the Application Information and Application Questions sheets, along with the application fee of £80.
10. I acknowledge that if any items are missing my application will be returned to me for completion.

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

Upon the offer of a place on the course, a non-refundable deposit of £..... will become due. Confirmation of a place cannot be made until the deposit has been received.

I accept the Course Booking Conditions received with this form.

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

### **Data protection:**

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

# Karuna Institute

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

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

### Personal Details of Applicant :

1) **Age:** If under 26 please state age .....

26-30  31-40  41-50  51+

2) **Gender:** Female  Male

3) **Race and Ethnicity:**

Please tick one of the following:

#### White

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

#### Mixed

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

#### Asian or Asian British

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

#### Black or Black British

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

**Chinese or other ethnic group**

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

4) **Disability:**

- a) Do you consider yourself to have a disability?  
 Yes       No

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

- c) Are you on any any disability register?  
 Yes       No

- d) If you have a disability, have you disclosed this to Karuna?  
 Yes       No

5) **Sexual Orientation:**

Would you describe yourself as:

- Bisexual
- Gay
- Heterosexual
- Lesbian

6) **Religion or Spiritual Belief:**

- Buddhist       Moslem
- Christian       Sikh
- Hindu       Atheist
- Jewish       Agnostic
- Humanist       Other – please specify \_\_\_\_\_

7) **Please indicate where you live:**

- London       Yorkshire and the Humber
- North East       Wales
- West Midlands       Scotland
- East Midlands       Ireland
- North West       Europe
- South West       Overseas
- South East

Please return this form, **unsigned**, to:

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

**Karuna Institute**  
**Post Graduate Diploma in Mindfulness Based Core Process Psychotherapy**

**Application Questions**

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

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

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

# Karuna Institute

## Equal Opportunities Monitoring Form (Post Graduate Diploma in Mindfulness Based Core Process Psychotherapy)

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

### Support and help in paying your fees

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

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

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

#### Charitable Trusts

Some trusts will support student training by the provision of a grant. An organisation, EGAS (Educational Grants Advisory Service) will provide help in identifying appropriate charities. But students must contact them individually to obtain a Student Questionnaire tel: 0202 7254 6251, or email [egas.enquiry@fwa.org.uk](mailto:egas.enquiry@fwa.org.uk) or view – [www.egas-online.org](http://www.egas-online.org) It is likely that only small amounts may be available, but it can still be very useful. When using the service just type in the word 'Psychotherapy' otherwise EGAS will tell you that there are no suitable trusts.

#### Association of Charitable Foundations

This organisation can provide details of charitable trusts through its website [www.acf.org.uk](http://www.acf.org.uk) On the website you will also find a document which may assist in applying for a grant.

**These are samples for information only. The original offer including Course Information Letter, Course Conditions and Terms and Conditions will be sent with you when an offer is made.**

**FOR INFORMATION PURPOSES ONLY**

**Post Graduate Diploma in Mindfulness Based Core Process Psychotherapy 2019 Entry Course Information Letter** –*(this letter will be sent to successful applicants together with the Course Conditions and Terms and Conditions when an offer of a place is made on the training)*

Dear .....

**Post Graduate Diploma in Mindfulness Based Core Process Psychotherapy 2019 Entry Course Information Letter**

Trainees undertaking the Professional Training Post Graduate Diploma in Mindfulness Based Core Process Psychotherapy are required to read this Course Information Letter, the Registration Conditions and the Terms and Conditions. These documents govern the contract between you and the Karuna Institute.

In agreeing to undertake this course, you have decided that this is the training you want to undertake and that you consider yourself supported enough in your everyday life, including internal resources, to commence. In considering this, please bear in mind that this training will demand your relational participation, offering a deep invitation for self-enquiry, responsiveness and challenge.

**Course Dates:**

**Course fee (3 years) : £3,650 per year plus 1 x 5-day residential module per year (approximate cost : £375) : Deposit: £1,300**

**Clinical Year  
(Accreditation route  
Post-Graduation)**

Cost will be the current cost applicable at the time of joining, for example, for 2017-2018 this is £3,900

**Course Dates:** (Saturdays and Sundays) : Year 1:  
21 and 22 September 2019; 5 and 6 October 2019; 2 and 3 November 2019 and 7 and 8 December 2019; 18 and 19 January 2020; 16-21 February 2020 (5-day residential at Karuna, Devon); 21 and 22 March 2020; 18 and 19 April 2020; 23 and 24 May 2020 and 6 and 7 June 2020

**Format : 3 Years part-time as 9 x non-residential weekend (Saturday and Sunday) modules and 1 x 5-day residential module each year.**



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

The trainee can pay for the course in two ways: by either paying for the whole course or the year's fees in full. Please select which method you choose:

- (1) the whole course in full before 10 August 2019 or
- (2) this year's fees before 10 August 2019

Should these payment options prove difficult, please contact Michelle Davey, the Student Finance Officer.

**NB: All these costs are approximate and TBC:**

Course Fees	£10,950.00
Year 1: Year's Fees	£ 3,650.00 (plus 1 x 5-day residential (£375))
Less Deposit:	£ 1,300.00
Balance of Year 1 Fees:	£ 2,250.00
Year 2:	£ 3,650.00 (plus 1 x 5-day residential (£375))
Year 3 :	£ 3,650.00 (plus 1 x 5-day residential (£375))

You have a statutory right to cancel this contract within 14 days without giving any reason. Further information is set out in the Terms and Conditions and a model cancellation form is attached, although you do not have to use this form.

The following requirements may incur costs in addition to the Fees. By enrolling upon the course, you confirm that you are able to meet them.

1. Weekly personal therapy (a minimum of 160 hours to Graduate)
2. Supervision when in Clinical Practice there is a minimum of 38 hours to graduate (should you choose to go forward to accredit with UKCP, there is a required minimum 100 hours supervision)
3. Clinical Contracts when not attending a taught year : this is an annual fee and is currently £430 (2018). Registration as a Data Controller currently £35 per year (2018) \*both these fees are subject to change\*
4. Regular contemplative meditative practice
5. Books
6. Travel and potential travel costs incurred to do exchanges (12)
7. Application to Accredit
8. Insurance once in Professional Practice

- 9. Travel to Mental Health Familiarization Placement (40 hours)
- 10. Travel to Clinical Placement
- 11. Supervisor's written reports

Please sign below and ask an independent adult person (not a member of your family, partner, civil partner or spouse) to witness your signature.

Yours faithfully

Jacqui Aplin, Administrator  
pp Maura Sills, Director  
On behalf of the Karuna institute

This contract is made between Karuna Teachings Limited and the Trainee who signs below. I have read and agree to abide by the terms of this letter, the Course Conditions and the Terms and Conditions.

Signed by Trainee: .....

Date: .....

Witnessed by (signature) :.....

Witness Name (IN BLOCK CAPITALS PLEASE)

.....

Witness Address: .....

.....

.....

Cancellation Form

To: Karuna Teachings Limited, Natsworthy Manor, Widecombe in the Moor, Newton Abbot, Devon, TQ13 7TR.

I hereby give notice that I cancel my contract for the provision of the following service:

.....

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Ordered on .....

Your name:

Your address:

Signature:

Date:



**Karuna Institute**  
International Training and Retreat Centre

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**Course Conditions**  
**Conditions for the Post Graduate Diploma in Mindfulness Based Core Process Psychotherapy**

1. Code of Ethics. Trainees are required to abide by Karuna Institute's Code of Ethical Principles and Practice and Dual Relationship Policy.
2. Assessments. Trainees are involved in Self, Peer, Staff and Supervisor (as appropriate) assessments every year. Trainees may not automatically proceed into the subsequent year. A Trainee may be asked to discontinue Training or take time out of active Training, often with specific direction about what needs to be in place during the time out. Progression throughout the Training is ratified at the Assessment Boards at the end of each year. The final decision to progress is held by the Year Tutors, Director and External Academic Assessor. Trainees must re-apply to join the training after taking time out.
3. Course work. Before a Trainee can proceed to the next year of Training all written requirements for the current Training year must be fulfilled. This includes the maintenance and completion of a Psychotherapy Log which must be completed throughout each year. The completed log must be submitted for the end of year Assessment Boards.

4. Contractual Agreement for use of Copy Written Material. I agree that all materials written by Karuna Directors or staff handed out or purchased during the Training or given to me for research or project purposes, is for my use only. I agree that none of this material is to be copied or shown to any other party. I agree to acknowledge any use of this material if used in written projects, books, in a teaching context, or in any other context. I also agree that any lectures or discussions recorded are for my use only and are not to be copied or employed for any other use.
5. Progression is decided at the Assessment Boards annually.
6. Attendance. Trainees are expected to attend and fully participate in all required Training Modules. Trainees are also expected to attend all seminars of each Training Year of the MA in Mindfulness Based Core Process Psychotherapy otherwise he or she may be asked to repeat that year before progressing. All absence must be due to "exceptional" circumstances and discussed with the Course Tutor.
7. Clinical work. Each Trainee will individually negotiate with his or her Course Tutor regarding commencement of client work. This work cannot be started before the second year, and may sometimes be delayed further. The Trainee must first agree to the Code of Ethics and also have a Supervisor. The Supervisor must agree to liaise with Training Staff, and in any advertising Trainees must declare their Trainee status. A Trainee may be asked to discontinue clinical work if either their Supervisor or Training Staff feel it appropriate. In order to begin clinical work, a staff review is required. Until accreditation, the Trainee must fulfil a valid, signed Clinical Contract each year in order to be able to see clients. The Clinical Contract must be submitted even if the Trainee only sees clients for part of the year. There is a fee for the Clinical Contract once the Trainee has completed Clinical Year or after completion of Year 3 up until Graduation. No Trainee is permitted to see clients without a valid Clinical Contract. Trainees have a required period of time after the end of the Training to complete the requirements for Graduation. They then have a further period of time to complete the requirements for Accreditation.
8. Mental Health Familiarisation Placement. All Trainees who wish to proceed to UKCP Registration must complete this placement before starting to see clients.
9. The required (12 per annum) peer exchanges must be completed.
10. Graduation. Trainees will be eligible to apply for Graduation when the following are in place:
  - (a) The Trainee has maintained all aspects of the Clinical Training Contract between course completion and Graduation. It is the responsibility of each student to ensure they are aware of all

- current requirements, as made available on the website or sent to them.
- (b) The Clinical Tutor knows the student's work and confirms that all criteria and requirements to Graduate have been fulfilled. The Trainee has a responsibility to stay in active contact with their Clinical Tutor while they are working towards graduation.
  - (c) The Trainee has written a Self-assessment (according to Graduation criteria).
  - (d) The Trainee has completed the required number of Peer Exchanges (12 per annum).
  - (e) The Trainee has written a Dissertation (according to Graduation criteria). This is marked by two markers and the Eternal Examiner.
  - (f) The Trainee provides a Supervisor's Report following stated criteria regarding understanding and application of Core Process and Dharmic concepts in theory and practice. The Supervisor also recommends the student's application to graduate.
  - (g) The Trainee has completed a *minimum* of 150 hours of weekly Core Process Psychotherapy client contact, to include at least 2 clients for 6 months, and 1 client for 12 months.
  - (h) The Trainee has completed a minimum supervision (at the ratio of 1 hour supervision to 4 hours practice in the first year of practice; up until Graduation the ratio is 1:5; between Graduation and Accreditation it becomes 1:6). A minimum overall ratio for all client hours up to the point of Accreditation is 1:5. A minimum of 50% of supervision hours needs to be with a recognised Core Process Psychotherapy Training Supervisor. All supervision must be with a UKCP registered Psychotherapy Supervisor. There is a minimum total of 38 supervision hours required.
  - (i) The Trainee must be in individual regular weekly Core Process Psychotherapy until Graduation and will need to provide a letter of verification from their therapist, stating type, duration and frequency of psychotherapy with a minimum of 160 hours.
  - (j) The Trainee must provide a signed Code of Ethics and Dual Relationship Policy.
  - (k) The Trainee must provide a copy of their valid, current Professional Indemnity Insurance
  - (l) All written work such as Case Studies has been completed on time and has passed.
  - (m) The Trainee needs to complete the current Application for Graduation forms in full and send them in by the due date.

- (n) All outstanding fees must be paid prior to graduation.
- (o) It is possible that the Graduation Panel may make individual recommendations for the Trainee to fulfil before Accreditation.
- (p) The average length of time it takes a trainee to graduate is 4-5 years from the start of this programme.

11. Registration. Graduates will be eligible to **Accredit and Register with UKCP** after completing the Clinical Year and submitting the following requirements:

The Graduate must have maintained all aspects of the Clinical Contract between Graduation and Accreditation.

(a) The Clinical Tutor knows the student's work and confirms that all criteria and requirements have been fulfilled in relation to Accreditation and Registration. The Trainee has a responsibility to stay in active contact with the Clinical Tutor while s/he is working towards accreditation.

(b) It is the responsibility of each student to ensure they are aware of all current requirements, as made available on the website, in their clinical contract, or sent to them.

The Graduate must have written a self- assessment according to stated criteria.

(c) The Graduate must provide an Individual Supervisor's report following stated final criteria regarding understanding and application of Core Process and Dharmic concepts in theory and practice. The Supervisor also recommends the student's application to accredit. All Supervisors must be registered with the UKCP.

(d) The Graduate must have undertaken regular weekly individual Core Process psychotherapy throughout their entire training period, and provides a letter of verification from their psychotherapist stating type, duration and frequency of psychotherapy with a minimum of 160 hours. Ongoing personal psychotherapy is recommended beyond Graduation.

(e) The Graduate must have completed *at least* 450 hours of weekly Core Process Psychotherapy. This must include 2 x 6 month clients, 2 x 12 month clients and 1 x 18 month client. A minimum of 150 hours must be in private practice.

(f) The Graduate must have completed at least 100 hours supervision of which a minimum of 50% must be with a recognised Core Process Psychotherapy Training Supervisor (the remainder may be with a psycho-spiritual supervisor from another tradition if it is impossible to have had 100 hours of Core Process Psychotherapy

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

(g) The Graduate must provide a copy of their current, valid Professional Indemnity Insurance.

(h) The Trainee needs to complete the current Application for Accreditation forms in full and send them in by the due date. There is a fee for accreditation.

(i) If the application for accreditation is successful the individual may apply through the Karuna Institute for Registration with UKCP.

(j) **Minimum Requirements for Accreditation following successful Graduation**

**Minimum of 160 personal psychotherapy**

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

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



**Karuna Institute**  
International Training and Retreat Centre

**These are the terms and conditions upon which the Karuna Institute  
(as defined below) provides its services.  
Post Graduate Diploma in Mindfulness Based Core Process  
Psychotherapy  
MA Mindfulness Based Psychotherapeutic Practice and MA  
Mindfulness Based Core Process Psychotherapy**

These Terms and Conditions apply from 13 May 2016

**1 Definitions**

In these Terms and Conditions, the following terminology shall have the following meanings:

**Academic Year** means a calendar year running from 1 August in one year to 31 July in the next year. The specific dates applicable to you are set out in the Course Information Letter.

**Awarding Body** means an institution or organisation with which the Karuna Institute has an agreement in relation to the provision of Courses and/or the conferment of awards, degrees or diplomas.

**Charges** means additional payments required in association with your Course, as set out in the Course Information.

**Clinical Year** means the additional period of study as set out in the Course Information Letter.

**Contract** means the Contract formed between you and the Karuna Institute on the terms of the Contract Information.

**Contract Information** means the terms within your Course Information Letter from Karuna Institute, details of your right to cancel and the form to do so, details of the Fees, any special requirements which apply to you, the Course Conditions, and these Terms and Conditions, which together form the Contract between you and the Karuna Institute.

**Course** means a course or programme of study at the Karuna Institute.

**Course Conditions** means the conditions applicable to your particular Course, as set out in the Contract Information.

**Course Information Letter** means the letter to you setting out information about the content of your Course and details of how and where it will be delivered.

**Deposit** means the deposit sum set out in your Contract Information.

**Fees** means the fees charged by the Karuna Institute for the provision of Courses to Trainees, as set out in the Course Information.

**Fees Information** means the information about the Fees for your Course, how these are calculated, and the related payment arrangements.

**Karuna Institute** means Karuna Teachings Limited, a company registered in England with number 03828824 whose registered office is at Natsworthy Manor, Widecombe in the Moor, Newton Abbot, Devon, TQ13 7TR.

**Module** means a unit of study, details of which are set out in your Contract Information.

**Terms and Conditions** means the terms and conditions contained in this document.

**Trainee** means any person enrolled upon a course provided by the Karuna Institute.

**Website** means the Karuna Institute's website at [www.karuna-institute.co.uk](http://www.karuna-institute.co.uk).

**Withdraw** means you withdraw from the Course or you fail to attend a Module of your Course.



## **2 Your Contracts with the Karuna Institute**

### **2.1 Your Contract Information**

2.1.1 Your Contract Information confirms the particular contractual terms on which an offer is made to you.

2.1.2 When you enrol at the Karuna Institute by returning the applicable Contract Information and paying the Deposit (**Enrolment**), a contract on the terms of the Contract Information is formed between you and the Karuna Institute (the **Contract**).

2.1.3 A liability to pay the full Fees arises at Enrolment, subject to your statutory cancellation rights set out below.

2.1.4 If you enrol online, rather than face to face on Karuna Institute premises, you have a statutory right to cancel your Contract. The cancellation period will expire at the end of 14 calendar days after the day you enrol at the Karuna Institute.

2.1.5 Your Contract expires in accordance with clause 2.3 below.

### **2.2 Courses that begin within or before the statutory cancellation period**

2.2.1 If your Course has already begun or is due to begin before the end of the statutory cancellation period referred to in clauses 2.1.4, then, by accepting the offer of the place and/or by enrolling, you are expressly agreeing that the Karuna Institute's service to you should begin within the statutory cancellation period.

2.2.2 In the circumstances in clause 2.2.1, if you subsequently decide to cancel the Contract within the statutory cancellation period, you will be liable to pay a proportion of your Fees, in addition to the Deposit, to cover the period from the commencement of the Karuna Institute's service to you until the date of cancellation.

2.2.3 If you decide to cancel the Contract within the statutory cancellation period, and your Course has not yet commenced, the Deposit that has been paid will be returned to you.

### **2.3 Expiry of your Contract**

The Contract will expire, subject to the provisions for early termination in these Terms and Conditions, on the completion of your Course, whether or not you are conferred with an award from the Karuna Institute or its Awarding Body.

## **3 Admission to the Karuna Institute**

3.1.1 All applications for a place at the Karuna Institute are considered on their merits in the context of the specific and general guidance set out in the Contract Information and any special requirements as set out in clause 3.2.

3.1.2 The Karuna Institute is not obliged to provide reasons for its decisions in relation to applications.

3.1.3 All prospective Trainees will be required to declare unspent criminal convictions for violent, sexual or drug-related offences.

3.1.4 Your entry requirements will be set out in your Contract Information.

### **3.2 Special requirements**

3.2.1 Some special requirements must be complied with as a condition of a prospective Trainee obtaining their place at the Karuna Institute and other special requirements continue throughout the period of the Course. These special requirements are imposed by accrediting or professional bodies, or other third parties such as an Awarding Body.

3.2.2 Details of any current special requirements that apply will be stated in your Contract Information.

3.2.3 Variations or new special requirements may be introduced by the Karuna Institute from time to time without prior notice to Trainees if they are required by a third party or by law.

3.2.4 Failure to comply with any such special requirements may result in termination of your Contract, with the consequence that you may not be permitted to begin your Course at the Karuna Institute or you may be required to leave your Course.

## **4 Course Dates**

4.1 Trainees will be notified by the Karuna Institute of the date their Course will commence.

4.2 The Karuna Institute aims to let participants know whether or not a course will run normally 6 weeks prior to commencement. If applicants have not heard from the Karuna Institute by this time then they should contact the office (01647 221457) to enquire as to the up-to-date status of the course.

4.3 Trainees and prospective trainees are advised not to book any travel or other unrecoverable costs before receiving confirmation that the Course or Module will run.

4.4 Occasionally, a Module needs to be re-scheduled due to weather conditions. Although the Karuna Institute tries to give good notice of this, this is sometimes not possible. In such circumstances, the Module will be re-scheduled and unfortunately travel and any other expenses cannot be refunded by the Karuna Institute. It is always advisable, if in doubt about weather conditions, to contact the Institute directly before travelling.

## **5 The Course Conditions**

### **5.1 Compliance with the Course Conditions**

5.1.1 You are required as a condition of accepting a place and enrolling at the Karuna Institute to abide by, and to submit to, the Course Conditions.

5.1.2 The Course Conditions are included in your Contract Information.

### **5.2 Changes to Course Conditions**

5.2.1 The Karuna Institute reserves the right to make reasonable changes to the Course Conditions where in the opinion of the Karuna Institute it will assist in the proper delivery of education and/or it is in the interests of Trainees.

5.2.2 These changes will normally come into effect at the beginning of the next Academic Year.

5.2.3 The Karuna Institute reserves the right to introduce changes during the Academic Year when it reasonably considers it to be in the interests of Trainees or it is required by law or by relevant governing bodies.

## **6 Fees, deposits, debts and refunds**

### **6.1 Fees**

6.1.1 The Karuna Institute charges Fees for the delivery of its Courses and you agree to pay these.

6.1.2 The Karuna Institute will invoice you for the Fees, to be paid on the date stipulated in the invoice.

6.1.3 If payment is not made, the provisions of clause 6.4 may come into force.

6.1.4 You are contractually obliged to pay the Fees and all other Charges on the dates they fall due from the moment the Contract is formed under clause 2.1.2.

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

6.1.6 Karuna Institute confirms that there are no added Karuna Institute costs to the Fees, except for an annual clinical contract (after the end of Year 3 if not proceeding to the Clinical Year or after the Clinical Year there is a fee for this), accreditation application fee, individual psychotherapy and supervision, along with some course texts. These charges are set out in the Course Information and any further charges will be notified to you as you progress through the Course.

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

## **6.2 Deposits**

6.2.1 The Karuna Institute reserves the right to require a deposit towards your Fees.

6.2.2 Details of any deposit that you are required to pay will be set out in your Contract Information.

6.2.3 Where a deposit is required your place will not be guaranteed until it is paid and the Karuna Institute reserves the right to withdraw the offer of a place on the Course without further notice to you if the deposit is not paid by the date stipulated in the Course Information.

## **6.3 Withdrawals**

6.3.1 If you Withdraw within the first three weeks of your Course start date, in addition to any statutory cancellation rights which may apply to you under clauses 2.2.3 and 2.3.3, the Karuna Institute will refund any Fees paid, but any deposit paid will be retained as a contribution towards the Karuna Institute's reasonable costs and losses.

6.3.2 If you withdraw after the first three weeks of your Course start date, but before the end of an Academic Year, refunds of Fees paid are not automatically given unless you retain a statutory right to cancel under clause 2.1.4 which entitles you to a full refund.

6.3.3 Please note that leaving the Course has interpersonal learning consequences for the training group of which each individual is a member, and financial consequences for the Karuna Institute. The latter is due to the Karuna policy of retaining a training group's membership throughout. The Institute does not therefore, unless in the exceptional circumstances of someone repeating a year or re-joining the training after a deferment, ask a group to take in new members. In some circumstances, the group will not be able to accept new members. Should a year group be reduced to fewer than 8 students it may be necessary to change the teaching format.

## **6.4 Deferment**

6.4.1 You may defer a year of the Training in exceptional circumstances (such as serious illness or bereavement) and in cases of maternity or paternity. Deferments are requested through the executive committee of the Karuna Institute (Executive Committee). Please note that payments do not stop during such a period and you will remain liable to pay the Fees and any other Costs.

6.4.2 If you do wish to defer your course, you must give the Karuna Institute as much notice as possible and at least by 1 January.

6.4.3 If your situation is such that a deferment of longer than one year is necessary, you must write to the Executive Committee giving reasons for the requested extension of deferment, and at the latest in time for a decision to be made by the 1 January deadline.

6.4.4 The consequence of deferment is that to re-join the Course the relevant year group will be consulted and must agree to include a new group member on the basis of group viability. A Trainee who defers for a year needs to clarify with the Karuna Institute the exact date s/he intends to re-join the Training so that the necessary dialogue with the 'new' year group can be started as soon as possible. Both the year tutors currently teaching the group and the year tutors teaching the subsequent year will be included in this process.

## **6.5 Debts**

6.5.1 If you fail to pay any Fees by the due date specified in the invoice from the Karuna Institute, the Karuna Institute reserves the right to charge you interest on any outstanding Fees on a daily basis at an annual interest rate of 2% above the base rate of HSBC until all outstanding Fees and interest are paid.

6.5.2 The Karuna Institute reserves the right at any time during the Academic Year to withdraw you from your Course until all outstanding Fees and interest are paid and/or terminate the Contract between you and the Karuna Institute.

6.5.3 Before exercising its rights under clause 6.5.2, the Karuna Institute will give you reasonable notice of its intentions, allow you the opportunity to make representations and take those representations into account in deciding how to proceed.

6.5.4 If, at the end of an Academic Year which is not the final year of your Course, you are in debt to the Karuna Institute for Fees, the Karuna Institute reserves the right not to allow you to enrol on your Course for the next Academic Year.

6.5.5 If you are in the final year of your Course, the Karuna Institute will not release your certificate, or a letter of confirmation of award, until all Fee debts to the Karuna Institute are paid.

## **7 Awarding Bodies**

7.1 The Karuna Institute has agreements with Awarding Bodies which set out the roles and responsibilities of each in relation to your Course.

7.2 Where such responsibilities rest with the Awarding Body, the Karuna Institute excludes liability to the fullest extent permissible by law for:

- a. failure by the Karuna Institute or the Awarding Body to carry out those responsibilities;
- b. the negligent acts or omissions of the Awarding Body's staff; or
- c. circumstances beyond the Karuna Institute's or the Awarding Body's control which prevent or limit performance of the Karuna Institute's or the Awarding Body's obligations; save that the Karuna Institute does not exclude any liability for any personal injury to or death of a Trainee due to any negligent act or omission of the Karuna Institute or its staff.

7.3 Where the Karuna Institute incurs fees, whether in respect of an Awarding Body or any professional fees (the Incurred Fees), the Karuna Institute shall notify the Incurred Fees to the Trainee in advance and the Trainee hereby agrees to indemnify and keep indemnified the Karuna Institute in full and on demand from and against all and any losses, costs, claims, liabilities, damages, demands and expenses suffered or incurred by the Karuna Institute arising out of, or in connection with, the Trainee's failure to pay the Incurred Fees.

## **8 Data Protection Act**

8.1 The Karuna Institute is registered under the Data Protection Act 1998 ("**DPA 1998**") under number Z7477962 to hold personal data (as defined under the DPA 1998) ("**Personal Data**") including sensitive personal data (as defined under DPA 1998) ("**Sensitive Personal Data**") on its Trainees and third parties, such as individuals enquiring about Karuna Institute services. The Karuna Institute's entry on the register can be seen on the website of the Information Commissioner's Office.

8.2 The Karuna Institute will only hold and use Personal Data for the purposes stated in the register entry and/or in line with the requirements of the DPA 1998.

8.3 The Karuna Institute shall only disclose your Sensitive Personal Data with your explicit consent and/or as permitted under the DPA 1998.

8.4 The Karuna Institute has set out a 'Data Protection Policy Statement' and procedures to ensure that you and the Karuna Institute abide by the DPA 1998 and the Karuna Institute follows good practice in its use of Personal Data and Sensitive Personal Data.

8.5 You agree that once you are accepted onto a Karuna Institute Course, your contact details will be distributed on a participant list prior to the start date, not only to students on the same course as you, but also to other Karuna student groups and Karuna training Staff. You further agree that your details may be passed on to Karuna's Accredited Colleagues and member organization ACPP (Association of Core Process Psychotherapists). Once you are granted permission to practice you will be on our student practitioner list. This list is available to the general public.

## **9 Liability**

### **9.1 General**

9.1.1 In certain circumstances you may be required to obtain insurance, for example, professional liability insurance.

9.1.2 The Karuna Institute cannot accept responsibility, and expressly excludes liability to the fullest extent permissible by law, for:

- a. all damage to your property unless it is caused by the negligence or default of the Karuna Institute or its staff;
- b. the non-return of work submitted for assessment;

- c. personal injuries or death except in so far as it is caused by the negligence of the Karuna Institute or its staff;
- d. all indirect and consequential losses, however arising; and
- e. loss of opportunity and loss of income or profit, however arising.

9.1.3 In any event, save for any liability in negligence for personal injury or death, any remaining liability or any other liability of the Karuna Institute in contract, tort, breach of statutory duty, misrepresentation or any other liabilities, however occurring, are limited to the value of Fees paid by or on behalf of the Trainee to the Karuna Institute or the amount, if any, the Karuna Institute receives from its insurers in respect of that particular loss, whichever is the greater.

## **9.2 Exclusion of liability for events beyond reasonable control**

9.2.1 Neither party shall be liable to the other for any failure or delay in performing its obligations under Contract if such failure or delay is due to any cause beyond that party's reasonable control.

9.2.2 This will include (but will not be limited to) governmental actions, war, riots, civil commotion, acts of terrorism, occupations, fire, flood, epidemic, labour disputes (including labour disputes involving the workforce of any third party) and act of God.

## **10 Termination of Contracts**

### **10.1 Termination of Contracts by the Karuna Institute**

10.1.1 The Karuna Institute may without liability terminate your Contract at any time immediately by written notice if you are in material breach of the Terms and Conditions or Course Conditions and in particular in the following circumstances:

- a. If you have provided false, incomplete or misleading information in relation to your application for admission to the Karuna Institute;
- b. If you fail to comply with requests for information, to make declarations, and/or to meet any specific requirements of your Course;
- c. Where your circumstances change so that you are no longer able to meet the special requirements set out in clause 3.2, for example, you acquire a relevant criminal conviction, develop a condition so that you no longer meet the occupational health requirements, or you do not have permission to remain in the UK for the purposes of study at the Karuna Institute;
- d. If you fail to meet the requirement to enrol in the first year of your Course or fail to re-enrol in subsequent years within the required timescale;
- e. If following the Karuna Institute's standard assessment processes, including any appeal process, you are judged to have failed to meet the required standard for Trainees' performance for your Course in accordance with the Course Conditions, including but not limited to unsatisfactory standard of work, failure to meet specified attendance requirements, failure to submit course work, complete assessments and/or meet Course deadlines, failure to fulfil a specified contract of Traineeship, failure to complete a mandatory placement for a Course, or failure to adhere to professional standards for training purposes;
- f. If you fail to pay any Fees or Charges by the due date specified by the Karuna Institute.

10.2 The effect of the Karuna Institute terminating your Contract under clause 12.1.1 or under any other provision of the Terms and Conditions will be that you will either be refused enrolment to the Karuna Institute or you will be required to withdraw from the Karuna Institute immediately and you will no longer be entitled to commence or continue your Course.

10.3 The Karuna Institute may in its absolute discretion refund or abate a proportion of any pre-paid Fees on a pro rata basis for the unexpired period of the Academic Year, subject to

the Karuna Institute retaining an amount to cover its reasonable losses and costs as a result of the termination, including any Deposit paid.

## **11 Obligations of the Karuna Institute**

a.1 The Karuna Institute shall

- a) deliver the Training as described in advertising and publicity material.
- b) provide all tuition, accommodation and meals for residential modules.
- c) uphold the values of respect, fairness and support in all dealings with Trainees, always, of course, upholding principles of equal opportunity.

## **12 Notices**

Any notice served by the Karuna Institute under these Terms and Conditions and any correspondence from the Karuna Institute shall be deemed to have been served two working days after dispatching to the address notified to the Karuna Institute by you.

## **13 Changes to Terms and Conditions, severance and Contract variations**

### **13.1 Changes to Terms and Conditions**

The Karuna Institute reserves the right to make reasonable changes to these Terms and Conditions at any time.

### **13.2 Severance**

In the event that any term, condition or provision contained in the Terms and Conditions is held to be invalid, unlawful or unenforceable to any extent, such term, condition or provision shall, to that extent, be severed from the Contract between you and the Karuna Institute without affecting the remaining Terms and Conditions which shall continue to be valid.

### **13.3 Contract Variations**

No variation or amendment to your Contract may be made by you without the prior written consent of the Karuna Institute.

## **14 Status of Terms and Conditions and your Contract Information**

14.1 These Terms and Conditions, and your Contract Information represent the entire agreement between you and the Karuna Institute and shall supersede any and all prior agreements and all other documents or statements, written or oral, between you and the Karuna Institute.

14.2 In the event of inconsistencies between the Terms and Conditions, the Course Conditions, and the remainder of the information in your Contract Information, the Terms and Conditions shall prevail over the Course Conditions, which shall in turn prevail over the remainder of the information in your Contract Information.

14.3 Any failure of or delay by the Karuna Institute or a Trainee in relation to the exercise of its rights under the Contract shall not constitute a waiver of such rights and any waiver in respect of one act or omission shall not operate as a waiver in respect of any other or future acts or omissions.

14.4 It is not intended that any third party should be entitled to enforce any of the provisions within the Contract Information and the Contracts (Rights of Third Parties) Act 1999 is excluded.

## **15 Law and Jurisdiction**

Your Contract shall be governed by and construed in all respects in accordance with the laws of England and Wales and the parties agree to submit to the jurisdiction of the courts of England and Wales.

## **16 Headings**

The headings in these Terms and Conditions are included for convenience or reference only and shall not affect their interpretation.

