



European Accredited Psychotherapy
Training Institute (EAP); (EAGT)
Higher Education Institution (MFHEA)

GESTALT PSYCHOTHERAPY TRAINING INSTITUTE MALTA

GPTIM

Attendance Policy for Synchronous Zoom Sessions / Training Sessions

Gestalt Psychotherapy Training Institute Malta (EAPTI-GPTIM) from time to time advises its students that some of its sessions are delivered synchronously, i.e., some lessons will take place live, face-to-face via a platform such as Zoom. These lessons require students to participate in the same manner as traditional face-to-face lessons. The use of Zoom for face-to-face learning may be implemented for various reasons, including the application of the mitigation policy, which helps students make up for missed learning hours. Additionally, Zoom sessions can accommodate students who may face challenges such as illness, family mishaps, or other personal or professional commitments that prevent them from attending in-person workshops. It also allows for flexibility in delivering training workshops that are essential for students to complete their studies and maintain continuity in their learning journey.

Rules for synchronously delivered lessons:

1. Regular attendance is expected for all sessions. Students must ensure that they complete all session attendance as per programme requirements.
2. Students shall ensure that they log into the synchronously delivered session 10 minutes before the commencement of the session. This will give enough time for any technical difficulties to be mitigated should the need arise.
3. The lecturer shall keep records of attendance for every lesson and shall note any student who did not attend the session. It is the responsibility of the student to ensure that they respond once their name is called out to confirm attendance.
4. The student shall ensure that their cameras are switched on during attendance taking and for the whole duration of the lesson, unless the leader of the session advises otherwise.

5. The student shall actively participate in the lesson they are attending and shall contribute to discussions put forth by the lecturer, unless the leader of the session advises otherwise.
6. Students are aware that the lecturer reserves the right to mark a student as absent if they log into the session very late without prior notice. Tardiness is considered absence if the student logs in more than 10 minutes after the commencement of the session.
7. Lecturers also reserve the right to advise students to turn on their cameras during the session. If students do not abide by this request and keep their cameras switched off throughout the duration of the lesson, the lecturer has the right to mark the student as absent and move them to the waiting room.
8. Students shall be responsible for all material they miss during any lesson for which they are absent.
9. During online sessions, no recordings (audio or video) are permitted by either party, i.e., the lecturer or the students.
10. Students are aware that failure to abide by these attendance regulations for synchronously delivered sessions may lead to their expulsion from the course. Attendance at lessons is a major component of the successful completion of the programme.

Confidentiality and Privacy During Zoom Sessions

11. Students must ensure they are alone during Zoom sessions and that no third party is present or able to overhear the content of the session. Students are required to provide a private and secure environment for themselves to participate fully in the session.
12. Confidentiality is a cornerstone of Gestalt Psychotherapy training. Students must treasure the privacy of the session, ensuring that all discussions remain within the group. Violations of confidentiality, whether intentional or accidental, may lead to disciplinary action.
13. Students should use headphones or a headset if necessary to ensure that no one in their vicinity can hear the discussion during the session. This not only upholds confidentiality but also respects the privacy of all participants.

Acknowledgment of Agreement

14. By signing the training contract of the chosen course, students confirm that they have read, understood, and agree to abide by this attendance policy, including the rules on confidentiality and privacy. This acknowledgment serves as a commitment to maintaining the professional and ethical standards expected during all synchronous Zoom sessions.

These rules and guidelines aim to maintain the integrity, confidentiality, and professionalism expected in all synchronous sessions, ensuring a productive and respectful learning environment for everyone.

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