

### MCAST Counselling / Therapy Agreement for Students

The therapist agrees:

- to keep everything confidential unless the client states otherwise
- to discuss with the client, the best course of action when it comes to informing third parties in case the client talks about serious harm to self or to others or harm done to them
- to keep the identity of the client anonymous when taking simple notes or discussing issues that emerge during therapy with the supervisor
- to keep the personal information saved in the department's database, solely for the use of the Wellbeing Hub
- to be on time for the session and to avoid rescheduling a session as much as possible
- to provide clients who are no longer MCAST students with a couple of sessions to explore other options for therapy if this appears necessary

that from time to time, they evaluate the therapeutic process together with the client, so as to decide whether more sessions are needed

The client agrees:

- to keep the identity of other clients at the Wellbeing Hub anonymous
- to maintain regularity in therapy by being punctual for sessions and not missing out on sessions; session is cancelled if client is more than 15 minutes late
- to inform the therapist as early as possible if a session needs to be cancelled
- to raise any complaints about the service with the therapist himself/herself, or with the Director in charge of the Wellbeing Hub
- that when applicable, the therapist gains access to any information/documents shared with the Inclusive Education Unit (IEU), which might be beneficial for the therapeutic process
- to inform the therapist of any other professionals involved
- in case of any difficulties to contact your assigned counsellor/therapist, you can make use of the Wellbeing Hub's generic number 23987188

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Client Signature

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Signature of Person doing intake:  
obo Wellbeing Hub

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Client Full Name

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Full Name of Person doing intake:  
obo Wellbeing Hub

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Date

***This data will be retained for not longer than 5 years from the end of the academic year during which the last session would have been held.***

**Ftehim dwar il-Counselling/Terapija għall-istudenti tal-MCAST**

It-terapisti jaqblu:

- li jzommu kunfidenzjali kull ma jintqal matul it-terapija, sakemm il-klijenti ma jindikawx mod ieħor
- li jiddiskutu mal-klijenti kif ikun l-aħjar mod li jiġi involut xi ħadd ieħor f'każ li l-klijenti jsemmu r-riskju ta' ħsara serja għalihom infushom jew għall-oħrajn, u anke fl-eventwalita' li ħaddieħor ikun se jagħmlilhom xi ħsara
- li jzommu l-identità tal-klijenti anonima jekk jieħdu xi noti żgħar jew meta jiddiskutu mas-*supervisor* tagħhom dwar dak li jkun qed jiġi diskuss fit-terapija
- li kull informazzjoni personali tinzamm fid-*database* tad-dipartiment għall-użu biss tal-*Wellbeing Hub*
- li jkunu fil-ħin għall-appuntamenti u li jevitaw li jbiddu d-dati tas-sessjonijiet sa fejn dan huwa possibbli
- li jkollhom xi sessjoni jew tnejn ma' klijenti li m'għadhomx studenti tal-MCAST biex jesploraw possibiltajiet oħra għal terapija jekk dan ikun neċessarju
- li minn żmien għal żmien, it-terapist/a flmkien mal-klijent jevalwaw l-proċess terapewtiku u jiddeċiedu jekk ikunx hemm il-bżonn ta' aktar sessjonijiet

Il-klijenti jaqblu:

- li jzommu l-identità ta' klijenti oħra li jkunu fil-*Wellbeing Hub* anonima
- li jiġu regolarment għat-terapija billi jattendu u jkunu puntwali għas-sessjonijiet; is—sessjoni titfassar jekk ikunu 15 –il minuta tard jew aktar
- li jinfurmaw it-terapist/a tagħhom jekk ikun hemm bżonn iħassru xi sessjoni
- li jekk ikollhom xi lment, dan jistgħu jiddiskutuh mat-terapist/a tagħhom, jew inkella mad-direttur responsabbli mill-*Wellbeing Hub*
- li fil-każ li huma jkunu reġistrati mal-*Inclusive Education Unit (IEU)*, huma jagħtu permess lit-terapist/a tagħhom li jkollu/a aċċess għall-informazzjoni/dokumenti li jistgħu jkunu ta' benefiċċju għall-proċess terapewtiku
- li jinfurmaw lit-terapist/a b'kull professjonist ieħor li jista jkun involut
- li f'każ li jsibu diffikulta' biex jikkuntattjaw lit-terapist/a tagħhom, jistgħu jagħmlu kuntatt mal-*Wellbeing Hub* permezz tan-numru 23987188

Klijent

Firma tal-Professjonist  
f'isem il-*Wellbeing Hub*

Isem sħiħ tal-Klijent

Isem sħiħ tal-Professjonist  
f'isem il-*Wellbeing Hub*

Data

***Din l informazzjoni ser tinzamm għal mhux aktar minn 5 snin mit-tmiem tas-sena akkademika minn meta saret l-aħħar sessjoni.***