



P2A Framework for Mobility 2019

1. General directives

This framework regulates P2A mobility in accordance with the Articles of the P2A Association, The P2A Journey Program Flow, the P2A Framework for Quality Assurance and guidelines issued by the P2A Committee for Academic Affairs. The framework covers

- P2A Journeys : one member sends participants to another member
- P2A Journeys-On-Campus: one member invites participants from other members
- P2A Special-Interest Journeys : program content is designed for specific target groups
- P2A International Journeys : regular P2A Journeys for non-ASEAN participants

P2A mobility does not require academic courses and does not depend on academic calendars. Members may arrange Journeys at any time throughout the year. Each member shall provide “black out” dates on their Offering so other members know when Journeys are unavailable f.e. due to term breaks, holidays etc. P2A Journeys-On-Campus should be announced well in advance to allow participants enough time to plan and apply

Journeys are open to any P2A student, faculty or staff with the English proficiency and maturity to successfully complete the Journey. The medium for all activities is English. The selection of participants is the sole responsibility of the home institute. At all times participants are subject to the standard rules and regulations of the host institute.

2. Requirement for Journeys

P2A Journeys shall adhere to the P2A Journey Program Flow as adopted by the Executive Committee in the meeting at UI in September 2017. The timeframe of each of the three phases in the Program Flow is at the discretion of the individual member. P2A Journeys shall also adhere to the P2A Framework for Quality Assurance

3. Program Offering

The Offering follows a standard P2A template to describes the program and the activities of Journeys that are offered at member institutes. The Offering shall be accompanied with a 3-5 minute video that shows the actual facilities, accommodation where students will stay, cafeteria, surroundings and other relevant information. Member shall send their Offering to the P2A Secretariat that will publish qualified materials to the Network. The requirements for program and activities are documented in the P2A Journey Program Flow



4. **Program Fees**

The maximum daily fee for the Offerings in 2018 is USD 40 per participant. Members may agree to offer additional activities as Add-Ons that may incur additional expenses. All fees, the currency and the methods of payment will be agreed between the members. The P2A fees and other benefits associated with P2A Journeys are only available to registered students at P2A members who fulfilled their membership obligations and paid membership fees. The following minimum provisions must be included in the daily fee:

- Appropriate accommodation
- 3 meals per 24-hour cycle
- Programs and activities as per the Offering
- 1 off-campus field trip
- Local transportation for transfers and field trips

The maximum daily fee for P2A International Journeys in 2018 is set at maximum USD 100 per participant. This fee applies to non-ASEAN nationals from non-member institutions only. Members who host P2A International Journeys shall contribute 50% of the daily fee to the P2A Scholarship Fund, established to support underprivileged students in the ASEAN community.

5. **Organizing Journeys**

P2A members agree to accept at least one (1) request per year from other members to host a P2A Journey, and to organize at least one (1) P2A Journey-On-Campus per year but hopefully more. Members who organize a P2A Journey shall inform the P2A Secretariat prior to the Journey and submit the travel itinerary and list of participating members and students.

Hosting members are strongly encouraged to engage their students in the activities during a P2A Journey to extend the impact of P2A Journeys to include local students.

6. **Responsibilities of the host universities**

The host will accept responsibility for participants from their arrival at the local point of entry until sending them to their next destination.

The host will assign local buddies to facilitate visiting participants to gain Knowledge, Understanding and Respect of country and society.

The host will assign a Coordinator to the participants throughout their Journey. The coordinator will provide feedback to the home institute and the Secretariat about any relevant issue or incidents.



Participants shall be respectful at all times, especially in regards to culture, politics and religion.

Participants will obtain adequate medical and third party insurance and waive the host from any liability. A template for the waiver is available at www.p2a.asia/resourcedownload

7. Certificates

Participants who complete a Journey of at least three (3) days and one (2) nights are eligible for the Certificate of Participation. The Certificates of Participation are issued by the host institute. The official template for P2A Certificates is available at www.p2a.asia/resourcedownload

Participants who complete at least three (3) qualified Journeys to at least three (3) ASEAN countries, and who meet the P2A requirements, are eligible for the Certificate of Completion, certifying their ASEAN readiness. Certificates of Completion are issued only by the Secretariat. Members can send requests for Certificates of Completion to secretariat@p2a.asia

8. This Framework for Mobility is in effect until 31 December 2018 and is binding for all members. Notwithstanding the principals of this framework, the implementation of Journeys is at the discretion of each member and arrangements will be discussed and agreed between the members involved, as necessary.

Members will endeavor to resolve issues and concerns amongst themselves. Matters that cannot be resolved between the members may be forwarded to the Secretariat for arbitration by the Board of Directors of the P2A Association.