P2A STARTER-KIT
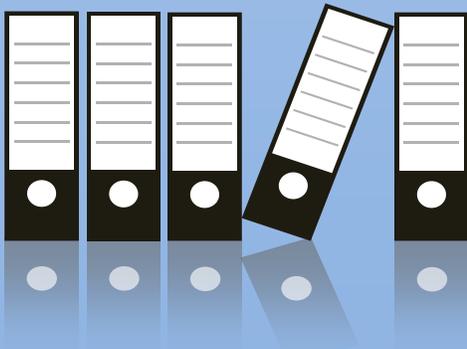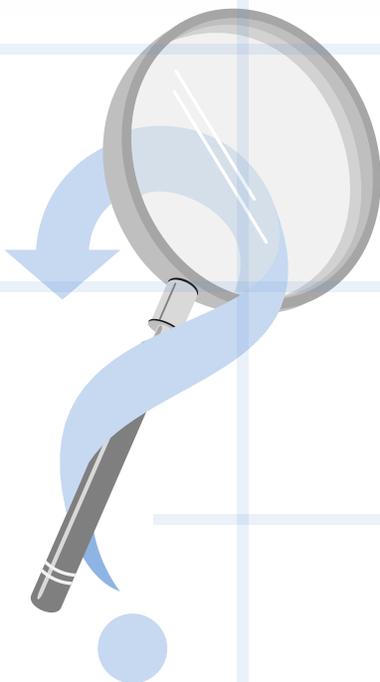# 2017

Introduction

A Practical Guide for Administrators and Coordinators at

P2A Member Institutions and Prospective Member Institutions

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1. Purpose of P2A

Welcome to Passage to ASEAN or P2A. Together with many other P2A Members in the ASEAN Community you have joined the community that prepares students and faculties to the challenges and opportunities of the 2015 ASEAN Economic Community. Before we go into details please have a look at the purpose of Passage to ASEAN as documented in the P2A Article of Association and the official P2A website.

(1) To provide knowledgeable students, staff and faculties with intercultural understanding and competencies to participate and contribute in the ASEAN community, and to promote an ASEAN identity that fosters greater awareness of the ASEAN cultural diversity and heritage;

(2) To promote a people-oriented ASEAN in which all people are encouraged to participate in, and benefit from, the process of ASEAN integration and community building and an ASEAN where people have equal access to opportunities for education and development;

(3) To forge closer multilateral cooperation in education and to promote life-long learning that will support individuals and society to build qualified, skilled and knowledgeable human resources;

(4) To promote a sustainable development of the region and to ensure for the protection and preservation of the region's environment and cultural heritage;

2. Getting Started with P2A

(1) Carefully read the P2A Article of Association and Framework. The Article explains the Mission, Vision and Organization. The Framework explains the agreement between all P2A Member institutes

(2) Make sure your Institute is officially registered as a Member. To register online or to check your registration click here. For more information please contact the P2A Secretariat

(3) Appoint a P2A Administrator for the implementation, promotion and expansion of the program in your institute. The P2A Administrator represents your institute in discussions about policies and directions, as well as in the P2A Standing Committee

(4) Appoint a P2A Coordinator for the day-to-day operation of the program in your institute. He/she coordinates P2A activities with the various faculties and offices and represents your institute in the P2A Committee of Representatives.

(5) Appoint a P2A Facebook Manager for posting relevant information about the program in your institute and about your country. He/she helps you to follow through the developments in the P2A Network. Follow P2A on Facebook to stay updated on current and future events

(6) Students and faculty in P2A. Support P2A Journeys and other P2A activities in your institute and collaborate with other Members to take full advantage of the P2A Network

The P2A Coordinator is the key person to oversee the launch of Passage to ASEAN in your institute. An official launch is important to create awareness and helps faculty and students to engage. Here are some guidelines on how you can launch P2A in your institute:

(1) Promote Passage to ASEAN (P2A) through your institute's newsletter, magazine, website and Facebook page. Consider flyers, banners and billboards and a P2A banner on your homepage

(2) Conduct seminars for faculties to learn about P2A; Conduct an orientation for students to learn about the four P2A steps that they must complete to qualify for a Certification of ASEAN Readiness

(3) Appoint Student-Ambassadors. Students can help with the P2A Program in your institute through social media and can be a valuable resource for P2A Journeys

(4) Encourage Students. Encourage them to play the ASEAN Game on P2A website and to create more interesting questions

(5) Engage Students. Organize P2A Journeys to neighboring ASEAN countries to learn, experience and understand the ASEAN Community and its people

(6) Keep in touch with other P2A Coordinators to work together and to keep updated on any developments in the P2A Network.

4. Implementing P2A

To implement P2A we must understand the mission of P2A: to certify the ASEAN Readiness of students. This means that students must learn, experience and understand the ASEAN Community and its people, and that these competencies must be tested. P2A does that in three steps

4.1 The ASEAN GAME

Rangsit University, Thailand and Duy Tan University, Vietnam jointly developed the mobile ASEAN Game for students to learn more about ASEAN, the 2015 ASEAN Economic Community (AEC) and the member countries. Students can download the App and play the ASEAN Game on smart phones, tablets and Facebook. Students can compete for the best individual score; for the best institutional score and for the best country-score. Scores are posted on the ASEAN Leader Board and Facebook.

How does it work?

The ASEAN Game is a linear game with three levels of difficulty (easy, moderate and difficult). The Game has 11 categories, one for each country and one for ASEAN itself. Each category has 30 questions and each question has 4 answers. Both the questions and the answers appear in random order. The correct answer on the first try gives 30 points. The second try gives 20 points and the third try 10 points. The ASEAN Game uses the Score and the elapsed Time to determine the ranking on the ASEAN Game Leaderboard. Students must accumulate a total of 10,000 points to pass the ASEAN Game. To learn more about the Game click here. Students can also submit their own questions online.

How to start?

Students must register for the ASEAN Game. After registration students can play the Game

(1) Directly through the P2A website
(2) By downloading the ASEAN Game App from the Apple Store or from Google Play or
(3) Directly from the ASEAN Game Facebook Page

4.2 The ASEAN Journey

The ASEAN Journey is an ASEAN mobility program for students to gain first-hand experience in other ASEAN countries with the objective to better understand the differences and similarities within the ASEAN community.

How does it work?

The ASEAN Journey takes advantage of the P2A Network where all Members agree to the same model for student mobility. By standardizing the program, activities, accommodation, meals and transportation, and agreeing on one ASEAN-wide fee, the ASEAN Journey is the most practical and affordable way for students to travel. P2A Members organize their own Journeys according to their own requirements. A Journey can start at any time and can take as long as you want. It may cover the whole ASEAN region or only selected countries but to qualify for certification students must travel at least 9 days and spend at least 3 days in 3 countries. Public Journeys (Journey On-Campus) are open to students from other P2A Members. Private Journeys are open only for students from the organizing Member. P2A encourages Public Journeys as a great opportunity for different nationalities to travel together and to increase the chances of students to participate. Learn more about P2A Journey

How to start?

(1) Read the P2A Framework for the details of ASEAN Journeys. Remember that Certification requires an ASEAN Journey of at least 3 countries with at least 3 days, 2 nights at each Member institute

(2) Make "P2A Journey Offering" standardize program of your institution, that is a brochure of standard activities, accommodation, meals and transportation under one ASEAN-wide fee. You can download the Offering Template to make the standardize program of your institution Learn more about P2A Journey Offering

(3) Discuss P2A Journey Offering directly with the P2A Members you plan to visit. You can find other P2A Members Offering here!

(4) Post your P2A Journey Offering on the P2A Site and Facebook page as a Public or a Private Journey to inform other Members about your Journey and/or to invite other students to join. While the site is under construction please email details of your Journey directly to the P2A Secretariat.

(5) Arrange a Pre-Departure Orientation Program with the students *and* their parents or guardians. Make sure to discuss the Safety Guidelines and ask students and their parents or guardians to sign the [P2A Waiver](#)

(6) Arrange a Post-Journey evaluation to elicit useful feedback to improve your next ASEAN Journey and to prepare your students for their ASEAN Certification. Submit a brief report to the P2A Secretariat with experiences, challenges and suggestions about the Journey, as well as the list of students who completed the Journey.

Types of P2A Journey

P2A mobility is referred to as Journeys that are specifically designed to develop the participants' Knowledge, Understanding and Respect for other societies in the ASEAN Community with following definitions.

(1) P2A Journey: One member sends participants to another member

(2) P2A Journey-On-Campus: One member invites participants from other members

(3) P2A International: Journeys for non-ASEAN participants

4.3 The ASEAN Certification

The ASEAN Certification certifies the ASEAN knowledge, understanding and experience of students. Over-time P2A hopes to develop the ASEAN Certification into a valuable document for students

How does it work?

Students qualify for ASEAN Certification after (1) playing the ASEAN Game; (2) joining a qualified ASEAN Journey and (3) sharing their stories on the P2A YouTube Channel. The three steps can be completed independently and at any time. Students complete the steps through the P2A website. The back-office of the site tracks the achievements. If students completed the three steps they can apply online for Certification of ASEAN Readiness. [Learn more about P2A Certification](#)

5. Expanding P2A

(1) Invite your institute's Partner to join P2A. Ask these Members to invite their Partner who can then invite other Partners. This ripple-effect will create a P2A network covering every country, district and city in the ASEAN community

(2) Invite your students to register for the ASEAN Game, to download the App, to play the Game and to compete in the ASEAN Game Leaderboard. Students can register online and play the ASEAN Game on Facebook

(3) Invite your students to submit new questions for the ASEAN game. Students can submit their questions online. After review their questions will be added to the ASEAN Game database.

(4) Send your P2A Journey Offering, Program for visiting students including the fees in USD and local currency to the P2A Secretariat. We will publish this information on the P2A website, thus promoting your institute and the Journeys your institute is organizing.

(5) Send your Travel Table that shows the best ways to travel to your institute and to next destination.

(6) Send your students for a paid internship to the P2A Secretariat! The P2A Secretariat provides accommodation and pocket-money for internships from 2-4 months. Contact the P2A Secretariat for more details

(7) Post any interesting and relevant messages on the P2A Facebook Page. This page is a great way to build an active P2A Community.

6. Organization & Roles of Secretariat

The P2A Secretariat is currently located at Rangsit University in Thailand. Its roles are:

(1) To coordinate the ASEAN implementation of the P2A Program amongst Member institutions.

(2) To coordinate and support the implementation of the P2A Country Chapters in ASEAN countries.

(3) To coordinate and support the work of P2A sub-committees.

(4) To facilitate and support the local P2A Coordinators and Administrators as appointed by Member institutes.

(5) To chair meetings of the Board of Director of Association, Standing Committee, Committee of Representatives, and where appropriate, meetings with ASEAN organizations and officials

Contact the P2A Secretariat by Phone +66 (0) 2997 2222, ext. 3474, or Email at secretariat@p2a.asia or visit the Office of International Affairs, Rangsit University, 52/ 347 Muang-Ake, Paholyothin Road, Pathumthani 12000 Thailand.

7. Organizational Structure of P2A

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                    │  P2A Board of Directors  │───│  Board of Advisors   │
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                    │     Management Team      │
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National Country Chapters	P2A Committees
Brunei	1. Committee for Student Affairs
Cambodia	• Regional Student Council
Indonesia	• National Student Chapters
Laos	• Institutional Ambassadors
Malaysia	2. Committee for Academic Affairs
Myanmar	• Standards and Compliance
Philippines	3. Committee for Technology
Singapore	4. Committee for Communications
Thailand	5. Committee for Development
Vietnam	