



Passage to ASEAN **Framework for Mobility 2017**

1. **Definitions** - 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. This Framework uses following definitions:

P2A Journeys : One member sends participants to another member

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

P2A International : Journeys for non-ASEAN participants

Participants : Students, faculty or staff from P2A members

2. **Content of Journeys** - Journeys must strictly adhere to the Framework for Quality Assurance and must contain the following component. P2A Tutorials are available at the P2A YouTube channel
 - Before & After video document the Learning Outcome
 - Beyond Perceptions workshop
 - One workshop with local and visiting participants
 - One field trip to a relevant site off-campus
3. **Offering** – The Offering describes the activities during a Journey. Members must submit their Offering to the Secretariat, based on the template that is available at www.p2a.asia/resourcedownload . Offerings are promoted through the Communications & Media Plan
4. **Additional Activities** – Host institutions may offer extra activities in addition to the standard P2A Offering. The additional expenses for such Add-Ons must be agreed upon between the host and the participants
5. **Frequency of P2A Journeys** - Each calendar year a member must accept at least one (1) request from other members to host a P2A Journey. Members are encouraged to accept as many requests as possible
6. **Frequency of P2A Journeys-On-Campus** – Each calendar year a member must host at least one (1) P2A Journey-On-Campus. Members are encouraged to host as many Journeys as possible



7. **Duration of a Journey** - P2A encourages Journeys of at least one (1) week. Journeys can be conducted for any period of time but must take at least (3) days and two (2) nights per country to qualify for the Certificate of Participation
8. **Fees for ASEAN nationals** - Host institutes may charge maximum USD 25 per night per participant for a standard Journey. Institutes may charge higher fees with the approval of the Country Chapter. In the absence of a Country Chapter fees must be approved by the Secretariat
9. **Fees for non-ASEAN nationals** - Host institutes may charge maximum USD 100 per night per participant for an International Journey. The host will contribute 50% of the fees to the P2A Network Scholarship Fund that sponsors ASEAN students
10. **Payment of Fees** - Details of the payment for Journeys and the Add-Ons, the preferred currency and the method of payment will be agreed upon by the members
11. **Provisions** - The following provisions must be included in the Program Fee:
 - Appropriate accommodation
 - 3 meals per day
 - Programs, activities and 1 off-campus field trip as per their Offering
 - Local transportation for transfers and field trips
12. **Scope of Responsibility** - The host will accept responsibility for participants from their arrival at the local point of entry until sending them to their next destination
13. **Buddies** - The host will assign local buddies on a 1:1 ratio to facilitate visiting participants to gain Knowledge, Understanding and Respect of country and society
14. **Support** - 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 incident
15. **Respect for Local Environment** - Participants shall be respectful at all times, especially in regards to culture, politics and religion.
16. **Insurance** - 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



17. **Certificate of Participation** - Participants who complete a Journey of at least three (3) days and one (2) nights are eligible for the Certificate of Participation. Certificates of Participation are issued by the host institute. The template is available at www.p2a.asia/resourcedownload
18. **Certificate of Completion** - 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.
19. **Calendar** - 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
20. **Selection** - 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.
21. **Disclaimer** - The Framework for Mobility is in effect until 31 December 2017 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.
22. **Disputes** - 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.