

UMAP Constitution **(effective from January 26, 2024)**

ARTICLE I **DEFINITIONS**

- 1.1 The name of the organization is University Mobility in Asia and the Pacific (UMAP).
- 1.2 The organization is an association of government and non-government representatives of the higher education sector in Asia and the Pacific. The organization is responsible for enhancing cooperation among higher education institutions (HEIs) in the region and increasing mobility of students and staff through UMAP exchange programs.
- 1.3 The UMAP Exchange Programs involve the development and implementation of university student and staff exchanges which are consistent with the UMAP principles listed in Attachment 1.
- 1.4 The governing authority of UMAP is the UMAP Board. The UMAP Board is composed of representatives from each of the Full Members of UMAP (see Article IV).
- 1.5 The UMAP International Secretariat administers UMAP (see Article V).
- 1.6 The UMAP National Secretariat is the chief point of contact in a member country/territory (see Article VI).
- 1.7 The UMAP organization structure is shown in Attachment 2.

ARTICLE II **AIM, GOAL AND FUNCTIONS**

- 2.1 The general aim of UMAP is to achieve a better understanding within each of the countries and territories in the Asia-Pacific region of the cultural, economic and social systems of the other countries and territories in the region through enhanced cooperation among higher education institutions and increased mobility of university students and staff.
- 2.2 The goal of UMAP is to increase the exchange of university students and staff through cooperation among countries/territories of the Asia-Pacific Region.
- 2.3 The objectives of UMAP are:
 - (a) To identify and overcome impediments to university mobility.
 - (b) To promote bilateral, multilateral and consortium arrangements among universities of member countries/territories.
 - (c) To develop and maintain a system for recognition and transfer of credits.
- 2.4 To realize the aim and goals, UMAP will closely collaborate with universities of member countries/territories at their request, in joint projects, programmes and activities on students and staff mobility.

ARTICLE III MEMBERSHIP

3.1 UMAP Membership is open to those countries/territories listed in Attachment 3. Others may be added as eligible Member countries/territories by a majority vote of the UMAP Board.

3.2 There are two statuses of Membership: Full Member and Associate Member.

(a) Full Members are those eligible countries/territories that meet the following two conditions, plus a minimum of one of the two from the next list, for a total of three conditions:

Both conditions must be met:

- Are on list of Eligible Countries/Territories (Attachment 3)
- Pay annual membership fee as assigned based on the formula set out in Attachment 4.

A minimum of one of these must be met:

- Attend at least one Board meeting per year (*or proxy identified)
- Participate in at least one Taskforce (*or proxy identified)

(b) Associate Members are any eligible countries/territories that wish to be associated with UMAP.

3.3 Full member Countries/Territories are entitled to participate in UMAP Exchange Programs.

3.4 Associate Members may participate in the UMAP Board Meetings and UMAP Committee Meetings only as observers, may receive UMAP communications and may participate in professional development and/or training activities. Associate Members cannot participate in UMAP Exchange Programs or receive funding or scholarships offered through UMAP. Associate Member countries do not have a National Secretariat.

3.5 Any Full Member of UMAP may withdraw from UMAP by notice addressed to the UMAP International Secretariat.

3.6 Membership Status

(a) Country/territory membership status will be evaluated on an annual basis and communicated by the designated deadline to Board Members.

- If three out of four conditions are met by the deadline, the Member Country/Territory will continue in Full Member status
- If three out of four conditions are **not** met by the annual deadline, the International Secretariat will inform the Board with a recommendation.

(b) An Associate Member Country may return to Full Member status with a National Secretariat by completing three out of four of the Membership Status conditions in addition to completing the National Secretariat application processes by coordinating with the International Secretariat.

3.7 National Secretariat

The National Secretariat of each member country/territory is determined by that country/territory but must enable effective representation of the national higher education system. Representation may be from the peak body of the higher education institutions (HEIs), consortia of HEIs, individual HEIs, government or a combination of these. Individuals are not eligible to be UMAP Members. Applications for National Secretariat consideration should be nominated by the International Secretariat to the Board for a vote.

- (a) If representation is requested by an individual HEI, supporting documentation that the HEI is recognized by the appropriate Government Ministry within the Eligible country/territory must be provided.
- (b) If representation is requested by an individual HEI, supporting documentation that the HEI is accredited by the appropriate Government Ministry and/or international accreditation bodies must be provided.

ARTICLE IV THE UMAP BOARD

- 4.1 The UMAP Board is composed of all Full Members.
- 4.2 The Board shall determine the policies and the main lines of work for the smooth and effective operation of UMAP.
- 4.3 The Board shall select the UMAP International Secretariat Host Country from proposals made by interested Full Members.
- 4.4 The Board shall oversee the UMAP International Secretariat.
- 4.5 The Board shall receive the reports of the UMAP International Secretariat and approve the program and budget of UMAP.
- 4.6 The Board shall review the Constitution biennially and has sole authority to amend the Constitution.
- 4.7 The Board shall set up special committees as appropriate. No special committee may exercise any authority other than that specifically outlined in the establishing resolution.
- 4.8 The Board shall elect a UMAP Chair from Full Members. The elected member shall nominate a chairperson and inform the UMAP International Secretariat.
 - (a) The Chairperson shall be responsible for convening and presiding over all meetings of the UMAP Board and the UMAP International Conference.
 - (b) The Chairperson shall host the Board Meeting once each Chairmanship year and the UMAP International Conference once during the term of chairmanship.
 - (c) The costs for hosting UMAP Board Meetings and the UMAP International Conference will be borne by the Full Member country/territory hosting the UMAP Chair.
 - (d) The term of the UMAP Chair shall be for two (2) years.
- 4.9 The Board shall meet at least once a year at the Board Meeting. Other meetings of the UMAP Board shall be called by the Chairman, Board or IS as necessary.
- 4.10 The presence of at least 50 percent of the Full Members is necessary for the Board to do business. Decisions shall be made by a quorum for the transaction of business. Each Full Member shall have one vote. In the event of a failure to achieve consensus on an item at a Board Meeting, a simple majority vote of the Full Members present shall determine the issue.

ARTICLE V
THE INTERNATIONAL SECRETARIAT

- 5.1 The secretariat of the UMAP shall be called "The UMAP International Secretariat" (UMAP IS), hereinafter referred to as the "International Secretariat".
- 5.2 The member country/territory hosting the International Secretariat shall be selected by the Board. The term of hosting the International Secretariat shall be for five (5) years.
- 5.3 The costs of providing the basic infrastructure for the International Secretariat shall be borne by the Full Member country/territory hosting the International Secretariat and shall not be represented in the UMAP budget.
- 5.4 The UMAP International Secretariat shall be responsible for the management and administration of the day-to-day operations of UMAP and serve as the liaison with National Secretariats.
- 5.5 The member country/territory hosting the International Secretariat shall appoint a Secretary-General to the International Secretariat.
- 5.6 The Secretary-General shall prepare the agenda for the Board. The Secretary-General shall submit programs of work to the Board and corresponding budget estimates together with such recommendations as considered desirable.
- 5.7 The Secretary-General shall participate without the right to vote in all meetings of the Board, and of the Committees of UMAP.
- 5.8 The Secretary-General shall prepare and communicate to the National Secretariats and to the Board the Annual Reports of the activities of UMAP. The Board shall determine the period to be covered by these reports.
- 5.9 The General Fund and Trust Fund should be managed by the International Secretariat.

ARTICLE VI
UMAP NATIONAL SECRETARIATS

- 6.1 Each member country/territory shall set up a National Secretariat to be the chief point of contact in that member country/territory.
- 6.2 UMAP National Secretariats shall perform the following functions:
 - (a) To be responsible for the promotion and development of the UMAP Exchange Programs within that member country/territory.
 - (b) To cooperate with the International Secretariat and other National Secretariats in matters of common interests.
 - (c) To coordinate UMAP participating HEIs within that member country/territory.

ARTICLE VII
BUDGET

- 7.1 The budget shall be prepared in U.S. dollars and administered by the Board.
- 7.2 The fiscal year of UMAP shall commence January 1 and conclude December 31.

7.3 The Board shall approve and give final effect to the budget and to the apportionment of financial responsibility among the member countries/territories of UMAP.

7.4 The budget shall be labeled into 3 categories:

(a) The General Fund shall include the annual membership contributions from the Full Members. The scale of contributions shall be based on the formula as in Attachment 4 and payable in US dollars.

The General Fund shall be used to support the activities of UMAP according to the approval by the Board.

(b) The Trust Fund shall include the donations from member countries/territories. The donating country may reserve the rights to set up rules and regulations for the expenditure.

(c) Extra-budgetary Funds shall include the additional contributions from the members or facilities or other resources for UMAP purposes. Acceptance and use of all such contributions or facilities shall be subject to approval by the Board.

7.5 Expenditure in any category shall be confined to the disbursement guidelines as in Attachment 5 and be subject to approval by the Board.

Attachment 1

Principles of the UMAP Exchange Program

1. UMAP programs operate between individual accredited higher education institutions, or consortiums of institutions, on the basis of mutual acceptance of the appropriateness of national accreditation determinations. All public and private higher education institutions located in countries or territories participating in UMAP, and recognized in the participating home country/territory and administrative region as nationally accredited, or as reputable providers of higher education courses, are eligible to participate in UMAP programs.

2. Definition of UMAP participation

2.1 Host and home universities need to ensure credit recognition prior to exchange. Slight change will be allowed after starting class.

2.2 Use of UCTS as a conversion scale for credit is necessary in principle.

2.3 Selection of courses and universities depends on each university.

2.4 Participating universities may include institutions that plan to make use of UCTS for their student exchange and have put it into practice as a pilot project.

3. The Exchange Agreement

3.1 Universities that plan to join UMAP exchange programs are required to sign the "Pledge of Agreement on UMAP Multilateral Student Exchange Program" with the UMAP International Secretariat.

3.2 Most agreements negotiated under UMAP will be bilateral between institutions, but agreements between governments or systems or combinations of parties are also possible.

3.3 For recognition as a UMAP project, an agreement should take proper account of the obligations of home and host institutions.

Home Institutions will:

- Select students and staff to participate
- Approve the study programs, including language courses/training, to be undertaken by participating staff and students
- Recognize work completed overseas for credit towards awards at the home institution
- Determine the level of financial support to be given to participating students and staff
- Provide appropriate preparatory courses for their students and staff prior to their departure

Host Institutions will:

- Provide the agreed study programs for participating staff and students
- Provide appropriate counseling and other support services to participants
- Assist participating students and staff in obtaining accommodations at reasonable costs
- Ensure that appropriate health care arrangements are made for participating staff and students
- Take action with the appropriate authorities in the host country to facilitate the issue of visas and compliance with other entry requirements
- Ensure appropriate access by participating students and staff to libraries, laboratories and similar facilities
- Provide any necessary language training

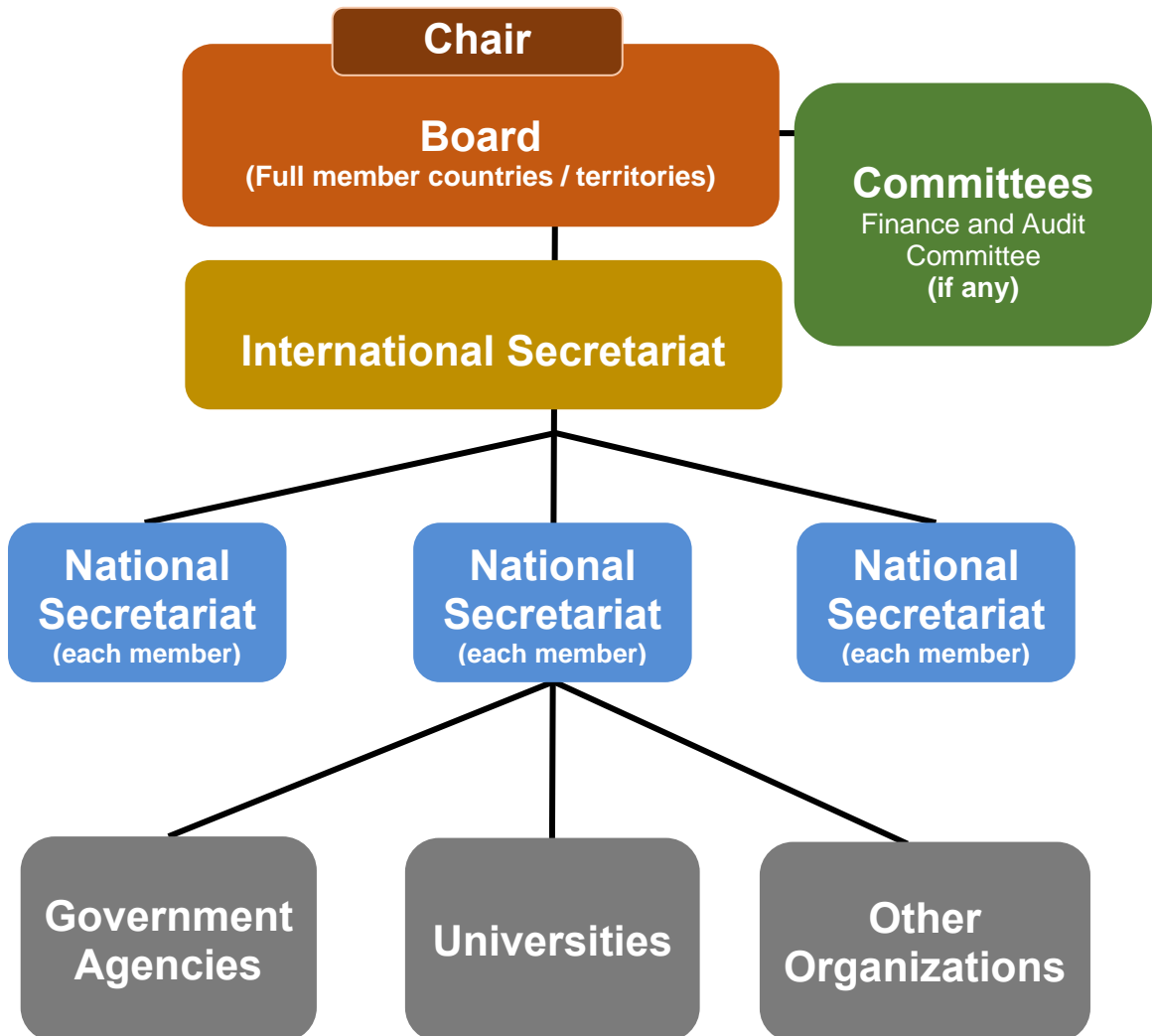
4. Funding Arrangements

4.1 Institutions participating in UMAP need to reach agreement on funding arrangements.

4.2 Matters to be considered may include:

- Whether students in receipt of scholarships, allowances, etc., would be entitled to retain these benefits whilst studying in another country,
- Whether institutions would be able to waive fees for students coming from overseas, on reciprocal terms,
- Whether governments would fund the additional administrative costs that institutions would incur through participation in UMAP; the forms of additional financial support that governments would make available to subsidize the costs of staff and students studying overseas under UMAP; the extent to which private funding may be available to support participation in UMAP; and whether institutions would be able to access development assistance funds to assist participation in UMAP.

Attachment 2



Attachment 3

COUNTRIES, TERRITORIES AND ADMINISTRATIVE REGIONS ELIGIBLE FOR UMAP MEMBERSHIP

- Australia
- Bangladesh
- Brunei
- Cambodia
- Canada
- Chile
- China, People's Republic of
- Colombia
- Costa Rica
- Ecuador
- El Salvador
- Fiji
- Guam
- Guatemala
- Honduras
- Hong Kong
- India
- Indonesia
- Japan
- Kazakhstan
- Korea, Republic of
- Kyrgyz Republic
- Laos
- Macao
- Malaysia
- Mexico
- Mongolia
- Myanmar
- New Zealand
- Nicaragua
- Panama
- Papua New Guinea
- Peru
- Philippines
- Reunion Island
- Russia
- Samoa
- Singapore
- Taiwan
- Thailand
- Timor-Leste
- USA
- Uzbekistan
- Vietnam

Note

An administrative region within the countries/territories listed above may represent the region and set up a sub-National Secretariat only when there is no representation for the whole country/territory. Even in a case where there are more than one sub-National Secretariat within a Full member country/territory, the country/territory has only one vote in a Board Meeting.

Attachment 4

UMAP Scale of Contribution (US\$)

Country/territory	Contribution Rate (%)
Cambodia, Kyrgyz Republic, Laos, Mongolia, Papua New Guinea, Reunion Island, Timor-Leste	1%
Brunei, Ecuador, Fiji, Guam, Myanmar, Samoa	1.5%
Bangladesh, Kazakhstan, Macau, Peru, Vietnam	2%
Colombia, Chile, Hong Kong, Indonesia, Malaysia, New Zealand, Philippines, Singapore, Thailand	3%
India, Korea, Mexico, Russia, Taiwan	4%
Australia, Canada, People's Republic of China	6%
Japan, USA	8%

Notes

1. The above scale uses 80 percent of GDP and 20 percent of GDP per capita to arrive at a multiple for each member. The resulting list is then grouped into cohorts to arrive at an estimate of the percentage of the total UMAP General Fund to be borne by each member. As economic information is always changing, the scale will periodically be reviewed by the Board to see if adjustments are merited.
2. A sub-national secretariat representing an administrative region within a country/territory shall pay 50% of the annual membership contribution for the country/territory.

Attachment 5

Disbursement Guidelines of UMAP Funds

Grants and incomes received are classified into different funds which are:

(a) **General Fund**

This fund comprises membership fees received from members and interest income from bank deposits.

(b) **Trust Fund**

This fund comprises donations from member countries/territories, as well as government/private sectors that wish to contribute to UMAP. This account was originally budgeted from Japan's UMAP Student Support Trust Fund Account and it was used for UMAP Scholarship Program Fund Account until 2016.

(c) **Extra-Budgetary Funds**

Members and others may make additional contributions, or provide facilities or other resources "in kind", for UMAP purposes.

The natures of the funds to which these grants and incomes pertain are as follows:

- (a) General Fund shall be used in the organization's core operations, which are expenditures according to annual budgets approved by the Board and administrative expenses of the IS for items approved by the Finance and Audit Committee (excluding personnel and infrastructure).
- (b) Trust Fund shall be used for special programs/projects to encourage student mobility upon approval by the Board.
- (c) Extra-Budgetary Funds shall be used upon approval by the Board.