



ASSOCIATION OF SOUTHEAST ASIAN NATIONS
SECRETARY-GENERAL

Ref. No.: CRD/Letter-Entities/2021/Vol.1/002

29 March 2021

Prof. Christine Goh

Chairperson

Association of Southeast Asian Teacher Education Network

SINGAPORE

Dear Prof. Goh,

I am pleased to inform you that the application of the Association of Southeast Asian Teacher Education Network (AsTEN) to be an entity associated with ASEAN has been approved. AsTEN will be listed in Annex 2 of the ASEAN Charter under the category of 'Think Tanks and Academic Institutions'.

As an accredited entity, AsTEN shall enjoy the privileges of and be bound by the obligations for accreditation, in accordance with the *Guidelines on Accreditation of Entities Associated with ASEAN* and *Guidelines on Accreditation of Civil Society Organizations* (enclosed). The *Rules of Procedures and Criteria for Engagement for Entities Associated with ASEAN* provide guidance for closer cooperation with ASEAN.

I look forward to AsTEN's active participation and meaningful contribution to our efforts to build a dynamic, inclusive, people-oriented and people-centred ASEAN Community.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Lim Jock Hoi', is written over the typed name. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

DATO LIM JOCK HOI

One Vision, One Identity, One Community



ASSOCIATION OF SOUTHEAST ASIAN TEACHER EDUCATION NETWORK

10TH MEETING OF PRESIDENTS

30 November 2019

Siem Reap, Cambodia

SUMMARY OF DECISIONS

NO.	AGENDA ITEM	ACTION
1	Minutes of the 9 th Meeting of Presidents held on 30 March 2019, in Ho Chi Minh City, Vietnam	Approved
2	Follow-up on the membership fee payments for 2019	For appropriate action by the AsTEN Secretariat
3	Template for the content of the AsTEN for distribution to the AsTEN members	For appropriate action by the AsTEN Secretariat
4	Colors present in the AsTEN logo and its explanation to be elaborated in a write-up	For appropriate action by the AsTEN Secretariat
5	Rebranding of AsTEN initiative	For appropriate action by PNU and NIE
6	AsTEN Awards initiative	For appropriate action by UPSI, PNU, and KU
7	International Exhibition and Conferences initiative	For appropriate action by UPI
8	Proposal for the sub-groups on AsTEN Promotions with specific activities and budget (refer to Items 5, 6, 7)	For submission by the sub-groups
9	Renaming of ASEAN Teacher Education Quality Assurance Agency to AsTEN Teacher Education Quality Assurance Agency	Noted
10	Establishment of AsTEN Teacher Education Quality Assurance Agency	Endorsed by the Board
11	Financial Projection for ATQA in an annual basis for review by the Board	For submission by UPI For discussion next meeting
12	Membership Guidelines for Associate Membership to include evidence of financial sustainability/capacity to pay annual membership fee as part of the documentary requirements	For appropriate action by the AsTEN Secretariat
13	AsTEN Plus – membership category for the aspiring members outside ASEAN	Approved
14	Proposed membership fee of USD 600 for AsTEN Plus and Associate Members	Approved
15	Membership Application of Mongolia National University of Education	Approved
16	AsTEN Teaching Award 2020	Deferred until the next meeting

**AsTEN****ASSOCIATION OF SOUTHEAST ASIAN TEACHER EDUCATION NETWORK****10TH MEETING OF PRESIDENTS**

30 November 2019

Siem Reap, Cambodia


SUMMARY OF DECISIONS

17	Call for Articles for the AsTEN Journal of Teacher Education	For information and appropriate action by the Board
18	Hiring of personnel who will render overtime service and a student assistant for AsTEN Secretariat	Approved
19	Call for Initiatives for 2020 to be disseminated to the AsTEN members	For appropriate action by the Secretariat
20	Invitation for the representatives to be part of the Board of ATQA	For appropriate action by the Board
21	Capitalization of letter 's' in the abbreviation 'AsTEN'	For further clarification
22	Hosting of the 11 th Meeting of Presidents by NUOL (for confirmation) Back-up: UPI	For confirmation to NUOL
23	Hosting of the 12 th Meeting of President by Universiti Pendidikan Sultan Idris	Approved
23	Dr. Jessie Png as the coordinator for the AsTEN Book Project	Approved

Prepared by:


MARIA ELVIRA A. ASUAN, Ph.D.
Executive Director

Certified Correct:


DR. HJ ADANAN BIN HAJI BASAR
KUPU SB, Brunei Darussalam
DR. SIENG SOVANNA
NIE, Cambodia
PROF. ASEP KADAROHMAN
UPI, Indonesia**PROF. DR. SOMSY GNOPHANXAY**
NUOL, Laos PDR
**PROF. DATO' DR. MOHAMMAD SHATAR
SABRAN**
UPSI, Malaysia
DR. KAY THWE HLAING
YUOE, Myanmar



10TH MEETING OF PRESIDENTS

30 November 2019

Siem Reap, Cambodia

SUMMARY OF DECISIONS


DR. ZENAÍDA Q. REYES
PNU, Philippines


DR. WATSATREE DITEEYONT
KU, Thailand


PROF. CHRISTINE GOH
NIE/NTU, Singapore (Chair)

DR. HOANG MAI KHANH
USSH, Vietnam



BOOK 4



QUALITY ASSURANCE SYSTEM FOR TEACHER EDUCATION INSTITUTIONS IN ASEAN MEMBER COUNTRIES

Fuad Abdul Hamied
Mohammad Fakry Gaffar
Mohammad Ali
Ace Suryadi
Wachyu Sundayana
Ahmad Bukhori Muslim
Rini Solihat
Jajang Kusnendar



AsTEN Teacher Education
Quality Assurance Agency

Quality Assurance System for Teacher Education Institutions in ASEAN member Countries

Work on the five documents of AsTEN Teacher Education Quality Assurance Agency (ATQA), commenced under the auspices of the Association of South East Asian Teacher Education Network (AsTEN), an accredited entity of ASEAN. Significant work was undertaken by the team from Universitas Pendidikan Indonesia (UPI), as assigned by AsTEN. The substances of the books were endorsed by AsTEN during its Presidential meetings.

© 2022 AsTEN Teacher Education Quality Assurance Agency and Universitas Pendidikan Indonesia Press

Please cite this publication as:

AsTEN Teacher Education Quality Assurance Agency. (2022). Quality Assurance System for Teacher Education Institutions in ASEAN member Countries. Bandung: ATQA.

ISBN 000-0-000000-00-0

First published 2019, compiled as one book

Revised 2022, published as a series of five books

ATQA, as a legal entity of AsTEN, owns the copyright in this publication. This publication or any part of it may be used freely only for non-profit education purposes provided the source is clearly acknowledged. The publication may not be sold or used for any other commercial purpose.

Other than as permitted above, no part of this publication may be reproduced, stored, published, performed, communicated, or adapted, regardless of the form or means (electronic, photocopying, or otherwise), without the prior written permission of the copyright owner.

Address inquiries regarding copyright to: AsTEN Teacher Education Quality Assurance Agency (ATQA), Jalan Dr. Setiabudhi 229, Bandung, Indonesia, 40154.

Layout & design by Dian Hendriana

Preface

A nation's development is determined by the efficacy of its educational system. It is commonly believed that exemplary teachers are essential to a successful education. Considering this backdrop, a number of teacher education institutions from eleven ASEAN nations have agreed to join the Association of Southeast Asian Teacher Education Network, abbreviated into AsTEN. AsTEN has been recognized as an ASEAN entity as of March 2021. It aims to establish a network of cooperation among teacher education institutions in ASEAN and beyond, which will provide a forum for the discussion and exchange of pertinent issues and problems, as well as the development of strategic actions and policy recommendations in tandem with ongoing education reforms.

During AsTEN Presidential Meetings, a concern arose regarding the need for teacher education institutions to develop high-quality standards for administering their programs in order to adapt to a rapidly changing society and produce professional and competent teachers able to meet the future needs of learners. Representatives from AsTEN member institutions participated in special meetings and workshops, and the UPI team was tasked with initiating and developing proposed teacher education standards and other documents required for establishing a quality assurance body for teacher education institutions in the ASEAN region.

Subsequently, ATQA was established, and the documentation required by AsTEN was created through the expert meetings and workshops, resulting in the release of the five documents listed below.

- Book 1 - Policy Guidelines, providing general information on AsTEN and ATQA, plus highlighting rules and regulations put forth by ATQA;
- Book 2 - ATQA Foundations, introducing our philosophical foundations and teacher education best practices;
- Book 3 - Assessment Instruments, detailing how each standard is translated into elements and indicators for assessing performances by the study program to be accredited;
- Book 4 - Quality Assurance System, outlining the basic principles, goals, and organizational stature of ATQA;
- Book 5 - Procedures of ATQA Accreditation System, providing all steps to go through for the whole accreditation process.

Our work has been an exciting and rewarding journey. We have learned ways to bridge our differing views and those of our colleagues. We highly appreciate representatives from AsTEN member institutions for their contributions to the documents of ATQA. Our sincere thanks to the leadership of AsTEN and all members of AsTEN Board of Trustees for the support of the establishment of ATQA. This will open the doors on a new era in education accreditation, especially in this region. As part of AsTEN, an accredited entity of ASEAN, ATQA has a powerful role to play.

Bandung, 15 July 2020



Fuad Abdul Hamied
ATQA Executive Director

Acknowledgements

AsTEN Board of Trustees

Dr. Hj Adanan bin Haji Basar

Raes, Kolej Universiti Perguruan Ugama Seri Begawan (Brunei Darussalam)

Dr. Sieng Sovanna, Director

Director, National Institute of Education (Cambodia)

Prof. Dr. Asep Kadarohman

Rector, Universitas Pendidikan Indonesia (Indonesia)

Prof. Dr. Somsy Gnophanxay

President, National University of Laos (Laos PDR)

Dr. Ester B. Ogena

Former President, Philippine Normal University & Former AsTEN Chair (Philippines)

Prof. Dr. Vo Van Sen

Former President, University of Social Sciences and Humanities (Vietnam)

Prof. Dato' Dr. Mohammad Shatar bin Sabran

Vice Chancellor, Universiti Pendidikan Sultan Idris (Malaysia)

Dr. Aye Aye Myint

Rector, Yangon University of Education (Myanmar)

Dr. Maria Antoinette C. Montealegre

Officer-in-Charge, Philippine Normal University (Philippines)

Prof. Christine Goh

Director, National Institute of Education (Singapore)

Assoc. Prof. Dr. Pattamavadi Lehmongkol

Dean, Faculty of Education, Kasetsart University (Thailand)

Prof. Ngo Thi Phuong Lan

President, University of Social Sciences and Humanities (Vietnam)

Brunei Darussalam

Dk. Siti Katijah Pg. Sulaiman

Dr. Norapizah binti Zalani

Cambodia

Mr. Ban Kornheng

Indonesia

Prof. Fuad Abdul Hamied, M.A., Ph.D.

Prof. Dr. H. Mohammad Ali, M.Pd., M.A.

Prof. Dr. Mohammad Fakry Gafar, M.Ed.

Prof. Ace Suryadi, M.Sc., Ph.D.

Prof. Wachyu S.,

Dr. Rini Solihat, M.Si.

Singapore

Dr. Jessie Png

Prof. Low Ee Ling

Assoc. Prof. Liu Woon Chia

Thailand

Asst. Prof. Dr. Watsatree Diteeyont

Assoc. Prof. Dr. Udomluk Koolsriroj

Assoc. Prof. Dr. Nongluck Manowaluilou

Asst. Prof. Dr. Sitthikorn Sumalee

Laos

Assoc. Prof. Dr. Athithouthay

Chatouphonexay

Assoc. Prof. Somphone Kounnavongsa

Malaysia

Prof. Dr. Mohd Sahandri Gani Hamzah

Mr. Muhammad Hasfarizal Kamaludin

Myanmar

Dr. Myo Win

Dr. Kay Thwe Hlaing

Dr. Htay Khin

Dr. Khin Mar Khaing

Philippines

Dr. Gina O. Gonong

Dr. Rita B. Ruscoe

Dr. Felicia I. Yeban

Dr. Maria Elvira A. Asuan (AsTEN Secretariat)

Mr. John Carlo M. Ramos (AsTEN Secretariat)

AsTEN Philippines (composed of Centers of Excellence in Teacher Education Institutions)

Vietnam

Dr. Nguyen Thi Hao

Dr. Nguyen Duy Mong Ha

Ho Thi Le Thuy, M.A.

Prof. Hong Mai Khanh

- The team would also like to thank the AsTEN Secretariat for their support.



Table of CONTENTS

Preface	i
Aknowledgements	ii
Tabel of Contents	iii
I. Quality Assurance system for teacher education institutions in ASEAN member countries	1
A. The Meaning	1
B. Basic Functions	1
C. Goals	1
D. Organization and Management	1
E. Policy Guidelines	2
F. Principles Of Assessment	2
G. Administrative Procedures	3
H. Assessors	4
II. Endorsement of Teacher education standards, Assessment Instrument, and Quality Assurance System	5
III. Establishment of ATQA	6
IV. Legal Standing of AsTEN and ATQA	10
Attachments	

I. Quality Assurance System for Teacher Education Institutions in ASEAN Member Countries

A. The Meaning

Quality assurance is a continuous process involving essential quality elements directed towards the maximum fulfilment of determined quality standards. These elements include quality goals, quality standards, quality organization and management, quality control and quality evaluation. These elements are closely interconnected closely and form a system of quality assurance system. Through quality assurance system, the quality standards become the basis upon which efforts to accomplish the quality goals are to be carried out professionally and effectively.

B. Basic Functions

There are three basic functions of the QA (Quality Assurance) system of Teacher Education Programs. First, QA system functions to provide a grand strategy to assure teacher education programs across ASEAN countries to effectively accomplish the determined teacher education standards at the maximum level of accomplishment. Second, QA system provides a general guideline for establishing general expected approaches to effectively meet the agreed teacher education standards. Third, QA system provides guidelines for undertaking evaluation on teacher education programs in each respective ASEAN country in the effort of improving and advancing their teacher education program.

C. Goals

The goals of QA system cover: (1) to raise the quality of teacher education programs in ASEAN countries based upon the agreed teacher education standards and (2) to establish stronger cooperation among teacher education institutions of ASEAN countries to advance the quality of teacher education programs to face the future challenges.

D. Organization and Management

There are a number of alternative types of organizational set up to strengthen the QA system. First, establish a QA center in each teacher education institution of each ASEAN member country which is responsible for coordinating all efforts in advancing teacher education programs involving schools and academic departments within a teacher education institution. Second, establish three levels of QA agencies, the national level, provincial level and the institutional level and this is relevant to a country with vast territories like Indonesia. Third, develop only one national agency in each country which is mandated to be responsible for the overall quality improvement of teacher education programs across the country through continuous monitoring and evaluating using the determined instruments applied to all teacher education programs in the country. The organization and management dimensions of the QA system are regarded as the driving force to put the QA system to work and function professionally and effectively. For ASEAN region, it is of a great necessity to establish A Quality Assurance Center on Teacher Education to be responsible for coordination, cooperation and networking of mutual interests for the advancement of Teacher Education Programs across ASEAN region.

E. Policy Guidelines

Policy guidelines relate to the two kinds of general policies: First, the legal provision underlying the establishment of the organization and management system of QA in each country regardless the type of organization and management system chosen. Legal aspect is extremely important to be recognized legally by all and accepted by all, particularly in regard with the teacher education programs of each country. Second, general policies related to the resources required to support the QA system operation. The resources cover the human resources, infrastructure, and the financial resources to support the operation of the QA system.

F. Principles of Assessment

Principles underlying the accreditation process include the following:

- 1. Impact;** process of measuring indicators of the elements of teacher education standards used in the accreditation must be based upon program impact.
- 2. Evidence-based;** evidence must be used as the basis for assessing the attainment of all elements of teacher education standards related to outcome, program, and management standards covered in teacher education standards. Evidence is the basis for making accreditation recommendations.
- 3. Rigors;** measuring of all elements of teacher education standards is conducted carefully, thoroughly, and exactly.
- 4. Continuous improvement;** assessment must be able to contribute to continuous improvement of teacher education program.
- 5. Flexibility, diversity and innovation;** assessment should encourage teacher education institution or unit to develop flexibility and diversity in the process of program development and implementation. Innovation should also be reflected in the program implementation to meet diverse needs of students.
- 6. Partnerships;** assessment process is built on the basis of partnerships involving shared responsibilities and obligations, and commitment among parties involved in the accreditation of teacher education institution or unit to improve teacher education quality.
- 7. Transparency;** assessment process must have conducted transparently across all elements of teacher education standard.
- 8. Accountability;** assessment must be held accountable for the steps taken in its process.
- 9. Research;** assessment process must be based upon a strong research base that informs program design and delivery, and informs the continual improvement of teacher education programs by providers.

G. Administrative Procedures

The establishment of QA system has raised a major question: how to put the quality assurance system to work and perform its functions. To answer this fundamental question, the following processes must be undertaken.

1. Develop evaluation instruments based on determined standards against which the performances of teacher education programs are measured.
2. Establish an organization mandated to be responsible for carrying out the functions of the quality assurance system professionally and effectively.
3. Determine administration procedures or mechanism to comprehensively and effectively implement the functions of the quality assurance system.
4. Establish administrative procedures covering the following steps:
 - a. Finalize the evaluation instruments through applying a panel of experts to review the validity and reliability of the instruments.
 - b. Establish a pilot testing project consisting of a various teacher education programs of different teacher institutions to test the validity and reliability of the evaluation instruments.
 - c. Review the instruments carefully based on the result of the pilot testing and improve the instruments.
 - d. Develop the clear scoring methods to be used by the assessors when carrying out their assignment in the field.
 - e. Recruit and train assessors how to understand, apply the instruments and train them to master scoring methods to be used for evaluating or assessing the performance of teacher education programs of a particular teacher education institution.
 - f. Disseminate the instruments to all teacher education institutions to build the same perception on the importance of the instruments and evaluation processes.
 - g. Develop adequate forms to be filled out and establish the use of ICT to help facilitate more effectively the evaluation processes.
 - h. Inform teacher education institution before assigning assessors to carry out the field evaluation activities.
 - i. Review the results of the evaluation based upon the reports of the assessors
 - j. Make the final decision on the final results of the evaluation.
 - k. Communicate the decision of the final results of evaluation to the teacher education institutions which have been evaluated.
5. Prepare competent human resources to manage the quality assurance system professionally. Provide adequate facilities and financial support for implementing the quality assurance system in carrying out the functions as expected.
6. Provide guidelines for establishing institutional capacity building by using the results of the evaluation as the departure points in designing the institution capacity building to undertake the follow up actions based on the results of the evaluation programs.
7. Build continuous communication between the quality assurance system and the teacher education institution that has been evaluated to continue working collaboratively to use the
8. institutional capacities to implement the expected changes based on recommendation from the evaluation.

H. Assessors

Assessor is evaluator assigned to measure the performance of teacher education program in terms of the standards of the teacher education programs. The assessor must master the standards and the instrument designed according to these standards. The assessor must also understand how to apply the instruments, how to score each item and how to process all scores resulted from the evaluation process. Principles of evaluation must be applied to produce the valid and reliable results of the evaluation. The entire process of evaluation should be based upon the rules and regulations determined by the QA system. In general, the functions of the assessors for site visit are mandated to carry out the following functions: Verification, clarification, validation, and assessment. These four functions should be carried out professionally, efficiently, and effectively based upon rules of codes of ethics of assessors determined by the Quality Assurance institution. Due to the importance of the role of assessors, there is needed to determine a set of requirements to be met by an assessor. This requirement includes: academic qualification with a doctoral degree in an academic discipline, educational experiences with a minimum ten years teaching experience, acquired competencies related to the development of higher education of all aspects, understanding broad educational context in global perspectives, participating in a number of scientific meetings, understanding current ideas, thinking and challenges of higher education, particularly higher teacher education in ASEAN countries and professional code of conducts.

II. Endorsement of Teacher Education Standards, Assessment Instrument and Quality Assurance System as Basis for Establishing ATQA

In the early stage of development of AsTEN, Board of Trustees assigned UPI to develop Teacher Qualification Framework upon which teacher education programs of ASEAN countries could carry out the quality improvement and advancement collaboratively with teacher education institutions of AsTEN member countries. UPI had taken steps to elaborate the mandate given in such a manner that could help Teacher education programs of AsTEN member countries accomplish their expectation. Teacher qualification framework contains the philosophical foundations under which, teacher education standards, assessment instrument and quality assurance system are based as interrelated major elements in Teacher education programs in preparing the professional quality teachers for now and the future. The document was developed comprehensively which were then discussed in many meetings of experts representing each AsTEN member countries. After a significant number expert meetings finally a final document was successfully prepared and was presented to Board of Trustees meeting in Singapore and was finally endorsed by the Board. Upon the endorsement of the document, a serious question was raised that was how the standards of teacher education, assessment instrument and the quality assurance to be implemented. It was upon the issue the Board assigned UPI again to take an initiative in developing an agency responsible for implementing the teacher education standards, assessment instrument and quality assurance system through the establishment of an implementing agency in the form of accreditation agency for teacher education programs across AsTEN member countries.

III. Establishment of ATQA

The establishment of quality assurance agency has been regarded as necessary for the quality assurance system to work. The quality assurance agency functions as the implementing agency of the quality assurance system. The meeting of presidents conducted for the purpose assigned UPI to take initiative of the establishment of the quality assurance agency. UPI took an initiative on the establishment of the agency through Rector Stipulation in the form Peraturan Rektor (Stipulation of Rector) No. 8820/UN40/HK/2019. The rector regulation decided to establish agency by the name of ASEAN Teacher Education Quality Assurance Agency abbreviated by ATQA where A means ASEAN, T represents Teacher Education, Q is Quality Assurance and A means Agency. ATQA led by an executive director and Secretary General supported by Divisions as needed.

Details of the Rector stipulation is presented in Attachment I.

The organization structure and personnel charged responsible for managing the agency is stated in the rector stipulation specifically arranged for the purpose. Details of the stipulation is presented in attachment IIA and IIB.

The establishment of ATQA was presented in the meeting of Board of Trustees conducted on November 30 2019 in Cambodia. Based on the report presented by Rector of UPI, the Board of trustees endorsed the establishment of ATQA. The endorsement was put in the Decision No.10 stating that Board of Trustees endorsed the establishment of ATQA. The following is the summary of the endorsement.

The Summary:



ASSOCIATION OF SOUTHEAST ASIAN TEACHER EDUCATION NETWORK

10TH MEETING OF PRESIDENTS

30 November 2019
Siem Reap, Cambodia

SUMMARY OF DECISIONS

NO.	AGENDA ITEM	ACTION
1	Minutes of the 9 th Meeting of Presidents held on 30 March 2019, in Ho Chi Minh City, Vietnam	Approved
2	Follow-up on the membership fee payments for 2019	For appropriate action by the AsTEN Secretariat
3	Template for the content of the AsTEN for distribution to the AsTEN members	For appropriate action by the AsTEN Secretariat
4	Colors present in the AsTEN logo and its explanation to be elaborated in a write-up	For appropriate action by the AsTEN Secretariat
5	Rebranding of AsTEN initiative	For appropriate action by PNU and NIE
6	AsTEN Awards initiative	For appropriate action by UPSI, PNU, and KU
7	International Exhibition and Conferences initiative	For appropriate action by UPI
8	Proposal for the sub-groups on AsTEN Promotions with specific activities and budget (refer to Items 5, 6, 7)	For submission by the sub-groups
9	Renaming of ASEAN Teacher Education Quality Assurance Agency to AsTEN Teacher Education Quality Assurance Agency	Noted
10	Establishment of AsTEN Teacher Education Quality Assurance Agency	Endorsed by the Board
11	Financial Projection for ATQA in an annual basis for review by the Board	For submission by UPI For discussion next meeting
12	Membership Guidelines for Associate Membership to include evidence of financial sustainability/capacity to pay annual membership fee as part of the documentary requirements	For appropriate action by the AsTEN Secretariat
13	AsTEN Plus – membership category for the aspiring members outside ASEAN	Approved
14	Proposed membership fee of USD 600 for AsTEN Plus and Associate Members	Approved
15	Membership Application of Mongolia National University of Education	Approved
16	AsTEN Teaching Award 2020	Deferred until the next meeting



ASSOCIATION OF SOUTHEAST ASIAN TEACHER EDUCATION NETWORK

10TH MEETING OF PRESIDENTS

30 November 2019

Siem Reap, Cambodia

SUMMARY OF DECISIONS


17	Call for Articles for the AsTEN Journal of Teacher Education	For information and appropriate action by the Board
18	Hiring of personnel who will render overtime service and a student assistant for AsTEN Secretariat	Approved
19	Call for Initiatives for 2020 to be disseminated to the AsTEN members	For appropriate action by the Secretariat
20	Invitation for the representatives to be part of the Board of ATQA	For appropriate action by the Board
21	Capitalization of letter 's' in the abbreviation 'AsTEN'	For further clarification
22	Hosting of the 11 th Meeting of Presidents by NUOL (for confirmation) Back-up: UPI	For confirmation to NUOL
23	Hosting of the 12 th Meeting of President by Universiti Pendidikan Sultan Idris	Approved
23	Dr. Jessie Png as the coordinator for the AsTEN Book Project	Approved


Prepared by:


MARIA ELVIRA A. ASUAN, Ph.D.
Executive Director


Certified Correct:


DR. HJ ADANAN BIN HAJI BASAR
KUPU SB, Brunei Darussalam


DR. SIENG SOVANNA
NIE, Cambodia


PROF. ASEP KADAROHMAN
UPI, Indonesia

PROF. DR. SOMSY GNOPHANXAY
NUOL, Laos PDR


**PROF. DATO' DR. MOHAMMAD SHATAR
SABRAN**
UPSI, Malaysia


DR. KAY THWE HLAING
YUOE, Myanmar



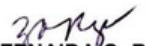
ASSOCIATION OF SOUTHEAST ASIAN TEACHER EDUCATION NETWORK


10TH MEETING OF PRESIDENTS

30 November 2019

Siem Reap, Cambodia

SUMMARY OF DECISIONS


DR. ZENAÍDA Q. REYES
PNU, Philippines


DR. WATSATREE DITEEYONT
KU, Thailand


PROF. CHRISTINE GOH
NIE/NTU, Singapore (Chair)

DR. HOANG MAI KHANH
USSH, Vietnam



Details of the minutes of the decisions of the Board Meeting is presented in Attachment IV

IV. Legal Standing of AsTEN and ATQA

Association of South east Asian Teacher education Network abbreviated AsTEN was established in 2015 by a number of Presidents and dignitaries of Higher Education institutions responsible for preparing teachers and other the educational personnel in ASEAN Countries. These Presidents and the dignitaries with their higher education institutions are as follows.

Name	Institution	Countries
Dr. Sieng Sovanna	National Institute of Education	Cambodia
Prof. Dr. Sunaryo Kartadinata	Universitas Pendidikan Indonesia	Indonesia
Prof. Dr. Soukkongseng Saignaleuth	National University of Laos	Republic of Laos
Prof. Dato' Dr. Noraini Idris	Universiti Pendidikan Sultan Idris	Malaysia
Prof. Dr. Aung Min	Yangon University of Education	Myanmar
Prof. Dr. Vo Van Sen	Vietnam National University Ho Chi Minh City	Vietnam
Dr. B. Ester B. Ogena	Philippine Normal Univesity	Philippine
Dr. Hj. Adanan bin Haji Basar	Kolej Universiti Perguruan Ugama Seri Begawan	Brunei Darussalam
Assoc. Prof. Liu Woon Chia	National Institute of Education	Singapore
Dr. Anamai Damnet	Kasetsart University	Thailand

They are the founders of AsTEN. The legal standing of AsTEN is put under AsTEN charter. Details of the Charter is presented in Attachment IV.

Since AsTEN scope of operation is in ASEAN region, and the region has an organization called Association of South East Asian abbreviated ASEAN with a Secretariat General situated in Jakarta, AsTEN submitted a proposal to the ASEAN Secretariat General in Jakarta Indonesia to be recognized as an entity of ASEAN organization. The application has been accepted and AsTEN has been endorsed by ASEAN as an entity within ASEAN organization. This endorsement has become very important legal standing of AsTEN. Details of the Endorsement is presented in Attachment V. The endorsement has also become a legal standing of ATQA because ATQA is an integrated part of AsTEN. ATQA as an agency responsible for conducting the accreditation of teacher education programs in ASEAN countries has possessed a strong legal standing upon which all activities of ATQA has been considered legal as an international organization.

ATTACHMENTS

- I Stipulation of UPI Rector: Peraturan Rektor UPI tentang Pembentukan ATQA (Establishment of ATQA)
- II A Stipulation of Rector: *Pengangkatan Personnel ATQA Pertama* (The first ATQA Personnel Appointment)
- B Stipulation of Rector: *Pengangkatan Personnel ATQA Terakhir* (Current ATQA Personnel Appointment)
- III Endorsement of Board of Trustees on the establishment of ATQA
- IV Recognition of AsTEN as an Entity in Secretariat General of ASEAN
- V AsTEN Charter
- VI A Draft of Constitution On The Establishment Of Quality Assurance Agency For Teacher Education In ASEAN Countries



**KEMENTERIAN RISET, TEKNOLOGI, DAN PENDIDIKAN TINGGI
UNIVERSITAS PENDIDIKAN INDONESIA**

Jalan Dr. Setiabudhi Nomor 229 Bandung 40154
Telepon (022) 2013163 - 2013164 Faksimile (022) 2001135
Laman: www.upi.edu Email: sekuniv_upi@upi.edu

**PERATURAN REKTOR UNIVERSITAS PENDIDIKAN INDONESIA
NOMOR 8820 /UN40/HK/2019**

**TENTANG
PEMBUKAAN PUSAT KAJIAN PENJAMINAN MUTU PENDIDIKAN GURU ASEAN
(*ASEAN TEACHER EDUCATION QUALITY ASSURANCE AGENCY*)
UNIVERSITAS PENDIDIKAN INDONESIA**

DENGAN RAHMAT TUHAN YANG MAHA ESA
REKTOR UNIVERSITAS PENDIDIKAN INDONESIA,

- Menimbang : a. bahwa dipandang perlu mengaktualisasikan peran sebagai institusi pendidikan guru di negara-negara ASEAN dalam mempersiapkan guru profesional;
- b. bahwa penjaminan mutu merupakan proses berkelanjutan yang melibatkan seluruh komponen penting yang diarahkan untuk memenuhi standar mutu yang ditentukan;
- c. bahwa Universitas Pendidikan Indonesia (UPI) sebagai anggota Asosiasi Jaringan Pendidikan Guru Asia Tenggara (*The Association of Southeast Asian Teacher Education Network/AsTEN*) telah diberi tanggung jawab untuk mengembangkan Kerangka Kerja Kualifikasi Pendidikan Guru untuk ASEAN dalam bentuk Standar Pendidikan Guru, Instrumen Penilaian dan Sistem Penjaminan Mutu Pendidikan guru untuk negara-negara di ASEAN;
- d. bahwa tanggung jawab sebagaimana dimaksud pada huruf c telah diselesaikan, diterima, dan disahkan pada pertemuan *Board of Trustees Asean Teacher Education Network (AsTEN)* di Vietnam tahun 2019, dan oleh karena itu perlu membentuk Pusat Kajian Penjaminan Mutu Pendidikan Guru ASEAN sebagaimana dimaksud dalam ketentuan Pasal 83A Peraturan Majelis Wali Amanat Nomor 04/PER/MWA UPI/2019 tentang Perubahan Ketiga Atas Peraturan Majelis Wali Amanat Nomor 03/PER/MWA UPI/2015 tentang Peraturan Pelaksanaan Peraturan Pemerintah Nomor 15 Tahun 2014 tentang Statuta Universitas Pendidikan Indonesia;
- e. bahwa berdasarkan surat Ketua Senat Akademik UPI Nomor 168/UN40/SA/TU/ 2019 tanggal 26 September 2019, Senat Akademik UPI telah mempertimbang-kan/menyetujui usulan pembukaan Pusat Kajian dimaksud;
- f. bahwa berdasarkan pertimbangan sebagaimana dimaksud dalam huruf a, huruf b, huruf c, huruf d, dan huruf e, perlu menetapkan Peraturan Rektor tentang Pembukaan Pusat Kajian Penjaminan Mutu Pendidikan Guru ASEAN (*ASEAN Teacher Education Quality Assurance Agency*) Universitas Pendidikan Indonesia;
- Mengingat : 1. Undang-Undang Nomor 20 Tahun 2003 tentang Sistem Pendidikan Nasional (Lembaran Negara Republik Indonesia Tahun 2003 Nomor 78, Tambahan Lembaran Negara Republik Indonesia Nomor 4301);

2. Undang-Undang Nomor 14 Tahun 2005 tentang Guru dan Dosen (Lembaran Negara Republik Indonesia Tahun 2005 Nomor 157, Tambahan Lembaran Negara Republik Indonesia Nomor 5336);
3. Undang-Undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi (Lembaran Negara Republik Indonesia Tahun 2012 Nomor 158, Tambahan Lembaran Negara Republik Indonesia Nomor 5336);
4. Peraturan Pemerintah Nomor 19 Tahun 2005 tentang Standar Nasional Pendidikan (Lembaran Negara Republik Indonesia Tahun 2005 Nomor 41, Tambahan Lembaran Negara Republik Indonesia Nomor 4496) sebagaimana telah diubah kedua kalinya dengan Peraturan Pemerintah Nomor 13 Tahun 2015 tentang Perubahan Kedua Atas Peraturan Pemerintah Nomor 19 Tahun 2005 tentang Standar Nasional Pendidikan (Lembaran Negara Republik Indonesia Tahun 2015 Nomor 45, Tambahan Lembaran Negara Republik Indonesia Nomor 5670);
5. Peraturan Pemerintah Nomor 4 Tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi (Lembaran Negara Republik Indonesia Tahun 2014 Nomor 16, Tambahan Lembaran Negara Republik Indonesia Nomor 5500);
6. Peraturan Pemerintah Nomor 15 Tahun 2014 tentang Statuta Universitas Pendidikan Indonesia (Lembaran Negara Republik Indonesia Tahun 2014 Nomor 41, Tambahan Lembaran Negara Republik Indonesia Nomor 5509);
7. Peraturan Pemerintah Nomor 26 Tahun 2015 tentang Bentuk dan Mekanisme Pendanaan Perguruan Tinggi Negeri Badan Hukum (Lembaran Negara Republik Indonesia Tahun 2015 Nomor 110, Tambahan Lembaran Negara Republik Indonesia Nomor 5699);
8. Peraturan Menteri Riset, Teknologi, dan Pendidikan Tinggi Nomor 44 Tahun 2015 tentang Standar Nasional Pendidikan Tinggi sebagaimana telah diubah dengan Peraturan Menteri Riset, Teknologi, dan Pendidikan Tinggi Nomor 50 Tahun 2018 tentang Perubahan atas Peraturan Menteri Riset, Teknologi, dan Pendidikan Tinggi Nomor 44 Tahun 2015 tentang Standar Nasional Pendidikan Tinggi (Berita Negara Republik Indonesia Tahun 2018 Nomor 1496);
9. Peraturan Majelis Wali Amanat Nomor 03/PER/MWA UPI/2015 tentang Peraturan Pelaksanaan Peraturan Pemerintah Nomor 15 Tahun 2014 tentang Statuta Universitas Pendidikan Indonesia sebagaimana telah diubah ketiga kalinya dengan Peraturan Majelis Wali Amanat Nomor 04/PER/MWA UPI/2019 tentang Perubahan Ketiga Atas Peraturan Majelis Wali Amanat Nomor 03/PER/MWA UPI/2015 tentang Peraturan Pelaksanaan Peraturan Pemerintah Nomor 15 Tahun 2014 tentang Statuta Universitas Pendidikan Indonesia;
10. Peraturan Majelis Wali Amanat Nomor 03/PER/MWA UPI/2017 tentang Revisi Rencana Strategis Universitas Pendidikan Indonesia Tahun 2016-2020;
11. Peraturan Majelis Wali Amanat Nomor 03/PER/MWA UPI/2018 tentang Rencana Kerja dan Anggaran Tahunan Universitas Pendidikan Indonesia Tahun 2019;
12. Keputusan Majelis Wali Amanat Nomor 06/KEP/MWA/UPI/2017 tentang Pengangkatan Rektor Universitas Pendidikan Indonesia Pengganti Antarwaktu Masa Bakti 2015-2020;

13. Peraturan Rektor Nomor 12368/UN40/HK/2018 tentang Pedoman Implementasi Rencana Kerja dan Anggaran Tahunan Universitas Pendidikan Indonesia Tahun 2019;

MEMUTUSKAN:

Menetapkan : PERATURAN REKTOR TENTANG PEMBUKAAN PUSAT KAJIAN PENJAMINAN MUTU PENDIDIKAN GURU ASEAN (*ASEAN TEACHER EDUCATION QUALITY ASSURANCE AGENCY*) UNIVERSITAS PENDIDIKAN INDONESIA.

Pasal 1

Dengan Peraturan Rektor ini Universitas Pendidikan Indonesia (UPI) membuka pusat kajian dengan sebutan Badan Penjaminan Mutu Pendidikan Guru ASEAN (*ASEAN TEACHER EDUCATION QUALITY ASSURANCE AGENCY*) Universitas Pendidikan Indonesia yang selanjutnya disingkat dengan ATQA UPI.

Pasal 2

ATQA UPI sebagaimana dimaksud dalam Pasal 1 berfungsi untuk:

- a. Mengembangkan strategi dasar penyempurnaan standar pendidikan guru ASEAN;
- b. Mengembangkan pedoman umum untuk membangun pendekatan dalam mencapai standar pendidikan yang disepakati;
- c. Mengembangkan pedoman untuk pelaksanaan evaluasi program pendidikan guru ASEAN;
- d. Menyelenggarakan Akreditasi Program dan/atau institusi Pendidikan guru di negar-negara ASEAN sebagai tindak lanjut untuk menerapkan standar dan instrumen penilaian pendidikan guru yang telah disahkan dan ditetapkan oleh AsTEN.

Pasal 3

ATQA UPI sebagaimana dimaksud dalam Pasal 1 bertujuan untuk:

- a. Meningkatkan kualitas program pendidikan guru ASEAN; dan
- b. Membangun kerja sama peningkatan kualitas program pendidikan guru ASEAN.

Pasal 4

Dalam upaya mencapai tujuan sebagaimana dimaksud dalam Pasal 3, ATQA UPI diarahkan untuk membangun jejaring dan kolaborasi badan penjaminan mutu tingkat nasional, tingkat provinsi, dan tingkat institusi.

Pasal 5

- (1) ATQA UPI sebagaimana dimaksud dalam Pasal 1 bersifat nonstruktural dan berada langsung di bawah kendali Rektor.
- (2) Pengelolaan ATQA UPI dipimpin oleh seorang kepala dan dibantu oleh seorang sekretaris.
- (3) Kepala badan dan sekretaris sebagaimana dimaksud pada ayat (2) dapat didampingi oleh wakil kepala dan wakil sekretaris, serta unsur lainnya sesuai dengan kebutuhan.

Pasal 6

- (1) ATQA UPI sebagaimana dimaksud dalam Pasal 1 memiliki keterkaitan kerja dengan AsTEN.

- (2) Rektor adalah anggota dari Board of Trustees AsTEN yang merupakan badan tertinggi dari organisasi AsTEN yang menerima tanggung jawab untuk mengembangkan Kerangka Kerja Kualifikasi Pendidikan Guru untuk ASEAN (*Teacher Education Qualification Framework*) yang dijabarkan dalam Standar Pendidikan Guru, Instrumen Penilaian (*Assessment Instrument*) dan Sistem Penjaminan Mutu Pendidikan (*Quality Assurance System*) yang telah diselesaikan, diterima, dan disahkan oleh pihak AsTEN.

Pasal 7

Paling lambat 6 (enam) bulan sejak Peraturan Rektor ini ditetapkan, unsur pimpinan UPI, unsur pimpinan Fakultas, Departemen dan/atau Program Studi, dan unsur pimpinan unit kerja terkait segera mempersiapkan langkah-langkah konkret untuk mendukung pengelolaan ATQA UPI sebagaimana dimaksud dalam Pasal 5 ayat (2) Peraturan Rektor ini.

Pasal 8

Peraturan Rektor ini mulai berlaku pada tanggal ditetapkan.



Prof. Dr. H. R. Asep Kadarohman, M.Si.
NIP 196305091987031002



KEMENTERIAN RISET, TEKNOLOGI DAN PENDIDIKAN TINGGI
UNIVERSITAS PENDIDIKAN INDONESIA

Jalan Dr. Setiabudi Nomor 229 Bandung 40154
Telepon (022) 2013163 - 2013164 Faksimile (022) 2001135
Laman www.upi.edu E-mail : sekuniv_upi@upi.edu

KEPUTUSAN REKTOR UNIVERSITAS PENDIDIKAN INDONESIA
NOMOR **1433** /UN40/KP/2017

TENTANG
PERBAIKAN LAMPIRAN KEPUTUSAN REKTOR NOMOR 1198/UN40/KP/2017
TENTANG PENGANGKATAN TIM *QUALITY ASSURANCE*
FOR TEACHER EDUCATION INSTITUTIONS IN ASEAN
UNIVERSITAS PENDIDIKAN INDONESIA
TAHUN 2017

DENGAN RAHMAT TUHAN YANG MAHA ESA
REKTOR UNIVERSITAS PENDIDIKAN INDONESIA,

- Menimbang : a. bahwa untuk lebih mengoptimalkan kinerja Tim *Quality Assurance for Teacher Education Institutions in ASEAN* (QAA-TEIA) Tahun 2017, maka Lampiran Keputusan Rektor Nomor 1198/UN40/KP/2017 perlu ditinjau kembali;
- b. bahwa berdasarkan pertimbangan sebagaimana dimaksud dalam huruf a, perlu menetapkan Keputusan Rektor tentang Perbaikan Lampiran Keputusan Rektor Nomor 1198/UN40/KP/2017 tentang Pengangkatan Tim *Quality Assurance for Teacher Education Institutions in ASEAN* Universitas Pendidikan Indonesia Tahun 2017;
- Mengingat : 1. Undang-Undang Nomor 20 Tahun 2003 tentang Sistem Pendidikan Nasional (Lembaran Negara Republik Indonesia Tahun 2003 Nomor 78, Tambahan Lembaran Negara Republik Indonesia Nomor 4301);
2. Undang-Undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi (Lembaran Negara Republik Indonesia Tahun 2012 Nomor 158, Tambahan Lembaran Negara Republik Indonesia Nomor 5336);
3. Peraturan Pemerintah Nomor 19 Tahun 2005 tentang Standar Nasional Pendidikan (Lembaran Negara Republik Indonesia Tahun 2005 Nomor 41, Tambahan Lembaran Negara Republik Indonesia Nomor 4496) sebagaimana telah diubah Kedua kalinya dengan Peraturan Pemerintah Nomor 13 Tahun 2015 tentang Perubahan Kedua Atas Peraturan Pemerintah Nomor 19 Tahun 2005 tentang Standar Nasional Pendidikan (Lembaran Negara Republik Indonesia Tahun 2015 Nomor 45, Tambahan Lembaran Negara Republik Indonesia Nomor 5670);
4. Peraturan Pemerintah Nomor 4 Tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi (Lembaran Negara Republik Indonesia Tahun 2014 Nomor 16, Tambahan Lembaran Negara Republik Indonesia Nomor 5500);
5. Peraturan Pemerintah Nomor 15 Tahun 2014 tentang Statuta Universitas Pendidikan Indonesia (Lembaran Negara Republik Indonesia Tahun 2014 Nomor 41, Tambahan Lembaran Negara Nomor 5509);
6. Peraturan Pemerintah Nomor 26 Tahun 2015 tentang Bentuk dan Mekanisme Pendanaan Perguruan Tinggi Negeri Badan Hukum (Lembaran Negara Republik Indonesia Tahun 2015 Nomor 110, Tambahan Lembaran Negara Republik Indonesia Nomor 5699);
7. Peraturan Menteri Riset, Teknologi, dan Pendidikan Tinggi Nomor 44 Tahun 2015 tentang Standar Nasional Pendidikan Tinggi (Berita Negara Republik Indonesia Tahun 2015 Nomor 1952);
8. Peraturan Majelis Wali Amanat Nomor 03/PER/MWA UPI/2015 tentang Peraturan Pelaksanaan Peraturan Pemerintah Nomor 15 Tahun 2014 tentang Statuta Universitas Pendidikan Indonesia sebagaimana telah diubah dengan Peraturan Majelis Wali Amanat Nomor 06/PER/MWA UPI/2015 tentang Perubahan Atas Peraturan Majelis Wali Amanat Nomor 03/PER/MWA UPI/2015 tentang Peraturan Pelaksanaan Peraturan Pemerintah Nomor 15 Tahun 2014 tentang Statuta Universitas Pendidikan Indonesia;

9. Peraturan Majelis Wali Amanat Nomor 08/PER/MWA UPI/2015 tentang Rencana Strategis Universitas Pendidikan Indonesia 2016-2020;
10. Peraturan Majelis Wali Amanat Nomor 05/PER/MWA UPI/2016 tentang Rencana Kerja dan Anggaran Tahunan Universitas Pendidikan Indonesia Tahun 2017;
11. Keputusan Majelis Wali Amanat Nomor 10/KEP/MWA UPI/2015 tentang Pemberhentian Rektor Universitas Pendidikan Indonesia Masa Bakti 2010-2015 dan Pengangkatan Rektor Universitas Pendidikan Indonesia Masa Bakti 2015-2020;
12. Peraturan Rektor Nomor 8938/UN40/HK/2016 tentang Pedoman Implementasi Rencana Kerja dan Anggaran Tahunan Universitas Pendidikan Indonesia Tahun 2017;
13. Keputusan Rektor Nomor 1198/UN40/KP/2017 tentang Pengangkatan Tim *Quality Assurance for Teacher Education Institutions in ASEAN* Universitas Pendidikan Indonesia Tahun 2017;

MEMUTUSKAN:

- Menetapkan : KEPUTUSAN REKTOR TENTANG PERBAIKAN LAMPIRAN KEPUTUSAN REKTOR NOMOR 1198/UN40/KP/2017 TENTANG PENGANGKATAN TIM *QUALITY ASSURANCE FOR TEACHER EDUCATION INSTITUTIONS IN ASEAN* UNIVERSITAS PENDIDIKAN INDONESIA TAHUN 2017.
- PERTAMA : Memperbaiki Lampiran Keputusan Rektor Nomor 1198/UN40/KP/2017 tentang Pengangkatan Tim *Quality Assurance for Teacher Education Institutions in ASEAN* Universitas Pendidikan Indonesia Tahun 2017 sebagaimana tercantum dalam Lampiran Keputusan ini.
- KEDUA : Tim Keputusan ini merupakan bagian yang tidak terpisahkan dari Keputusan Rektor Nomor 1198/UN40/KP/2017.
- KETIGA : Keputusan ini berlaku sejak tanggal ditetapkan, dengan ketentuan apabila terdapat kekeliruan dalam keputusan ini akan dilakukan perbaikan dan penyesuaian sebagaimana mestinya.

Ditetapkan di Bandung
pada tanggal 27 FEB 2017

Rektor



Prof. H. Furqon, M.A., Ph.D.
NIP. 195710021986091001

Tembusan:

1. Ketua MWA UPI;
2. Ketua Komite Audit UPI;
3. Ketua Senat Akademik UPI;
4. Wakil Rektor, dan Sekretaris Eksekutif UPI;
5. Dekan Fakultas, Ketua Lembaga, Direktur SPs, dan Direktur Kampus UPI di Daerah di lingkungan UPI;
6. Kepala Biro, Kepala BPPU, Kepala Perpustakaan, dan Direktur Direktorat di lingkungan UPI;
7. Ketua Satuan Audit Internal UPI;
8. Ketua Satuan Penjaminan Mutu UPI;
9. Ketua Departemen dan Ketua Program Studi di lingkungan UPI;
10. Kepala Divisi, Kepala Kantor, Kepala Arsip Universitas, Kepala UPT, dan Kepala Bagian di lingkungan UPI.
11. Yang bersangkutan.

Lampiran Keputusan Rektor Universitas Pendidikan Indonesia

Nomor : **1433** /UN40/KP/2017
Tanggal : **27 FEB 2017**

**TIM QUALITY ASSURANCE AGENCIES
FOR TEACHER EDUCATION INSTITUTION IN ASEAN
UNIVERSITAS PENDIDIKAN INDONESIA
TAHUN 2017**

Pengarah : Prof. H. Furqon, M.A., Ph.D.
Penggugut Jawab : Prof. Dr. H. R. Asep Kadarohman, M.Si.
Ketua : Prof. Fuad Abdul Hamied, M.A., Ph.D.
Wakil Ketua : Prof. Dr. H. Mohammad Ali, M.Pd., M.A.
Sekretaris : Dr. Rini Solihat, M.Si.
Anggota :
1. Prof. Dr. H. Mohammad Fakry Gaffar, M.Ed.
2. Prof. Ace Suryadi, M.Sc., Ph.D.
3. Dr. Harry, M.Pd.
4. Dr. Wachyu Sundayana, M.A.
5. Saripudin, S.Pd., M.T.
6. Annas Fachruddin, S.Pd.
7. Dani Prima, S.E.
8. Hani Gustiani, S.Pd.



Prof. H. Furqon, M.A., Ph.D.
NIP. 195710021986031001



KEPUTUSAN
REKTOR UNIVERSITAS PENDIDIKAN INDONESIA
NOMOR 599 /UN40/KP.08.01/2021

TENTANG
PENGELOLA ASEAN TEACHER EDUCATION QUALITY
ASSURANCE AGENCY PADA PUSAT PENJAMINAN MUTU
PENDIDIKAN GURU ASEAN
TAHUN 2021

REKTOR UNIVERSITAS PENDIDIKAN INDONESIA,

- Menimbang : bahwa berdasarkan Surat Ketua Pusat Penjamin Mutu Nomor 02/ATQA/RT/2021 Tanggal 29 Januari 2021 Perihal Permohonan Penerbitan SK ATQA Tahun 2021, perlu menetapkan Keputusan Rektor tentang Pengelola Asean Teacher Education Quality Assurance Agency Pada Pusat Penjaminan Mutu Pendidikan Guru Asean Tahun 2021;
- Mengingat : 1. Undang-Undang Nomor 12 Tahun 2012 tentang Pendidikan Tinggi (Lembaran Negara Republik Indonesia Tahun 2012 Nomor 158, Tambahan Lembaran Negara Republik Indonesia Nomor 5336);
2. Peraturan Pemerintah Nomor 4 Tahun 2014 tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi (Lembaran Negara Republik Indonesia Tahun 2014 Nomor 16, Tambahan Lembaran Negara Republik Indonesia Nomor 5500);
3. Peraturan Pemerintah Nomor 15 Tahun 2014 tentang Statuta Universitas Pendidikan Indonesia (Lembaran Negara Republik Indonesia Nomor 41, Tambahan Lembaran Negara Republik Indonesia Nomor 5509);
4. Peraturan Pemerintah Nomor 26 Tahun 2015 tentang Bentuk Mekanisme Pendanaan Perguruan Tinggi Negeri Badan Hukum (Lembaran Negara Republik Indonesia Tahun 2015 Nomor 110, Tambahan Lembaran Negara Republik Indonesia Nomor 5699) sebagaimana telah diubah dengan peraturan Pemerintah Nomor 8 Tahun 2020 tentang Perubahan Atas Peraturan Pemerintah Nomor 26 Tahun 2015 tentang Bentuk Mekanisme Pendanaan Perguruan Tinggi Negeri Badan Hukum (Lembaran Negara Republik Indonesia Tahun 2020 Nomor 28, Tambahan Lembaran Negara Republik Indonesia Nomor 6461);
5. Peraturan Majelis Wali Amanat Nomor 03/PER/MWA UPI/2015 tentang Peraturan Pelaksanaan Peraturan Pemerintah Nomor 15 Tahun 2014 tentang Statuta Universitas Pendidikan Indonesia sebagaimana telah diubah beberapa kali terakhir dengan Peraturan Majelis Wali Amanat Nomor 04/PER/MWA UPI/2019 tentang Perubahan Ketiga Atas Peraturan Majelis Wali Amanat Nomor 03/PER/MWA UPI/2015 tentang Peraturan Pelaksanaan Peraturan Pemerintah Nomor 15 Tahun 2014 tentang Statuta Universitas Pendidikan Indonesia;
6. Peraturan Majelis Wali Amanat Nomor 04/PER/MWA UPI/2020 tentang Rencana Strategis Universitas Pendidikan Indonesia 2021-2025;

7. Peraturan Majelis Wali Amanat Nomor 05 Tahun 2020 tentang Rencana Kerja dan Anggaran Tahunan Universitas Pendidikan Indonesia Tahun 2021;
8. Keputusan Majelis Wali Amanat Universitas Pendidikan Indonesia Nomor 13/UN.40.MWA/KP/2020 tentang Pemberhentian Rektor Universitas Pendidikan Indonesia Pengganti Antar Waktu Masa Bakti 2015-2020 dan Pengangkatan Rektor Universitas Pendidikan Indonesia Masa Bakti 2020-2025;
9. Peraturan Rektor Nomor 054 Tahun 2020 tentang Pedoman Penyusunan Implementasi Rencana Kerja dan Anggaran Tahunan Universitas Pendidikan Indonesia Tahun 2021;

MEMUTUSKAN:

- Menetapkan : KEPUTUSAN REKTOR UNIVERSITAS PENDIDIKAN INDONESIA TENTANG PENGELOLA ASEAN TEACHER EDUCATION QUALITY ASSURANCE AGENCY PADA PUSAT PENJAMINAN MUTU PENDIDIKAN GURU ASEAN TAHUN 2021.
- KESATU : Mengangkat yang nama-namanya sebagaimana tercantum dalam lampiran keputusan ini sebagai Pengelola *Asean Teacher Education Quality Assurance Agency* Tahun 2021.
- KEDUA : Biaya kegiatan sebagaimana dimaksud pada diktum KESATU Keputusan ini dibebankan pada RKAT Universitas Pendidikan Indonesia Tahun Anggaran 2021.
- KETIGA : Keputusan ini mulai berlaku pada tanggal ditetapkan.

Ditetapkan di
Bandung 09 MAR 2021
pada tanggal

REKTOR.

M. SOLEHUDDIN

Tembusan :

1. Ketua MWA UPI;
2. Ketua Senat Akademik UPI;
3. Wakil Rektor UPI;
4. Dekan Fakultas, Ketua Lembaga, Direktur SPs, dan Direktur Kampus UPI di Daerah di lingkungan UPI;
5. Kepala Biro, Kepala Perpustakaan, Kepala BPPU, dan Direktur Direktorat di lingkungan UPI;
6. Ketua SPI dan Ketua SPM UPI;
7. Kepala Divisi, Kepala Kantor, Kepala Arsip Universitas, Kepala UPT, dan Kepala Bagian di lingkungan UPI; dan
8. Ketua Departemen dan Ketua Program Studi di lingkungan UPI.

LAMPIRAN

KEPUTUSAN REKTOR UNIVERSITAS PENDIDIKAN INDONESIA

NOMOR 599/UN40/KP.08.01/2021

TENTANG PENGELOLA ASEAN TEACHER EDUCATION QUALITY

ASSURANCE AGENCY PADA PUSAT PENJAMINAN MUTU PENDIDIKAN GURU ASEAN
TAHUN 2021

DAFTAR NAMA PENGELOLA ASEAN TEACHER EDUCATION QUALITY
ASSURANCE AGENCY

- | | |
|-----------------------------------|--|
| 1. Pengarah | : Prof. Dr. M. Solehuddin, M.Pd., M.A. |
| 2. Penanggung Jawab | : Prof. Dr. H. Adang Suherman, M.A. |
| 3. Direktur Eksekutif | : Prof. Dr. Fuad Abdul Hamied, M.A., Ph.D. |
| 4. Tim Ahli dan Tim Asesor | : Prof. Dr. Moh. Fakry Gaffar, M.Ed. |
| 5. Direktorat Akreditasi | : Prof. Dr. Mohammad Ali, M.Pd., M.A. |
| 6. Direktorat Riset dan Publikasi | : Prof. Dr. Ace Suryadi, M.Sc., Ph.D. |
| 7. Direktorat Keuangan dan SDM | : Ahmad Bukhori Muslim, Ph.D. |
| 8. Sekretaris | : Dr. Rini Solihat, M.Si. |
| 9. Tim IT (Sistem Akreditasi) | : 1. Jajang Kusnendar, M.T.
2. Ahmad Syukron Surur, M.T.
3. Dody Setiadiputra, S.Pd. |
| 10. Staf Administrasi | : Maghfira Zhafirni, S.S. |

Ditetapkan di
Bandung 09 MAR 2021
pada tanggal



Attachment III

Endorsement of Board of Trustees on the establishment of ATQA



DRAFT MINUTES OF THE 10TH MEETING OF PRESIDENTS HELD ON 30 NOVEMBER 2019 AT DRAGON ROYAL HOTEL, SIEM REAP, CAMBODIA.

Present:

1. PROF. CHRISTINE GOH	NATIONAL INSTITUTE OF EDUCATION	SINGAPORE
2. DR. LAY HOON JESSIE PNG	NATIONAL INSTITUTE OF EDUCATION	SINGAPORE
3. DR. HJ ADANAN BIN HAJI BASAR	KOLEJ UNIVERSITI PERGURUAN UGAMA SERI BEGAWAN	BRUNEI DARUSSALAM
4. NAZIRUL MUBIN BIN AHAD	KOLEJ UNIVERSITI PERGURUAN UGAMA SERI BEGAWAN	BRUNEI DARUSSALAM
5. DR. SIENG SOVANNA	NATIONAL INSTITUTE OF EDUCATION	CAMBODIA
6. DR VIRA NEAU	NATIONAL INSTITUTE OF EDUCATION	CAMBODIA
7. PROF. ASEP KADAROHMAN	UNIVERSITAS PENDIDIKAN INDONESIA	INDONESIA
8. PROF. FUAD ABDUL HAMIED	UNIVERSITAS PENDIDIKAN INDONESIA	INDONESIA
9. MR. AHMAD BUKHORI MUSLIM	UNIVERSITAS PENDIDIKAN INDONESIA	INDONESIA
10. PROF. DATO' DR. MOHAMMAD SHATAR SABRAN	UNIVERSITI PENDIDIKAN SULTAN IDRIS	MALAYSIA
11. MR. MOHAMMAD HASFARIZAL KAMALUDIN	UNIVERSITI PENDIDIKAN SULTAN IDRIS	MALAYSIA
12. DR. KAY THWE HLAING	YANGON UNIVERSITY OF EDUCATION	MYANMAR
13. DR. PHYU PHYU YIN	YANGON UNIVERSITY OF EDUCATION	MYANMAR
14. DR. ZENAIDA Q. REYES	PHILIPPINE NORMAL UNIVERSITY	PHILIPPINES
15. ASST. PROF. DR. WATSATREE DITEEYONT	KASETSART UNIVERSITY	THAILAND
16. ASST. PROF. DR. CHALATIP SAMAHITO	KASETSART UNIVERSITY	THAILAND
17. PROF. HOANG MAI KHANH	UNIVERSITY OF SOCIAL SCIENCES AND HUMANITIES	VIETNAM
18. DR. MARIA ELVIRA A. ASUAN	AsTEN SECRETARIAT	
19. MR. JOHN CARLO M. RAMOS	AsTEN SECRETARIAT	

Absent:

1. NATIONAL UNIVERSITY OF LAOS LAOS PDR

I. DECLARATION OF QUORUM

Dr. Maria Elvira A. Asuan (Executive Director) made a roll call of the participants and determined that there was a quorum with 9 out of 10 member institutions represented.

II. APPROVAL OF THE AGENDA

Prof. Christine Goh (Chair) presented the proposed agenda to the body, for approval, before moving on to the discussion of the agenda. The body approved the agenda for the 10th Meeting of Presidents.

III. READING AND APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

Prof. Goh (Chair) asked the body to go over the minutes of the meeting and raise comments if any. She also told the body to email the Secretariat if errors were found.



On a motion made by Prof. Dato' Dr. Shatar (Malaysia), seconded by Dr. Reyes (Philippines), the minutes of the previous meeting was approved.

Decision/Action 1: The Board approved the Minutes of the 9th Meeting of Presidents.

IV. MATTERS ARISING FROM THE MINUTES

Dr. Jessie (Singapore) announced that the international workshop to be hosted by the National University of Laos was canceled.

V. FINANCIAL REPORT

Dr. Asuan (Executive Director) presented the financial report and the status of membership fee payment. As of 15 November 2019, AsTEN has USD 22,536.71. She notified the Board that there were three unverified transactions/deposits in the bank account and requested the members to send the transaction slip of their membership fee payment for proper verification. Dr. Reyes (Philippines) emphasized that submission of bank transaction slip was very important in verifying deposits especially if it would be coming from other countries.

Dr. Hj Adanan (Brunei Darussalam) informed the Secretariat that he had already told his staff to process the payment immediately. Dr. Sieng (Cambodia) also said that they had already paid the membership fee last November 18, 2019.

Prof. Dato' Dr. Shatar (Malaysia) inquired about the status of membership of the National University of Laos (NUOL).

Prof. Goh (Chair) said that she had already written a letter to the Ministry of Education of Laos PDR and asked for government support for NUOL in paying the membership fee. There was no response from their MoE yet.

Prof. Goh (Chair) asked Dr. Asuan about the process of auditing of AsTEN accounts. Dr. Asuan replied that since the account is under the management of PNU, the report is being prepared by the Accountant, Mr. Ronnie B. Pagal and the audit is through the Commission on Audit (COA). She noted that every financial transaction done by AsTEN is audited by COA.

Decision/Action 2: The Chair instructed the Secretariat to make a follow-up on the membership fee payments of AsTEN members.

VI. DISCUSSION OF THE APPROVED AGENDA

1. Committee Report on AsTEN Promotions

Prof. Goh (Chair) extended her thanks to the committee who worked on the proposals for AsTEN Promotions led by Universiti Pendidikan Sultan Idris (UPSI). She asked Prof Dato' Dr. Shatar (Malaysia) to explain the proposal to the Board before discussing the budget for the proposals.

Prof. Dato' Dr. Shatar (Malaysia) stated that the committee was composed of UPSI, Kasetsart University (KU), Yangon University of Education (YUOE) Universitas Pendidikan Indonesia (Indonesia), and AsTEN Secretariat, and it held its workshop in Yangon, Myanmar, from 21-22 July 2019 to develop the proposal. The committee came up with 6 proposals: re-



ASSOCIATION OF SOUTHEAST ASIAN TEACHER EDUCATION NETWORK

branding AsTEN, network and collaboration, activities, publication, AsTEN Awards and support from ASEAN.

For the re-branding of AsTEN, he explained that the AsTEN website should be improved. It should be linked to the websites of its members, and the calendar of activities should be included. Social media should also be utilized. Merchandise to promote AsTEN should also be produced.

Dr. Jessie (Singapore) asked Mr. Ramos (Technical Assistant) to tell the Board about the concerns as regards the website of AsTEN. Mr. Ramos (Technical Assistant) told the Board that the website needed to be updated. However, there was a concern about the efficiency of handling the website because there was no specific person who managed the website since the Management Information System Office of PNU also managed all the websites of the university. Updating the website could take time and there should be more people managing the website. In addition, the Secretariat encountered problems on the website renewal because of the strict government procedure and extra requirements by COA in website procurement.

Prof. Dato' Dr. Shatar (Malaysia) agreed to the points raised regarding the website and he said that all members should contribute information and content for the website.

Prof. Goh (Singapore) asked for the commitment of the members in supplying content for the website so that it would remain updated. She asked the Secretariat to provide them with a template of what information they needed to provide.

Decision/Action 3: The Secretariat will provide a template for the content of the AsTEN website to be contributed by AsTEN members.

Mr. Hasfa (Malaysia) asked if it was possible to inform the government to ease up the process since the AsTEN website has a different domain. Mr. Ramos (Technical Assistant) replied that AsTEN is required to follow the government processes since the account is under PNU, a government entity.

On corporate colors, Prof. Dato' Dr. Shatar (Malaysia) said the corporate color should be well-identified and there should be an explanation for its corporate colors.

Dr. Asuan (Executive Director) commented that the colors of ASEAN were followed in crafting of the logo. Prof. Goh (Chair) suggested that the corporate colors should at least be connected to the aims and objectives of AsTEN.

Decision/Action 4: The Secretariat is instructed to make a write-up of the AsTEN logo and the corporate colors.

Prof Goh (Chair) asked the Body if they could assign members who could help the Secretariat in accomplishing the tasks and developing a more specific proposal for the re-branding of AsTEN via its website. Dr. Jessie (Singapore) volunteered to help.

Decision/Action 5: The Board designated PNU/AsTEN Secretariat and NIE/NTU Singapore to do appropriate actions for the re-branding of AsTEN.

On social media, Prof. Dato' Dr. Shatar (Malaysia) suggested that the Board allowed PNU and NIE to talk about it and decide on the matter.

For networking and collaboration, Prof. Dato' Dr. Shatar (Malaysia) proposed that AsTEN should establish partnerships with different international organizations such as United Nations, UNESCO, SEAMEO, European Union, ASEAN University Network, etc. joint activities,



ASSOCIATION OF SOUTHEAST ASIAN TEACHER EDUCATION NETWORK

conferences, exchanges, and international exhibition should be done to make AsTEN known in the international community.

Mr. Hasfa (Malaysia) inquired again if there would be a problem in the disbursement of funds in case an AsTEN member would be covered by AsTEN to attend conferences or exhibitions. Prof. Dato' Dr. Shatar (Malaysia) cited the practice in the Consortium of Asia-Pacific Education Universities (CAPEU) that they only need the approval of the Board for the money to be disbursed.

Dr. Reyes (Philippines) replied that the amount should not be too expensive so that it would not be questionable when audited. The disbursement of the budget would be easy if it were indicated in the Programs, Activities, and Projects (PAPs).

On AsTEN Awards, Prof. Dato' Dr. Shatar volunteered to take charge of the initiative. Dr. Reyes (Philippines) suggested some co-curricular and extra-curricular activities that could be done along with the AsTEN Awards were demo-teaching competition, lesson plan writing, and cultural competitions such as choral singing, dance, etc. Dr. Watsatree (Thailand) also suggested that participation in the activities of AsTEN could be one of the bases in giving the award.

Prof. Goh (Chair) expressed the need to have a separate discussion on this and asked some members to join UPSI in crafting a specific proposal for AsTEN Awards. Dr. Reyes (Philippines) and Dr. Watsatree (Thailand) agreed to be part of the team.

Decision/Action 6: The Board designated UPSI, KU, and PNU as the lead in the AsTEN Awards initiative.

On activities, Prof. Goh said that there were several conferences that AsTEN could join in. She also suggested that AsTEN could organize a symposium in which some of the members could present their papers. Organizing and participating in conferences could help introduce AsTEN. She emphasized that members should be ambassadors of AsTEN. Putting the name of AsTEN in an official email signature would also be a good strategy.

Prof. Dato' Dr. Shatar (Malaysia) also suggested that the members could think of a way to promote AsTEN when they are attending conferences and seminars.

Dr. Watsatree (Thailand) announced the upcoming 6th International Conference on Education to be held in Bangkok, Thailand in April 2020 in which AsTEN would be one of the academic partners and the logo would be included in the proceedings and website. Discounts would also be given to participants from AsTEN member institutions.

Dr. Jessie (Singapore) added that AsTEN would also be a partner of EduTech Asia and the logo would also be present in the website and promotional materials. The conferences would be held in Singapore and Philippines. They would also be giving free passes to AsTEN members.

Prof. Goh (Chair) said that AsTEN needed to identify which exhibition to participate in. She asked who among the members could take the lead in identifying the conferences and exhibitions for AsTEN. Prof. Fuad (Indonesia) agreed to lead the said initiative.

Decision/Action 7: The Board designated UPI to lead the initiatives on conferences and exhibitions.

Prof. Goh (Chair) asked each sub-group to prepare a very short proposal on the specific plans of the identified areas with budget projection before the Board could decide on the budgetary allocation. The Board agreed.



Decision/Action 8: Subgroups in charge of rebranding initiatives, AsTEN Awards, and conferences and exhibitions will submit specific activities and budget proposals for discussion at the next meeting.

2. Establishment of ASEAN Teacher Education Quality Assurance Agency (ATQA)

Prof. Goh (Chair) asked Prof. Fuad (Indonesia) to explain the proposal regarding the matter.

Prof. Fuad reported that the training of assessors for the AsTEN quality assurance was held from 14-16 November 2019, in Bandung, Indonesia. It was attended by 7 AsTEN member institutions and 10 teacher education institutions (TEIs) in Indonesia. He explained the details of the proposal on the establishment of the ASEAN Teacher Education Quality Assurance Agency (ATQA). He also invited members to send representatives to the Board of ATQA and be assessors.

Dr. Jessie (Singapore) commented that the word 'ASEAN' should be replaced with 'AsTEN' because the focus of the quality assurance system is the AsTEN member institutions. Also, AsTEN could not use 'ASEAN' because it had yet to be accredited by ASEAN Secretariat. Prof. Fuad (Indonesia) agreed.

Dr. Sieng (Cambodia) expressed his support for the establishment of the agency.

Prof. Dato' Dr. Shatar raised a question of whether study programs could be recognized by all countries in terms of quality once accredited. Also, he asked if the students could be employed in other ASEAN countries if he/she is a graduate of an accredited study program by ATQA.

Dr. Khanh (Vietnam) commended the proposal but raised the concern that ATQA should be recognized first by the Ministries of Education of each country. In the case of Vietnam, they have their own criteria in assessing teacher education programs. The University of Social Science and Humanities already have AUN. She said that AsTEN should work on its accreditation as an entity associated with ASEAN first.

Prof. Fuad (Indonesia) explained that ATQA would be a unique accrediting agency because it would only focus on teacher education unlike AUN which is generic in nature and teacher education is treated similarly as other programs.

Dr. Reyes (Philippines) agreed that a quality assurance system for teacher education is necessary but she inquired if ATQA would be linked to the ASEAN Quality Assurance Network (AQAN). She mentioned that endorsement from AQAN would also be necessary and this would be possible if ATQA would also be subjected to quality assurance as well.

Prof. Fuad (Indonesia) responded that the accrediting body like ATQA also needed accreditation. He had been advised by the AQAN President to look at the framework of AQAN so that ATQA could be accredited also. He expressed that one of the intentions of establishing this accreditation body was to have an avenue for sharing best practices.

Dr. Jessie (Singapore) inquired if AsTEN would be expected to fund the operations of the agency should the Board approve the proposal.

Prof. Fuad (Indonesia) said that there would be sharing of funds to carry out activities. If an institution would like to be accredited, it could cover the expenses of the assessors from their respective countries. The sending institutions where the assessors come from might also



ASSOCIATION OF SOUTHEAST ASIAN TEACHER EDUCATION NETWORK

share the expenses. He mentioned that in an accreditation activity there should be at least 2 assessors coming from different countries.

Dr. Jessie (Singapore) asked Dr. Asuan (Executive Director) if the funds of AsTEN would be sufficient in case it had to fund ATQA. Dr. Asuan (Executive Director) replied that as of now, AsTEN only had USD 22,536.71.

Prof. Goh (Chair) sought clarification on the question if the expenses of ATQA would be sponsored by UPI or co-funded by AsTEN. Prof. Dato' Dr. Shatar (Malaysia) felt that AsTEN should fund it if ATQA was to be approved.

Prof. Asep mentioned that UPI was able to shoulder the cost of the initial activities after the initiatives to develop a quality assurance system were entrusted to them. After the establishment, the TEI who would like to seek accreditation must give the share to AsTEN so that AsTEN could fund the operations of ATQA.

Prof. Goh (Chair) emphasized that the scope of ATQA should be clear that it would accredit teacher education programs and not individuals' mobility in ASEAN (referring to the query of Malaysia) because the latter was already a matter that needed government's agreement. As for the finance, she agreed that AsTEN should finance ATQA if it was to be approved by the Board, however, there should be financial projection to ensure that AsTEN could maintain its financial sustainability and proper allocation of funds. She requested UPI to make an annual budget projection of ATQA. The decision on the financial matter would be discussed at the next meeting.

Decision/Action 9: The Board agreed to rename ASEAN Teacher Education Quality Assurance Agency to AsTEN Teacher Education Quality Assurance Agency.

Decision/Action 10: The Board approved the establishment of the AsTEN Teacher Education Quality Assurance Agency.

Decision/Action 11: The Board deferred the discussion on the budget of ATQA subject to the submission of annual financial projection by UPI as a basis for review.

3. Status Report on the Accreditation as Entity Associated with ASEAN

Prof. Goh (Chair) asked Dr. Asuan to provide an update on the accreditation of AsTEN as an entity associated with ASEAN.

Dr. Asuan informed the Board that AsTEN had already submitted the documentary requirements for the accreditation of AsTEN as an entity associated with ASEAN on 25 November 2019 in ASEAN Headquarters, Jakarta, Indonesia. She also explained the process of accreditation.

Prof. Goh (Chair) expressed her positive view and hoped for the approval of the accreditation. She also instructed the Secretariat to send the flowchart of the process to the members through email.

4. Membership Guidelines



ASSOCIATION OF SOUTHEAST ASIAN TEACHER EDUCATION NETWORK

Dr. Asuan (Executive Director) presented the proposed membership guidelines for the Associate Membership of AsTEN including the criteria, documentary requirements, and process. Afterward, Prof. Goh (Chair) asked the Board to give their comments.

Dr. Reyes (Philippines) commented that the definition of Associate Member would be exclusive to ASEAN. AsTEN needed to be more inclusive to cater to aspiring members outside ASEAN.

Mr. Ramos (Technical Assistant) mentioned that the drafted guidelines for Associate Membership only included aspiring members located within the ASEAN region because the Board had no decision yet as to how aspiring members outside ASEAN would be regarded.

Dr. Ahmad (Indonesia) suggested that there should be another category to be called AsTEN Special Member for members outside ASEAN.

Prof. Dato' Dr. Shatar (Malaysia) suggested that members outside ASEAN might be called AsTEN Plus. The Board agreed to Malaysia's suggestion.

Dr. Watsatree (Thailand) suggested also that there should be financial sustainability/capacity to ensure that aspiring members could pay an annual membership fee.

Decision/Action 12: The Board agreed to include evidence of financial sustainability/capacity as part of the documentary requirements for membership.

Decision/Action 13: The Board approved the AsTEN Plus membership category for aspiring members outside ASEAN.

5. Membership Fee for Non-Board Members

Dr. Asuan (Executive Director) presented a comparative matrix of fees, benefits, and privileges of different international organizations for higher education to provide a basis for the decision regarding non-membership fee for non-board members.

Prof. Dato' Dr. Shatar (Malaysia) said that the fee should be dependent on the entitlements. The non-board members could be invited to meetings but not allowed to vote.

Prof. Goh (Chair) asked if Associate Members and AsTEN Plus Members would have the same fee. Dr. Khanh (Vietnam) proposed that they should pay the same fee but there would be no voting power but could join activities and meetings.

However, Prof. Dato' Dr. Shatar (Malaysia) recommended that they should be charged less because they would not have voting power. He suggested USD 500 for both Associate and AsTEN Plus Members.

Prof. Asep (Indonesia) suggested USD 600 for AsTEN Plus and USD 500 for Associate Members.

Dr. Khanh (Vietnam) commented again that both categories should have the same rate but not as high as the fee for board members.

Prof. Goh (Chair) asked for the decision of the Board as to whether to charge them USD 600 for AsTEN Plus and USD 500 for Associate Member or USD 600 for both categories.

Decision/Action 14: The Board approved the rate of the membership fee for AsTEN Plus and Associate Members amounting to USD 600



Prof. Asep (Indonesia) inquired if the non-board members could also propose initiatives to the Board. Prof. Goh (Chair) said yes and AsTEN could provide other platforms for the members to participate in the activities of AsTEN.

6. Membership Application of the Mongolia National University of Education (deferred during the 9th Meeting)

Dr. Asuan (Executive Director) presented the profile of Mongolia National University of Education. Prof. Goh (Chair) asked the Board to look at the profile to see if it met the criteria set in the membership guidelines, and asked the Board for the decision if the said institution would be admitted to the Network.

Decision/Action 15: The Board approved the membership application of Mongolia National University of Education.

7. AsTEN Teaching Awards for 2020

Prof. Dato' Dr. Shatar (Malaysia) requested the Chair to defer the discussion on the said matter since another discussion by the subgroup would be needed to prepare a detailed proposal.

Decision/Action 16: The Board agreed to defer the discussion of AsTEN Teaching Awards until the next meeting.

8. AsTEN Journal of Teacher Education

Dr. Asuan (Executive Director) invited the members to submit articles and encouraged members to publish their papers in AsTEN Journal.

Dr. Jessie (Singapore) told the Board that since AsTEN Journal had already reached 3 years, 1 issue per year would be enough. If AsTEN could have 5 articles per journal, the journal could make an issue.

Dr. Reyes (Philippines) said that AsTEN Journal had 1 regular and 1 special issue in 2018. She noted that anyone could visit the PNU research portal for more details. She also stressed that continuous and regular issue of the journal would be necessary for its application for Scopus or ASEAN Citation Index in the future.

Decision/Action 17: The Board will encourage their respective institutions to submit articles to AsTEN Journal.

9. Student Assistant for AsTEN Secretariat

Mr. Ramos (Technical Assistant) presented the proposal to hire a student assistant to assist the Secretariat in its operations. He also cited the terms of service and proposed remuneration for the student assistant.

Prof. Goh (Chair) was affirmative to the proposal but she asked if 1 student assistant would suffice. She also noted that remuneration could be adjusted if necessary. Prof. Dato' Dr. Shatar (Malaysia) agreed to the proposal and he suggested that AsTEN hire 1 more contractual staff if there was enough fund since student assistant might only render a few hours a day.



ASSOCIATION OF SOUTHEAST ASIAN TEACHER EDUCATION NETWORK

Dr. Reyes (Philippines) proposed to hire another staff instead who would render overtime service for AsTEN Secretariat. She said that it would only entail approximately USD 100 per month.

Mr. Ramos (Technical Assistant) noted that the student assistant could take charge of the creatives and the staff who could render overtime service and assist in the internal communications and monitor the flow of documents of AsTEN.

Decision/Action 18: The Board approved the hiring of one student assistant and one staff to render overtime service for the AsTEN Secretariat.

10. Other Initiatives for 2019-2020

Prof. Goh (Chair) opened to the floor to come up with initiatives and proposed activities.

Dr. Reyes (Philippines) suggested that AsTEN should explore an exchange program for graduate students. Dr. Khanh (Vietnam) agreed and stated that graduate students might have more capability and resources to go abroad.

Dr. Jessie (Singapore) reminded the Board of the invitation sent by NIE regarding their International Conference for Graduate Students. NIE would waive the registration fee for two graduate students sent by each AsTEN member.

Dr. Kay (Myanmar) and Dr. Sieng (Cambodia) expressed their interests to send their students for study visits to AsTEN member institutions. They hoped that members could accommodate them.

Prof. Dato' Dr. Shatar asked Dr. Watsatree (Thailand) if AsTEN could get a slot for 1 keynote speaker at the conference in April 2020. This would help in promoting AsTEN. Dr. Watsatree (Thailand) would inquire about the matter to the organizer.

Prof. Goh (Chair) said faculty members from NIE expressed their interest to collaborate with AsTEN members in research. She noted that strategies in research collaboration might be discussed in the future.

Prof. Goh (Chair) asked the Secretariat to collate the members' proposed initiatives and activities.

Decision/Action 19: The Chair instructed the Secretariat to collect the proposed initiatives and activities of the members.

Prof. Fuad (Indonesia) reiterated their invitation to the members to send representatives to the Board of ATQA. The qualification should include knowledge in assessment and would be ready to participate in accreditation activities in the future. He said that another training of assessors would be organized by UPI.

Decision/Action 20: The Board noted the invitation of UPI to the Board of ATQA.

Prof. Fuad (Indonesia) also asked why the name AsTEN has the small letter 's.' Prof. Goh (Chair) asked the Secretariat to look into the matter and inform the Board of the justification.

Decision/Action 21: The Chair requested the Secretariat to clarify the question on the abbreviation of AsTEN.



11. Plans for the 11th Meeting of Presidents

Prof. Goh (Chair) said that the Secretariat would first confirm the hosting of NUOL (Laos PDR) for the 11th meeting before opening the hosting to other members. Prof. Asep (Indonesia) agreed to host the 11th meeting in case Laos PDR could not confirm.

Prof. Dato' Dr. Shatar (Malaysia) volunteered to host the 12th meeting.

Decision/Action 22: The Board confirmed the hosting of NUOL of the 11th Meeting of Presidents with UPI as back up.

Decision/Action 23: The Board confirmed the hosting of UPSI of the 12th Meeting of Presidents.

12. Other Matters

12.1 NIE's 70th Anniversary

Dr. Jessie (Singapore) invited the Board to attend the 70th Anniversary celebration of NIE and its conference. NIE would provide two-night accommodation for two guests per country. The event would be in the first week of June.

Prof. Goh (Singapore) said the paper submission for presentation was also open.

12.2 Comparison between AsTEN STEP and SEA Teacher Project

Dr. Asuan (Executive Director) presented the comparison between AsTEN Student Teaching Exchange Program (AsTEN STEP) and SEA Teacher Project to provide insights on how AsTEN's mobility program could be improved.

Dr. Jessie (Singapore) commended AsTEN STEP as it provides a meaningful experience to the participants. She mentioned that NIE could not easily participate in SEA Teacher because their students could not have their practicum overseas especially if the host country does not have English as its first language.

12.3 AsTEN Book Project

Dr. Jessie (Singapore) informed the Board that Dr. Prompilai (KU) could not carry on with the book project anymore. The publication of the book project had already been delayed for two years. She also shared that there were already 7 chapters and someone had to take over and facilitate the publication process. AsTEN initially agreed to publish it by Springerbut UPI offered to publish it.

Dr. Jessie volunteered to be the coordinator for the book project if no want would take it on.

Decision/Action 23: The Board designated Dr. Jessie Png as the coordinator of the book project.



521
522
523
524
525
526
527
528
529
530
531
532
533
534
535
536
537
538
539
540
541
542
543
544
545
546
547
548
549
550

VII. ADJOURNMENT

The meeting was adjourned at 2:24 PM.

Prepared by:


JOHN CARLO M. RAMOS
Technical Assistant, AsTEN Secretariat

Noted:


MARIA ELVIRA A. ASUAN
Executive Director

Approved:

PROF. CHRISTINE GOH
Chair, AsTEN

Attachment IV
Recognition of AsTEN as an Entity in Secretariat General of ASEAN



ASSOCIATION OF SOUTHEAST ASIAN NATIONS
SECRETARY-GENERAL

Ref. No.: CRD/Letter-Entities/2021/Vol.1/002

29 March 2021

Prof. Christine Goh
Chairperson
Association of Southeast Asian Teacher Education Network
SINGAPORE

Dear Prof. Goh,

I am pleased to inform you that the application of the Association of Southeast Asian Teacher Education Network (AsTEN) to be an entity associated with ASEAN has been approved. AsTEN will be listed in Annex 2 of the ASEAN Charter under the category of 'Think Tanks and Academic Institutions'.

As an accredited entity, AsTEN shall enjoy the privileges of and be bound by the obligations for accreditation, in accordance with the *Guidelines on Accreditation of Entities Associated with ASEAN* and *Guidelines on Accreditation of Civil Society Organizations* (enclosed). The *Rules of Procedures and Criteria for Engagement for Entities Associated with ASEAN* provide guidance for closer cooperation with ASEAN.

I look forward to AsTEN's active participation and meaningful contribution to our efforts to build a dynamic, inclusive, people-oriented and people-centred ASEAN Community.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Lim Jock Hoi', is written over a horizontal line.

DATO LIM JOCK HOI

One Vision, One Identity, One Community

The ASEAN Secretariat 70 A Jalan Sisingamangaraja, Jakarta 12110 Indonesia Tel.: (62-21) 7243340 Fax.: (62-21) 7243348



CHARTER

**ASSOCIATION OF SOUTHEAST
ASIAN TEACHER EDUCATION
NETWORK (AsTEN)**


**THE CHARTER
OF THE ASSOCIATION OF SOUTHEAST ASIAN TEACHER EDUCATION
NETWORK (AsTEN)**

PREAMBLE

WE, the Participating Member Universities, Colleges, and Institutes of the Association of Southeast Asian Teacher Education Network (hereinafter referred to as AsTEN):

RECOGNIZING the need to prepare teacher education institutions for the eventual integration of member states of the Association of South East Asian Nations (ASEAN) in December 2015 and to harness the collective strengths of the founding members to provide responsive, quality, and relevant programs in the service of teacher education as an academic discipline;

EMPHASIZING the need for us, the founding members, to promote and adhere to the principles of mutual respect and trust, amity and active involvement in the network, and to act on the basis of inclusive participation and shared responsibilities;

 **AFFIRMING** the dedication to strengthen networking in teacher education through various and innovative programs and activities, to expand and enhance human resources and skills, and to promote and support regional development;

COMMITTING to utilizing our capabilities, expertise, and resources to jointly promote quality teacher education in the region;

HEREBY DECIDE to constitute AsTEN by adopting and promulgating the terms stated below and to thus render the CHARTER as the sole source of all authority and rights of AsTEN; and,

TO THIS END, we, the participating universities, colleges, and institutes, hereby agree to the following:



**ARTICLE 1
ORGANIZATION OF AsTEN and MEMBERSHIP**

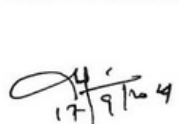
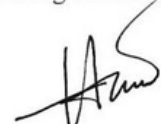
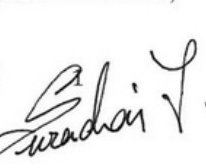

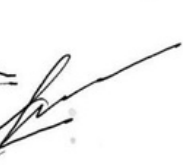
Universities, colleges, and institutes represented in the organizational meeting of AsTEN organized by the Philippine Normal University in Manila, Philippines, whose signatures appear herein, shall constitute the founding membership of AsTEN. The founding members of AsTEN are institutions located in countries of Southeast Asia but new members are not restricted to this region, provided, however, that the founding members unanimously agree on accepting these new members.

**ARTICLE 2
OBJECTIVES**

AsTEN aims to realize the following objectives:

1. Establish a common network of cooperation among teacher education institutions in ASEAN and beyond that will provide a venue for discussion and exchange on relevant issues and problems as well as work out strategic actions and policy recommendations along current education reforms;



2. Advance teacher education research, teaching, and service capacity of member institutions by cultivating regional cooperation and liaison with other regional and international organizations espousing similar aspirations;
3. Promote information/knowledge dissemination and exchange through cross-national and international collaborative study and research among Teacher Education Institutions;
4. Develop broader understanding of the history, culture, values, and traditions of the ASEAN countries as expressed in their teacher education and basic education programs and practices;
5. Forge cooperation and solidarity among scholars, academicians, and researchers in the region and throughout the world; and,
6. Enrich the professional human resources of Teacher Education in the region including explorations of innovations and sharing of best practices in Teacher Education.

ARTICLE 3 STRUCTURE OF AsTEN

AsTEN shall be composed of a Board of Trustees (herein referred to as the Board) and a Secretariat.

3.1. Composition of the Board

The Board shall be composed of member universities, colleges, and institutes of higher learning represented by their highest executive official such as the president, provost, or other nomenclature used to refer to their top executive official. Only one educational institution of higher learning may represent a country in the Board. In case of several member universities, colleges, and institutes from one country, they will select from among themselves their representative to the Board.

3.2. Composition of the Secretariat

The Secretariat is composed of an Executive Director (ED) and all other staff as may be deemed necessary by the ED and approved by the Chair of the Board.

ARTICLE 4 FUNCTIONS OF THE BOARD OF TRUSTEES

The AsTEN Board of Trustees shall have the following functions:

1. Formulate policies for the operation of the network;
2. Set membership fees, type of membership, criteria for membership, and process for accepting new members;
3. Approve the operating budget, proposals for projects, work programs, and implementation activities;
4. Appoint the member university, college, and institute that will serve as the AsTEN Secretariat for a term of three years renewable for another term;
5. Conduct periodic review and evaluation of all budgets, projects, and activities based on the recommendations and assessment of the Executive Director designated by the Chair of the Board;
6. Review membership and formally accept new member institutions and members of the Board of Trustees;
7. Adopt its own rules of procedure and decorum as needed to effect and facilitate decision-making;
8. Set up special and technical committees and such other subordinate bodies as may be necessary for its objectives; and,

Suzochan J. 17/9/19

2 *Am*

Japong

9. Perform such other functions as necessary and pertinent to the objectives of AsTEN.

ARTICLE 5 QUALIFICATIONS, TERMS, and VOTING RIGHTS OF THE BOARD

The AsTEN Board shall elect the university, college, or institute whose official representative shall serve as the Chair or Deputy Chair.

The Chair and Deputy Chair of the Board shall serve a term of three years, but in no case shall the elected university, college, institute serving as Chair and Deputy Chair, respectively, serve for more than two consecutive terms.

The Board shall meet at least twice a year, and the real or *de facto* presence of at least two-thirds of the Board shall be necessary to conduct business and make decisions. It may call for a special meeting if the Chair so decides, or if called by at least one-third of the Board.

Each Board member shall have the authority of one vote and the decision of the Board shall be made by a simple majority vote. In the event of a deadlock after two rounds of voting, the vote of the Chair shall be final.

ARTICLE 6 ROLE OF THE MEMBER UNIVERSITIES, COLLEGES, AND INSTITUTES

The Member Universities, Colleges, and Institutes shall implement the programs and activities of AsTEN and contribute to the pursuit of its objectives.

ARTICLE 7 THE SECRETARIAT

The University, College, and Institute designated as Chair of AsTEN shall, likewise, serve as Secretariat.

The Secretariat may designate its Executive Director and, if needed, hire staff members to perform the following functions:

1. Implement policies and execute programs approved by the Board;
2. Develop project proposals for funding;
3. Coordinate and organize conferences and seminars;
4. Encourage sharing of professional competence and promote the use of academic facilities within the region;
5. Help secure financial support for AsTEN;
6. Collect and monitor timely payment and collection of membership fees, and as necessary decide upon the entitlement of membership privileges;
7. Prepare the agenda for the Board and communication information for the members;
8. Cooperate with other organizations and agencies in matters of common interest; and
9. Implement all other assignments deemed necessary by the Chair and the Board.

ARTICLE 8 REPORTING SYSTEM AND ACCOUNTABILITY

The Executive Director shall render an annual report of accomplishment of the projects and activities being coordinated and/or implemented by the AsTEN to the Board. Such

Erachin J.
17/9/2019

3
Am

Subrahmanya

report, to include accounting records if required, shall be furnished to appropriate bodies as deemed fit by the Board of Trustees, and may include the governments of the member countries or private institutions/individuals.

ARTICLE 9 BUDGET

AsTEN shall have an annual budget which shall be approved by the Board of Trustees.

ARTICLE 10 FUND SOURCING COMMITTEE

The Board shall create a Funding Committee which shall develop fund-generating projects for AsTEN, including, but not limited to, membership fees generation and collection.

The Executive Director may receive gifts, bequests and monies on behalf and under an express fiduciary duty of trust to AsTEN upon explicit approval of the Board.

ARTICLE 11 ACCOUNT AND AUDIT

The funds of AsTEN shall be deposited in a reputable bank in the account of AsTEN hereinafter referred to as the AsTEN Account, and shall be managed by the Executive Director in accordance with the approved budget and plan. The AsTEN Account shall be audited by a firm of auditors selected by the Board of Trustees.

ARTICLE 12 TRANSITORY PROVISIONS

The first Board of Trustees of AsTEN shall be the Presidents of the Founding Members. They shall endeavor to secure the endorsement of their respective Ministers of Education who sit in the ASEAN Committee on Education for ASEAN accreditation of AsTEN.

For the inaugural operation of AsTEN, the Philippine Normal University (PNU) represented by its President shall serve as Chair for a term of three years subject to the provisions of Article 5. Likewise, PNU shall also serve as its Secretariat.

ARTICLE 13 AMENDMENTS

The provisions of the CHARTER may be amended upon request of any member, which shall be submitted to the Board through the Executive Director three months before the scheduled meeting of the Board.

Any amendment to this Charter shall be made by two-thirds majority of all the members of the AsTEN, and shall come into force upon adoption by the GENERAL MEMBERSHIP.

The draft texts of the proposed amendments shall be communicated by the Executive Director to the member universities, colleges, and institutes at least six months in advance for consideration by the Board.

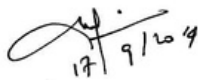
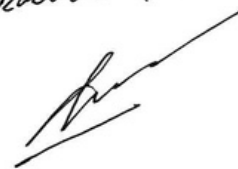
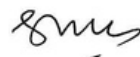
17/9/2019
Surashai V. [Signature]
[Signature]
[Signature]

ARTICLE 14
DISPUTES OF INTERPRETATION

Any question or dispute concerning the interpretations of any provision of this Charter shall be settled by the Board, and, if necessary, in accordance with Article 5.

ARTICLE 15
ENTRY INTO FORCE

This Charter shall come into force upon signature by the founding members of AsTEN.


17/9/2014



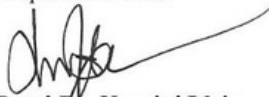
Dr. Sieng Sovanna
Director, National Institute of Education
Cambodia



Prof. Dr. Sunaryo Kartadinata
Rector, Universitas Pendidikan Indonesia
Indonesia



Prof. Dr. Soukkongseng Saignaleuth
President, National University of Laos
Republic of Laos



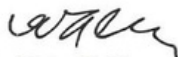
Prof. Dato' Dr. Noraini Idris
Deputy Vice Chancellor, Universiti Pendidikan Sultan Idris
Malaysia



Prof. Dr. Aung Min
Rector, Yangon University of Education
Myanmar



Prof. Dr. Vo Van Sen
Rector, Vietnam National University Ho Chi Minh City,
University of Social Sciences and Humanities
Vietnam



Dr. Ester B. Ogena
President, Philippine Normal University
Philippines



Dr. Hj Adanan bin Haji Basar
Acting Ra'ees, Kolej Universiti Perguruan Ugama Seri Begawan
Brunei Darussalam






Assoc. Prof. Liu Woon Chia
Dean, Office of Teacher Education
National Institute of Education Singapore



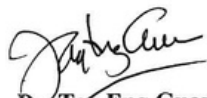
Dr. Anamai Damnet
Acting President
Kasetsart University
Thailand

Witnesses:



Mr. Sri Harto

Director, Office on International Education
and Relations
Universitas Pendidikan Indonesia
Indonesia



Dr. Tay Eng Guan

Sub-Dean, National Institute of Education
Singapore



Prof. Dr. Somsy Gnophanxay

Vice President, National University of Laos
Republic of Laos



**Assoc. Prof. Dr. Surachai
Jewcharoensakul**

Dean, Faculty of Education
Kasetsart University
Thailand

Attachment VI CONSTITUTION OF ATQA

Introduction The role of teacher education institutions across ASEAN countries in preparing competent professional teachers is strategic in supporting the national education system of each country in the region. Leaders of ASTEN have shared common concern on the importance of continuously cooperation, effective coordination and communication to share ideas, innovations and experiences among teacher education institution in the ASEAN region to respond to global challenges commonly experienced by all.

ASEAN Teacher Education Network (AsTEN) have taken initiative to move forward through developing Teacher Education Standards used as common standards for teacher education programs across ASEAN countries. Universitas Pendidikan Indonesia (UPI) has been given responsibility to develop the Standards which have been rigorously discussed in several expert meetings organized by AsTEN. Instrument for assessing teacher education program performance has also been developed and discussed in the expert meetings. The Standards and Assessment Instrument have been agreed as basis for undertaking international accreditation of Teacher education institutions and programs of the ASEAN region. Concepts of the importance of the Quality Assurance Agency have also been formulated and discussed in the above expert meetings.

The initiatives have clearly shown that the Board of Trustees of AsTEN have fully recognized the importance of Standards, the Assessment instrument and the Quality Assurance System as basis for effective cooperation among teacher education institutions in the efforts of advancing teacher education programs in each respective country. In order to put the standards and Assessment instrument into practice it is necessary for the AsTEN Board of Trustees to establish a Permanent Quality Assurance Agency mandated to be responsible for implementing the agreed Standards and Assessment Instrument. The establishment of the Agency shall be in accordance with a constitution that shall be agreed by members of the Board of Trustees of AsTEN.

Article 1: The Establishment of QA Agency

Board of Trustees of AsTEN has unanimously agreed to establish A Quality Assurance Agency for Teacher Education in ASEAN countries and shall be called ASEAN Teacher Education Quality Assurance Agency abbreviated as ATQA.

Article 2: The Goals and Functions

The goals of the agency shall be:

1. Effective implementation of Teacher Education Standards as broad criteria and the Assessment Instrument to be used to assess the performance of Teacher Education institutions and programs across ASEAN countries as basis for further advancement
2. Establishment of continuously cooperation among Teacher Education Institutions in ASEAN counties for the advancement of teacher education institutions and programs of each respective country.
3. The emergence of a credible accreditation agency for Teacher education Institutions and programs in the ASEAN region.

The agency shall perform the functions:

1. ASEAN accreditation agency of teacher education institutions and programs in ASEAN countries
2. Establishing continuously cooperation, coordination and communication related to matters of the implementation of accreditation of teacher education institutions and programs to advance teacher education programs in the ASEAN region
3. Undertaking comprehensive assessment of teacher education institutions and programs of each respective country applying the standards and instrument that have been agreed
4. Awarding certificate of International accreditation an evidence of quality assurance recognition for teacher education institutions and programs fulfilling the determined requirements and the teacher education Standards.
5. Undertaking various joint programs in responding to the global challenges commonly faced by all teacher education institutions in the region

Article 3: Election and Appointment of Officials

1. Officials of the Agency shall consist of President, Secretary General and members of Board of Directors and all officials shall be appointed by the Board of Trustees of AsTEN
2. President of the Agency shall be elected from one of the members of the Board of Trustees, Secretary General shall be elected from members of Board of Directors of which members of the Board shall consist of representatives of teacher education institutions in ASEAN Countries
3. Terms of Service of the President shall be three years and shall be eligible to be reappointed for another term of service. The terms of service of the Secretary General shall be three years and shall be eligible to be reelected for another terms of service
4. The terms of service of members of Board of Directors shall be three years and shall be eligible to be reelected for another term of service

Article 4: Secretariat General of The Agency

The Secretariat General of the Agency shall be under the direction of the Secretary General and shall be located in the Teacher Education Institution where the President and Secretary General have been assuming their permanent posts.

Article 5: Financing of the Agency

The financing of the agency shall be drawn from the contribution of each member institution representing the Board of Trustees of AsTEN and from the accreditation fees of teacher education institutions and programs to be accredited by the agency.

Article 6: Policy Guidelines of The Accreditation

The Agency shall be responsible for developing guidelines related to matters on the accreditation process of Teacher Education institution and Programs and publicly announced to teacher education institutions in the ASEAN region.

Article 7: Recognition by The ASEAN Secretariat General Board of Trustees of AsTEN shall officially report on the establishment of the ASEAN Teacher Education Quality Assurance Agency (ATQA) to the ASEAN Secretariat General in Jakarta and forward a request for obtaining legal recognition.