



**Title:** Alumni Procedures

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**Approval Authority:** University Council

**Document Owner:** Vice President for Academic Affairs

**Review:** The procedures are subject to periodic reviews as per amendments  
of university policies and regulations

## 1. Purpose

The purpose of this document is to describe principles of alumni procedures at Gulf University. It provides a framework for strengthening the ties between the University and its alumni and how to develop structure for university-recognized alumni.

## 2. Scope

The procedures apply to all alumni, Colleges, and Departments at Gulf University.

## 3. Acronyms

<b>BQA</b>	Education and Training Quality Authority
<b>GU</b>	Gulf University
<b>HOD</b>	Head of Department
<b>SSU</b>	Student Services Unit

## 4. Definitions

**Alumni:** Alumni are graduates (former students) at GU of either one or both genders.

**Student:** Student is an individual who has completed the formal procedures necessary to register in a program offered by GU.

## 5. Procedure Details

- 5.1 The Office of Alumni (at the SSU) shall maintain regular liaison during the academic year with Student Support Office, GU Alumni Association, and Employer Organizations that host GU Alumni.
- 5.2 The Office of Alumni shall maintain up-to-date records of all GU Alumni and shall provide such data to relevant Colleges and Departments. This office shall conduct alumni survey and the results of the survey shall be used to improve academic standards, university services and activities.
- 5.3 The Office of Alumni shall track and record every 6 months the “Final Destination of GU Alumni” and career path for the last 3 years graduates. The graduate destination study/Alumni follow up survey is designed to follow the career progression of the graduates focusing on when they got first employment, how long they continue with the same employment/they change the organization/change the career path.
- 5.4 The Office of Alumni shall regularly update information and news of alumni on GU website.
- 5.5 The Office of Alumni shall organize career counselling sessions for the alumni in collaboration with the college.

- 5.6 The Office of Alumni shall organize mentoring sessions with current students which provides an opportunity for the students to know more about career opportunities, future trends in labor market and the challenges in profession.
- 5.7 The Office of Alumni shall maintain regular communications with GU alumni during the academic year, to update them on the accomplishments of the University and to encourage them for engagement in its activities. These communications shall include, but are not limited to, event notices, surveys, emails, announcements, and newsletters.
- 5.8 Colleges and Departments shall coordinate with Office of Alumni the schedule of communications with their alumni, to avoid multiple communications, survey fatigue and information overload of alumni at one time.
- 5.9 The Office of Alumni shall contact the graduates/alumni to provide feedback on periodic review of the academic program and market research for launching the new program.
- 5.10 The Office of Alumni shall develop an annual plan to assist alumni in advancing their professions through networking and training courses/workshops etc.
- 5.11 The Office of Alumni shall invite and welcome alumni to career events at the University to provide career advancement and networking opportunities for current GU students.
- 5.12 The Office of Alumni shall nominate annually alumni for the membership of GU committees and Program Industrial Advisory Boards, as needed in accordance with relevant Terms of Reference (TOR) documents, shall coordinate with the Vice President for academic affairs, Deans and HODs.
- 5.13 The Office of Alumni, in collaboration with Deans and HODs, shall invite annually Alumni as “Guest Speakers” for relevant Departments.
- 5.14 At the beginning of each academic year, Alumni Office shall contact GU Alumni and collect data on their achievements in their career, shall review and evaluate the provided information and documents related to the achievements of alumni during the previous year, shall nominate distinguished alumnus/alumni and recommend awarding them during the annual meeting of GU Alumni Association and shall seek University Council approval of the nomination(s).
- 5.15 The Office of Alumni, in coordination with the Head of SSU and University’s Management, and as necessary shall assign alumni as “Ambassadors” in representing the University to the community in general.

## **6. Responsibilities**

### **Academic and Administrative Staff are responsible for:**

- following this document appropriately

### **HODs are responsible for:**

- appropriate implementation of this document

### **Deans are responsible for:**

- appropriate implementation of this document

**Unit of Students Services is responsible for:**

- ensure all academic staff, students and alumni are fully informed of this document.
- appropriate implementation of this document

**Vice President for Academic Affairs is responsible for:**

- ensuring appropriate implementation of this document

**University Policy Development and Review Committee is responsible for:**

- systematic review of the effectiveness of this document.

**7. Related Policies**

- Alumni Policy

**8. Related Procedures**

- No related Procedures

**9. Related References and Standards**

<b>BQA</b>	Institutional Review Handbook
<b>BQA</b>	Programs-within-College Reviews Handbook