Policy Code	Policy Name		
DAU 5-10	**DAU Alumni Policy**		
Responsible Executive		**Current Revision Date**	**Next Revision Date**
Alumni Affairs and Career Guidance Center (AFCGC)		10/2023	10/2027

1. Policy Purpose

The purpose of this policy is to provide a clear framework for connecting DAU Alumni to the University. In addition, it ensures the AFCGC's role in keeping, managing, and maintaining the Alumni information. It Clarifies the role of the AFCGC in Alumni communications and engagement activities on behalf of the University.

2. Policy Scope

This policy applies to all DAU Alumni.

3. Policy Statement

DAU understands that its alumni make the best ambassadors of the institution. As a result, the university is dedicated to fostering their continuous development, acknowledging their accomplishments, and enhancing their ties to the DAU through a variety of channels, including as advocates, returning students, employees, volunteers, and mentors. The University is dedicated to fostering enduring ties with its alumni through the ethical management of their personal information.

Alumni Affairs and Career Guidance Center:
This Center will be responsible for coordinating university-wide activities related to the Alumni this may include:

- Establishing an efficient communication system between DAU and its Alumni and Inviting graduates to participate in the activities organized by the university and opening continuous channels of communication to involve them and seek their opinions on development proposals in the university's programs
- Preparing a plan for professional guidance at the university level.
- Holding events to guide graduate students professionally with the aim of preparing them for the labor market and enhancing their skills in searching for job opportunities.
- Organizing events and training programs for faculty members to enhance their skills in providing professional guidance to graduate students and those expected to graduate.
- Organizing the "Career Day" event annually in coordination with the relevant authorities inside and outside the university.
- Communicating with employment agencies to follow up on new developments regarding the professional and personal skills required of the graduate to be qualified for the labor market, and completing what is necessary to make the learning processes at the university take this into account.
- Holding annual forums for graduates and organizing training programs and courses for them that develop their skills according to the latest developments in the requirements of the labor market and provide them with new information in their fields of specialization.
- Creating a portal for graduates on the university's website.
- Building a database of university graduates and updating it on an ongoing basis, which includes their contact information, their places of work, and other personal and professional information.

- Working to activate cooperative training at the university as an entry point for employing students by signing training agreements with entities that suit their specializations and career aspirations. Different workshops for DAU alumni with HADAF are conducted in DAU to raise the skills of DAU Alumni.
- Communicating with employers through various possible channels to introduce the university's programs and specializations.
- Organizing forums and events to which leaders in the business sector are invited to provide advice and guidance to students about the labor market and the requirements for professional success.
- Coordinating with the Center for Entrepreneurship, Innovation and Knowledge Transfer to encourage and support graduates and those expected to graduate to start entrepreneurial projects.

4. Related Policies/ Documents/ Forms

DAU 5-19 Student Career Counselling Policy

5. Document History

Version	Issue/Rev. Date	Updated Information/ Summary of Changes
1	2017	1st issue of the policy
2	10/ 2023	The Alumni Affairs and Career Guidance center roles and responsibilities are added