



ALUMNI RELATIONS POLICY

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1. PREAMBULE

The University of Rwanda (UR) was created in 2013 from the merging of the following 7 public higher learning institutions: National University of Rwanda (NUR), Higher Institute of Agriculture and Animal Sciences (ISAE), Kigali Health Institute (KHI), Kigali Institute of Science and Technology (KIST), Kigali Institute of Education (KIE), School of Finance and Banking (SFB) and Umutara Polytechnic (UP).

In 2015, the following additional 5 public higher learning institutions were integrated into the University of Rwanda: Rukara Teachers College, Kavumu Teachers College, Kibungo Nursing School, Nyagatare Nursing School and Byumba Nursing School, making the University of Rwanda the largest and most comprehensive university in Rwanda, with a student population of about 31,000 spread over 14 campuses.

At present, UR is composed of the following 6 Colleges: College of Arts and Social Sciences (CASS), College of Agriculture and Veterinary Medicine (CAVM), College of Business and Economics (CBE), College of Education (CE), College of Medicine and Health Sciences (CMHS) and the College of Science and Technology (CST).

It is estimated that UR and all higher learning institutions that merged have already graduated more than 80,000 students who are found at various levels of responsibilities in all sectors of social, economic and political life of Rwanda, in many other countries and international organizations around the world.

The majority of these graduates, if not all, cherish and are proud of the role played by University of Rwanda in their lives and would certainly wish to keep active ties with UR and contribute to its development. This Policy provides a coherent framework for building sustainable mutually beneficial relationship between UR and its graduates.

2. DEFINITIONS

UR ALUMNI: are defined as all people who studied or worked at the University of Rwanda or at any one of the institutions that merged or integrated into UR.

UR ALUMNI ASSOCIATION (URAA): is defined as an association of all UR Alumni aimed at fostering the relations between the Alumni and their Alma Matter as well as advancing their mutual interests.

UR ALUMNI ASSOCIATION CHAPTER: is defined as a cluster of UR Alumni established along commonly shared interests, such as College, School, Department, professional, regional, residential, sport, cultural, etc. Chapters are established under the guidance of and in accordance to the by-laws of the URAA and they determine their own objectives and activities in line with the overall purpose of URAA.

UR ALUMNI PROGRAM: is defined as activities developed and implemented by UR's Office of Institutional Advancement and/or UR Alumni Association with the objective of building and strengthening the relations between UR and its Alumni and for their mutual benefits.

3. POLICY PURPOSE

The purpose of this policy is to provide a clear framework for connecting UR Alumni back to UR and to one another with the objective of supporting the best interests of UR and its Alumni. It provides definitions of terms and structures used to building Alumni Relations as well as objectives to be pursued in this endeavor.

4. SCOPE OF THE POLICY

This policy applies to whole UR (UR Headquarters, UR Colleges and Centres) and guides and regulates the structure as well as the activities aimed at building and strengthening the relations between UR and its Alumni with the view of advancing their mutual interests. The UR Institutional Advancement Office oversees the implementation of this policy.

5. POLICY STATEMENT

The University of Rwanda recognizes and values the importance of maintaining ties with its graduates and of involving them in the life and development of the university. There are many benefits that may be accrued from active relations between UR and its Alumni. UR Alumni may indeed serve as:

- Role models, mentors and inspirational speakers for the current UR students;
- Important link between UR and public, private and third sectors;
- Reviewers of university teaching and research programs to make them market relevant;
- Mentors and guides for new UR graduates entering the job-market;
- Ambassadors and best marketers for UR;
- Mobilizers or sources of funding for UR's development initiatives;
- Source of mutual support to each other as they sail through post-university life; etc.

Likewise, the university can continue to provide invaluable services to its graduates, such as career guidance, access to learning services and materials for life-long learning, staying connected to each other, etc.

These benefits can only be realized through the setting up of structures within University such as Alumni Relations Offices at UR headquarters and at College level and establishing organizations of Alumni such as Alumni Association and Alumni Association Chapters that develop and implement various Alumni Relations programs that benefit the University and the Alumni.

The Alumni Relations Offices at the level of Colleges and Headquarters as well as the UR Alumni Association and its Chapters are the instruments for strengthening ties both between UR and its Alumni and between alumni themselves for their mutual benefits. They aim at keeping the Alumni informed about their Alma Mater, bringing them together, being of service to them and facilitating their involvement into UR and the community.

The University Alumni Relations Office and the UR Alumni Association pursue the following vision, mission and objectives:

Vision:

UR Alumni are proud of their Alma Mater and keep healthy and productive relations among themselves and with their Alma Mater.

Mission:

To foster mutually beneficial relations between UR and its Alumni that contributes to the growth of UR and the well-being of its Alumni.

Objectives and programs of UR Alumni Relations:

The UR Alumni Relations will pursue the following objectives and programs:

- i. Establish a comprehensive database of UR Alumni Relations;
- ii. Ensure that the information available in the Alumni Database is used only for UR and URAA related purposes and that its use for commercial, political or business purposes such as selling products or sending broadcast email or SMS is prohibited;
- iii. Keep UR Alumni informed about developments taking place within UR;
- iv. Foster relations among Alumni;
- v. Provide opportunities to Alumni to be involved in UR's activities such as graduation, public lectures, scientific conferences, sports and cultural activities, curricula reviews, UR linkages with industry, etc.
- vi. Recognize and honor UR Alumni for their achievements and contributions to society, as well as their service to the university.
- vii. Organize fundraising from UR Alumni and Friends of UR for UR development;
- viii. Offer Alumni privileged access to UR learning resources to facilitate their life-long learning.
- ix. Support community engagement initiatives of UR Alumni Association and its chapters that give recognition and visibility to UR and its Alumni.

6. POLICY IMPLEMENTATION

The Office of Institutional Advancement is responsible for the implementation of this policy. The implementation of this policy is done through the following structures:

UR Alumni Relations Office: This office will be responsible of coordinating university-wide activities related to Alumni Relations, including among others – Creation of a database of all UR Alumni, - Establishing an efficient communication system between UR and its Alumni and keeping the Alumni abreast of all major events and developments in UR as well as of major career achievements by fellow Alumni; - elaborating a strategic plan for UR Alumni Relations as well as annual action plans and budgets; - recognizing and awarding Alumni who have made exceptional achievements; - supporting the activities of the UR Alumni Association; - Facilitating Alumni's involvement in the life of UR; - Fundraising activities involving UR Alumni, etc.

College Alumni Relations Office: This office will be responsible of coordinating College's Alumni activities as well as supporting university-wide Alumni activities. The Office carries out similar responsibilities as the UR Alumni Relations but at College level and in particular, it supports activities undertaken by Chapters of the UR Alumni Association that are related to the College, i.e. Chapters that are formed by Alumni of the College or its Schools or its Departments or along professions thereof.

University of Rwanda Alumni Association (URAA): This is an association of all graduates of UR and all its predecessors, i.e. all the institutions of higher learning that merged or were integrated into UR. It elects an Executive Committee which, in coordination with the UR Alumni Relations, is responsible of planning and coordinating the implementation of all Alumni activities.

The URAA establishes its Constitution (By-laws) which determines its vision, missions and values as well as sets its organizational and operational guidelines. URAA closely works with

and is supported by UR Alumni Relations Office in all its activities to ensure that they contribute to furthering the interests of UR and its Alumni.

URAA Chapters: These are groups of UR Alumni established along shared backgrounds or interests such as same geographic region (Country, Province, District, City/Town, Sector, etc.), College, School, Department, Profession, etc., but pursuing objectives that are consistent with URAA's purpose and mission, i.e. strengthening the relations between UR and its Alumni for the furtherance of their mutual interests.

7. REVIEW

The policy shall be subject to review by the University Management every 5 years or more frequently as the management may determine.

8. EFFECTIVE DATE OF THE IMPLEMENTATION OF THE POLICY

This policy shall come into effect on the date of its approval by the Board of Directors of the University of Rwanda.



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