



University of Duhok
Alumni Office (ALUM)

POLICY NAME: **Alumni Volunteer and Mentorship Engagement Policy**

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Policy Purpose

The purpose of this policy is to outline a framework for engaging University of Duhok alumni in volunteer and mentorship roles. This policy aims to foster meaningful connections between alumni, students, and the university, enhancing the student experience, supporting career development, and encouraging alumni to actively contribute to the university community.

Responsible Office

The Office of Alumni is responsible for the implementation and administration of this policy.

Responsible Executive

Vice President of University of Duhok for student affairs

Policy History

- Date of Permanent Approval: May 12, 2025
- Date of Amendments:

Applicable to

This policy applies to:

- All alumni of the University of Duhok.
- Offices within the university, including the Alumni Office, Career Development Centre, and academic departments, that engage with alumni volunteers or mentors.

Policy Statement

The University of Duhok values and encourages the contributions of its alumni in supporting the university's mission and goals. Through structured volunteer and mentorship opportunities, alumni can share their knowledge, provide guidance, and contribute to student success and university development. This policy establish guidelines



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for alumni involvement in volunteer and mentorship activities, aiming to foster a vibrant and supportive alumni-student relationship.

Definitions

Alumni Volunteer: An alumnus or alumna who contributes time and expertise to support university events, programs, and initiatives without monetary compensation.

Mentorship: A structured relationship where an experienced alumnus or alumna provides guidance, support, and knowledge sharing with current students or recent graduates to assist in their personal and professional growth.

POLICY

1. Alumni Volunteer Program

- **Volunteer Opportunities:** Alumni may participate in a variety of roles, including guest speaking, event hosting, career panel participation, advisory roles, and support in university-led projects.
- **Management and Recruitment:** The Alumni Office will maintain a database of volunteer opportunities and reach out to alumni who may have relevant expertise or interest in specific activities. The recruitment and onboarding of volunteers will be managed by the Alumni Office in collaboration with relevant departments.
- **Matching Process:** Alumni volunteers will be matched with activities and events based on their professional background, areas of interest, and availability, ensuring their skills are best utilised in supporting the university's initiatives.
- **Engage in decision-making:** Selected UoD alumni are invited to join the governance committee, allowing them to share their valuable perspectives and experiences as UoD graduates.

2. Mentorship Program

- **Mentor Eligibility:** Alumni who wish to participate as mentors should have relevant professional experience and a commitment to supporting the development of students and recent graduates.
- **Mentee Matching:** Mentees consisting of current students or recent graduates will



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be matched with mentors based on shared interests, career objectives, and areas of expertise. Matching will be conducted by the Alumni Office in coordination with the Career Development Centre CDC.

- **Commitment Expectations:** The mentorship commitment typically spans one academic semester, with regular meetings or check-ins. Both mentors and mentees are encouraged to meet at least monthly, though frequency can be adjusted based on availability and goals.

3. Training and Support for Alumni Volunteers and Mentors

- **Orientation Programs:** The Alumni Office will offer orientation sessions for new mentors and volunteers to familiarise them with university guidelines, communication expectations, and available resources.
- **Ongoing Support:** The Alumni Office will regularly communicate with mentors and volunteers, offering guidance and addressing any issues that may arise. A staff member will be assigned to each mentor and volunteer to provide consistent support.

4. Recognition and Appreciation of Alumni Volunteers and Mentors

- **Acknowledgement of Contributions:** Alumni mentors and volunteers will be recognised through university communications, including newsletters, social media, and annual reports.
- **Networking Opportunities:** Active mentors and volunteers will receive invitations to exclusive alumni networking events, workshops, and special university functions, fostering their connection to the university community.

5. Evaluation and Improvement

- **Annual Review:** The Alumni Office will conduct annual evaluations of the volunteer and mentorship programs, assessing participation levels, collecting feedback from both alumni and students, and identifying areas for improvement.
- **Feedback Mechanisms:** Anonymous feedback forms and surveys will be distributed to mentees, mentors, and other stakeholders to gather insights for enhancing the program's impact and effectiveness.



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POLICY DISCLAIMER STATEMENT:

Deviations from policies, procedures, or guidelines published and approved by the University Policy Office (UPLO) may only be done cooperatively between UPLO and the requesting entity with sufficient time to allow for appropriate risk analysis, documentation, and a possible presentation to authorised university representatives. Failure to adhere to UPLO's written policies may result in university sanctions.

Related Documents

- [Arabic Annex UOD-POL-ALUM-61](#)
- [Kurdish Annex UOD-POL-ALUM-61](#)