



# APP

## KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES ADMINISTRATIVE POLICY AND PROCEDURE

---

**NUMBER** : 026-P-V01-16  
**TITLE** : GUIDELINES FOR ALUMNI UNIT  
**ORIGINATING DEPT.** : UNIVERSITY RELATIONS AND MEDIA AFFAIRS  
**ORIGINAL DATE** : 01 December 2016

### 1. STATEMENT OF PURPOSE

This document explains the role, policy, procedure, and requirements necessary for the development and processing of Alumni Unit related issues / matters at all levels of King Saud Bin Abdulaziz University for Health Sciences (KSAU-HS) Kingdom of Saudi Arabia (KSA).

### 2. APPLICABILITY

This APP applies to all deanships, colleges, and departments involved in processing Alumni Unit related matters.

### 3. RELATED REFERENCE(S)

None

### 4. DEFINITIONS

- 4.1 **Alumni Unit** is a unit that links KSAU-HS with its graduates, and responsible for strengthening the connection with graduates.
- 4.2 **AU** is an acronym for Alumni Unit.
- 4.3 **DAR** is an acronym for Deanship of Admission & Registration.
- 4.4 **DOQ** is an acronym for Deanship of Quality.
- 4.5 **EduTech** is an acronym for Educational Technology Services Department.
- 4.6 **URM** is an acronym for University Relations and Media Affairs.
- 4.7 **KSAU-HS** is an acronym for King Saud bin Abdulaziz University for Health Sciences.

## 5. POLICY

- 5.1 Any communication with the alumni must be through the alumni unit.
- 5.2 URM must be the primary reference for Alumni Unit.
- 5.3 Alumni Unit should be responsible for maintaining and coordinating the following activities but are not limited to:
  - 5.3.1 Up-to-date alumni information.
  - 5.3.2 Alumni reunion.
  - 5.3.3 Engaging alumni in KSAU-HS activities.
  - 5.3.4 KSAU-HS lifetime email.
  - 5.3.5 Sending KSAU-HS publications.
  - 5.3.6 Academic and professional guidance for newly graduates.
  - 5.3.7 Assist the alumni in getting faculty recommendation and reference letters.
  - 5.3.8 Assist the alumni in all communication and requests related to their academic records.
  - 5.3.9 Fund raising.
  - 5.3.10 Celebrate and announce the alumni professional and scientific achievements on KSAU-HS media channels and publications.
  - 5.3.11 Alumni online gate.
  - 5.3.12 Alumni benefits from KSAU-HS.
- 5.4 Filling out the alumni contact information form is a requirement to get the certificate.
- 5.5 Alumni data must be collected from students' information system (SiS), filled Alumni Contact Information Forms, or the alumni online gate.
- 5.6 Annual Alumni Survey should be conducted by AU and analyzed by AU and DOQ.
- 5.7 URM should update the content on the alumni online gate constantly.

## 6. PROCEDURE

- 6.1 URM creates Alumni Contact Information Form.
- 6.2 Alumni fill out the alumni contact information form in order to get their certificates.
- 6.3 AU offers a prompt assistance in all communications related to the alumni.
- 6.4 EduTech assists URM in getting the alumni required data from the Students information system (SiS).
- 6.5 AU conducts Alumni Survey every year and analyzes it.
- 6.6 AU provides DOQ of the survey results for their analysis.
- 6.7 AU organizes the Alumni reunion.
- 6.8 AU engages the alumni in all KSAU-HS major activities.
- 6.9 AU assists in getting faculty recommendation and reference letters in coordination with the concerned colleges.

- 6.10 AU coordinates with the colleges in providing Academic and professional consultation for newly graduates.
- 6.11 URM celebrates and announces the alumni professional and scientific achievements on KSAU-HS media channels and publications.
- 6.12 AU updates the content of the alumni online gate.

## 7. RESPONSIBILITY

It is the responsibility of Alumni Unit Stakeholders and all related departments to implement the provisions of this APP. The deanships and departments are:

- 7.1 University Relations & Media Affairs.
- 7.2 Deanship of Quality.
- 7.3 EduTech.

## 8 APPROVAL

**PREPARED BY:**

  
\_\_\_\_\_  
**DR. FAISAL ALMAJED**

Supervisor General, University Relation & Media Affairs  
King Saud bin Abdulaziz University  
For Health Sciences

**CONCURRED BY:**

  
\_\_\_\_\_  
**Dr. Alaa AlBeayeyz**

Director, Corporate Educational Technology Services.  
King Saud bin Abdulaziz University for Health Sciences

**REVIEWED BY:**

  
\_\_\_\_\_  
**DR. ABDULMALIK ALKATHERI**

Dean, Deanship of Development  
King Saud bin Abdulaziz University for Health Sciences

04 DEC 2016

\_\_\_\_\_  
**DATE**

**APPROVED BY:**

  
\_\_\_\_\_  
**PROF. MOHAMED AL-MOAMARY**

Vice President, Development and Quality Management  
King Saud bin Abdulaziz University for Health Sciences

05 DEC 2016

\_\_\_\_\_  
**DATE**