



MOHAMED BIN ZAYED
UNIVERSITY OF
ARTIFICIAL INTELLIGENCE

Alumni Policy Manual

AlumniPolicy_PAAR_POL_V01.00

JULY 2024

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1. Policy Manual Statement

Mohamed bin Zayed University of Artificial Intelligence (MBZUAI) highly values its alumni community and acknowledges its vital contribution to the university's ongoing success. The alumni policy aims to foster meaningful engagement, lifelong connections, and mutual support between the university and its graduates. MBZUAI is committed to providing opportunities for alumni to maintain connections with the university, and current students through networking events, educational programs, career services, and volunteer opportunities. Alumni are encouraged to contribute their expertise, insights, and resources to support the advancement of Artificial Intelligence (AI) education and research, as well as to promote the reputation and impact of MBZUAI and the United Arab Emirates (UAE) globally. This policy manual encourages collaborative initiatives aimed at nurturing a dynamic and supportive alumni network that elevates MBZUAI's impact while enhancing the lifelong learning, personal, and professional development of our graduates.

2. Objective

The objectives of the alumni policy manual are to foster lifelong connections, enhance alumni engagement, support career development, leverage alumni expertise, strengthen institutional reputation, explore external financial and philanthropic support, ensure compliance and governance, facilitate communication, and promote academic-industrial liaisons.

3. Scope

This policy applies to:

- MBZUAI alumni and graduates.
- MBZUAI students, researchers, faculty, and staff.

4. Policies and Procedures

4.1 Alumni Office

4.1.1 MBZUAI establishes an Alumni Office (AO) to serve as a pivotal component in fostering sustained engagement and connection between the university and its alumni constituency. The AO shall have appropriate staffing to strategically facilitate and enhance alumni relations with the university. The AO will maintain contact with alumni, establish an Alumni Advisory Board, coordinate alumni activities, and track the employment of alumni. This information shall be used as a part of the evaluation of the effectiveness of programs.

4.1.2 The AO is responsible for coordinating and implementing initiatives to engage alumni, strengthen their ties to the university, and promote their continued involvement in university activities. This includes developing and managing alumni communication strategies, organizing events and programs, providing career services, and facilitating volunteer opportunities.

Department	Public Affairs & Alumni Relations	Approval Date	2024/07/18
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4.1.3 Maintenance of the alumni database, appropriate allocations of staff time in alumni relationship development, alumni professional development, organizing events, development of an alumni networking infrastructure, and assessing the employability of graduates will all be under the remit of the AO.

4.1.4 The AO will operate within the university’s governance structure, adhering to university policies, procedures, and regulations. It will collaborate closely with university leadership, alumni associations, and other relevant stakeholders to ensure alignment with the university’s objectives and goals.

4.1.5 MBZUAI will allocate sufficient funding and resources to support the operations and activities of the AO. This includes budgetary allocations for staffing, programming, technology, and administrative expenses necessary for the effective functioning of the office.

4.2 Accessibility and Lifelong Learning

MBZUAI is committed to ensuring accessibility to resources for its graduates, recognizing their ongoing connection and value to the university. Graduates are granted continued access to select university resources, including libraries, career services, professional development opportunities, and networking events, subject to availability and university policies.

MBZUAI supports graduates in their lifelong learning journey and professional endeavors and shall permit access to professional development courses, subject to terms and conditions.

MBZUAI graduates, in line with university policies, will be permitted to:

1. Collaborate in research, whether individually or in collaboration with industry partners.
2. Utilize research facilities in partnership with faculty members.
3. Access to the career services portal and staff.
4. Utilize library resources for learning purposes.
5. Use university facilities to participate in events on pre-agreed terms and conditions.
6. Participate in mentorship programs to connect with current students or other alumni.
7. Attend lectures, seminars, or online courses to support lifelong learning and intellectual growth.
8. Pursue further education in MBZUAI academic or professional programs.

4.3 Alumni Advisory Board

MBZUAI has established an Alumni Advisory Board as a recognized committee of the university. The Alumni Advisory Board serves as a vital link between the university and its alumni community, providing strategic guidance and support to advance the university’s objectives and goals.

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The Alumni Advisory Board consists of alumni representatives selected based on their expertise, experience, and commitment to the university's mission. Board members serve voluntary terms and may include alumni from diverse backgrounds, graduation years, and fields of expertise.

Alumni Advisory Board members serve renewable terms with defined limits to promote diversity, inclusivity, and continuity. The board may establish criteria and procedures for nominating, selecting, and transitioning new members to ensure a smooth and effective succession process. The Terms of Reference of the Alumni Advisory Board shall be reviewed for each term by the AO.

The Alumni Advisory Board convenes regular meetings, either in-person or virtually, to discuss relevant topics and initiatives. Meetings are facilitated by a designated university liaison and may include presentations, discussions, and action items.

The Alumni Advisory Board operates within the framework of institutional policies, ethical standards, and legal requirements. Board members adhere to confidentiality agreements and conflict-of-interest policies to ensure impartiality and integrity in their advisory role.

The Alumni Advisory Board scope includes but is not limited to:

1. Advises university leadership on matters pertaining to alumni engagement, programs, services, and initiatives.
2. Implementing the Alumni Engagement Strategy.
3. Representing the collective voice for MBZUAI alumni.
4. Activating engaging programs and events.
5. Providing guidance to the MBZUAI Alumni Office.
6. Promoting philanthropic support through volunteer leadership, emphasizing contributions of time, expertise, networking, and brand advocacy.
7. Promoting university alignment with the national and international AI ecosystem.
8. Identifying opportunities for innovation and entrepreneurship.

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5. References and Related Documents

1. Alumni Strategic Plan and Lifelong Learning Plans.
2. MBZUAI Alumni Engagement Strategy Deck 2023-2026
3. Educational Affairs Policy Manual.
4. Student Code of Conduct Policy Manual.
5. MBZUAI Careers Charter.
6. MBZUAI Employability Strategy.
7. MBZUAI Employer Engagement Guidelines.

6. Document Control Information

Version number	File Name	Responsible Role	Comments	Date of change
V01.00	AlumniPolicy_PAAR_POL_V01.00	Associate Director of Alumni Relations	New policy manual to meet requirements of internal audit, Ministry of Education inspection directorate, and the Commission of Academic Accreditation regulatory bodies. Policies and Procedures file name aligned with Records and Archives.	First Issue May 2024

Approval List

Approval List: AlumniPolicy_AL_POL_V01.00				
Sequence Number	Sequence Roles	Responsible Role	Comments	Date
1	Policy Owner	Associate Director of Alumni Relations		2024-05-01
2	IEQA Review	Head of IEQA		2024-05-02
3	Legal Review	General Counsel		2024-05-02
4	Initiator	VP of Public Affairs & Alumni Relations		2024-05-02
5	Endorser	Director of Strategy & IEQA		2024-05-02
6	Approver	President		2024-07-18

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7. Definitions

Terminology	Definition
AI	Artificial Intelligence.
Alumni	A person who has successfully completed any of the MBZUAI postgraduate and MEP executive programs and other programs as added from time to time by the management.
Alumni Advisory Board	Alumni who offer guidance and support to the university. The board provides advice on alumni engagement, programs, philanthropy, and reputation enhancement.
AO	Alumni Office
MBZUAI	Mohamed bin Zayed University of Artificial Intelligence.
Member of the University Community	Any individual associated with the university, including students, researchers, faculty, staff, and administrators, who actively participates in or contributes to the academic, social, and operational aspects.

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