

Table of Contents

1. Preamble	2
2. Purpose & Scope.....	2
3. General Principles	2
4. Recognition & Reciprocity	3
5. The Habib University Office of Alumni Relations & Engagement (OARE)	4
6. Alumni Information	4
7. The Habib University Alumni Association.....	4
8. University Communications with Alumni	5
9. Alumni Communication with the University	5
10. Alumni Conduct.....	5
11. Updates & Revisions to the Policy	6

1. Preamble

This alumni policy is designed to help realize Habib University’s vision of building a dynamic and engaged community of University alumni that will both enhance the life journeys of our alumni and simultaneously support the University’s efforts to realize its historic mission of bringing an accessible world-class undergraduate liberal arts education to the youth of Pakistan and South Asia. Habib University’s alumni are among its greatest assets. They are the fruit of the University’s distinctive mission, and through their lives and professional accomplishments they reflect well on the University’s success in achieving its mission. Their ongoing association with and support for the University are of tremendous value – both now and for the future. In return, alumni recognize that they are the recipients of a transformative learning experience through Habib education, which will enrich them throughout their lives. In response, alumni embrace every opportunity to play a crucial role in supporting the University as it strives to achieve its three strategic goals: (1) outstanding student success by ensuring that leading employers and graduate schools understand and value Habib University’s liberal arts and sciences education and actively seek to recruit its graduates; (2) to be a top “institution of choice” for high quality faculty, especially of Pakistani origin, committed to undergraduate education, the best students and highly capable staff to support the institutional mission ; and (3) to expand and institutionalize our efforts to grow the community of generous supporters, both within Pakistan and globally, that enables the University in ensuring access to diverse high-merit students to achieve and sustain both its vision and mission.

2. Purpose & Scope

The policies contained herein and in the accompanying Guidelines for Alumni Access to Campus & University Services are designed to promote a healthy, supportive, enduring and mutually respectful relationship between Habib University alumni and their *alma mater*. Both the rights and responsibilities of alumni are described in these policies and guidelines, which aim to balance a host of important but competing needs within the real constraints of Habib University, and to coordinate the University’s efforts to foster strategies and activities that will contribute to alumni engagement as well as promote mutual collaboration. These policies apply to all alumni of the University.

3. General Principles

The following principles guide the University in establishing and revising its Alumni Policy.

3.1. Reinforcing the University’s Bond with Its Alumni

The time that alumni spent at the University as students was an important formative experience in their lives, one which has enduring significance throughout their lives. Deep and lasting bonds of friendship, between peers, between students and faculty and between students and staff were formed over the years spent at the University. So, it is only natural that alumni would value opportunities to return to campus from time-to-time to strengthen and renew those important life-long bonds of friendship and mentorship. The University also values those opportunities to reconnect and reinforce its vital relationships with its alumni.

3.2. Recognizing the Constraints of Our Campus

The Habib campus is the important physical nexus where many fond alumni memories were formed, so ensuring alumni access to campus is important to reinforcing the University’s bond with its alumni. At the same time, however, everyone recognizes that the limited size of our campus, combined with both the growing size of our student body and our continuously growing body of alumni, will inevitably put real pressure and strains on the quality of everyone’s experience on campus unless reasonable guidelines are established. Alumni may remember a small intimate campus experience where under 1,000 people enjoyed the beauty and quality of our facilities. As the size of our student body grows, and as the University graduates new classes

each year, the universe of HU alumni will continuously expand. It does not require much imagination to grasp how the quality of the campus experience, for both current students as well as for visiting alumni, might deteriorate if the campus was pushed beyond the limits of what it can reasonably sustain in terms of occupation density. Therefore, it becomes necessary to establish some guidelines that will ensure both reasonable access to campus for alumni, while simultaneously guaranteeing the same high quality campus experience for current students, that alumni remember from their own days as students at the University.

3.3. Purposeful Dynamic Engagement

The quality of the relationship between the University and its alumni will be significantly enhanced if there are a sufficient number of thoughtfully planned and well-executed opportunities for alumni to gather together with each other and with their faculty and staff mentors. This policy envisions a robust and exciting annual calendar of alumni events, both on and off-campus, that will deepen alumni ties with each other as well as with their alma mater. Those events will be most successful if they are designed and executed with the benefit of close coordination between the University's Office of Alumni Relations & Engagement (OARE) and the Habib University Alumni Association (HUAA). Beyond renewing and expanding ties, both between the University and its alumni, and between alumni themselves, such opportunities for regular physical interaction become important networking opportunities that will further advance the professional careers of our alumni. The University further encourages alumni to participate in various activities, such as guest lectures, mentoring programs, and selected workshops. Alumni can also contribute to the University by sharing their expertise, experiences, and professional connections with current students and fellow alumni.

3.4. Regular Alumni Communications

Keeping alumni informed of campus developments and engaging them in a variety of programs, both in-person and online, will also play an important role in building dynamic engagement between the University and its alumni. To that end, the Office of Alumni Relations & Engagement may produce regular newsletters and other periodic communications that will not only allow alumni to keep up with campus developments, but will also facilitate the exchange of important information among them, such as the news of further academic accomplishments from post-graduate education, new employment or promotions, and significant personal milestones including marriages and the birth of children. The University will utilize social media platforms and online forums including the HU website to facilitate communication among alumni, share news and updates, and promote events and initiatives. Alumni are encouraged to join these platforms, engage with fellow alumni, and share their accomplishments and experiences.

4. Recognition & Reciprocity

The institution is particularly proud of the accomplishments of its alumni, who will only continue to rise in prominence as they assume increasingly important leadership roles in various spheres of society, and as they make significant contributions to the country and internationally in a variety of ways. It will be important for the University to continue to celebrate and recognize the further accomplishments of its alumni throughout their lives. This will be accomplished both through regular newsletters, social media, updates on the University website, and other communications as well as through the establishment of various alumni recognition awards.

Likewise, in the spirit of reciprocity, alumni who enjoy the many benefits of their Habib education and their association with the University throughout their lives, will want to support the University and its ongoing mission to offer a world-class education to the qualified youth of Pakistan regardless

of their financial capacity or any social consideration. Alumni also recognize that they too have been the recipients of the generosity of others as no student at Habib University pays the full cost of their education. In acknowledging the generosity that made their own educations possible, alumni will return the generosity that they were the beneficiaries of by extending their own gracious generosity to future generations of Habib University students.

5. The Habib University Office of Alumni Relations & Engagement (OARE)

The Habib University Office of Alumni Relations & Engagement (OARE) will be the University's office charged with the oversight of alumni affairs. The OARE will be the primary point of contact between the University and its alumni. The Office of Alumni Relations and Engagement will be advised by the OARE Advisory Committee consisting of faculty and staff. This Committee shall consist of current HU faculty, Head or a representative of the Office of Career Services, and the Head of OARE. Additional senior staff members may also be included in this Committee. The Head of OARE or their designate shall serve as Committee Secretary.

6. Alumni Information

Through the OARE, the University will maintain the contact information of its alumni on a centralized database. All information will be treated confidentially; however, basic profile information on career and academic trajectory, as well as contact information, may be shared with internal University stakeholders for the advancement of HU mission. Such data will only be provided to external parties with the explicit advance permission of alumni. Alumni, in return, will endeavor to keep the OARE informed of any changes in their contact information in a timely manner.

7. The Habib University Alumni Association

The Habib University Alumni Association (HUAA) will be the sole alumni association recognized by Habib University. The HUAA will be steered by an elected Executive Council, to be known as the Habib University Alumni Association Executive Council (HUA AEC). The HUA AEC shall be the executive body responsible for planning and implementation of programs and activities for members of the Alumni Association.

7.1 The Habib University Alumni Association (HUAA) will be open to all alumni of Habib University.

7.2 The HUAA membership and fee structure will be elaborated upon in the Terms of Reference of the HUA AEC. These terms are subject to revision upon election of a new HUA AEC panel. All HUAA membership dues will be held in abeyance until 2026. Until such time as membership dues begin to be collected, activities of HUA AEC may be partially supported by OARE. In addition, activity fees or user generated funds can be used to support activities planned and conducted by the HUA AEC.

7.3 The HUAA Executive Council will consist of 4 officers; a President, Vice President, General Secretary and Treasurer. The four members of the HUAA Executive Council will run as a panel and will be elected to two-year terms. The Executive Council panel may serve one additional consecutive term if elected by the general membership. Each Executive Council panel must have both gender diversity and School diversity among its members. No members of the Executive Council will be financially compensated for their voluntary service to the HUAA. All registered alumni who are current members of the HUAA, who are not under any

current disciplinary sanctions by the University and who have official HU alumni email addresses provided by the University, will be eligible to nominate themselves and vote in HUAA elections. The HUAAEC shall be the body in charge of HUAA activities, with oversight by OARE and OARE Advisory Committee.

7.4 HUAAEC elections will be conducted under the supervision of the HU OARE and the OARE Advisory Committee.

7.5 The HUAA will have the power to establish and amend its own bylaws in conformity with this policy as decided by the elected HUAAEC, and in consultation with the OARE and the OARE Advisory Committee, and may determine whether it wishes to establish a formal Cabinet with specific duties assigned to members.

7.6 The HUAA budget will be administered and overseen by the OARE at the direction of the HUAAEC. All regulations and stipulations of HU Finance Office shall be adhered to in the management of these funds.

7.7 Beginning in 2026, if required, a Habib University Alumni Board may be developed, to increase representativeness and transparency of governance of the Alumni Association. The composition and terms of reference of such a Board shall be determined in mutual consultation by the HUAAEC, OARE Advisory Committee, and OARE.

8. University Communications with Alumni

The Office of Alumni Relations & Engagement (OARE) will generally be the central point for communication between the University and alumni. There will typically be 3 ways in which the University will communicate with alumni. (1) University departments and officials may reach out to alumni directly e.g., to invite them as panelists or guest speakers. In this case it is encouraged that OARE be kept in the loop for information and tracking. (2) University departments or officials may request OARE to reach out to alumni on their behalf to initiate communication. (3) OARE will reach out to alumni directly for a variety of programs, services, activities, and ongoing requests.

9. Alumni Communication with the University

Alumni are encouraged to reach out to departments and personnel relevant to their specific concern e.g., Student Finance for any financial issue and Office of Academic Systems & Registrar for transcript/degree requests, but are encouraged to keep OARE in the loop of their emails. If alumni are unsure about which department to reach out to, they may contact OARE to help connect them with the concerned department.

10. Alumni Conduct

Alumni agree to conduct themselves in respectful and appropriate manner at all times as they are models of the embodiment of our *Yohsin* values for current students.

10.1 In particular, alumni agree to abide by all provisions of:

10.1.a *The Guidelines for Alumni Access to Campus & University Services*

10.1.b *The Habib University Student Code of Conduct*
(<https://habibuniversity.sharepoint.com/sites/Student/code-of-conduct>)

10.1.c *The Habib University Sexual Harassment Policy*
(<https://habib.edu.pk/docs/sharepoint/Sexual-Harassment-policy-%28Nov%202020%29.pdf>)

10.1.d *Policy on respect for University donors:* Habib University is the recipient of remarkable generosity from its community of Mohsineen. To ensure the privacy of each of our donors in respect of their generosity, Habib University maintains a detailed policy regarding engagement with our donors. As per that policy alumni are not allowed to independently solicit funding from the University's donors or other support for their own projects, or their own further education directly.

11. Updates & Revisions to the Policy

This policy and any future revisions will be shared with alumni through email and will be published on the OARE Alumni website as well as on the Alumni Portal. Exceptional circumstances notwithstanding, the policy shall be reviewed once every two years.