



ALUMNI POLICY

Reference Number : VUNI.92
Published date : 21/11/2024
Effective date : 21/11/2024
Applicable : VinUniversity Alumni
Access level : Public

Records of changes

Version	Published Date	Effective Date	Approved by	Description of changes
1.0	21/11/2024	21/11/2024	Developed by: Alumni, Industry & Development Department Reviewed by: Colleges and Departments Approved by: Provost	First release

GLOSSARY OF TERMS

<i>Terms</i>	<i>Definition</i>
<i>VinUni Alumni:</i>	Graduates of VinUni who have completed a full program and hold an official degree, with access to full alumni benefits.
<i>Affiliated Alumni:</i>	Individuals who completed short courses, exchange programs, or received certificates from VinUni programs are provided with updates on VinUni events and activities but do not qualify for full alumni benefits.
<i>Alumni Association:</i>	An organization for graduates to foster connections, networking, and support for alumni and VinUni's mission.
<i>Alumni Record:</i>	The database of VinUni students' information will be converted into an alumni record, including details such as contact information, graduation year, and career updates, to support ongoing engagement.
<i>Affinity Partnerships:</i>	Partnerships with external organizations that provide benefits or services to alumni while indirectly supporting the university.
<i>Alumni Council:</i>	Governing body of the Alumni Association who serve a 2-year term, organizing alumni connections and supporting the university.
<i>Alumni Event:</i>	Activities are organized for alumni, such as meetings, seminars, talks, etc
<i>Alumni Mentor:</i>	Experienced alumni guide and support students in their studies and careers.
<i>Homecoming:</i>	Events organized by VinUni to reunite alumni, typically held annually in Hanoi and HCMC.
<i>Mentorship:</i>	Programs where alumni mentor current students, offering industry insights and career guidance.
<i>Giving Back:</i>	Alumni contributions to the university through donations, volunteering, or community support.
<i>Fundraising:</i>	Efforts to raise funds among alumni to support future generations and VinUni initiatives.
<i>Alumni Engagement:</i>	Activities that connect alumni with VinUni, including events, networking, and volunteer opportunities.
<i>Networking Opportunity:</i>	Events and platforms where alumni can connect with each other and industry professionals for career growth.
<i>Mock Interviews:</i>	Simulated interviews provided by VinUni's career services to help alumni prepare for real job interviews.
<i>Letter of Recommendation (LOR):</i>	Official letters provided by VinUni to support alumni in academic or professional applications.

A. ALUMNI POLICY

I. Policy Statement

VinUniversity (the “University”) recognizes that Alumni are its greatest legacy and ambassadors, and as such the University is committed to supporting their continued growth, celebrating their achievements, and strengthening their connection to the University – as returning students, volunteers, employers, employees, advocates, donors and mentors.

Through principled management of Alumni information, the University is committed to building lifelong relationships with Alumni. VinUniversity Alumni have a formal opportunity to engage on relevant issues and University matters through the VinUniversity Alumni Association (VAA) and Alumni Council. It seeks to create meaningful connections between alumni, industry partners, and the university, fostering a vibrant and supportive community.

II. Purpose

This policy provides a shared definition of Alumni for the University.

This policy identifies Alumni, Industry and Development Department (AID) as responsible for:

- the coordination of Alumni communications and engagement activities on behalf of the University
- the management and maintenance of Alumni information.

This policy outlines the University’s participation in Affinity Partnerships available to Alumni.

III. Definitions

1. Definition of VinUni Alumni:

All graduates of VinUni, regardless of program or cohort, are automatically converted into VinUni Alumni.

Affiliated alumni include those who study short-term courses, receive certificates from VinUni, international students that have exchange programs at VinUni. Affiliated alumni will receive email invitations to participate in VinUniversity events and activities, but they will not receive alumni benefits like “full” VinUniversity alumni.

2. Applicable:

This policy is applied to individuals who meet the definition of VinUni alumni.

3. Alumni Engagement:

Alumni Engagement provides opportunities for the extension of services and benefits to Alumni, and includes communications related to university/college information, invitations to events, mentorship opportunities, recognition of achievements, and awareness of volunteer efforts.

4. Alumni Record:

Upon meeting the criteria to become an Alumni, the Student Record becomes an Alumni Record.

5. Affinity Partnerships:

External partners/businesses who offer Alumni the opportunity to indirectly support the University while benefiting from value-added personal services. Affinity partners may provide funding to the University in support of Alumni initiatives and programs.

IV. Policy Elements

1. University Responsibilities

The University will support Alumni, Industry & Development to enhance Alumni Engagement opportunities by ensuring proper technical expertise and support is in place to manage and maintain Alumni data and information.

The University will be proactive in establishing Alumni Engagement opportunities, including:

- incorporating Alumni into strategic plans
- inviting Alumni representatives to participate in University's events and activities; and
- extending university benefits and services to Alumni where possible.

2. Alumni, Industry & Development Department Responsibilities

Alumni, Industry & Development Department responsible for:

- strategically managing and coordinating communications with Alumni audiences that are aligned with VinUni priorities, and promote continued positive engagement with the University;
- establishing opportunities to promote Alumni Engagement activities, events and communications; and
- establishing Affinity Partnerships, benefits and services available to Alumni.

3. Information Tracking and Retention of Records

The Registrar Office (REG) is responsible for providing Student Records to Alumni, Industry & Development in a timely fashion upon the criteria of Alumni status being met and providing continued updates to Alumni Records as they become available.

AID oversees the maintenance and management of Alumni records as outlined within university policies related to:

- updates to Alumni Records (name changes, address changes, e-mail updates, career information and the like);
- managing appropriate data sharing with the university/colleges and affinity partners.

4. Alumni Communications and Surveys

To ensure communications standards and best practices are adhered to, all official communications to broad groups of alumni, donors, and prospects will be coordinated with and approved by the Alumni, Industry & Development Department. These communications include, but are not limited to event notices, surveys, emails, announcements, and newsletters.

Colleges and departments may communicate to alumni who are affiliated with their respective units without approval by AID, however the unit should inform AID about these activities and engagement.

In addition, it is strongly encouraged that colleges and departments coordinate the scheduling of their communications with alumni via AID to help prevent alumni from receiving multiple university communications at one time and to avoid survey fatigue and information overload.

B. ALUMNI ENGAGEMENT FRAMEWORK

I. Mission & Objectives

1. Mission:

The mission of alumni engagement is to foster a culture of engagement and giving back with VinUni alumni and supporters by demonstrating the impact of VinUni education, the value of alumni network, the spirit of paying it forward and giving back.

2. Objectives:

- Provide opportunities for the extension of services and benefits to Alumni.
- Maintain and nurture the relationships between Alumni vs VinUni, Alumni vs Alumni, and Alumni vs current students.
- Build a strong Alumni network.
- Encourage a culture of paying it forward and giving back.

II. Community

1. Alumni Association:

Organizational Structure:

The Alumni Community will be overseen by an Alumni Council (including President, Vice-Presidents, Treasurer, and Secretary).

The Alumni Council will be formally appointed by the Faculty and Alumni Community.

The Council Board will also manage Alumni Groups & Chapters.

Communication and Engagement Methods:

- Official channel of communication is via email, newsletter and Alumni Engagement (<https://vinuni.edu.vn/aid/alumni-engagement/>)
- Other media: Group for Alumni to update information, events, and all news about VinUni alumni. Alumni can share their own stories, and update information. Two platforms are Facebook Group ([VinUni Alumni](#)) and LinkedIn ([VinUni Alumni, Industry & Development](#)), both managed by AID.

2. Alumni Representatives:

a) Alumni Council

Purpose:

The Council Board serves as the governing body of the VinUni Alumni Association, representing the alumni community and supporting the university in engagement activities.

Alumni Council Board typical includes the following officers: **President, Vice-Presidents, Treasurer, and Secretary** (same function with Student Council but for Alumni). Alumni Council members are typically elected by their graduating class, with term of 2 years.

Key Responsibilities:

- **Support the university:** Alumni Council supports the university by volunteering for events, fundraising, strategic planning for Alumni Association (aligning with the university's goals and alumni interests).
- **Connect Alumni:** organize events, campaigns and programs to connect alumni with each other and with the university. Lead and manage alumni engagement initiatives, including events, communications, and networking opportunities.

b) Alumni Ambassador

Purpose:

Ambassadors serve as representatives of their respective graduating years, promoting alumni engagement and fostering a sense of connection among alumni.

Key Responsibilities: Alumni admission ambassadors, alumni engagement and community building, events support, event promotion and networking facilitation.

⇒ Benefits for both bodies:

Benefits: Recognition and Awards, Exclusive benefits/Grants/Networking opportunities, Featured on websites

3. Alumni Directory:

Purpose:

The VinUni Alumni Directory aims to connect alumni with each other, foster a sense of community, and promote professional networking. It provides a platform for alumni to search for classmates, update contact information, and expand their professional networks.

Search for VinUni graduates by name, graduation year, major, and more. Reconnect with old classmates and expand your professional network.

Information display:

- Compulsory: Name, Class (Graduation Year), Major/Program, VinUni email, LinkedIn
- Optional: Location (City/Country), Phone number, Industry, Personal email, Photo, Current Job Title & Company

Policies:

Data Privacy:

- Alumni have the option to control which information is displayed in the directory. They can choose to limit or exclude certain fields, such as personal email addresses or work contact information.
- VinUni takes data security very seriously. We implement robust measures to protect alumni information, including secure data storage, access controls, and regular security audits.
- Alumni directory data is only used for authorized purposes, such as alumni engagement, communication, and networking events. We will never share or sell alumni data to third parties without their explicit consent.

Accessibility:

- Only registered VinUni alumni can access the directory. Alumni must create an account and log in using their VinUni credentials.
- The directory is not accessible to any third party (either public or non-alumni).

Alumni Responsibilities:

- Ensure the accuracy of their information in the directory
- Agree to view the directory for legitimate purposes only

Enforcement & Policy Review:

- VinUni will monitor the directory for any misuse or violations of this policy.
- Alumni who violate this policy may have their access to the directory revoked. In severe cases, further disciplinary action may be taken.
- This policy will be reviewed periodically to ensure it remains relevant and effective.
- Alumni will be invited to provide feedback on this policy during the review process.

III. Alumni Benefits**1. Alumni Email:**

a) **Naming Method:** Keep the students' current email contact to continue using it as an alumni email.

b) **Management Method:**

Data Migration:

- Upon receiving their official diploma, alumni accounts for OneDrive, Teams, and Microsoft Office will be deactivated, with only email access retained. Alumni are responsible for storing and transferring their documents to another personal account or platform.
Important: The university will not be able to assist with data recovery for accounts that have not completed the data transfer prior to deactivation (after receiving official diploma).

Group Label Update:

- The group label will be updated from "STUDENT20" to "ALUMNI24" for easier communication when the university sends emails.
- The title will be updated from "S.CBM" (S for Student) to "A.CBM" (A for Alumni), with similar changes applied to other institutes.

Account Inactivity:

- Inactive accounts (no login within 180 days) will be locked.
- A notification will be sent to the student's registered personal email.
- After an additional 30 days of inactivity, locked accounts and data will be permanently deleted.

Reactivating Alumni Inbox:

- Students can reactivate their alumni inbox by registering on the VinUni Alumni microsite/landing page/ MyVinUni app.
Important: Data will be lost upon reactivation.

At any time, Alumni needing to reactivate their inbox should contact the AID Office or register on the Alumni Portal, then undergo identify verification of alumni status and submit request to the IT department. The IT department will reactivate the email inbox for alumni and transfer the information back to AID, who will then pass it on to the alumni and provide instructions on usage.

Security: Alumni must change their password every 3 months to comply with VinUniversity's security regulations.

2. Alumni Card

The VinUni Alumni Card identifies you as a current member of the VinUni Alumni community. Alumni should follow the policy on using alumni cards:

- All alumni must present their Alumni card to gain access to the VinUniversity facilities such as sports complex, working area, library, etc. Failure to present your Alumni card may result in a refusal of access to the facilities.
- This card is not transferable and must be carried at all times and is to be shown for identification upon request. If any other individual uses your card to access VinUniversity's facilities, VinUniversity has the right to terminate your usage rights.
- There is no expiration date for an alumni card no matter when you graduate.
- For any queries about the VinUni Alumni Card, contact alumni@vinuni.edu.vn.

3. Alumni Portal - Update your profile:

Alumni Portal allows students to continue using their Students Portal, but some information fields related to study time will be locked.

Alumni Portal includes:

- **My Information:** Basic information of student when studying at VinUni (alumni are not allowed to edit)
- **My Start:** Student information in the admission progress (alumni are not allowed to edit)
- **My Progress:** Information about student learning progress at VinUni (alumni are not allowed to edit)
- **Alumni Profile:** Information of alumni (personal information, contact information, alumni status)
- **Directory:** Information fields are published on the alumni profile to be included in the directory. Alumni need to log in to the Alumni Portal to get information from the Directory.
- **My services:** Alumni can send their request via My services to get support from university (1) Transcript request, (2) Alumni request, (3) Career Services.

4. Special Offers:

Alumni need to present their VinUni Alumni Card/ID/Email for authentication purposes if required by merchants. Please note that offers are subject to availability.

Discounts & Logistical Support:

- Enjoy a complimentary classroom or lecture hall rental (up to 50 seats once per year. Receive a 35% discount on your first rental of other rooms.

- Enjoy a 10% discount starting from the 2nd rental of lecture halls, event venues, or office/co-working spaces. This discount can be combined with other promotional offers under the General Fee Schedule.

Note: Alumni are responsible for covering any incurred costs, such as electricity, water, and air conditioning.

Discount does not apply to full support services/event support staffings

- **Networking & Resources:** Alumni can access support from faculty and staff, involve current students, receive alumni invitations, and benefit from marketing and promotion services.
- **VinUni merchandise:** Alumni receive 10% discounts when purchasing VinUni merchandise.

5. *Awards and Recognitions:*

Purpose: To alumni who have demonstrated outstanding achievements, made contributions, and actively participated in volunteer and university activities. The program should ideally be deployed two or three years after the first cohort graduation.

Assessment: Award selection is carried out through a board nominated from the Alumni Council and VinUniversity department (VINO, AID, SAM)

Recognition methods: Honorary alumni will be recognized on VinUni Changemakers wall, featured in Alumni Newsletter and Website. Additionally, they will receive commemorative VinUni gift set.

6. *International Alumni:*

Connection: Build deeper relationships with the VinUni community and successful local alumni through networking events, visiting faculty, exchange students, etc. Also, VinUni will support connecting international alumni with resources and academic & industry partners in foreign countries to support further educational or professional development.

Back to Vietnam: International alumni returning to Vietnam may enjoy travel benefits including discounted dormitory accommodation and discounts on other travel packages.

IV. **Connect**

1. *Mentorship:*

Purpose: Inspire alumni to mentor future generations, strengthen VinUniversity's connections with alumni to stay current on industry trends, facilitate student-alumni networking,

Programs: Two distinct mentorship programs: Entrepreneurship Lab Mentorship Program and Career Services Mentorship Program. Details for each program are handled by their respective managing bodies.

- **For interested mentors:**
 - Mentors research program and sign up via program website.
 - The department will screen applications and respond. If yes, the mentor will be added to the directory.
- **Selected mentees reach out to alumni mentors in the mentor directory.**
 - Mentees may be selected as part of a scholar's program, or through a university-wide application call.
 - Mentees select mentors and reach out through the supplied contact details.

2. Volunteer:

Alumni can register to participate in volunteer activities with current students (via SAM) or can apply to recruit students to participate in activities together (Volunteer Registration Form)

3. Homecoming:

- Homecoming in Hanoi: Organize Homecoming events in VinUni Traditional Day
- Homecoming in HCMC: Organize Homecoming events in VinUni Engagement Day, request alumni to become Admission Ambassador.
- Virtual session

4. Fundraising:

Purpose: Encourage the spirit of giving back, Alumni fundraising activities will create more opportunities for future generations through financial support, mentorship opportunities, community building, etc.

How alumni can participate in fundraising activities: Annual Fund Donation, Major Gifts Donations, Connections, Research and Project sponsor, Library Donations, Participate in service programs.

V. Post-graduate support

1. VinUni CSM:

VinUniversity Career Services maintains a network of partnerships with companies seeking talented recent graduates and young professionals.

Through the CSM platform, you can access exclusive job postings not available to the public. Applying directly on the platform helps applicants get noticed by recruiters and gain a competitive edge in the hiring process. Alumni can also post full-time and internship opportunities to seek top talent for your company.

2. Career Counseling Support:

Recognizing the importance of impactful application materials, VinUniversity Career Services offers expert guidance to assist you in crafting exceptional resumes, CVs, and cover letters. AID offers up to 2 years of career support for alumni after graduation:

- *Resume & CV Coaching*
- *Mock Interviews*
- *Letter of Recommendation (LOR) Support (by working with Colleges)*

3. Networking Opportunities:

Providing opportunities to connect with established professionals working in the field of interest.

Inspiring alumni are invited to return to campus as guest speakers, sharing their career paths, industry trends, and the skills students need to thrive.

Alumni become connectors, connecting distinguished partners and opportunities back to the university. Alumni are encourage to help students find internships and jobs, recommend guest speakers for events, and connect the university with potential donors or research collaborators.

4. Entrepreneurship Support:

VinUniversity empowers innovation through our Entrepreneurship Support Program. Access to incubation programs, mentorship opportunities, and funding opportunities are available to help our alumni translate their entrepreneurial dreams into reality.

- **Guidance**

- Incubation Programs: offer mentorship, workshops, and networking opportunities to accelerate your startup's growth.
- Mentorship Opportunities: connect with experienced entrepreneurs and industry professionals who provide guidance and support, helping you navigate challenges and achieve your business goals.
- Financial Springboard: explore various funding resources, including potential startup grants and introductions to potential investors and venture capitalists seeking promising ventures within the VinUniversity alumni network.

- **Resources**

- Collaborative Workspace: access to our affordable co-working spaces, eliminating the need for expensive office rentals during your startup's crucial early stages.
- Prototyping Powerhouse: access a suite of advanced tools and resources, including 3D printers, laser cutters, and design software, to support the development and refinement of your prototypes.

- **Connections**

- Investor Connections: facilitate introductions to potential investors and venture capitalists actively seeking to support promising alumni ventures. Secure the funding you need to propel your business forward.
- Pitch & Network Events: showcase venture to a wider audience and attract potential investors, partners, and customers through organized pitching competitions and networking events.

5. Post-graduate study support:

Post-graduate study abroad: VinUniversity alumni will receive support in applying for post-graduate studies abroad at VinUniversity's partner universities as well as applying for the Vingroup1100 scholarship.

VinUni post-graduate study: Alumni participating in graduate programs at VinUniversity's colleges will receive 10% tuition fee discounts.

6. Research opportunity:

Alumni interested in participating in research activities or becoming research assistants will have opportunities to apply to colleges/research centers at VinUni.

Alumni can also apply for research funding for their own research projects and collaborate with VinUni professors to carry out research projects.

When applying for the Research Grant, the Alumni and Applicants Project must meet specific requirements and criteria that vary depending on the college and department. These criteria typically include factors such

as research objectives, methodology, expected outcomes, and alignment with the institution's strategic priorities.

VI. Resources

VinUniversity is committed to supporting your lifelong learning journey. Explore our dedicated resources for alumni:

- **Open Learning Hub:** The OpenLearning@VinUni website serves as a hub where VinUni experts review and recommend the most intriguing knowledge, latest trends, and best practices in specific fields.
- **Library & Publications Access:** ([refer to Library Alumni Access Policy](#))
 - VinUni alumni can continue to enjoy benefited access to VinUni Library and online resources. Alumni must verify their identity and alumni status to gain access to the publications.
 - VinUni publications may be accessed through various channels, including online platforms and the VinUni Library. Alumni accessing VinUni publications are expected to adhere to the following guidelines: (1) Respect copyright and intellectual property rights; (2) Maintain confidentiality; (3) Acknowledge the source.
- **Academic Transcripts and Records:** Alumni receive **one free transcript**, and they can purchase additional transcripts if needed. E-transcripts are accessible through the Alumni Portal. For official transcripts and academic records, please visit the Registrar's Office website.

VII. Events & News

1. *VinUniversity's events:*

a) Annual Events

Purpose: Engage alumni, celebrate reunions, and showcase achievements of VinUni and VinUni alumni community.

- **Homecoming:** 2 Homecoming events/year (1 in Hanoi, and 1 in HCMC) to reconnect and update life/achievement. Alumni can bring their family. Registration is compulsory and walk-ins will not be admitted.
- **Annual Events:** Alumni are invited to join annual events such as Convocation Day, Career Day (as mentors or speakers), and Graduation (as guests of honor), etc.

b) Pop-up Events

Purpose: Promote learning, growth, and well-being among VinUni alumni community through educational, professional, and social activities.

- **Academic:** Webinars, workshops, talks, company tours, and events featuring alumni work.
- **Recreation:** Sports tournaments, outdoor trips, travel, cultural festivals, and family-friendly activities.

2. *Alumni-organized events:*

Alumni who wish to organize events under the VinUniversity name must adhere to these criteria:

- **Respectful and Inclusive:** Events should promote inclusivity, respect, and diversity.

- **Non-controversial:** Avoid topics that could be seen as controversial or that may harm the university's reputation.
- **Approval Process:** All events must go through an approval process to ensure compliance with university standards.

For events hosted on campus, alumni can request support from the university according to the special offers for alumni. Besides, alumni can work with the university to request a support package based on their event's unique requirements.

Upon request, VinUniversity can help:

- Email your classmates on your behalf to inform them of your events.
- Feature your event on Alumni news websites.