



**MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES
INTERNATIONALIZATION AND CONVOCATION UNIT**



ALUMNI GUIDELINE

2025

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1. INTRODUCTION

Universities worldwide, including Muhimbili University of Health and Allied Sciences (MUHAS), recognize alumni as key stakeholders in advancing institutional excellence. Beyond contributing to teaching, research, and public service, alumni embody the university's legacy by advancing societal progress through leadership, innovation, and community engagement.

MUHAS, as Tanzania's premier institution in health sciences, aspires to foster lifelong connections with its graduates, whose achievements amplify the university's impact locally and globally. In line with its vision of excellence, the university seeks to celebrate alumni accomplishments, strengthen alumni engagement, and inspire current students by showcasing the diverse career paths and contributions of its graduates. These guidelines establish a structured framework to honor distinguished alumni, promote engagement, and harness their expertise for the advancement of the university and its community.

2. PURPOSE

The MUHAS Alumni Guidelines are designed to formally recognize and celebrate graduates who have made exceptional contributions in their professional fields, health-related research, or community service. These guidelines establish clear procedures for identifying, nominating, and selecting outstanding alumni for various honors and awards. They aim to ensure all eligible alumni are considered fairly and equitably through transparent evaluation processes.

Furthermore, these guidelines seek to strengthen institutional ties by facilitating meaningful alumni engagement through mentorship programs and collaborative opportunities. By doing so, the university extends its aims to inspire current students while promoting ethical leadership and excellence in health and allied sciences. The framework encourages alumni participation in addressing contemporary health-related challenges and advancing MUHAS's focus of improving population health outcomes in Tanzania and beyond.

PART I:

ALUMNI OF THE YEAR AWARDS AND RECOGNITION

1.0. General Information

Muhimbili University of Health and Allied Sciences Alumni of the Year Award is an esteemed honor bestowed upon distinguished graduates of the Muhimbili University of Health and Allied Sciences (MUHAS). This award recognizes and celebrates the outstanding achievements and contributions of MUHAS alumni who have demonstrated exceptional commitment, leadership, and impact in their professional fields and communities. The award aims to acknowledge the diverse ways in which alumni make a difference locally, nationally, and internationally. This part consists of guidelines for nomination and selection of alumni of the year.

1.1. Nomination Process

- i. To be considered for the Alumni of the Year Award, a candidate must be nominated.
- ii. Nominations shall be accepted from anyone, including current students and staff and former students and staff.
- iii. A nominated Alumni must have made an important contribution to the local, national or international community through their achievements.
- iv. Only nominations made and submitted using the appropriate online form available at the official MUHAS website shall be accepted.
- v. A nomination shall clearly define the achievements of the nominee including details about how you know the nominee, their background as it relates to their accomplishments, what makes them unique and exceptional and how their achievements meet the criteria of the chosen award category.
- vi. All nominations must be handled with privacy and confidentiality.
- vii. Nominees shall be verified by the University with its Academic Registry Office and Directorate of Human Resource Management to ensure they are MUHAS students, graduates or university staff.

1.2. What Not To Include During Nomination

- i. A nominator shall avoid using profession-specific jargon. The information shall be targeted toward a general audience to ensure it is understood by nomination reviewers from a variety of backgrounds.
- ii. A nominator shall avoid disclosing personal information that may in any or other ways breach the nominee's confidentiality and/or defame their character.
- iii. Selection panel members shall not make nominations
- iv. Self-nominations shall not be accepted.

1.3. Eligibility criteria for Nomination

- i. A nominee must be a graduate of Muhimbili University of Health and Allied Sciences. Nominations are particularly welcomed for, but not limited to, alumni who completed their studies less than twenty years prior to the year of the award.
- ii. Current MUHAS faculty and staff who are also alumni are eligible to be nominated.

- iii. Nominations shall be accepted from alumni resident in the United Republic of Tanzania or overseas for local, national or international achievements.
- iv. Past Alumni of the Year Award recipients are only eligible in categories other than the category in which they have already been given an award. To be considered for the award in another award category, their subsequent achievements must be substantially different from those for which their first award was given.

1.4. Alumni Ineligible for Nomination

- i. Active politicians
- ii. Current or recent (i.e. past two years) members of Executive Convocation Committee and Alumni council and members of their families are not eligible to be nominated. Exceptions may be made where an award is time-sensitive.
- iii. Members of the MUHAS's Board of Council are not eligible to be nominated during their term.
- iv. Honorary Graduates of the University
- v. Nominees who have previously requested no further contact from the University or the Alumni Association.
- vi. Alumni Awards are not awarded posthumously. Nominees that are selected by the committee to receive an award must be alive at the time of notification (typically in late November) to accept or decline it.

1.5. Award Categories and Evaluation Criteria

The MUHAS Alumni of the Year Award is presented in three categories to honor various aspects of alumni achievements:

1.5.1 Alumni of the Year 'Community Engagement and Leadership'

This category recognizes alumni who have demonstrated outstanding contribution to the local, national or international community through professional, voluntary or charitable activities, and/or demonstrated outstanding leadership and meet the eligibility criteria for Alumni of the Year.

1.5.1.1 Criteria for Nomination and evaluation

A Nominee must have achieved not all but the maximum out of the under-listed criteria:

- i. Significant Contribution to the Community. The nominee must have made a substantial and positive impact on the community through their leadership and service. May be evaluated by but not limited to: Implementation of impactful community programs, involvement in community development projects, or leadership in community organizations.
- ii. Leadership Excellence. The nominee should have exhibited exemplary leadership qualities, including the ability to inspire and mobilize others towards community improvement. May be evaluated by but not limited to: Holding leadership positions, recognition as a community leader, or successful mobilization of community/volunteers and resources for community improvement projects.
- iii. Sustained Commitment. The nominee's engagement in community service should have been sustained over a significant period, demonstrating ongoing dedication. May be evaluated by but not limited to: Long-term involvement in community service initiatives, consistent advocacy for community issues, or continued leadership in community organizations.

- iv. **Innovation and Creativity.** The nominee should have demonstrated innovative and creative approaches to addressing community needs and challenges. May be evaluated by but not limited to: Development of unique programs or initiatives that effectively address community issues, introduction of new methods or ideas that have led to positive community change.
- v. **Measurable Impact.** The nominee's efforts should have led to measurable improvements in the community's well-being. May be evaluated by but not limited to: Quantifiable outcomes such as increased access to services, improved health outcomes, enhanced community cohesion, or other positive changes attributable to the nominee's work.
- vi. **Collaboration and Partnership.** The nominee should have demonstrated a strong ability to collaborate and build partnerships with various stakeholders to achieve community goals. May be evaluated by but not limited to: Successful partnerships with community organizations, government agencies, or other groups, and evidence of collaborative projects that have benefited the community.
- vii. **Ethics and Integrity:** The nominee's community engagement and leadership activities should be conducted with the highest standards of ethics and integrity. May be evaluated by but not limited to: Adherence to ethical principles, transparency in their work, and a clear commitment to ethical leadership and service.

1.5.2 Alumni of the Year 'Innovation and Research Excellence' Category

This category recognizes alumni who have made significant contributions to health and allied sciences through innovative research, groundbreaking discoveries, or development of new technologies and methodologies.

1.5.2.1 Criteria for Nomination and Evaluation

A Nominee must have achieved not all but the maximum out of the under-listed criteria:

- i. **Significant Contribution.** The nominee must have made a notable contribution to health sciences through innovative research or technological advancements. May be evaluated by but not limited to: Publications in high-impact journals, patents, successful implementation of new technologies, or development of novel methodologies.
- ii. **Originality and Innovation:** The nominee's work should have demonstrated originality, creativity, and innovation in addressing critical health challenges. May be evaluated by but not limited to: Development of new theories, models, or practices that have been recognized as groundbreaking by peers.
- iii. **Impact and Influence:** The nominee's research or innovation should have a measurable impact on the field of health sciences, contributing to advancements in knowledge, practice, or policy. May be evaluated by but not limited to: Citations, adoption of their work in practice, influencing policy changes, or measurable improvements in health outcomes.
- iv. **Sustainability and Applicability:** The nominee's contributions should be sustainable and applicable to real-world health problems, showing potential for long-term benefits. May be evaluated by but not limited to: Projects or innovations that have been implemented or adopted on a larger scale, and that show promise for future application and sustainability.
- v. **Recognition and Awards:** The nominee should have received recognition from reputable organizations or institutions for their contributions to innovation and research. May be evaluated by but not limited to: Awards, honors, or invitations to speak at prestigious conferences or institutions.

- vi. **Mentorship and Collaboration:** The nominee should demonstrate a commitment to mentoring others and collaborating with colleagues, fostering a culture of innovation and research excellence. May be evaluated by but not limited to: Mentorship roles, collaborative projects, joint publications, or involvement in research networks.
- vii. **Ethics and Integrity:** The nominee's work should uphold the highest standards of ethics and integrity in research and innovation. May be evaluated by but not limited to: Adherence to ethical guidelines, transparency in research, and a clear commitment to ethical practices.

1.5.3 Alumni of the Year 'Young Alumni Achievement' Category

This category recognizes young alumni (typically within 10 years of graduation) who have demonstrated remarkable achievements and potential in their early careers.

1.5.3.1 Criteria for Nomination and Evaluation

A Nominee must have achieved not all but the maximum out of the under-listed criteria:

- i. **Recent Graduate:** The nominee must have graduated from MUHAS within the last 10 years. May be evaluated by but not limited to: Academic records or graduation certificates indicating the date of graduation.
- ii. **Professional Achievement:** The nominee must have shown significant early career achievements in their field. May be evaluated by but not limited to: Rapid career advancement, professional accolades, successful projects, or other notable career milestones.
- iii. **Innovation and Impact:** The nominee should have made innovative contributions that have had a measurable impact in their profession or community. May be evaluated by but not limited to: Evidence of creative solutions, impactful projects, or innovative practices that have gained recognition or led to positive change.
- iv. **Leadership Potential:** The nominee must exhibit strong leadership qualities and potential for future growth. May be evaluated by but not limited to: Roles in leadership positions, involvement in leadership programs, or recognition by peers and mentors for leadership abilities.
- v. **Contribution to MUHAS:** The nominee should have maintained a strong connection to MUHAS and contributed to its community, reputation, or mission. May be evaluated by but not limited to: Participation in alumni events, mentorship of current students, collaboration with the university on projects, or any form of active engagement with MUHAS.
- vi. **Community Involvement:** The nominee should be actively involved in their community, contributing to its betterment through volunteer work, advocacy, or other forms of engagement. May be evaluated by but not limited to: Involvement in community service projects, leadership in community organizations, or advocacy efforts.
- vii. **Recognition and Awards:** The nominee should have received recognition for their achievements from reputable organizations or institutions. May be evaluated by but not limited to: Awards, honors, career grants or public recognition for their contributions and achievements.
- viii. **Ethics and Integrity:** The nominee's professional and personal conduct should reflect high ethical standards and integrity. May be evaluated by but not limited to: Evidence of ethical behavior in their professional activities, testimonials, and a lack of disciplinary actions.

1.6. Selection and Evaluation of Nominations

1.6.1 Call for Nominations

1.6.1.1 Timeline and Schedule

- i. The call for nominations shall be announced at least six months before the award ceremony (Late November).
- ii. The nomination period shall be open for a minimum of two months to allow adequate time for submissions.
- iii. The deadline for nominations shall be clearly communicated, ensuring there is a final cutoff date.

1.6.1.2 Communication Channels

- i. A call for nominations shall be published on the MUHAS official website with a prominent link to the nomination form. The adequate information regarding the nomination, eligibility, and nomination categories shall be provided.
- ii. A call for nomination shall be shared through the university's and alumni social media platforms to reach a broader audience.
- iii. A call for nominations may be included in university newsletters and alumni magazines.

1.6.1.3 Nomination Form

- i. An accessible online nomination form that includes fields for nominator and nominee information, detailed descriptions of the nominee's achievements, and supporting documentation shall be provided.
- ii. Clear guidelines and instructions on how to fill out the form and what information is required shall be included.

1.7. Nomination Evaluation Committee

All nominations must be evaluated by the evaluation committee.

1.7.1 Composition of the committee

- i. The committee shall consist of a diverse group of individuals including the current faculty, staff, and alumni.
- ii. The committee shall be diverse in terms of gender, career stage, professional background, and experience to provide a broad perspective.

1.7.2 Selection of Members

- i. A Committee of ten members shall be appointed during the convocation annual general meeting. Appointment process shall be chaired by the president of the MUHAS convocation
- ii. Members shall serve a term of two years to ensure continuity and experience in the evaluation process.
- iii. The committee shall consist of ten members. The chair of the committee shall be appointed during the same day of the appointment of the committee.

1.7.3 Roles and Responsibilities

- i. Chairperson: The chairperson of the committee shall be appointed during the same day of the appointment of the committee, and shall lead the committee, organize meetings, and ensure the evaluation process is fair and transparent.
- ii. Evaluation Sub-committees: Whenever necessary, chairperson may form sub-committees, to handle specific categories or large volumes of nominations.

1.8. Evaluation of Nominations and Feedback

The evaluation process shall be thorough, fair, and transparent:

1.8.1 Evaluation Criteria

- i. The evaluation of the nominations shall be based on the predefined criteria for each award category.
- ii. The committee shall predefine a scoring system that shall be applied to objectively assess each nomination based on the established criteria.

1.8.2 Evaluation Process

- i. The committee shall conduct an initial screening to ensure all nominations meet the eligibility requirements.
- ii. Each nomination shall be reviewed in detail by multiple members of the committee to ensure a balanced assessment.
- iii. The committee shall hold regular committee meetings to discuss and compare evaluations, and to make final decisions.
- iv. In case none nomination received for a specific category or none meets the eligibility to winning alumni of the year award, that category shall be cancelled for a particular year.

1.8.3 Feedback

- i. The committee shall provide feedback to nominators and nominees within one month after the evaluation process is completed.
- ii. The committee shall offer constructive feedback to non-winning nominees, explaining the decision and encouraging future participation.

1.9. Announcement and Recognition of Awardees

- i. The winners shall be announced during the convocation day.
- ii. Winners shall be announced on the MUHAS official website, social media platforms, and newsletters.
- iii. Whenever possible, a press release may be held with local and national media to highlight the achievements of the awardees.
- iv. Names and achievements of the awardees shall be considered for addition to an honor roll on the university's website and in official publications.

1.10. Award and Benefits

Awards may include but not limited to:

- i. Trophy/Medal: A custom-designed trophy or medal symbolizing excellence and achievement.
- ii. Certificate of Achievement: A framed certificate detailing the award and the accomplishments of the recipient.

Additional Benefits may include but not limited to:

- i. Monetary Award: A monetary award or scholarship to further support the recipient's professional development and/or community projects.
- ii. Recognition at Events: Special recognition at major university events and alumni gatherings throughout the year.

1.11. Promotion and Publicity

1.11.1 Internal Promotion

This may be considered in terms of but not limited to:

- i. Featuring awardees in university communications, newsletters, and on the official website.
- ii. Highlighting awardees at university events, reunions, and other significant gatherings.
- iii. Engaging Alumni to share the achievements of the awardees and encourage participation in future nominations.

1.11.2 External Promotion

This may be considered in terms of but not limited to:

- i. Distributing press releases to local, national, and international media.
- ii. Launching social media campaigns highlighting the achievements of the awardees.
- iii. Creating in-depth profiles and conducting interviews with the awardees to be published in university publications and shared online.

PART II:

ALUMNI OF THE MONTH CRITERIA AND GUIDELINES

2.0. Background

The Internationalization and Convocation Unit at Muhimbili University of Health and Allied Sciences (MUHAS) among other activities is responsible for coordinating the University Convocation activities. According to the Convocation constitution of the Muhimbili University of Health and Allied Sciences (MUHAS) a MUHAS Alumni comprises former alumni of MUHAS and its former manifestations.

The “Alumni of the Month” program is a structured initiative aimed at recognizing and celebrating the achievements of distinguished alumni

Purpose: The purpose of the alumni of the month program is to encourage current students to pursue excellence in their academic and professional endeavors, honor the accomplishments of graduates, and fortify relationships within the alumni community.

Scope: The selected alumni may have accomplished notable feats in their professional lives, volunteer work, entrepreneurship, or other domains that are consistent with the institution’s principles and objectives. Interviews, social media features, profiles on the school website or newsletter, and occasionally even events where the alumni of the month can interact with current students directly are all common components of the program.

2.1. Objective

- i. To recognize outstanding alumni who have made significant contributions in their profession, community, or society.
- ii. To strengthen ties between the institution and its alumni network.
- iii. To inspire current students by showcasing successful career paths of former students

2.3. The Selection and Shortlisting Process

Unless stated otherwise in the awards criteria the following conditions must be met by all the award nominees

Nomination Phase:

- i. Alumni, faculty, staff, and sometimes students are invited to nominate candidates.
- ii. Nominations can be submitted through an online form or via designated email addresses.
- iii. Nominations should include detailed information about the nominee's achievements, contributions, and impact.

2.4. View and Evaluation

- i. A selection committee reviews all nominations based on predefined criteria.
- ii. Criteria typically include professional accomplishments, leadership roles, community service, and the overall impact of the alumni's work.
- iii. The committee may conduct interviews or request additional information to assess candidates thoroughly.

2.5. Criteria for Selection

- i. Professional Achievements: Significant accomplishments in their field of expertise.
- ii. Leadership: Demonstrated leadership qualities in their career or community.
- iii. Impact: Positive influence or contributions that have made a difference.
- iv. Service: Commitment to serving others through volunteerism or philanthropy.
- v. Innovation: Pioneering efforts or innovative contributions in their industry.

2.6. Recognition and Benefits

- i. Announcement: The selected Alumni of the Month is announced through various communication channels such as newsletters, social media, and the institution's website.
- ii. Profile: A detailed profile or feature article highlighting the achievements and contributions of the alumni is published.
- iii. Award or Certificate: a certificate or plaque as a token of appreciation might be presented to the alumni of the month.
- iv. Events: Occasional events or ceremonies may be organized to honor the Alumni of the Month, allowing them to connect with current students, faculty, and other alumni.
- v. Networking: Opportunities for networking and mentorship with current students and fellow alumni.

2.7. Frequency

- i. Alumni of the Month can be selected monthly, quarterly, or annually, depending on the availability, preferences and resources.
- ii. Regular intervals will help the program to maintain engagement and visibility of the program within the community.

2.8. Feedback and Continuous Improvement

- i. The selection committee will often seek feedback from participants to improve the program's effectiveness.
- ii. Feedback may help refine the selection criteria, nomination process, and overall program structure.

2.9. Promotion and Publicity

- ☐ The program should be promoted effectively to encourage nominations and celebrate the achievements of alumni.
- ☐ Utilizing social media, alumni newsletters, and campus events can enhance visibility and participation.

PART III:

ALUMNI STORIES AND CAREER PATH

3.0. General information

This part consists of the guidelines for selection of MUHAS Alumni to share their stories and career path. The purpose of sharing alumni stories and career paths is to highlight the diverse achievements and experiences of MUHAS graduates, inspiring current students, other alumni, and strengthening the alumni network and engagement with the wider community.

3.1. Eligibility Criteria

- i. The alumni must be MUHAS graduates.
- ii. Alumni must have made significant contributions in their professional fields, communities, or personal career
- iii. Alumni whose stories reflect the values of excellence, integrity, respect, commitment, and collaboration and aligns with MUHAS core values.
- iv. Alumni from various fields, career stages, and geographic locations shall be encouraged to share their stories.

3.2. Nomination and Selection Process

- i. A call for nominating alumni stories shall be announced through university and alumni communication channels, including the website, social media, and newsletters.
- ii. A call for nomination shall state clearly guidelines for submitting nominations
- iii. Self-nomination is allowed for alumni to nominate themselves to share their stories.
- iv. If the story is nominated by someone else, the nominator's contact information and their relationship to the nominee shall be provided.
- v. A nominated story shall include information such as career achievements, community involvement, and personal anecdotes.
- vi. A story shall abide with the principles of professionalism and ethics.
- vii. For stories nominated by someone else, whenever necessary, information shall be confirmed by the nominee before it is officially shared.
- viii. Stories may be shared on a weekly, monthly, quarterly, or yearly basis depending on the availability of resources and/or nominated stories.

3.3. Content Guidelines

- i. A story shall focus on themes such as career achievements, overcoming challenges, community engagement, innovation, leadership, and contributions to health sciences.
- ii. A story shall be in a length of 500- 1000 words for written stories and 3-10 minutes for video interviews.
- iii. Photos, videos, and other materials that enhance the story shall be encouraged.
- iv. If necessary with a consent from a nominator, a story may be edited to ensure clarity, coherence, and alignment with MUHAS's standards and values.

3.4. Privacy and Confidentiality

- i. A written consent shall be obtained from alumni to share their stories, including any photos or videos.
- ii. No confidential or sensitive information shall be disclosed without explicit permission from the alumni whose story is to be shared.
- iii. Alumni may decide at any time their stories to be deleted from the MUHAS online platforms including social media and websites with a written letter directed to the university management.

3.5. Evaluation Committee

- i. An evaluation committee shall consist of the members of the executive convocation committee, communication and publication sub-committee, and MUHAS internationalization and convocation committee.
- ii. Selection Criteria: Submissions shall be evaluated based on criteria such as the impact of the alumni's achievements, relevance to current students, alignment with MUHAS values, professionalism and ethics, and the uniqueness of the story.

3.6. Publication and Promotion

- i. Alumni stories will be shared through MUHAS alumni social media platforms and sometimes through newsletters and alumni magazines.
- ii. Selected stories may be highlighted at university events, reunions, and alumni gatherings.

- iii. Compelling stories may be considered for sharing with external media to increase visibility and engagement.

3.7. Feedback and Recognition

- i. Participants may be acknowledged by thank-you notes or certificates of appreciation to alumni who share their stories.
- ii. Constructive feedback on the storytelling process shall be encouraged from alumni for further improvements.

PART IV:

MENTORSHIP PROGRAMS

4.0. Introduction

The MUHAS Mentorship Program aims to foster meaningful connections between current students and accomplished alumni, providing invaluable guidance, support, and professional development opportunities. This program will facilitate peer-to-peer learning, enhance career readiness, and strengthen the bond between the university and its alumni network.

4.1. Program Goals and Objectives

- i. Enhance student success by improving academic performance and retention rates, providing guidance in career exploration and decision-making, and fostering the development of essential professional skills, including communication, networking, and problem-solving.
- ii. Foster alumni engagement by offering a platform for alumni to give back to the university through mentorship of the next generation of healthcare professionals, strengthening the MUHAS alumni network to build a sense of community, and enhancing the institution's reputation by highlighting the achievements of its alumni.

4.2. Program Structure

- i. Recent Graduates Mentoring Undergraduates: Focus on academic adjustment, career exploration, and early career development.
- ii. Senior Alumni Mentoring Mid-Career Alumni: Focus on career transitions, professional development, and navigating mid-career challenges.

Mentorship Formats

- i. One-on-one: Individualized support and guidance.
- ii. Group mentoring: Multiple mentees paired with one mentor, fostering peer learning and networking.
- iii. Online platforms: Utilizing online tools for communication, scheduling, and resource sharing.

4.3. Eligibility

- i. Mentors: All MUHAS alumni are eligible to participate as mentors.
- ii. Mentees: All currently enrolled MUHAS students are eligible to participate as mentees.

4.4. Recruitment and Matching

- i. Mentor Recruitment: Leverage alumni networks, university communication channels such as emails, newsletters, and social media, as well as alumni events, to recruit mentors. Highlight the benefits of mentoring, including the opportunity to give back to the university, enhance professional development, and build valuable networking connections.
- ii. Mentee Recruitment: Promote the mentorship program through various platforms such as student orientation sessions, academic advising, student organizations, and university publications to encourage student participation.
- iii. Matching Process: Pair mentors and mentees using either an online platform or a manual matching system, focusing on shared interests, career goals, and areas of expertise. To facilitate this process, utilize surveys or questionnaires to gather comprehensive information about the preferences and needs of both mentors and mentees, ensuring mutually beneficial and effective pairings.

4.5. Training and Orientation

Mentor Training: Conduct mandatory training sessions for all mentors to ensure they are well-prepared to guide and support their mentees. Training should cover:

- i. Effective communication and active listening skills
- ii. Setting clear goals and expectations
- iii. Providing constructive feedback and support
- iv. Navigating challenging situations
- v. Confidentiality and ethical considerations

Mentee Orientation: Organize orientation sessions for all mentees to help them understand the program and maximize its benefits. Sessions should include:

- i. The benefits of mentorship and strategies to make the most of the program
- ii. Setting realistic goals and developing an actionable plan
- iii. Communication etiquette and maintaining professional conduct
- iv. Leveraging resources and support systems provided by the program

4.6. Program Logistics

- i. Mentorship Agreement: Establish a clear mentorship agreement outlining expectations, communication protocols, confidentiality, and program guidelines.
- ii. Communication Platforms: Utilize online platforms (e.g., dedicated mentorship portal, Slack, Microsoft Teams) for communication, scheduling, and resource sharing.
- iii. Monitoring and Evaluation: Conduct regular check-ins with mentors and mentees to assess progress, address challenges, and provide ongoing support. Collect feedback from both mentors and mentees through surveys and interviews. And Analyze program data to identify areas for improvement and make necessary adjustments.

4.7. Recognition and Incentives

- i. Recognize and appreciate the contributions of mentors and mentees by presenting awards and certificates, publicly acknowledging their efforts at university events, and featuring their achievements in university publications and on social media platforms to celebrate their impact and foster a culture of gratitude and encouragement.
- ii. Offer incentives to mentors by providing access to exclusive alumni events, recognizing their contributions through inclusion in the MUHAS Alumni Hall of Fame, and offering opportunities for professional development to enhance their skills and career growth.

4.8. Program Sustainability

- i. Appoint a dedicated program coordinator to oversee the day-to-day operations of the mentorship program.
- ii. Secure ongoing funding and resources to support program activities.
- iii. Regularly review and update the program guidelines based on feedback and evaluations.
- iv. Promote the program consistently to ensure ongoing participation and engagement.

PART V:

HALL OF FAME

5.0. Introduction

The Hall of Fame aims to recognize and celebrate the academic excellence of top-scoring graduates from each academic year. It serves as a source of inspiration for current and future students, showcasing exceptional achievements and motivating them to strive for excellence.

5.1. Eligibility Criteria

- i. Top Academic Performer: The graduate with the highest cumulative GPA for the academic year.
- ii. Program Completion: Must have successfully completed their undergraduate or postgraduate program.
- iii. University Conduct Record: Must uphold the values and code of conduct of the university with no disciplinary record.

5.2. Selection Process

- i. Nomination by the Faculty: The Academic Office will identify eligible candidates based on academic performance records.
- ii. Verification: The records will be reviewed and verified by the Registrar's Office to ensure accuracy.
- iii. Announcement: The final nominee for each academic year will be announced during the Graduation Ceremony and at a Prize Giving Ceremony in November.

5.3. Recognition Details

- i. **Portrait Display:** A professionally taken portrait of the top graduate will be displayed on the Hall of Fame Wall at L02 Building.
- ii. **Personal Quote or Short Story:** Each portrait will feature a quote or a brief story from the graduate, highlighting their journey, challenges, and accomplishments.
- iii. **Honorary Mention at the Graduation Ceremony:** The honoree will be recognized during the ceremony and presented with a certificate of achievement.

5.4. Implementation for Previous Graduations

- i. **Coverage of Past Graduations:** The Hall of Fame will include top graduates from all 18 previous graduation cohorts.
- ii. **Data Collection:** The university will retrieve records of top-performing graduates from prior years and invite them to submit their portraits, quotes, or stories.
- iii. **Posthumous Recognition:** In cases where past honorees are unavailable, the university may collaborate with family members to create a tribute.

5.5. Maintenance of the Hall of Fame

- i. **Annual Updates:** The Hall of Fame will be updated annually to include the latest top graduate.
- ii. **Accessibility:** The Hall of Fame will be showcased in a prominent location on campus and, optionally, as a digital display on the university's website.
- iii. **Promotion:** The Hall of Fame will be promoted during orientation sessions, alumni events, and university marketing campaigns to reinforce its inspirational value.

5.6. Submission Guidelines for Honorees

- i. **Portrait Requirements:** High-resolution, professional-quality photographs only.
- ii. **Quote/Story Submission:** Maximum of 100 words; should reflect personal experiences, values, or aspirations.
- iii. **Deadline for Submission:** Honorees will be given a timeline to submit their materials for inclusion.

5.7. Alumni Engagement

- i. **Inviting Alumni to Events:** Honorees will be invited to attend the annual graduation ceremony and private recognition event.
- ii. **Networking Opportunities:** The Hall of Fame honorees will be encouraged to mentor current students and engage in alumni activities.

APPENDICES

APPENDIX I: NOMINATION FORMS

Alumni of the Year Award Nomination Form

Nominator Information:

- Name:
- Email:
- Phone Number:
- Contact Address:
- Relationship to Nominee (e.g., alumni, faculty, staff, student):

Nominee Information:

- Full Name:
- Graduation Year:
- Degree/Diploma Obtained:
- Current Position and Organization:
- Email:
- Phone Number:
- Address (optional):

Nomination Category: (e.g., Community Engagement and Leadership, Innovation and Research Excellence, Young Alumni Achievement)

Nomination Statement: Please provide a detailed nomination statement addressing the following points (limit responses to 500 words per section):

1. **Achievements:** Describe the nominee's significant achievements and contributions to the local, national, or international community.
2. **Impact:** Explain how these achievements have made a positive impact and/or demonstrated leadership within their field or community.
3. **Unique Qualities:** Highlight what makes the nominee unique and exceptional, providing specific examples of their dedication, innovation, or influence.
4. **Alignment with Award Category:** Describe how the nominee's achievements align with the criteria for the chosen award category (refer to MUHAS Alumni guidelines available at [A link to Alumni guideline](#)).
5. **Supporting Documentation:** Attach any additional supporting documentation, such as testimonials, publications, or awards, that demonstrate the nominee's qualifications.

Privacy and Confidentiality: I confirm that I have obtained consent from the nominee to submit this nomination and that the information provided is accurate to the best of my knowledge.

Nominator's Signature: (electronic submission serves as signature)

Submission Instructions:

- Submit the completed nomination form and supporting documents via the official MUHAS website at [website link].
- Nominations must be received by [nomination deadline].
- For questions or additional information, contact [contact information].

Alumni Stories Nomination Form

Nominator Information:

- Name:
- Email:
- Phone Number:
- Contact Address:
- Relationship to Nominee (e.g., alumni, faculty, staff, student):

Nominee Information:

- Full Name:
- Graduation Year:
- Degree/Diploma Obtained:
- Current Position and Organization:
- Email:
- Phone Number:
- Address (optional):

Nomination Statement: Please provide a brief nomination statement addressing the following points (limit responses to 250 words per section):

1. **Achievements:** Describe the nominee's significant achievements and contributions in their field or community.
2. **Impact:** Explain how these achievements have made a positive impact and/or demonstrated leadership or innovation.
3. **Unique Story:** Highlight any unique or inspiring aspects of the nominee's journey and experiences.

Consent: I confirm that I have obtained consent from the nominee to submit this nomination and that the information provided is accurate to the best of my knowledge.

Nominator's Signature: (electronic submission serves as signature)

Submission Instructions:

- Submit the completed nomination form via the official MUHAS website at [website link].
- For questions or additional information, contact [insert contact information].

6.0 GUIDELINE STATUS

This is a revised MUHAS Alumni Guidelines.

7.0 KEY STAKEHOLDERS

- A. The stakeholders who were consulted during revision of this guideline include the following: MUHAS Executive Convocation Committee Members (ECC), Deans, Directors and Staff
- B. The main stakeholders of this policy are: All MUHAS Alumni, staff, students, Partners and collaborators of the Muhimbili University of Health and Allied Sciences

8.0 EFFECTIVE DATE

This guideline has been reviewed and updated and has been approved by the Council.

9.0 CONTACT PERSON

The contact person for issues related to the MUHAS Alumni and Convocation shall be:

The Head of Internationalization and Convocation Unit,
Muhimbili University of Health and Allied Sciences,
P.O. Box 65001,
United Nations Road, Dar es Salaam, Tanzania.

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