

PROVIDER NAME: CCT College Dublin (CCT)			
POLICY AREA: Standard 9: Learning Resource and Student Support			
Policy and Procedure Title:	<i>CCTP910: Alumni Policy</i>	Policy No: CCTP910	Version: 2.2
<p>Policy Statement CCT continually strives to maintain a strong connection with graduates and provides the opportunity to keep in touch with graduates of the College, mainly through email, social media contact, and through the general graduate related CCT events organised through the CCT Alumni Association. The College recognises that completion of a programme, is not the end of the relationship between the student and the CCT community. Ongoing networking between alumni and their CCT peers, the College, and external stakeholders such as employers, is vital to the ongoing personal and professional development of graduates of CCT. Our graduates are a crucial and valuable reflection of the performance, culture, and practice of the College.</p>			
<p>Definitions and Principles A graduate is a former student of CCT who has graduated from a programme of study at CCT. Membership of the Alumni Association at CCT is automatic for the following groups:</p> <ul style="list-style-type: none"> ○ Those who have pursued and completed academic programmes leading to graduation from the College ○ Those who have pursued professional programmes through the College of minimum 6 months duration 			
<p>Staff Involved All full time and part time faculty, Lecturers, Dean of Academic Affairs, Dean of Faculty, QA Office, Faculty Office, Head of Student Services, Careers Office</p>			
Procedure Outline / Method(s) used to carry out this procedure		Responsibility of	Evidence generated by this procedure to ensure its effectiveness
<ol style="list-style-type: none"> 1. Subject to agreement of graduates, through social media and permissible sources CCT will keep alumni informed of news and events within the college 2. CCT's alumni offers avenues to networking and possibilities to collaborate on projects that are beneficial to all stakeholders 3. Alumni may receive invites to relevant events and happenings in CCT that could be of benefit to the graduates 4. Graduate surveys are distributed to recent graduate between 6 -9 weeks after they graduate 5. A reminder is sent to the graduates to encourage an increased response rate. The graduate survey allows CCT to identify how we can enhance the quality of our programmes and the overall student experience based on the feedback received 6. The feedback is collated by the Careers Office and fed back to programme leaders, the ELT / Management Team and Academic Council and is used to inform future events, programme developments and student service enhancements. 		<p>Graduates Lecturers QA Office Head of Student Services</p> <p>Careers Office</p>	<p>E-mail communication Graduate Survey</p>

POLICY CONTROL SHEET

Policy Title	Alumni
Responsible Officer(s)	Head of Student Services, Careers Office
Issuance Date	August 2017
Effective Date	August 2017
Last Review Date	July 2019
Supersedes	Version 2.0
Next Review Date	August 2024
Designated Reviewer(s)	Head of Student Services
Scope	Internal staff (full and part time); Graduates

Revision History

Revision	Approval Date	Revision Description	Originator	Approved By
New Policy	August 2015	New QA system	Senior Management Team	Head of Academics, College Registrar
Version 2.0	August 2017	Updates to role titles and change of responsibilities to reflect appointment of Head of Student Services.	Dean of Academic Affairs	Academic Council
Version 2.1	January 2018	Role of Careers Service embedded	QA Committee	Academic Council
Version 2.2	June 2025	Minor updates for presentation purposes	Dean of Academic Affairs	Academic Council

References upon which the Policy section is based

CCT Policy area	Learning Resources and Student Support
Statutory & System Wide Basis	The Irish Qualifications and Quality Act (Education and Training), 2012; European Standards and Guidelines for QA in the European Higher Education Area, Relevant QQI Standards and Guidelines
Related CCT Policies / Forms	Graduate Survey