



## **Guidelines for the Formation of Alumni Regional Clubs for the University of Hohenheim**

### **Objectives of the Alumni UHOH**

The main objective of the alumni work is to maintain the connection between the University and former students as well as to German and foreign academics and former employees and to create a worldwide network.

The interdisciplinary alumni network of the University of Hohenheim – Alumni UHOH – provides an institutional platform for the exchange of knowledge and experience between students, alumni, academics, and business partners as well as friends and supporters. Alumni of the University of Hohenheim have the opportunity to invest their expertise as well as to use the University's continuing and further education courses to refresh and expand the knowledge they have already acquired. They can provide valuable impetus and contribute towards the further development of their alma mater in an innovative and lively manner by being actively dedicated and committed.

In addition to the cross-faculty alumni network, the different alumni associations along with the initiatives and activities of the faculties, institutes and individual study programs make a valuable contribution towards maintaining and cultivating the contact of the alumni to their alma mater. This goes to serve the good of the alumni and the good of the University of Hohenheim as well.

### **Alumni Regional Clubs**

In addition to regular information on current events and the continuing developments at the University and the activities on location, a network for the alumni in other cities and countries also serves to shape the identity of the University – in Germany as well as internationally.

The aim of the regional clubs, which can be organized geographically or according to the study subject, is to strengthen the international network.

The people in charge of the regional club serve as the link between the club and the University of Hohenheim and maintain regular contact to Alumni Management for the mutual exchange of information.

## **Mutual Support**

Alumni network services:

- Advising services and support in setting up the club and its activities
- Official recognition of the regional club
- Dispatch of the first official letter by Alumni UHOH (via regular and e-mail)
- Contact to the alumni newly added to the database in the region concerned
- Linking in the Alumni Portal at <https://www.uni-hohenheim.de/en/alumni-portal>, which Alumni Management at the University of Hohenheim is responsible for
- Reports on the club's activities in the Alumni Portal and in the Alumni newsletter
- Regular information on current developments at the University of Hohenheim and the provision of information material
- Provision of contacts to other alumni groups belonging to the University of Hohenheim
- No financial support
- Clubs are not official representatives of the University of Hohenheim

What the University of Hohenheim expects of the alumni clubs:

- Club members serve as contact persons for alumni (repatriates or expatriates), students and academics at the University of Hohenheim
- Regional club and its members support the University of Hohenheim as multipliers
- Regional club represents the University of Hohenheim at official events, trade shows, etc. after consultation with Alumni Management (no official representation)
- Members of the regional club are part of the alumni network of the University of Hohenheim and consent to having their data entered in the alumni database
- Regular information on the activities of the regional club
- Regular feedback on new participants (to be entered in the alumni database and for possible contact)

## First Steps in Setting Up a Regional Club

- If you are interested in forming a club and have perhaps already made contact to other alumni living in your region, please pass on this information to Alumni Management at the University of Hohenheim. We are happy to help you in contacting other participants.
- Think about what you would like to achieve with a club in your country or your region. Alumni Management at the University of Hohenheim will help you to formulate your aims and use this information to fill out the documents you need to get your club recognized.
- Think about how you want the club to be organized: should it be a loose network (e.g. a group of regulars who meet at a local restaurant or pub) or something more formal (e.g. a registered club)?
- After a first meeting and the distribution of concrete tasks (communication with Alumni Management, data verification, activation of the club, etc.), it's time to fill out the documents to have the club recognized so that you will receive your certification as an official regional club of the University of Hohenheim as quickly as possible.

Stuttgart-Hohenheim, 1.7.2016

A handwritten signature in black ink, appearing to read 'Tatjana Junge'.

Tatjana Junge  
Alumni Manager