

APPROVED

At the RISEBA Senate meeting on 11 November 2020, Minutes No. 20/1.1-07/07

## **REGULATIONS OF THE CAREER CENTRE AND ALUMNI CENTRE**

### **1. General Provisions**

- 1.1. The Career Centre (hereinafter – the Centre) is a structural unit of RISEBA University of Applied Sciences (hereinafter – the University) which, in cooperation with other structural units of the University and within the scope of its competence, provides student support in their job search, promotes cooperation with companies and organises events for alumni, as well as coordinates guest lectures and company visits for students.
- 1.2. The Centre reports to the Head of the Career Centre.
- 1.3. The Centre is established, reorganised and dissolved by the University Senate;
- 1.4. The Centre's regulations come into force upon their approval by the University Senate;
- 1.5. The Centre's name in Russian: Центр развития карьеры и выпускников;
- 1.6. The Centre's name in English: Career Development and Alumni Centre.

### **2. Main tasks of the Career Centre and Alumni Centre**

- 2.1. To provide students with information on career opportunities and vacancies in companies;
- 2.2. To establish and develop an alumni survey system;
- 2.3. To create and maintain an alumni database;
- 2.4. To establish cooperation with companies in the context of student career development, loyalty programmes and career days;
- 2.5. To provide advice on career, labour market and employability issues.
- 2.6. Organise and support events for alumni, as well as oversee and organise the work of the Mentors' Club
- 2.7. Within the scope of one's responsibilities, collaborate with the University's departments and external institutions with the aim of developing and improving the Centre's operations;
- 2.8. Maintain information about the Centre and its latest news on the University's website.

### **3. Structure and management of the Career Centre and Alumni Centre**

- 3.1. The Centre's activities are managed by its director, who receives the necessary support from other University departments.
- 3.2. The Centre reports directly to the Vice-Rector for Development;
- 3.3. The Centre's documentation and record-keeping are organised in accordance with the University's record-keeping instructions and file classification system.
- 3.4. The duties of the Head and staff of the Career Centre are set out in employment contracts, RISEBA's internal provisions, and job descriptions approved in accordance with the established procedure.

### **4. Cooperation**

- 4.1. To successfully carry out its tasks, the Career Centre cooperates with other RISEBA departments, natural and legal persons in accordance with contracts concluded by RISEBA, and is also entitled to conclude strategic cooperation agreements with companies in the field of loyalty and employability

- 4.2. The Career Centre and Alumni Centre are entitled to request and receive from RISEBA departments the information necessary for the successful performance of the Centre's tasks. The Career Centre is obliged to provide other RISEBA departments with the information necessary for their work.
- 4.3. Staff of the Career Centre and Alumni Centre participate in the work of working groups and collegial bodies established by RISEBA in accordance with RISEBA's internal regulations.

The Career Centre and Alumni Centre submit recommendations to RISEBA management for improving operations on matters falling within the Centre's remit.