

# Nottingham Trent University Alumni Fellowship Programme

**The Alumni Fellowship Programme is operated by Nottingham Trent University (NTU). This document sets out what NTU expects from you in your role as an Alumni Fellow.**

The Alumni Fellowship Programme (the Programme) is a community of NTU alumni and professional connections who play a crucial part in supporting the learning experience of our current students, providing industry awareness and an insight into life after graduation and beyond.

Our appointed Alumni Fellows offer their services on a voluntary basis for approximately 15 hours per academic year. They undertake a range of activities to enrich the learning experience and professional development of our students and staff.

## Programme Code of Conduct and Expectations

### General

1. The Programme is voluntary and you will not be paid for your participation. If you are offered payment, paid work, or are currently employed by NTU please let your [Alumni Relations Co-ordinator](#) know. The volunteering you do for the Programme should be significantly different to your contracted role.
2. Please inform NTU of any changes to the information you have provided in applying to participate in the Programme as soon as possible either by emailing [alumni@ntu.ac.uk](mailto:alumni@ntu.ac.uk) or by contacting your [Alumni Relations Co-ordinator](#). This includes up to date contact details and communications preferences which enable NTU to maintain relevant and appropriate contact with you in order to allow smooth running of the Programme. [View our privacy policy](#).
3. NTU will shortlist Alumni Fellow applications based on their suitability and reserves the right to refuse any application to join the Programme.
4. You agree to abide by NTU's reasonable instructions or requests in respect of any activity you undertake as an Alumni Fellow.
5. You agree to act in the role of Alumni Fellow solely for the benefit of NTU and its community, and must not use the role to promote or serve the commercial or personal interests of any other organisation or individual, or to derive personal financial gain for yourself.
6. You accept that NTU may ask for feedback on the Programme, and your role within the Programme, from those with whom you interact (including mentees where you are involved in mentoring).
7. As an Alumni Fellow of NTU you are expected to represent NTU well. You are expected to approach the Programme in a positive manner, and be respectful of all those encountered on the Programme. You are expected to be punctual and to inform the activity contact or your [Alumni Relations Co-ordinator](#) as soon as possible, if you are unable to attend your appointment or activity at NTU. From time to time you may receive constructive feedback following your participation on the programme.

8. You will not be reimbursed for travel expenses or other out-of-pocket expenses incurred in connection with the activities you undertake as part of the Programme.
9. NTU expects you to uphold the principles of its Equality and Diversity Policy contributing to a safe and inclusive environment that celebrates diversity. [See the full policy on the website.](#)
10. On signing this agreement you give NTU permission to use photographs and video footage from Alumni Fellowship / NTU wide events and activities, and in which you appear, for internal and external publicity. This includes promotional pieces in print publications, on the NTU and alumni website and on social media. Email [alumni@ntu.ac.uk](mailto:alumni@ntu.ac.uk) or let your Alumni Relations Co-ordinator know if you do not give us consent to do this.
11. As part of your volunteering, you must adhere to NTU's [Computer Use Regulations](#).
12. NTU shall not be liable to you for any losses incurred in connection with the Programme, which are not a reasonably foreseeable consequence of our actions. This does not exclude any liability to you for personal injury or death resulting from our negligence. Your statutory rights are not affected.
13. It is your responsibility to ensure you have the time, motivation and work-life balance to undertake the activities as part of the Programme.

### **Industry Mentoring**

14. If you take part in Industry Mentoring, please note there is a separate agreement, which you will need to complete.

### **Intellectual Property and Copyright**

15. All copyright, trademarks, patents, design rights and other intellectual property rights relating to materials of NTU shall remain and shall be the sole property of NTU or its licensors.
16. You are not permitted to use NTU's logo or any of NTU's materials without the prior consent of NTU.
17. You hereby assign to NTU all existing and future intellectual property rights (including, without limitation, patents, copyright and related rights) in any materials, databases, resources etc. created as part of your Alumni Fellow role.

### **Confidentiality**

18. In the course of undertaking the role of Alumni Fellow, you may have access to confidential information about NTU and information relating to its students. You will not use or disclose such information to any person during your time as an Alumni Fellow or at any time afterwards.
19. If information comes to light during your role of Alumni Fellow that suggests that a student is in danger, at risk of harm or of harming themselves or others, you must inform the Development and Alumni Relations Office at the earliest opportunity by

calling your Alumni Relations Co-ordinator on 0115 848 8777 or emailing [alumni.fellows@ntu.ac.uk](mailto:alumni.fellows@ntu.ac.uk) and asking to speak to a manager.

### **Arrangements for Complaints**

20. On the occasion of you being unhappy with or having a complaint about the Programme you can inform your Alumni Relations Co-ordinator by emailing [alumni.fellows@ntu.ac.uk](mailto:alumni.fellows@ntu.ac.uk). If you would prefer to directly contact a manager, email using the above address or call 0115 848 8777 asking for a call back from the Alumni Relations Manager. The person dealing with the complaint will look to respond promptly asking for more information if needed and specifying what action will be taken.

### **Health and Safety**

21. As an Alumni Fellow you are expected to take reasonable care of your own health and safety; and report all health and safety concerns to an appropriate person.
22. You are encouraged to report any health issues or support needs that need to be taken into consideration to make sure the volunteering activity you are involved in will be safe and of benefit to all.
23. NTU does not recommend an Alumni Fellow meet students on a one to one basis in a private place. All activity should take place on University premises or in a public place. This is in order to safeguard both the students and Alumni Fellows.

### **Length of participation**

24. Your engagement with the Programme will be reviewed annually.
25. Either you or NTU can terminate your participation in the Programme at any time. Where possible please give NTU one months' notice of your intentions by emailing [alumni.fellows@ntu.ac.uk](mailto:alumni.fellows@ntu.ac.uk).
26. NTU may remove you from the Programme without notice if at any time you are considered by NTU to not be engaging with the Programme or are in breach of this Code of Conduct and Expectations.