



CAREER SERVICES AND WORK STUDIES

Policy number:
AP-REG 5

Policy group:
Registrar

Effective:
01/11/2024

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PURPOSE

UGHE's Career Services aims to provide comprehensive guidance, resources, and support to students and alumni in their career development. This policy outlines the provision of career services and how students and alumni access such services.

DEFINITIONS

Career services: programs and resources designed to assist students and alumni in making informed decisions about their careers, developing essential job search skills, and connecting with employment opportunities.

Work study: A program that allows students to work paid and unpaid part-time jobs, often related to their field of study, while enrolled in their academic program.

SCOPE

This policy applies to all UGHE students on degree-granting programs as well as alumni.

PROCEDURE

Career advisory services

- UGHE will provide career advisory services to assist all students in all degree-granting academic programs as well as alumni.
- Career advisory services include support in exploring career paths, setting career goals, and developing strategies for achieving those goals.
- The UGHE Career Services Office organizes career services and seminars on a regular basis.
- The Career Services Office will maintain a calendar of these seminars and share with UGHE students and alumni community at the beginning of each academic year.
- Personalized career counseling and guidance can be offered by the Career Services Office. Requests for such services can be made via email, telephone or in person.

Career opportunity services

- UGHE's Career Services Office will:
 - Actively seek and maintain partnerships with organizations in relevant industries to help students identify job opportunities within these networks.



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- Organize regular job fairs, networking events, and workshops to connect students with potential employers.
- Not be responsible for securing job placements for students upon graduation.

Work-study program

- All 1st and 2nd year MBBS/MGHD students are required to participate in an unpaid UGHE work-study placement as part of their scholarship offer.
- Students will be assigned a work study upon entrance to the program.
- Students choose pre-identified work study opportunities upon entrance to the program. This will be communicated to the students by the Career Services Office.
- Placement in a work study is made based on students' choices and availability of spaces for each work study opportunity.
- The work-study placement is designed to help support students in professional development and may include working with a designated department at UGHE, supporting specific projects or activities within departments, or participating in campus or community-related activities.
- Students, not 1st or 2nd year MBBS/MGHD students, are not required to complete a work-study placement.

Alumni support

Alumni who have graduated from their academic program at UGHE can access ongoing career advising to support their professional development.

- Alumni can access career guidance by contacting the UGHE Career Services Office via email, phone or visiting the UGHE campus or office in person.
- Career guidance or consultation can be done online or in person, as arranged with the Career Services Office depending on the availability of Career Services Office staff.
- Alumni are permitted and encouraged to attend career fairs, networking events or any other career-related opportunity arranged by UGHE.
- As per UGHE's 'Alumni Relations' policy (incl. # when filed), alumni will be added to UGHE's alumni mailing list upon graduation and will receive regular communication about events organized for the UGHE alumni community.

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Office hours

- The Career Services Office is open from 9:00 AM to 5:00 PM from Monday to Friday.
- Appointments should be made via this email: ughecareerservices@ughe.org

RESPONSIBILITY

- The UGHE Career Services Office is responsible for implementing and managing career services, including career advisory, training and workshops and work-study programs.
- Faculty members are encouraged to support and promote career-related initiatives within their respective academic departments.
- The UGHE Career Services Office maintains an alumni database, records of student and alumni career advising sessions, job placement outcomes, and work-study program participation.
- The UGHE Career Services Office documents success stories and testimonials from students who have benefited from career services and work-study opportunities for dissemination to the student body and wider UGHE student community.

REVISION/REPLACING

This policy shall be subject to review in **five** years (01/11/2029).

EFFECTIVE DATE OF THE IMPLEMENTATION OF THE POLICY

This policy shall come into effect on the date of its approval by the Academic Commission of the University of Global Health Equity.

Approved by:

Date: 07/11/2024

Abebe Bekele



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