

Policy and Procedures Governing Sustainable Donations and Funding

Fujairah University establishes this policy to govern the responsible acceptance, provision, and administration of donations and funding. It integrates sustainability with financial stewardship and institutional independence.

1. Purpose

To ensure that resources received or provided by FU support its educational mission, environmental sustainability, social responsibility, and financial integrity, with documented decisions and measurable outcomes.

2. Scope

Applies to monetary and in-kind donations, grants, sponsorships, endowments, scholarships, research funding, and philanthropic partnerships received or administered by FU, and University-funded charitable contributions and community initiatives. It covers all staff, units, and committees involved in these arrangements. Ordinary tuition revenue and commercial procurement remain subject to their respective policies.

3. Policy Statements

3.1 Sustainability and mission. FU shall assess funding arrangements against its educational mission and sustainability priorities, considering environmental impacts, resource efficiency, social benefits, ethical conduct, and long-term obligations.

3.2 Environmental responsibility. FU shall favour arrangements supporting climate action, renewable energy, waste prevention, biodiversity, sustainable infrastructure, and responsible resource use. In-kind donations shall be assessed for suitability, energy consumption, maintenance, hazardous materials, and eventual disposal before acceptance.

3.3 Ethical screening. FU shall conduct proportionate due diligence on donors, sponsors, funding recipients, and relevant partners. It shall decline arrangements involving unlawful sources, corruption, serious human-rights abuses, or unlawful environmental harm. Significant adverse environmental impacts or reputational concerns require enhanced assessment and documented mitigation before approval. Acceptance shall not imply endorsement of a donor's environmental performance.

3.4 Institutional independence. Funding conditions shall not compromise academic freedom, admissions standards, assessment integrity, research independence, procurement impartiality, or accurate reporting. Recognition and naming arrangements require authorization under applicable FU procedures. Decision-makers shall disclose conflicts and withdraw from affected decisions.

3.5 Financial stewardship. Funds shall be formally recorded, used for approved purposes, and administered under agreed restrictions and financial controls. FU shall assess future operating costs, matching commitments, and other obligations before acceptance. The investment of donated funds shall also follow the sustainable investment policy.

3.6 Transparency. FU shall publish the approved policy and an appropriate implementation summary. Disclosures shall distinguish commitments, amounts received, expenditure, and verified outcomes; protect confidential information; and avoid unsupported sustainability claims.

4. Definitions

Sustainable donations and funding: Resources received or provided under arrangements that consider environmental, social, governance, and financial implications throughout their administration.

In-kind donation: Goods, equipment, facilities, or services provided without monetary payment.

Restricted funding: Resources subject to agreed conditions concerning purpose, beneficiaries, expenditure, or reporting. ESG: Environmental, social, and governance factors relevant to the arrangement.

5. Responsibilities

Role or office	Key responsibilities
President and competent governing authority	Approve arrangements within delegated or reserved powers; decide significant risks, exceptions, and naming proposals.
VPAF and Finance	Oversee due diligence, financial appraisal, receipt, allocation, accounting, monitoring, and reporting.
Administering and supporting units	Establish needs; assess impacts and contractual obligations; implement activities; measure results; maintain evidence.
QA-IEA and QA-IEC	Review evidence traceability and policy effectiveness; coordinate QS evidence and recommend improvements. Financial approval and operational ownership remain with authorized units.

6. Procedures

6.1 Proposal and registration. The initiating unit submits a proposal identifying the donor or funding source, intended recipient, amount or estimated in-kind value, purpose, conditions, beneficiaries, sustainability implications, and accountable owner. Finance assigns a unique reference in the central funding register.

6.2 Due diligence and appraisal. Finance coordinates verification of identity, legitimacy of the source, conflicts of interest, material ESG risks, and financial obligations. Technical units assess environmental impacts and whole-life costs. Legal Affairs reviews terms where needed. Screening shall reflect value, complexity, and risk; deficiencies and mitigation shall be recorded.

6.3 Approval. The authorized decision-maker records approval, conditions, referral, or rejection before FU accepts obligations, makes commitments, or disburses funds. Exceptions require documented justification, mitigation, and approval within financial delegations. Unlawful arrangements cannot be exempted. Reserved decisions shall be referred to the competent governing authority.

6.4 Agreement and receipt. An agreement or documented acceptance specifies purpose, amount or description, restrictions, responsibilities, recognition, reporting, and termination or return provisions where relevant. Finance records receipts and issues acknowledgments through approved channels. Any unsolicited receipt remains unallocated pending assessment and an authorized acceptance or return decision.

6.5 Allocation and implementation. Finance assigns resources to approved accounts or projects and releases funds under established controls. In-kind assets are inspected and recorded where applicable. Changes to restricted purposes require documented authorization and donor agreement where necessary. Funding provided by FU requires verification of the recipient and intended use.

6.6 Monitoring and escalation. The administering unit reports expenditure, progress, sustainability outcomes, and compliance with conditions at agreed intervals and at least annually for continuing arrangements. Material concerns are escalated promptly to VPAF; critical matters are referred immediately to the President. Corrective actions identify an owner, deadline, and required evidence.

6.7 Closure and reporting. Finance reconciles balances and confirms compliance with restrictions. The administering unit submits a completion report and evidence. Unspent funds, termination, and returns are handled according to the

agreement and applicable requirements. Finance consolidates approved information for institutional reporting; QA–IEA verifies relevant QS evidence.

7. Non-Compliance

Unauthorized acceptance or disbursement, misuse of restricted funds, undisclosed conflicts, or misleading claims shall be investigated under FU procedures and due process. Corrective action, suspension, termination, or return of funding shall be considered where warranted, subject to authorized decisions and contractual obligations.

8. Quality Assurance and Continuous Improvement

Finance and QA–IEA shall review implementation annually. Measures shall include the proportion of applicable arrangements screened before approval, compliance with funding conditions, overdue reports, unresolved findings, and verified sustainability outcomes. Reports shall distinguish incoming and outgoing resources, cash and in-kind support, and restricted and unrestricted funds. QA–IEC shall review systemic findings and recommend improvements. These are internal measures, not prescribed QS indicators.

9. Records and Related Documents

Finance shall maintain the authoritative central register and link each arrangement to its proposal, screening, approvals, agreement, receipts, expenditure, reports, and closure evidence. QA–IEA shall access linked evidence for assurance. Apply FU’s approved retention schedule, access controls, and version management; suspend disposal where an audit, investigation, or legal hold applies.

Related documents include FU financial delegations; sustainable investment and procurement policies; research funding procedures; conflict-of-interest requirements; recognition or naming procedures where applicable; data governance; and records management requirements.

10. Review Cycle

The policy owner shall initiate review every three years from approval, or earlier following material changes in funding activities, institutional risks, applicable requirements, or QS methodology. Revisions shall follow FU’s established governance process. The policy becomes effective upon formal approval.

Minimum Implementation Records

The following fields may be incorporated into existing FU forms and systems. Each record shall carry the same unique funding reference to preserve traceability.

Record	Minimum required information
Assessment and approval	Source and recipient; purpose; cash amount or in-kind valuation and basis; restrictions; financial obligations; ESG screening and evidence; conflicts; risks and mitigation; recommendation; approving authority, decision, conditions, and date.
Agreement and transaction	Signed agreement or acceptance record; project or account reference; receipts or disbursements; asset acceptance where applicable; reporting dates; recognition terms; termination or return provisions.

Monitoring and closure	Owner and reporting period; budget and actual expenditure; sustainability baseline, target, result, and method; supporting evidence; findings; corrective action and deadline; reconciliation; authorized closure and date.
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