

Guidelines on Acceptance of Donations

The Guidelines on Acceptance of Donations consists of: (1) guiding principles which regulate the solicitation and acceptance of donations to forestall undesirable consequences, (2) guidelines for University members to observe when engaging in donation-related activities and operating procedures which ensure that the processes involved are open, impartial and ethical, (3) approving authority for acceptance of donations, and (4) acknowledgement.

1. Guiding Principles

- a. Donations should benefit the University and contribute to enhancing the quality of teaching, learning, research and overall development of the University.
- b. Before accepting the donations, staff or departments concerned should satisfy themselves that the image and objectives of the donor are not incompatible with those of the University.
- c. There should not be conditions attached to a donation, which may affect the University's ability to carry out its functions fully and impartially.
- d. Donations should not be accepted from individuals whose source of wealth is unknown or dubious or possibly of an illegal nature or acquired through unethical means. Nor should donations from corporations with their prime business activities associated with arms manufacturing, tobacco, hard liquor and illegal gambling be accepted.
- e. Donations from political parties or special interest groups that may have the intent to influence the opinion of the University or its staff through their donations should be avoided.
- f. Acceptance of a donation should not in any way give or be perceived to give the donor an unfair commercial advantage over others in the same trade, industry or profession in relation to regular business dealings with the University.
- g. Donations should not be accepted if the University is required to provide resources that cannot be justified by their benefits in terms of their value to students, teaching and research, etc.
- h. With regard to staff donations, extra care must be taken when the donor/beneficiary relationship seems direct and obvious. As an illustration, it is not acceptable for a staff donation to carry the conditions for the sum to be used for payment of the salary of the staff concerned.

2. Guidelines and Operating Procedures

- a. Every initiative to raise donations either in the form of money or material assets on behalf of an academic or other unit of the University must be initially approved by the relevant Head of Department/Office and Dean of Faculty/School who should report or seek approval for acceptance of donation for designated purpose(s) subject to its amount or estimated market value.
- b. Every fundraising initiative for donation of HK\$300,000 or above should be reported to the Secretary-General of the Hong Kong Baptist University Foundation or Director of University Advancement in order to avoid repeated, simultaneous or uncoordinated solicitations of the same prospective donor(s). A fundraising initiative for donation of HK\$1 million or above or with legal or ethical implications would be reported to the President and Vice-Chancellor via the Secretary-General or Director of University Advancement.
- c. The circumstances leading to the acceptance of donations or sponsorships should be open and must be fully documented. Written agreements should be drawn up to specify the contribution of the donor/sponsor and the terms that the University and the donor/sponsor are required to observe.
- d. Adequate documentation covering the solicitation, purposes of donations, processing and approval of a donation or sponsorship should be kept to ensure accountability and transparency.
- e. As regards donations of equipment, software or other kind of fixed assets, Heads of Departments/Offices concerned should record such items in their inventory according to the procedures set by the Finance Office.
- f. No staff member should demand or receive any personal benefits connected with donations. *(Note: This clause should be read in conjunction with the Regulations and Guidelines on the Acceptance of Advantages - Prevention of Bribery.)*
- g. Donors should be fully apprised of the intended use(s) of personal data collected and such information should be handled in compliance with the Personal Data (Privacy) Ordinance (Cap. 486).

3. Approving Authority

- a. The Council will approve the solicitation and acceptance of donations which are compatible with the guiding principles. A donation amounting to HK\$10 million or above requires the prior approval of the Council.
- b. The following officers are delegated with the authority to approve acceptance of donations of a designated amount in the name of the faculty, school, department, office, unit, centre, project or activity:

<i>Amount/Value of Donation from Each Donor</i>	<i>Approval Authority</i>
<ul style="list-style-type: none"> Less than HK\$1 million 	Provost, Vice-Presidents, Associate Vice-Presidents, Deans, and Chaplain
<ul style="list-style-type: none"> HK\$1 million to less than HK\$10 million 	President and Vice-Chancellor in consultation with the Council Chairman
<ul style="list-style-type: none"> Of or above HK\$10 million 	Council

The President and Vice-Chancellor will report to the Council on donations accepted as appropriate.

- c. All donations must bear the signature of the approving authority on the Donation Received Form which can be downloaded from: <http://uao.hkbu.edu.hk/eng/staffOnly.php>.
- d. For the sake of keeping confidentiality and avoiding conflict of interests, it is not necessary for staff donations to be approved by the President/Provost/Vice-Presidents/Associate Vice-Presidents. The same rule applies to donations through the Hong Kong Baptist University Faculty and Staff Union.
- e. Approval from the President and Vice-Chancellor should be sought for the acceptance of any items (such as paintings) for charity auction to be arranged by the University or an auctioneer and for the determination of the reserve price of any auction items. Sale of any items below the reserve price must have the prior approval of the President and Vice-Chancellor.

4. Acknowledgement

- a. In addition to the acknowledgement of the department/office concerned, a letter of appreciation will be issued by the Council to the benefactor who has made a donation of or above HK\$ 1 million.
- b. Naming in recognition of benefactions should be determined in accordance with the University's current policy (vide the *Guidelines on Granting of Naming Rights*) and must have the prior approval of the University Council or the President and Vice-Chancellor depending on the donation amount as follows:

<i>Amount/Value of Donation from Each Donor</i>	<i>Approval Authority</i>
<ul style="list-style-type: none"> Less than HK\$10 million 	President and Vice-Chancellor
<ul style="list-style-type: none"> Of or above HK\$10 million 	Council