

Protocol acceptance of donations by Delft University of Technology

1. Introduction

Delft University of Technology wants to strengthen and further develop her position in the university world top. The university has established her ambitions in the TU Delft Strategic Framework 2018-2024: "Impact for a better society". One of the strategic priorities is to realize an increase of the incoming funds via donations (4th money stream funding). Considering the foreseen growth in 4th money stream funding, it is fitting to employ a framework in which donations can be accepted.

TU Delft greatly appreciates that donors want to contribute to education, research and innovation. Donations enable the university to employ special activities or take initiatives that would otherwise not be possible. Obviously, it is the responsibility of the university to deal with (potential) donations in a responsible manner. By employing this protocol, it is ensured that donations make a contribution to the strategic goals of TU Delft and are in line with all applicable codes and rules.

This document contains the protocol for the acceptance of donations by TU Delft. With this, TU Delft follows the "CASE Ethical Principles Behind the Acceptance of Donations"¹. Donations can be given directly to TU Delft, but pass largely and preferably via the Delft University Fund Foundation. This protocol applies to all financial donations to TU Delft, both direct donations and indirect donations via Delft University Fund.

Delft University Fund is established to facilitate donations to TU Delft and to maintain the relationship with the donor on behalf of TU Delft. Donations that proceed via Delft University Fund are always for the benefit of TU Delft. Like TU Delft, Delft University Fund has ANBI (*Algemeen Nut Beogende Instelling*) status and gives public account for the received funds and the spending thereof.

The 'Protocol acceptance of donations by Delft University of Technology' intends to provide support for the assessment and acceptance of donations. The aim of this protocol is to treat all donations in a consistent manner, and accept donations in a responsible manner. The protocol contains two procedures: a review procedure and an acceptance procedure.

2. Review procedure

Before a donation is accepted, a review of the potential donation always takes place. The intensity of the review depends on the height of the sum:

- In case of a potential donation up to €100.000, a marginal review of the donor and the donation takes place.
- In case of a potential donation between €100.000 – 1.000.000, a marginal or intensive review of the donor and the donation takes place. The dean(s) and/or University Corporate Office director(s) of the receiving unit(s) of TU Delft, Delft University Fund and/or the TU Delft Executive Board can, if so desired, decide upon an intensive review.
- In case of a potential donation upwards of €1.000.000, always an intensive review of the donor and the donation takes place.

The procedure of a marginal review looks as follows:

- The marginal review is conducted by the receiving unit(s) of TU Delft and/or Delft University Fund.

¹ <https://www.case.org/resources/ethical-principles-behind-acceptance-gifts-europe>

- With this review it is checked whether the potential donation, the donor, the publicly known behavior of the donor and/or the source of the funds:
 - fit with the scientific direction of the receiving unit(s) of TU Delft and/or of TU Delft as a whole;
 - are contrary to public order, the law and/or generally accepted norms of decency;
 - could demonstrably give cause to negative publicity;
 - could bring the credibility of TU Delft and/or Delft University Fund into discussion.
- Based on this review, the dean(s) and or University Corporate Office director(s) of the receiving unit(s) of TU Delft and/or director or chair and treasurer of Delft University Fund take a decision about acceptance of the donation.
- The maximum lead time of the marginal review is 5 working days from the reception of the complete request for the potential donation.

The procedure of an intensive review looks as follows:

- The intensive review is conducted under responsibility of the Integrity Board, by those who are therefore considered suitable, thereby supported by a secretary.
- With this review, in addition to the marginal review, it is checked whether the potential donation, the donor, the publicly known behavior of the donor and/or the origins of the funds are in line with:
 - “The Ten Principles of the UN Global Compact”², that TU Delft endorses;
 - the strategy and core values of the university as described in the TU Delft Strategic Framework 2018-2024;
 - the TU Delft Code of Conduct.
- In preparation of this review in any case:
 - an inventory the reporting on the donor is made;
 - the relevant relationships are interviewed;
 - the source of the funds made available is mapped out.
- This review results in an advice from the review committee to the dean(s) and/or University Corporate Office director(s) of the receiving unit(s) of TU Delft, the chair and treasurer of Delft University Fund and/or the TU Delft Executive Board about the possible acceptance of the potential donation.
- Based on this advice, the dean(s) and/or University Corporate Office director(s) of the receiving unit(s) of TU Delft, the chair and treasurer of Delft University Fund and/or the TU Delft Executive Board take a decision about acceptance of the donation.
- The maximum lead time of the intensive review is 20 working days from the reception of the complete request for the potential donation.

In case of an anonymous potential donation, at least the Executive Board and the review committee must be informed about the identity of the donor. If the receiving unit(s) of TU Delft, Delft University Fund and/or the TU Delft Executive Board see a need, it can also be decided to conduct an intensive review after the acceptance of a donation.

3. Acceptance procedure

After the review procedure is finished, the following acceptance procedure is followed:

- The acceptance of a donation always takes place via the signature of a written agreement between the donor and TU Delft and/or Delft University Fund.
- A donation up to €100.000 is accepted or rejected by the director of Delft University Fund and/or the dean(s) and/or University Corporate Office director(s) of the receiving unit(s) of TU Delft.
- A donation between €100.000 – 1.000.000 is accepted or rejected by the chair and treasurer of Delft University Fund and/or the dean(s) and/or University Corporate Office director(s) of the receiving unit(s) of TU Delft and/or the chair of the TU Delft Executive Board.
- A donation upwards of €1.000.000 is accepted or rejected by the chair and treasurer of Delft University Fund and/or the chair of the TU Delft Executive Board.
- In case of a non-earmarked donation, the donation is accepted or rejected by the chair and treasurer of Delft University Fund and/or the chair of the TU Delft Executive Board.
- TU Delft reserves the right to reconsider and/or retract an accepted donation at any time.
- Estates are always accepted without liability to debts beyond the assets descended.

² <https://www.unglobalcompact.org/what-is-gc/mission/principles>

4. Donor name recognition

In case the donor requests name recognition related to a building, territory, institute or scientific field associated with the donation, the following applies:

- Name recognition is only possible in exceptional cases.
- Name recognition can only take place for a limited period, set in advance.
- In case of such a request, always an intensive review of the donation is conducted.
- The advice that follows from the intensive review of the donation in such a case contains an explicit statement regarding the request for name recognition.
- In case of such a request, the donation is accepted or rejected by the chair and treasurer of Delft University Fund and/or the chair of the TU Delft Executive Board.
- TU Delft reserves the right to retract a name recognition at any time.

5. Closing

This protocol applies to all financial donations to TU Delft and becomes effective on 1 March 2020. TU Delft stimulates all organisations closely related to her to follow this protocol. The protocol will be evaluated after two years.