



MUASt

MARONDERA UNIVERSITY
OF AGRICULTURAL SCIENCES AND TECHNOLOGY

GIFTS AND DONATIONS POLICY

POLICY NO. GDP/26/26

1. PREAMBLE

Marondera University of Agricultural Sciences and Technology (MUASt) is a modern and unique institution of higher learning established through an Act (Chapter 25:29). The University is driven by the vision to be a leading global centre of excellence in the provision of technology driven sustainable green agricultural solutions. Underpinned by its unique Core Values: Excellence, Diversity, Innovation, Ethics, Ubuntu, Sustainability and Integrity. The University aims at producing globally acceptable and competent graduates grounded in agricultural, entrepreneurial and technological skills through excellence in teaching, research, community service, innovation and industrialization in recognition of the Education 5.0 philosophy.

MUASt commits to adhere to anti-corruption circulars, policies and measures as directed to the attention of the University by other agencies of the State. The policy shall also abide by growth, prosperity and inclusive development to the country in prompting good governance buttressed by transparency, accountability, integrity and rule of law. This policy also acknowledges the responsibility to lead by example in the fight against corruption and to ethically render services with integrity.

- 1.1 Marondera University of Agricultural Sciences and Technology (MUASt) (the University) recognizes corporate fundraising as a legitimate source of funding. This policy sets out the University's practice and applies to the solicitation and acceptance of donations and bequests by, or on behalf of, the University; and is intended to ensure that the source and proposed purpose for any philanthropic support is aligned with its vision, mission and values.
- 1.2 The University will not make financial donations or provide financial sponsorship for any external activity or organisation. Advice on this matter should be sought from the University Registrar.

2. Objectives of Hosting Internship Students

3. Scope of the Policy

This Policy applies to all gifts and donations offered to or received by members of the University and should be read in conjunction with the following University policies:

4. Legislative Framework

- Constitution of Zimbabwe
- Public Finance Management Act [Chapter 22:19],
- MUASt Financial Regulations and Procedures;
- Expenses and Benefits Manual;
- Anti-Corruption, Bribery and Fraud Policy,
- Employees Code of Conduct and any other relevant University policies and procedures.

5. Guiding Principles

5.1 Transparency: All gifts and donations must be disclosed through appropriate channels.

5.2 Accountability: All institutional gifts and donations shall be registered and utilised under university financial governance.

5.3 No Undue Influence: Gifts must not influence or be perceived to influence decisions on procurement, employment, or academic outcomes or any other University function or operation.

5.4 Institutional Alignment: All donations should support MUASt's strategic priorities and must not contravene its ethical standards.

6. Definitions

6.1 MUASt: Marondera University of Agricultural Sciences and Technology.

6.2 Donation: A voluntary contribution of funds, goods, or services made to the University or paid by the University without any expectation of return or benefit. This includes a financial donation; a gift of land or real estate; shares; artwork; collections of books; a legacy or bequest; and equipment.

6.3 Donor is a person, organization or legator who undertakes a transfer ownership or entitlement of money or assets and/or as listed above, with philanthropic intent to / or by the University without receiving any material benefit or without putting forward any condition in exchange.

6.4 Due diligence for the purposes of this policy shall refer to a range of practical steps that must be taken by the University or its representatives/agents, so it is reasonable assured of the provenance of funds or assets by the donor and is able to identify and manage associated risks as listed in this policy.

6.5 Member shall include, but not necessarily be limited to, all members of university staff (including permanent, fixed term and temporary staff), Council members, students, secondees, volunteers, agency workers, interns,

agents, sponsors and any others engaged in the business of the University in Zimbabwe, the region or internationally.

- 6.6 **Gift:** A tangible item or service offered to or by the University at no charge without any expectation of return or benefit or to an individual shall be declared.
- 6.7 **Token:** often mass produced or items with a company logo on them, offered in business situations to individuals. Usually have a value under the nominal value.
- 6.8 **Non-token:** items that are of a more individual nature, with a value above the nominal value.
- 6.9 **Nominal value:** is the monetary limit of the value of gifts or donations that may be accepted, i.e. total value of gift or donation received. A gift or donation is of nominal value, if it has a value of up to \$20.
- 6.10 **Specified Period:** refers to a period of two months' time during each financial year.

7. Policy statement

- 7.1 Members of the University/officials at all times and in all circumstances must be or seen to be fair, impartial and unbiased.
- 7.2 University Members should actively discourage offers of gifts and donations and must not solicit gifts or donations for personal gain.
- 7.3 University members must not take advantage of their official position to secure an unreasonable personal profit or advantage.
- 7.4 People doing business with the University should be encouraged to understand that they do not need to give gifts or donations to members of the University to get high quality service or undue favour.
- 7.5 Members of the University should at all times be aware of the wider situation in which an offer of a gift or donation is being made.
- 7.6 Members of the University must avoid situations that suggest that a person or body, through the provision of gifts or donations, is attempting to secure favorable treatment from the University.
- 7.7 When deciding whether to accept or decline a gift or donation, consideration should be given to both the value of the gift or donation and also the intent of the gift or donation being offered.
- 7.8 The University is ultimately responsible for the policy on the acceptance and refusal of donations offered to or paid by the University; and must be able to assure itself that decisions have been made in the best interests of the University in each case.

8. Acceptance criteria

- 8.1 All donations and gifts must align with the mission, values, and strategic objectives of the University
- 8.2 Donations and gifts should comply with applicable laws and regulations.
- 8.3 The acceptance of a donation or gift should not compromise the integrity, independence, or reputation of the University.
- 8.4 Donations and gifts should not impose any undue restrictions or obligations on the organization.
- 8.5 Donors must understand that philanthropic support will not influence the freedom/independence of the University's operations. The University will operate its standard policies and procedures, and other activities irrespective of any donations received or paid.

9. Responsibility for the Acceptance or refusal of Donations

- 9.1 The University Council through the Executive is responsible for the University's acceptance and refusal of donations; and must be able to assure itself that decisions have been made in the best interests of the University in each case. The operational responsibility has been delegated to the Senior Management Team, who may refer to the University Council.
- 9.2 The University Executive shall consider strategic, financial, legal, ethical and reputational issues associated with the donations provided it is in the best interest of the University.
- 9.3 The University, having considered a range of information and undertaken due diligence procedures, will accept donations which are in the best interests of the University, including those where:
 - 9.3.1 The source and proposed purpose of the donation are consistent with, and would not be detrimental to, its strategic and charitable objectives, in particular its vision, mission and values;
 - 9.3.2 Any conditions linked to the support are regarded as reasonable in relation to the nature of the support in terms of its size or impact on the work of the University;
 - 9.3.3 All reasonable steps have been taken to ensure that the University is aware of the source of funding for each donation and is satisfied that the funds do not derive from activity that was, or is, illegal; and
 - 9.3.4 Due regard has been taken of any reputational risk for the University which may derive from the acceptance of any particular donation.
- 9.4 All proposed donations to the University must be brought to the attention of the Registrar and the Bursar prior to its confirmation; they will jointly determine whether a donation agreement is required and what due diligence may be necessary. Proposals should set out clearly the purpose of the donation, the source of the donation and whether the intention is for the donation to be restricted or unrestricted.

9.5 In this policy a donation agreement shall serve as a means of clarifying the nature, and purpose of the donation, or expected outcomes especially if the donations are restricted or where written agreements are required by law. Provided that the agreement should not benefit the donor personally or offer any kind of formal arrangements or involvement in University activities.

9.6 Due diligence will be coordinated by the Bursar, with support as necessary from the University Registrar and will seek to identify:

9.6.1 The identity of the donor/organisation;

9.6.2 The source of funding and the activities in which the donor/organisation engage in;

9.6.3 Any possible conflicts of interest; and

9.6.4 The purpose of the donation. Whether it is complimentary and compatible to the objectives and values of the University.

9.6.5 Whether the donor and or source of funds of the donation is aligned with the University's mission, values and long-term goals.

9.6.6 What additional costs or burdens, if any, would the major donation incur for the University, especially where real estate is concerned to which issues of ownership will require attention.

9.7 The results of due diligence will be presented to the Senior Management Team where a decision on acceptance or refusal of the donation will be made. If a donation is to be refused Senior Management Team will consider all the available due diligence information and make a recommendation to University Council.

9.8 A donation will usually be refused if there is credible evidence that the donation will be made from a source that arise from any activity, organization or individual that:

9.8.1 Takes part in activities that are against the objectives of the University;

9.8.2 Has evaded tax;

9.8.3 Has violated international conventions on human rights;

9.8.4 Has limited freedom of inquiry or academic freedom;

9.8.5 Has suppressed or falsified academic research; or

9.8.6 Has been involved in illegal activities or infringed anti-money laundering requirements.

9.9 A donation will be refused if the major donation or any of its terms will:

9.9.1 Require action by the University that is illegal;

9.9.2 Seriously damage the reputation of the University;

9.9.3 Create conflict of interest;

9.9.4 Place unmanageable or inappropriate demands on the University;

9.9.5 Place conditions on the University that are contrary to the University's objectives or values or ties the donation into an activity that is contrary to the University's objective or values; or

9.9.6 Deter donations or gifts from other potential donors.

9.10 The results from the due diligence process will be presented to the Executive where a decision on acceptance or refusal of the donation will be made. If a donation is to be refused the Executive will make considerations of all the available due diligence information and make a recommendation to the University Council.

10 . Acceptance of a Donation

10.1 the Executive should write to the Donor accepting the donation. The Donor should endeavour to put values to the donated items.

10.9 The Bursar should keep a Register of Donations.

10.10 Donated cash should be deposited in the Donations Accounts which shall be created in the Bursar's Office in the books of accounts.

10.11 Donated items other than cash shall be recorded with values in appropriate Assets Register and coded accordingly.

11. Declaration of Gifts to Staff Members

11.1 General Declaration Requirement

Any gift or donation received by a staff member in their official capacity and not as recognition of individual excellence or merit must be declared within seven working days to their supervisor and registered with the Office of the Registrar.

11.2 Supplier-Linked Gifts (the value of the gift must be stated)

Where a gift or benefit is given to a staff member as a result of, or following, a procurement transaction or expenditure by the university (e.g., from a contractor, vendor, or supplier), such gift must:

11.2.1 Be declared in writing;

11.2.2 Be submitted for approval by the University Executive;

11.2.3 Be subject to review for potential conflict of interest.

Failure to declare such gifts may be construed as unethical conduct and may constitute a form of bribery or improper influence, especially if there is no transparency or institutional record. Disciplinary measures will apply for breaches in line with MUASt's Code of Conduct and Anti-Corruption framework.

12. Complaints and Return of Donations

- 12.1 The University will not return a donation which has been accepted in good faith and in accordance with this policy; the circumstances in which a donation may be returned are extremely limited by law. However, exceptional circumstances may give rise to the need to review the acceptance of a donation. Any decision to return a donation shall be a matter for the University Council on the recommendation of the Vice-Chancellor/Executive.
- 12.2 The University will endeavour to respond promptly to a complaint by a donor or prospective donor about any matter addressed in this policy.

13. The University as a Donor

MUAST property is public property and cannot be donated without due process. This is important as a means to avoid abuse of office and seeking cheap popularity at the detriment of a public institution. In line with corporate governance best practice, donations should be planned and accounted for. Donations from the University will exclude marketing items such as memorabilia or samples of products. In this policy the University can also be a donor as part of its corporate social responsibility. The following shall be adhered to before a donation can be processed:

- 13.1 No individual can donate University assets without the approval of Committees set in terms of section 6. And 6.3 below.
- 13.2 If items to be donated are equivalent to USD1000 or less, a Donation Committee chaired by the Pro Vice Chancellor shall sit to consider the request. The other members of the Committee shall be the Registrar, Bursar, Librarian, Director Marketing, Director Public and International Relations, Deputy Bursars and the Head of Department or Unit from the relevant Department or Unit from where the items to be donated will be drawn from. The Deputy Bursar Projects will be secretariat to the Committee.
- 13.3 If items to be donated exceed US\$1000 in value, the Donations Committee shall be chaired by the Vice Chancellor and shall comprise all membered mentioned in 6.2 above.
- 13.4 Reports of all donated property with values and Minutes of Committees, should be considered by the Finance Committee with all justification thereof.
- 13.5 Once approval for a donation has been granted, the Bursar should immediately arrange to update books of accounts or assets registers and dispatch goods removal forms.

14. Policy Review

	NAME OF DONOR	ITEMS	VALUE OF ITEMS	SIGNATURE OF DONOR	SIGNATURE OF RECIPIENT	DATE OF RECEIPT
	This policy shall come into effect from date of approval					
2						
3	Appendix A: Sample Donations Register					
4						
5						
6						
7						

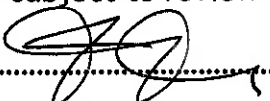
3.1 Compliance with University Policy

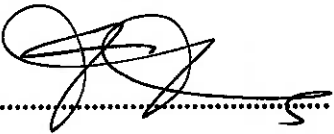
3.1.1 This policy is informed by the relevant Standard Operating Procedures and Guidelines.

3.1.2 Failure to comply with the policy is an act of misconduct which is subject to disciplinary action.

3.2 Monitoring and Review of the Policy

Policies are subject to review after every 4 years.

Approved.......... Date.....05/06/26.....
(Chairperson of VCEXCO)

Approved.......... Date.....23/06/26.....
(Chairperson of Senate)