

Universiti Tunku Abdul Rahman			
Form Title: Donations and Funding Policy			
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1.0 Introduction

The University depends on several sources of funds to support its operations, academic and research activities, and provision of educational services. These include the income from the following sources:

- a) Student tuition fees;
- b) Research funding;
- c) Training courses for professional as well as extended education;
- d) Conference and events;
- e) Consultancy services;
- f) Grants, sponsorships, donations and endowment;
- g) Rental income and
- h) Interest income.

As a not-for-profit organisation, the operations of the University rely partially on the sponsorship and donations by external organisations and members of the public. Donations and fundraising activities form an important role for the University to fulfil its missions and goals.

This policy outlines the University's requirements for the effective and ethical acceptance and management of donations and funding.

2.0 Funding Management

A finance committee appointed by UTAR Council is formed to regulate finances of the University. Every year, the Dean of each faculty and heads of administrative departments will propose its following year's budget to the University. The budget covers the operational and developmental costs of the faculties and administrative departments for continuous programme developments and ensure effective operations of the University. The finance committee vets the budget and ensure sufficient budget allocations.

The operating surpluses of the University are fully channeled back for further development of the University in infrastructure development, improvement of academic facilities or research grants and provision of scholarships and bursaries. This is to ensure that sustainable and affordable quality education are available for all.

3.0 Donation Management

Donations may be used to support any endeavor consistent with the mission and goals of the University including scholarships, financial aid, research, human resource development, student and facility development and community outreach activities.

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3.1 Fundraising Activities

Fundraising activities include all activities undertaken by the University with the aim of soliciting or receiving donations.

Fundraising activities must be free from unethical practices and consistent with the mission, goals and policies of the University.

All materials used in advertising an approved fundraising activity must state the intended use for any money raised.

3.2 Donations and Sponsorship

Any donations in non-monetary form such as artworks, gifts and equipment to the University will be recorded by the Division of Finance in accordance with the Inventory of Paintings and Gifts to UTAR procedure (QP-DFN-010) which outlines the specific responsibilities and procedures for recording and safe keeping of artworks and gifts received by the University.

All sponsorships and donations in monetary form must be transferred to the official bank account(s) of UTAR Education Foundation (UEF) and/or the University. Such sponsorships and donations shall not be transferred to any individual/personal bank account of UEF member and/ or the University employees.

Donors are encouraged to provide the written advice to the University with payment proof and details of their donation, including identifying the amount, purpose, and if appropriate, pledge period of time.

3.3 Tax Exemption Receipt

The UTAR Education Foundation is an approved tax exempted entity pursuant to Section 44(6) of the Income Tax Act 1967. Donors will be issued an official receipt for the sum contributed which qualifies for tax deduction in computing their aggregate income subject to the prevailing guidelines issued by the Inland Revenue Board, Malaysia.

Donors are required to provide the following information depending the receipt to be issued under the individual/ organisation's name:

Individual	Organisation
Name as per IC/ Passport	Company Name/ Association Name
IC No./ Passport No.	Company Registration No.
Address	Address

A thank you letter will be issued by UEF to acknowledge the contribution of the donation.

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4.0 Social Responsibilities

The University encourages philanthropy amongst the student and alumni body, including volunteering, student-led charity fundraisers, and community projects. Part of the donations will be allocated to run community projects for the social well-being of the community.

Each year the University will give and award scholarships, study grants or zero interest loans to needy and deserving students to continue with their studies. Scholarships will be awarded to academically excellent students who have the potential to make a significant contribution to the sustainable development of the country.

The UTAR Research Fund (UTARRF) is an internal research grant provided to support UTAR researchers in conducting research and development activities and other approved research related activities. The UTARRF support is meant to further enhance UTAR's research through certain research related activities that can bring some benefits and contribute positively to the University's standing and reputation in R&D.

5.0 Record Keeping

UEF and the University shall maintain appropriate internal controls as well as keep accurate and detailed financial reporting and records.

Periodic auditing activities (such as internal audit activities and audits conducted by external auditors) are conducted so as to prevent potential bribery and corruption, as well as malpractices or misuse of funds (https://utar.edu.my/documents/ABC_Policy.pdf).

6.0 Governance

UEF and the University will at all times observe the requirements of regulation and its constitution, in relation to the acceptance of donations.

UEF and the University shall always ensure that its funds are not being used for any unlawful purpose or any purpose prejudicial to or incompatible with peace, welfare, security, public order, good order or morality in Malaysia or for any purpose prejudicial to national security or public interest.

All information pertaining to a donation is confidential and as such is to be protected from inappropriate distribution and/or publication. Distribution and publication of such information will be consistent with the donor's wishes and to the extent provided by law.

As a way to ensure integrity, transparency and to prevent potential acts of bribery and corruption, all the sponsorships and donations must be contributed through the official channels of UEF and/or the University. (Refer to Anti-Bribery and Corruption Policy [POL-RGO-003 Anti-Bribery and Corruption Policy \(ABC Policy\)](#)).

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The University has published at its website the Anti-Money Laundering Policy & Procedures in accordance with the Anti-Money Laundering, Anti-Terrorism Financing & Proceeds of Unlawful Activities Act 2001 (AML/CFT). The University promotes a culture of ethical practices and good governance. (Refer to POL-DFN-010 Anti-Money Laundering Policy & Procedure).

7.0 Review

UTAR reserves the right to review this policy from time to time.