



Guidelines on the acceptance of donations to Leiden University

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1. Preamble

Leiden University is one of Europe's leading research universities. Its seven faculties, including LUMC, are among the best in the world in five clusters of themes: health and well-being; life sciences; law, politics and governance; and languages, cultures, arts and societies worldwide.

Leiden University has a presence in two cities. Over the years, our Campus The Hague has evolved into a fully-fledged location, whose profile contributes substantially to The Hague as an international city of law and peace.

Our motto is *Praesidium Libertatis*. In a world in which 'freedom' is seemingly less and less self-evident, the University is committed to providing its researchers and students with the space to reach their full potential, in pursuit of a safer, healthier, more sustainable, prosperous and just society. Not just in Leiden or the Netherlands, but around the world.

The University has celebrated many achievements over the years – achievements that are attributable to the often tireless efforts of staff, students and alumni. And at the same time, the University has great ambitions for the future. Now more than ever, it aspires to be a fertile environment for excellent research, for nurturing talent, for study success and for quality and innovation in education. It is also committed to ensuring that our knowledge has a more visible impact on society.

For us to be able to contribute to that better world, external financial help is more than welcome. The Leiden University Fund is happy to discuss with potential donors how their planned donation can best contribute to the objectives of our University. These Guidelines on the acceptance of donations to Leiden University are intended to serve as a guide for assessing and accepting donations. The guidelines consist of two parts: an assessment procedure and an acceptance procedure.

2. Acceptance procedure

As a rule, donations are made to the Leiden University Fund (LUF). Donations up to €100,000 are accepted or rejected by the LUF Executive Board; the Chair of the University's Executive Board sits on the LUF Executive Board, acting on behalf of the University's Executive Board. The LUF Executive Board mandates the LUF fundraising team to accept donations up to €100,000 in consultation with the dean or the director of the UBL. Donations above €100,000 are accepted or rejected by the LUF Executive Board.

When accepting donations above €10,000, a written agreement is drawn up. Agreements on a potential evaluation form part of this agreement. Legacies will only be accepted on a beneficiary basis. Donations via the crowdfunding platform [Steunleiden.nl](https://www.steunleiden.nl) are not subject to this requirement for a written agreement. The purpose and timeframe for the expenditure of a donation will be determined in consultation with the donor or their representative or next of kin, whereby the University aims to define the purpose as broadly as possible and use the donation as quickly as possible.



If at a later stage, after acceptance, it appears that the conditions for acceptance have ultimately not been met, a new assessment will take place. This reassessment may lead to the donation being waived or to a unilateral revision of the conditions under which acceptance took place. This also applies if the donor is unexpectedly discredited or falls into disrepute as a result of which the University's reputation may be damaged.

3. Assessment procedure

Before a donation of €10,000 or more is accepted, it is assessed both in terms of the content and whether the donation and any conditions attached to it are consistent with the ethical principles (see appendix) and with the University's strategy and its core values. The assessment is based on public sources and focuses on the following criteria: The donation is (i) in line with the law or international law, (ii) has clear origins, (iii) safeguards academic freedom and does not lead to an undesirable entanglement of interests or the appearance thereof and (iv) will not be likely to damage the reputation of the university. The assessment results in a decisive recommendation to the person authorised to accept the donation (see above).

For amounts up to €100,000, the assessment is carried out by LUF's fundraising team. If questions arise from this assessment, external expertise is sought. The dean or the head of the unit for which the donation is intended will always be informed at a particular point in time of the assessment and the outcome of the assessment.

For amounts above € 100,000, the assessment is carried out by the Donations Assessment Committee set up by the Executive Board. LUF's fundraising team provides the necessary information for the assessment. Should the committee need additional information or advice, it may decide to engage external expertise in order to be able to provide a substantiated recommendation.

In the case of an anonymous donation, at least the LUF's Executive Board and the Donations Assessment Committee will need to be informed of the identity of the donor so that the assessment can be carried out. The donor can always request that their name not be disclosed as being associated with the donation.

A negative recommendation is issued for any planned donations (i) that violate the law or international law, (ii) whose origin is unclear or insufficiently clear, (iii) that restrict academic freedom or in any way may lead to undesirable entanglement of interests or the appearance thereof or that (iv) could in any way damage the reputation of the university.

The donation agreement includes a clause referring to these guidelines. By signing the agreement, the donor indicates that the donation complies with the University's guidelines in terms of content and origin.

4. Naming policy

A donation may result in the name of the donor being acknowledged. If the donor's name is to be linked to a building, a location, a chair or a particular activity, this may apply for a specific period of time. If a donation is to be attributed to the donor, the committee referred to under 3 always advises on the



acceptability of this in advance.

The University reserves the right to withdraw the attribution of a name, for example if it transpires that all or part of the donation's source does not satisfy or no longer satisfies the aforementioned guidelines for accepting a donation, or if there is a risk of reputational damage to the University.

5. Final provisions

These guidelines apply to donations to Leiden University. The University encourages all organisations closely associated with it to follow these guidelines.

The University subscribes to the international "Ethical Principles Behind the Acceptance of Donations" drawn up by CASE; these are included as an appendix to this agreement. The University subscribes to the 10 Principles of the UN Global Compact: <https://www.unglobalcompact.org/what-is-gc/mission/principles>.

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Appendix: Ten Ethical Principles

When raising funds (donations), the University observes the international '[Ethical Principles Behind the Acceptance of Donations](#)'. These include ten ethical principles used by universities worldwide in their fundraising activities:

1. Universities should seek philanthropic support which is aligned with their values, strategic goals and financial needs as a legitimate, sustained and vital component of their income.
2. Ethical guidelines for the acceptance of such donations in any institution should be available in the public domain.
3. Impartial, independent research, scholarship and teaching are the basis for the furtherance of knowledge. Universities should not accept philanthropic donations if this is not clearly understood and accepted by all parties.
4. Universities are charitable bodies and must observe the requirements of charity law and other relevant legislation in relation to the receipt and expenditure of funds. Ultimate responsibility regarding the acceptance and refusal of donations rests with the governing body of each university.
5. Where the authority for the acceptance of donations is delegated to the Vice-Chancellor and other senior academics or officers, that authority should be explicit and the responsibility of those accepting donations to implement the institution's detailed ethical policies and procedures on donations must be clearly understood and consistently applied.
6. Universities should take all reasonable steps to ensure that they are aware of the source of funding for each donation, and have processes in place to satisfy themselves that the funds do not derive from activity that was or is illegal, or runs counter to the core values of impartial, independent research, scholarship and teaching.
7. Discussions with potential donors that are likely to give rise to significant public interest, or which raise complex questions with regard to acceptability, should be considered at the earliest stage possible by the appropriate decision-makers who should be fully informed of the purpose and the background to the donation and the source of funds.
8. The legal and reputational rights of potential donors should also be considered as part of any due diligence undertaken in assessing the acceptability of a proposed donation. In this regard, a clear distinction should be drawn between rumour or speculation and matters of confirmed fact or legal finding, whilst also accepting that institutions may wish to consider the reputational risks that could be incurred through public perception of any particular donor.
9. Donors must accept and, for significant donations (as determined by individual institutions), sign appropriate donation agreements to confirm that the management and governance of programmes funded through benefaction rest solely with the university. Individual institutions typically choose, without undermining this core principle, to offer donors opportunities for continuing engagement with the activities that they have funded. Universities should employ their standard procedures relating to recruitment, admissions, hiring, promotion, procurement, management and governance for all research, teaching, outreach, capital development or student scholarship programmes funded by donations.



10. Universities should have procedures in place for reviewing and reconsidering previous decisions taken in good faith relating to the acceptance of particular donations if subsequent events or the subsequent availability of additional information require it. The response to such circumstances should be transparent and proportionate to the particular circumstances that have arisen.

(CASE Europe: Ethical Principles Behind the Acceptance of Donations)