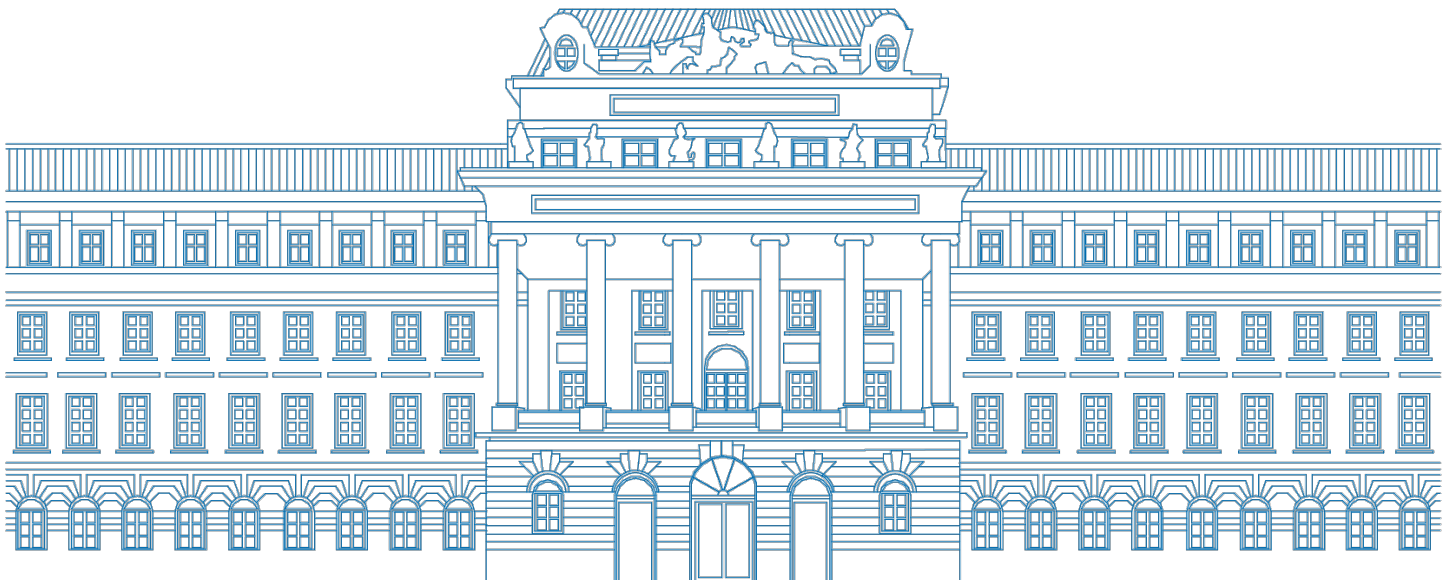




TECHNISCHE
UNIVERSITÄT
WIEN

Code of conduct

for third-party gifts



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CONTENTS

PREAMBLE	4
DEFINITIONS	4
1 SCOPE OF APPLICATION	5
2 GENERAL PRINCIPLES	5
3 LEGAL PRINCIPLES	6
4 ACCEPTING GIFTS	6
5 INSTRUMENTS AND FORMS OF FUNDRAISING	7
6 RECEIPT OF PAYMENTS	7
7 TAX BENEFITS AND CONFIRMATION OF DONATION	8
8 ENTRY INTO FORCE	8

Preamble

TU Wien is an internationally recognised, modern research university that conducts research and teaching at the highest level. True to its vision of "Technology for the people", TU Wien uses its research to contribute to socially relevant topics.

Modern research organisations are financed not only by public money, but also by private funds. TU Wien therefore strives to collaborate with interest groups, philanthropists, foundations, companies, associations and societies.

As a public corporation, TU Wien is a public sector company and is therefore subject to the provisions of the Federal Public Corporate Governance Code¹.

TU Wien is committed to transparency in its structures, processes and actions, and makes information visible and accessible unless there are objectively justified reasons to the contrary.

Employees of TU Wien are public officials and must in particular comply with the criminal law provisions on corruption as well as the binding internal university directives and guidelines and parts of the statutes, regulations and policies, as well as the statutory administrative criminal law and criminal law provisions.

Our fundamental values are inviolable. They include the freedom of research and its self-regulation, scientific integrity and the autonomy of TU Wien. We accept gifts and enter into cooperation with industry, business and civil society while always respecting applicable law and upholding our core values.

Definitions

An **auction** is the sale of an object to the highest bidder and can take place physically or online.

A **charity** event is an event held for the benefit of a specific cause or project. Tickets are usually sold for charity events, while donations are also requested during the event itself.

Crowdfunding is a form of "swarm financing". There are several types of crowdfunding. Crowdfunding where the purpose of the funding is the focus is referred to as donation-based crowdfunding or reward-based crowdfunding, i.e. where a certain number of people (crowd) usually provides a certain amount of money. In order that a project can be realised, the funds provided must reach a predefined sum. With reward crowdfunding, the financial commitment is also based on a predetermined reward in return.

Fundraising refers to the strategically organised raising of financial donations.

A **capital campaign** is a suitable approach for a defined project for which higher amounts of money are raised through donations within a defined period of time. When running this type of campaign, it is particularly important to reach out to major donors.

A **legacy** refers to certain items from a person's estate (such as a coin collection). The beneficiary is the legatee. As such, the legacy is a testamentary gift bestowed without leaving a share of the inheritance.

Online fundraising is the raising of funds through a website or via social media channels, whereby a form is integrated in the website, which can be used to donate directly to the organisation.

A **philanthropist** is an individual who selflessly supports an institution or a project of the institution through the donation of money or in-kind contributions without direct consideration in return.

¹ [Federal Public Corporate Governance Code \(usp.gv.at\)](#)

Donations are voluntary and gratuitous contributions in cash or in kind for a religious, scientific, charitable, economic or political purpose. The donor is not entitled to any consideration in return. No exchange of services takes place between the donor and the donation recipient. The donor is usually rewarded in the form of voluntary services, such as being named on the internet or in publications, or receiving current information and invitations to presentations relating to the purpose of the donated funds.

Sponsorship is the provision of financial means for the funding of individuals and/or organisations in compliance with contractual regulations of the performance of the sponsor and the consideration of the sponsored party. The principle of performance and counter-performance (or consideration) distinguishes sponsorship from other forms of funding.

A **corporate donation** is money, goods or services provided by a company for a public welfare-oriented purpose. This includes both financial and in-kind contributions. Allowing the use of company premises or resources also falls under this term. The company receives no consideration for this.

A **gift** can take the form of both donations and sponsorship.

1 Scope of application

This code of conduct regulates the handling of gifts. It addresses both donors/sponsors and cooperation partners of TU Wien, as well as TU Wien employees.

2 General principles

TU Wien adheres to the principles expressed in the "International Statement of Ethical Principles in Fundraising"². The fundamental values of our self-image are honesty, respect, integrity, empathy and transparency; values that must be upheld without compromise. We understand these principles to be mutual and when fundraising, TU Wien adheres to these principles and expects the same from its partners and supporters. In this way we reach a mutual understanding of how we wish to work together.

- **Honesty:** TU Wien acts honestly and truthfully at all times, in order to preserve the public trust placed in it and to avoid misleading donors/sponsors.
- **Respect:** TU Wien treats its partners and supporters with respect and appreciation, and strives for a lasting and trusting relationship.
- **Integrity:** TU Wien acts openly and with consideration to both its responsibility and the public trust placed in it. TU Wien discloses all definitive or potential conflicts of interest and avoids any appearance of misconduct.
- **Empathy:** TU Wien operates in a manner that promotes its purpose and encourages others to apply the same professional standards. TU Wien values the privacy of each individual, freedom of choice and diversity in all forms.
- **Transparency:** TU Wien transparently reports on the use and management of the financial resources made available to it and on related costs and expenses.

Observing these principles and taking them into consideration as a starting point for cooperation contributes to a trusting relationship between TU Wien and its partners and supporters.

² [International Statement of Ethical Principles in Fundraising - CFRE International 12/10/2022.](#)

In addition to taking into account the principles of the "International Statement of Ethical Principles in Fundraising", TU Wien undertakes to observe the following organisational guidelines:

- TU Wien guarantees independence from economic interests.
- TU Wien respects the reputation and integrity of TU Wien as a public education and research institution.
- TU Wien respects the legitimate wishes of our donors/sponsors, e.g. the content and orientation of the funded measures.
- TU Wien keeps our donors/sponsors informed in an agreed manner about the development of the projects that they support.
- TU Wien handles the funds provided responsibly and ensures that they are used appropriately.

3 Legal principles

- TU Wien is committed to transparency and legal certainty.
- TU Wien complies with the applicable law and its internally issued regulations (in particular guidelines on powers of attorney, conflicts of interest, anti-corruption & transparency).
- TU Wien processes personal data in accordance with the General Data Protection Regulation (GDPR) and other applicable directives and regulations.
- TU Wien treats the personal data of donors/sponsors as confidential information and respects their privacy.
- TU Wien verifies the origin and provenance of gifts in accordance with applicable law. To this end, TU Wien defines binding processes for the review and acceptance of gifts. If this review does not satisfy the requirements, TU Wien will refuse the gift, in particular if there are indications that the funds have resulted from criminal acts or activities that violate human rights or fundamental rights.
- TU Wien truthfully and transparently documents the review and acceptance of gifts, as well as their intended use.
- Any agreements on gifts shall be concluded in writing.

4 Accepting gifts

TU Wien reserves the right to review gifts in advance. The amount, purpose and duration of gifts are subsequently documented, along with any possible follow-up costs and all legal requirements and performance that require cooperation between TU Wien and the donor/sponsor.

Unforeseeable gifts can also be reviewed retrospectively.

If it can be foreseen that a gift will lead to high follow-up costs for TU Wien, or if a gift does not comply with the directives, guidelines and values of TU Wien, TU Wien may reject such gifts at its own discretion.

5 Instruments and forms of fundraising

TU Wien expressly welcomes cooperation with individuals, interest groups, foundations, companies and associations/clubs in order to jointly promote research, teaching and the infrastructure of TU Wien.

The following instruments and forms of fundraising are exemplary and this list is not exhaustive:

- Auctions
- Charities
- Crowdfunding
- Capital campaigns
- Legacies
- Online fundraising
- Private monetary donations
- Sponsorship
- Corporate donations

6 Receipt of payments

Gifts go directly to TU Wien and are processed centrally via the donations account. The next step is to assign the funds to a project, institute or similar.

Bank details

Technische Universität Wien/Spenden
Raiffeisenlandesbank NÖ-Wien AG
IBAN: AT19 3200 0200 0061 1228
BIC/SWIFT: RLNWATWW

If you have any questions regarding donations, sponsorships and other gifts, please contact:

Fundraising and Community Relations

Karlsplatz 13, E011-02
1040
t: +43 1 58801 406800
m.: fundraising@tuwien.ac.at
w: <https://www.tuwien.at/fundraising>

TU Wien reserves the right to use gifts for similar and directly comparable projects, provided that the raised funds cannot be spent in full on the specified purpose. The donor/sponsor will be informed of this in advance in an appropriate manner.

TU Wien reserves the right to charge an overhead surcharge in the amount of 10% on the funds raised to cover indirect costs incurred by the gift.

7 Tax benefits and confirmation of donation

TU Wien is a legal entity under public law and is entitled to issue receipts for donations made for research and teaching.

Donations to TU Wien are tax deductible for companies as business expenses or for private individuals as special expenses according to the respective statutory conditions. For further details on this, please refer to the information issued by the donation service of the Federal Ministry of Finance³.

8 Entry into force

These guidelines will enter into force on the day following that on which they are published in the University Gazette.

If any discrepancies or contradictions should arise between the German and English versions of the code of conduct for third-party gifts, the German version shall prevail.

³ [Simple automatic donation deductibility \(bmf.gv.at\)](https://www.bmf.gv.at)