


Category	Public Disclosure	Policy Number	UNI-PUB-204	 جامعة زايد ZAYED UNIVERSITY
Distribution	External	Version	3.1	
Responsible Office	Vice-President	Policy Owner	GCD	
Date Approved	20 February 2024	Effective Date	20 February 2024	
Date Last Reviewed	1 February 2024	Due Date for Next Review	20 February 2027	

POLICY

University Gift Items

1. Purpose

This policy states the guiding principles for gift items given by Zayed University (“University”).

2. Scope of Application

This policy applies to gifts from University senior management, from University colleges and departments, and all other special orders.

3. Policy

The University will maintain an inventory of appropriate gifts or commemorative items that can be used to recognize visitors to the University and guests of the University; and to recognize faculty/staff members and students.

4. Related Policies

N/A

5. Administration

This policy is administered by the Government Communications Department.

6. Revision History

Date	Revision
20 February 2024	Approved by the Vice-President.
1 February 2024	Reviewed with no substantive changes required.
1 March 2023	Administrative changes: <ul style="list-style-type: none"> • Updated the information header. • Updated the policy number from UNI-GOV-04 to UNI-PUB-204.
4 November 2020	Approved by the President as Acting Vice-President (PD #100 of 2020).
10 September 2020	Policy reviewed and updated by adding a Purpose and including the Office of the President.

22 December 2019	Updated the policy group, policy number, responsible office, and administration.
20 March 2007	Reviewed policy approved.
1 October 2003	Policy approved.