

 جامعة الشارقة UNIVERSITY OF SHARJAH	Policy Main Title	Fiscal Resources and Procurement	Effective Date	1/10/2021
	Policy Subject	Auxiliary Enterprises	Last Review date	23/12/2025
	Policy Number	FRP-05	Next Review date	10/03/2028
	Responsible Entity	Finance and Procurement Departments	Approved By	VCFAA

## Overview

Auxiliary Enterprises at UoS are a self supporting university activities that provide goods or services to faculty, staff or students where a revenue generated from a fee charged to the end users to cover the cost of these services. This policy outlines the type of auxiliary enterprises and provides directions about the fees charging, cost, revenue sources, and the expenses allocations. The main aim of this policy is to ensure that Auxiliary Enterprises provide best services with suitable price (for all stakeholders and end users) aligned with the UoS mission and vision as non profit University.

## Scope

This policy applies to all entities provide any services as auxiliary Enterprise. The finance and procurement departments employees should be aware about this policy. The FMPD Director should be aware for all contracts and assigned areas for Auxiliary Enterprises.

## Purpose

The main purpose of this policy is to:

- Ensure the cost of providing goods and services is covered at a reasonable price.
- Support educational activities of UoS and enhance its functioning.
- Make sure all Auxiliary Enterprises compliance with UoS regulations and standards.
- Enhance the client experience by providing best services and goods.

## Abbreviations and Definitions

**UoS:** University of Sharjah.

**FMPD:** Facility Management and Planning Department.

**Auxiliary Enterprises:** Any extra support activities or business enterprises that operate on self supporting to provide services to the end users.

**Stakeholders:** All Faculty, Staff, Students, vendors, clients, or any visitors to the university campus.

**Areas for Facilities:** All buildings, open spaces, land, or any space ready to make new services.

**Self supporting:** The project or services should cover indirect and direct cost of the operations and expenses from the receiving income and revenues.

## Policy

- The procurement and supply chain department is responsible for all contracts and Auxiliary Enterprises activities at UoS.
- The FMPD is responsible to provide the availability of areas and facilities for Auxiliary Enterprises.
- Auxiliary enterprise should be self supporting and provide high quality services or products with reasonable price for all end users. These services should be aligned with the UoS mission and vision.
- The UoS should charge each auxiliary operation for its related indirect and direct cost. The indirect cost should be estimated based on amount of usage the university facilities and services.
- All Revenue generated from Auxiliary operations must be recoded as auxiliary revenue in the financial statement.

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- Fees charges for particular services or goods should cover life cycle maintenance requirements of using university facilities.
- During the course of operations, UOS may decide to lease out its current assets to an external party. In such a case the relevant Department shall formalize the contract and submit it to the Financial Control Team upon approval. Once received, the Financial Control Team shall review the contractual agreement and accordingly classify the lease as a financial lease or operating lease.
- A financial lease shall transfer ownership of all risks and rewards of the asset to the other party, either during the lease term or by the end of it.
- An operating lease allows the other party to utilize the asset; however, ownership still resides with UOS.
- The Auxiliary Enterprise should follow the UoS By-laws, policies, and Procedures, and the Ministry of Education standards (CAA Standards) related to providing services in higher education institute.

## Procedures

### Types of Auxiliaries Enterprises

The Type of Auxiliary enterprise can be categorized based on the goods, services and the customers that can be served.

#### 1. Academic

- Micro-Credential.
- Professional Certificate.
- Remedial Courses out of the study plan.
- Self-supporting courses.
- Additional Courses for specific purposes.
- Online and distance learning courses out of the study plan.
- Lab access, tools using or equipment uses out of the study plan.
- Study abroad programs.
- Workshop and Forum.
- Conferences and Seminars.
- Continuing Education and professional development programs.
- Any Non-credit Certificate.

#### 2. Non-Academic

- Parking and Transportation(VIP Parking).
- Health services and clinics.
- Cleaning and hygiene.
- Sport Complex(specialized training courses).
- Food and Beverages services(Food Court and Cafeteria).
- Bookstore and stationaries.
- Other retail operations (Online Shop, Money Exchange, Car Rent, Salon, Laundry, coffee shop, Grocery).

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### General Instructions

- The Auxiliary Enterprises should increase the quality of services and goods provided by UoS.
- The amount of fees is announced and charged before providing the services and goods.
- The Director of Procurement manage, control and supervise all contract and auxiliary enterprise services.
- To avoid any duplication or redundancy in offering a services, the director of procurments department will study the need and requirements of this services and then allow the new auxillary enterprise to start the services.
- For any services, the approval process should be through Director of procurement, director of finance, director of FMPD, the Vice chancellor for financial and administrative affairs and the Chancellor.

### General Procedures and Approval Process

The following steps should be done before offering any Auxiliary Enterprise Services:

- Complete the request to provide services approval form.
- Approval Should be from the director of procurement, director of finance, director of FMPD, the Vice chancellor for financial and administrative affairs and the Chancellor.
- Prepare a feasibility study for this services including the cost, List of prices and the type of services.
- Provide any required official documents.
- Set the fees, date, and time for providing these services.

### Allocated location

- Each service should have approved location, date and time at Uos Campuses.
- With Cooperation with FMPD the location will be assigned at Uos to guarantee best services and facilities. These location should not affect the education process anyway.

### Auxiliary Enterprise Duties and Responsibilities

- Any Individual or company would like to do business and provide services should contact UoS via Procurement department.
- Provide high quality services with competitive price that meet the needs of UoS community.
- Auxiliary Enterprise should generate enough revenue to cover all indirect and direct costs.
- Maintain the physical facilities used to rum the business.
- Ensure get all required licenses to work in the UoS campus from official authority.
- Consider Health and safety compliance in all services and goods they provided to the customer.

### Director of Procurement Duties and Responsibilities

The main responsibilities of the procurement directors are to:

- Review the contract with auxiliaries enterprise.
- Provide and review the rate for auxiliaries.
- Evaluate the auxiliary performance and services.
- Ensure all auxiliaries comply with UoS standards and regulations.
- Deactivation of Auxiliaries contract for any violations or conflict of interest.
- Provide cost allocation plans for direct and indirect costs charged to auxiliary enterprise.

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### Deactivation, Suspended and Cancellations of Auxiliaries Activities

- The UoS will review the contract with auxiliary enterprise if can not control or cover the cost sufficiency to remain with their operation revenues.
- If the Evaluation of services from auxiliary enterprise was low (under performance or weak services), then the contract are subject to be deactivation.
- The cancellation should be officially written and received.
- The Auxiliaries activities should reply to the Deactivation the contract.
- After confirmation of the cancellation from both sides some of the administrative and registration fees may be deducted).
- The Director of procurement ensure all expenses have been covered before deactivation the contract.
- Finance department will determine the final fund balance amount (deficit or surplus) upon deactivation process with Auxiliary enterprise.

### Professional Ethics

To reach the highest level of professionalism, the Auxiliary Enterprise ensures the following commitments to the community:

- Auxiliary Enterprise should show the highest standards of professional and moral ethics.
- To avoid any conflict of interest, the procurement department will not give any contract to any persons has relation with any UoS employee.
- The Auxiliary Enterprise should respect all the customers regardless of nationality, gender, age, and job title.

### Type of Contracts

Contract Type	Contract Sub-Type	Nature of Purchase
<b>Lumpsum Contract</b>	<ul style="list-style-type: none"> <li>▪ Supply contract</li> <li>▪ <b>Service contract</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Purchase of goods / material / equipment.</li> <li>▪ Professional Consultancy services (where applicable), etc.</li> </ul>
<b>Unit price / rate contract (i.e. blanket purchase agreement, etc.)</b>	<ul style="list-style-type: none"> <li>▪ Consulting services contract</li> <li>▪ Lease contract</li> </ul>	<ul style="list-style-type: none"> <li>▪ Purchases of sock items / repetitive purchase of goods/material.</li> <li>▪ Administrative services (cleaning, security, etc.) where payment is based on timesheets provided by vendors.</li> <li>▪ Other services (where applicable).</li> </ul>
<b>Cost - Reimbursable contract</b>	<ul style="list-style-type: none"> <li>▪ Project contract (construction, design, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Subcontracting project / construction work.</li> </ul>

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## The Description of the Current Services at UoS

### 1. UOS e-shop

The uos e-shop is an Online retail platform for the university of Sharjah, offering a range of university-branded merchandise, academic supplies, and other products. it provides a convenient shopping experience for students, faculty, and staff, featuring secure transactions and delivery options.

### 2. Consultation Services

Consultancy services should align with the expertise of the consultant and the mission of UoS. All consultancy projects require a formal contract specifying objectives, deliverables, timelines, and fees. The contract should include provisions for deliverables, timelines, payment terms, and liability clauses. Consultants must maintain regular communication with clients and adhere to project timelines. Upon completion, consultants must submit a final report summarizing key findings and recommendations. Consultants must uphold confidentiality agreements and protect sensitive client information

### 3. Dining Hall

At the UoS, the restaurants, food courts, and coffee shops should offer nutritious meals at affordable rates. Healthy food should be considered when provide the services.

### 4. Health and Wellness

The services should cover 24-hours via medical clinics and ambulance services. Ensuring quick and dependable healthcare whenever need the services. Our campuses feature fully equipped medical clinics, ready to cater to the health needs of both male and female students. In addition to the state-of-the-art medical facilities, you can take advantage of our cutting-edge dental hospital services right here on campus, ensuring comprehensive healthcare support for all our students.

### 5. Entertainment & Social Life

UoS offer a plethora of engaging events and activities to enrich your university experience. These include theater productions written and directed by students, concerts, festivals, and awareness days like Biodiversity and Cancer Awareness days.

### 6. Psychological Counseling Office

At UoS, prioritize mental health as much as physical health. Our Psychological Support and Counseling team is dedicated to fostering the well-being of our community. UoS provide comprehensive counseling services for students, staff, faculty, and parents, offering expert consultation from licensed mental health professionals. The services include individual and group counseling sessions, psychoeducational workshops and seminars, crisis prevention, intervention, and consultation, psychological testing and clinical assessments, self-help resources, staff training, and referral services.

### 7. Disability Resource Center

Through our collaboration with Sharjah City for Humanitarian Services (SCHS), UoS have established the Disability Resource Center. At the University of Sharjah, UoS are committed to fostering an inclusive environment where all students can thrive. With tailored academic assistance, engaging extracurricular activities, and pathways to higher education, UoS empower students with disabilities to excel and contribute meaningfully to their communities.

### 8. Hair & Beauty Salons

UoS provides hair salons inside the campus designed to cater to both men and women, these facilities ensure you can always maintain your style without ever stepping off campus.