



Guide to filming on the premises of the University of Geneva

Request for authorisation

1. Representatives of the media must have authorisation in order to film, take photographs or record on University premises.

A reasoned request for this purpose must be submitted to the University's Communications Department.

2. The University Communications Department normally grants permission when there is a sufficiently close connection between the required filming and the subject matter covered by the media; when the filming does not disturb the smooth running of University activities; and when it is consistent with the University's security requirements.

3. Where authorized, filming normally takes place during the opening hours of the University buildings. Filming may, however, be authorised outside these hours; any costs likely to arise therefrom are the responsibility of the media representatives.

4. Authorisation is not required when the media is expressly invited by representatives of the University to a press conference or a public event related to the institution.

In this instance journalists must, however, still comply with the recommendations made by the organisers of the event.

5. In addition, authorisation is not required when the media representatives are invited by employees of the University for an interview or to film on the premises of the University, when the subject matter is directly related to the employee's field of specialisation or activities in the University.

Journalists must signal their presence in advance to the Communications Department of the University.

Terms and conditions of filming

1. These terms and conditions are valid for all types of filming, whether subject to authorisation or not.

When filming is subject to authorisation, the media representatives shall also undertake to comply with any special conditions included in the authorisation.

2. The media shall film in accordance with normal rules of courtesy and without causing disruption to the smooth running of University activities.

3. When media representatives are invited by an employee of the University into his or her office or another suitable place chosen by the employee, they shall refrain from filming outside the office or said space.

4. In general terms, every precaution shall be taken to respect the personal rights of any individual using the university buildings, whether he or she is a member of the university community or a third party.

5. More specifically, any individual who is filmed during shooting in classrooms, offices, auditoria, laboratories, workshops, technical rooms and service corridors must have given his or her consent by means of this [consent form](#).

Should this permission be difficult to obtain (because, for example, filming takes place in a corridor or auditorium), the dates, times and locations of the filming must be displayed in a visible and clear manner in the building prior to and during filming.

Consent is still required for all close-up shots of an individual or group of people.

6. Representatives of the media shall ensure compliance with the ethical principles of their profession, especially the Declaration on the Rights and Responsibilities of Journalists.