

**Responsible Official:** NU-Q Director HSSE  
**Responsible Office:** NU-Q HSSE Department  
**Original Date:** 27<sup>th</sup> August 2017

## Campus and Student Filming Policy

<b>Table of Contents</b>	<b>Page #</b>
Policy and/or Procedure Statement.....	1
Reason for Policy and/or Procedure.....	1
Who Approved This Policy and/or Procedure.....	2
Who Needs to Know This Policy and/or Procedure.....	2
Website Address for This Policy and/or Procedure.....	2
Contacts/Responsibilities.....	2
Definitions.....	2
Policy/Procedures.....	2
Forms/Instructions.....	4
Appendices.....	4
Related Information.....	4
Appendix A – General Film Safety & Security Declaration.....	5
Appendix B – Checklist for Filming within Education city.....	7
Appendix C - Northwestern University Consent Form for Filming/Photography.....	9

---

### Policy Statement

---

It is the policy of Northwestern Qatar (NU-Q) to support student filming for class projects or academic credit provided they comply with the below procedures and guidelines.

---

### Reason for Policy and/or Procedure

---

NU-Q is dedicated to supporting and maintaining a safe and secure learning environment. Experience has shown that students not following NU-Q, Qatar Foundation, or local government procedures or protocols, when filming has resulted in enforced cessation of filming, or investigations by local authority officials. This procedure is aimed at reducing the likelihood of such interventions and to assist in completing projects free of any safety or security issues.

NU-Q is also committed to providing the highest possible safety standards and strives to maintain and improve these standards. All workplaces are potentially hazardous and not free of risks. Filming, whether through the use of film sets or external locations, can increase such risk due to the temporary nature of the workplace environment. Therefore, in cases where one can anticipate increased safety or security hazards, a risk assessment must first take place to ensure the project is reviewed and approved.

---

### Who Approved This Policy and/or Procedure

---

NU-Q Dean and CEO

---

## Who Needs to Know This Policy and/or Procedure

---

Faculty, Staff, Students, Contractors, and Visitors

---

## Website Address for This Policy and/or Procedure

---

**SharePoint:** <https://nuwildcat.sharepoint.com/sites/nug-hsse/Shared%20Documents/H SSE%20Related%20Policies%20and%20Procedures/Northwestern%20Qatar%20Campus%20and%20Student%20Filming%20Policy%20September%202023.docx?d=wc8eb6a8ce8c1412e99d596087b6da08e>

**MyNU-Q:** <https://my.qatar.northwestern.edu/campus/filming-approvals.html>

---

## Contacts

---

NU-Q HSSE Department. [hsse@qatar.northwestern.edu](mailto:hsse@qatar.northwestern.edu)

---

## Definitions

---

**Filming -** Capturing of moving or still images either within or external to Education City by any means or media including, but not limited to, film, videotape, digital disk, or any electronic transmission to or via any medium, including the internet.

### Student

**Production -** A film project created by a student/students as part of a class, NU-Q program, or their educational experience

**Photography -** Capturing of still images onto any compatible medium, or posting to the Internet, by any means or devices, including, but not limited to, film cameras, digital cameras, Unmanned Aerial Vehicles (UAV's) or Drones, electronic devices such as personal computers, tablets, or mobile phones.

**Studio 20Q -** A student run organization at NU-Q that aims to create a thriving film culture by providing opportunities for students to experience film making outside of production classes.

### Risk

**Assessment -** Process of evaluating safety or security risks associated with any exposures identified during the task of filming or photography and, after considering the adequacy of any control measures, deciding whether or not the risk is acceptable and the filming/photography task can take place

---

## Policy/Procedures

---

NU-Q students may film within the NU-Q building or its landscaped area for a class project assigned by a faculty member for a grade or specific project. Filming must not be disruptive, violate any university rules or policies, inconvenience members of the university community, or create a safety hazard either to the participating students or others. NU-Q will accommodate filming within the NU-Q building for approved academic class projects when possible. Filming for academic credit requires a student to partner with the professor or department representative who is assigning the film project.

In all instances, these activities cannot interfere with the academic or business functions of the university and with previously scheduled events. Furthermore, the use or re-use of any filming or photography must not violate any other NU-Q policies or policies or protocols of the State of Qatar.

For filming or photography activities either inside or outside Education City, students are responsible for obtaining the appropriate permissions for use of the location that they wish to film. Students must ensure that projects are planned with safety and security as an important consideration.

Any project team considering the use of replica weapons, pyrotechnics, animals, drones, amplified sound or visual effects, and other props that might cause alarm to either the campus community or members of the public or local authorities external to Education City must seek approval through the mandatory safety and security review process as detailed in Appendix A – ‘General Film Safety and Security Declaration’.

## **Filming Projects outside Education City**

Students who wish to conduct filming projects outside the confines of Education City, and in particular, projects that are in public spaces and therefore visible to the public, are required to seek permission through an online application to the Media Office of the [Qatar News Agency](#) (QNA).

## **Film or Photography Projects within Education City**

Students who wish to conduct film or photography projects within Education City either related to or unrelated to their studies should refer to the ‘Checklist for filming within Education City’ in Appendix B, as these will require prior approval and be considered on a case-by-case basis.

## **Filming Etiquette in Qatar**

- Always obtain permission to take films or photos of any person.
- Always obtain permission to take films or photos of any person under the age of 18 from their parent or guardian.
- Always ensure that the ‘Northwestern Qatar Consent Form for Filming/Photography’ in Appendix C is completed and signed before sharing any film or photography of any persons.
- When filming in malls, businesses, sports halls, and other such entities, please ensure you liaise with the building manager to obtain permission.
- Observe “No Photography” signs where displayed.
- Do not take a photo of any Government Office Building, Industrial Plants, Military Camps, Airport Airfield Vicinity, Mosque or Religious Complex, and Members of the Military, Ministry of Interior or Police.
- It is a crime for people who take photos of an accident victim through any device.
- Do not take photos during any emergencies, e.g., road accidents and fires, etc.
- Anyone posting negative portrayal videos or photos of Qatar online could be penalized under the Qatar Privacy Law.

## **In the Event of any Emergency**

- In the event of any emergency requiring medical or police assistance:
  - For inside Education City call 44540999
  - For outside Education City call 999

- In the event of local authority intervention of any filming or photography project:
  - Always act in a polite and respectful manner.
  - Be prepared to show your Qatar ID if requested.
  - As soon as practically possible, contact the faculty member responsible for your project and NU-Q Student Experience.

---

## Forms/Instructions

---

N/A

---

## Appendices

---

Appendix A – General Film Safety & Security Declaration

Appendix B – Checklist for Filming within Education city

Appendix C - Northwestern University Consent Form for Filming/Photography

---

## Related Information

---

[NU-Q Student Codes of Conduct](#)

[NU-Q Production Policy and Procedure Manual 2023](#)

---

## History/Revision Dates

---

Original Date: August 27, 2017

Last Amended Date: August 2023

Next Review Date: August 2024

Appendix A  
General Film Safety and Security Declaration

All students intending to undertake film and media projects that are filmed on campus and off-campus are required to conduct themselves in a professional and safe manner in connection with all projects and must follow the NU-Q Student Codes of Conduct to balance the rights and needs of the community. Students should take personal responsibility for ensuring projects are planned and managed with safety and consideration for all in mind. Students are therefore required to disclose elements of their productions that may contain potential safety or security issues in order that they can be risk assessed, and any control measures can be applied prior to the start of the project.

General Film Safety and Security Declaration				
	Name of Film Project			
	Name of Student Lead Producer			
	Name of Student Director			
Filming or Photography Project Questionnaire				
<p>You should complete the questionnaire below prior to commencing any film or photography project to identify any potential safety, security, or other hazards.</p> <p>For any questions where the answer is 'YES', please provide brief details and include any control measures before emailing the completed Appendix A to <a href="mailto:hsse@qatar.northwestern.edu">hsse@qatar.northwestern.edu</a>. The HSSE Department will then review the form and either sign it for approval or return the form for more information. The project director/producer may be invited to attend a short meeting to discuss any identified hazard control measures in person.</p> <p>Note, for all Studio 20Q Projects, even if filmed on NU-Q property, if you answer 'YES' to any questions, your script must be reviewed by the Studio 20Q Board and Faculty Advisor or the Director in your program, with any specific safety or security instructions identified before the approval to film the script is approved.</p> <p><b>If there are 'NO' answers to all questions, there is no requirement to have HSSE sign off this form. If in doubt, please contact the HSSE Department.</b></p>				
Will your film shoot include any of the following? Please circle YES or NO				
	Risk			Provide brief details of control measures. Examples include but are not exclusive to the following: <ul style="list-style-type: none"> <li>We have received permission in writing from parents.</li> <li>Seatbelts will be always worn while vehicle is moving. Driver will comply with speed limit.</li> <li>Owner of building filming locations has provided written permission.</li> </ul>
1	Casting of actors under the age of 18	YES	NO	
2	Weapons of any kind including imitation weapons	YES	NO	
3	Simulation of physical violence of any kind (fighting, falling, etc.)	YES	NO	
4	Use of pyrotechnics, or live fires (smoking excluded)	YES	NO	
5	Moving vehicles of any kind (parked vehicles excluded)	YES	NO	
6	Use of live animals	YES	NO	



## Appendix B Checklist for filming within Education City

This checklist is intended to provide guidance to students who are planning to film within Education City as part of their coursework. Ideally you should allow 2-3 weeks to plan.

### **Before any photography/filming**

1. Check the project location to understand any site-specific issues or safety-risks.
2. Undertake a filming risk assessment in Appendix A. If there are any Health, Safety or Security concerns, refer to the NU-Q-HSSE for guidance.
3. If filming inside Qatar Foundation buildings, other than NU-Q, you are required to complete a Filming Request Form from the Qatar Foundation Media Center <https://www.qf.org.qa/media-center#section-1>
4. Upon receipt of a QF Filming Permit, contact the building focal point to confirm their approval, timing of your visit, and any logistical needs. Provide the building focal point with identification details of the film/photography crew, list of filming equipment you will be using, and any vehicle plate numbers. You are recommended to arrive and unload at the respective building loading dock.

Note: See list Education City building focal points on the MyNU-Q website [Filming Approvals](#) page.

5. For outside locations such as the Oxygen Park, Green Spine, roadways, once you have received a QF Film Permit, contact QF Security Control room [secure2@qf.org.qa](mailto:secure2@qf.org.qa) to inform them of your planned activities, time and location, to prevent any disruption from any security patrol officers.

### **On the day of the shoot**

1. Ensure you have a copy of your QF Filming Permit available, along with any other permissions and ID cards.
2. Ensure the film crew has a named point of contact and phone number for any issues that arise.
3. Remind film crew participants of any location specific health and safety hazards, requirements, or protocols they should be aware of.
4. Display warning notices in relation to filming to minimize risk of 3<sup>rd</sup> parties being involuntarily filmed.
5. Ensure you comply with the latest NU-Q Production Policy and Procedure in terms of responsibility, liability, care, usage, and management of any NU-Q checked-out production equipment.

### **After the film/photography shoot**

1. Inform the faculty member responsible for your project of any issues that arose on the day.

Appendix C

Northwestern University in Qatar Consent Form for Filming/Photography

Name: .....

For good and valuable consideration, I grant Northwestern University in Qatar (the "University") students, faculty or staff, and assigns the right to record my appearance and participation on digital recordings, videotape, audiotape, film, photograph or any other medium and to use, publish, reproduce, modify, distribute, and publicly exhibit without limitation broadcast and distribution to anywhere in the world, including but not limited to theatre, television, video, and social media, or for promotional and marketing materials to be used by the University, in whole or in part, without restrictions or limitation for any purpose that the University in its sole discretion deems appropriate. I further consent to the University's use of my name, likeness, voice, and identifying information in connection with such recordings.

I release the University, its successors and assigns, its agents, and all persons for whom it is acting from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form, whether intentional or otherwise, that may occur or be produced in the recording process, or any misspellings or inaccuracies, and I waive any right that I may have to inspect, approve, own, or control the finished recordings.

I agree that neither I, nor my heirs, shall be entitled to any compensation for the use of my name, photograph, likeness, or other image of myself.

Signature .....

Name (Print) .....

Email (Print) .....

Address. ....

Date .....

Parent/Legal Guardian if signed by a person under age 18

I am the parent/guardian of ....., who is a minor/child. I have read and confirm granting of this permission on his/her behalf and grant the same permission on my own behalf as necessary.

Signature. ....

Name (Print) .....