



NORTHWESTERN
UNIVERSITY
IN QATAR

Responsible Official: NU-Q Director HSSE
Responsible Office: NU-Q HSSE Department
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NU-Q Campus and Student Filming Policy

Table of Contents	Page #
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 University in 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 Qatari Police Officials. This procedure is aimed at reducing the likelihood of such barriers though while not guaranteeing the freedom from local authority involvement or action.

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 filming, can increase such risk due to the temporary nature of the working environments. Therefore, in cases where one can anticipate increased safety or security hazards, a risk assessment must first take place in order to ensure the project is 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 and Visitors

Website Address for This Policy and/or Procedure

SharePoint: <https://share.qatar.northwestern.edu/dept/NUQ-HSSE/Shared%20Documents/Security%20Files/NU-Q%20Campus%20and%20Student%20Filming%20Policy%202019.docx?Web=1>

MyNU-Q: <https://my.qatar.northwestern.edu/docs/other/filming-approvals.pdf>

Contacts

NU-Q Director HSSE. Tel: 4454 5240 email: michael.mcdonough@northwestern.edu
NU-Q Facilities. facilitiesrequests@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 student 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.

NU-Q Campus and Student Filming Policy

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. The use of replica weapons, pyrotechnics, explosives, 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 from the Ministry of Transport and Communication (MOTC.)

In order to obtain permission, the student or member of the filming project must submit a written request to the Director of Public Relations and Communications Department at the Ministry of Transport and Communication. The request in the form of a letter can be in either Arabic or English and needs to provide the details of the film, the purpose of the film, and its sponsors e.g., NU-Q and/or a faculty member, etc. The letter can be emailed to info@motc.gov.qa. Any questions can be directed to MOTC by calling 16016 / +974 40451111

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 **“NU-Q Facilities Filming Checklist”** 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 University in Qatar Consent Form for Filming/Photography”** in Appendix C is completed and signed before sharing any film or photography of any persons
- Observe “No Photography” sign
- 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 devices
- Do not take photos during any emergencies, e.g., road accidents and fires, etc.

NU-Q Campus and Student Filming Policy

- 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 4450999
 - 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 Affairs

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

<http://my.qatar.northwestern.edu/student-life/student-code-of-conduct.html>

History/Revision Dates

Original Date: August 27, 2017

Last Amended Date: July 31, 2019

Next Review Date: June 30, 2020



**NORTHWESTERN
UNIVERSITY
IN QATAR**

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 Northwestern University in Qatar's Student Codes of Conduct to balance the rights and needs of the community. Therefore, Northwestern University in Qatar requires all students to disclose elements in productions that may contain potential safety or security issues.

If you have circled any of the below questions, except Question 8, with a YES, you are required to attend a mandatory Safety and Security Review and you must make an appointment with the NU-Q Director of HSSE or Director of Facilities to complete a Filming/Photography Risk Assessment. This process should take place before commencing any filming/photography.

In addition, for all Studio 20Q Projects, even if filmed on NU-Q property, if you answer YES, including Question 8, your script must be reviewed by the Studio 20Q Board and Faculty Advisor, as well as the Director in your program, with specific safety or security instructions given before the approval to film the script is approved.

Name of Project _____

Name of Student Lead Producer _____

Name of Student Director _____

Does your story/script have any of the following (circle YES or NO):

- | | | |
|--|-----|----|
| 1. Weapons of any kind OR imitation weapons | YES | NO |
| 2. Simulation of physical violence of any kind (fighting, falling, etc.) | YES | NO |
| 3. Use of pyrotechnics, fire and/or lit candles (smoking excluded) | YES | NO |
| 4. Moving vehicles of any kind (parked vehicles excluded) | YES | NO |
| 5. Casting of actors under the age of 18 or use of live animals | YES | NO |
| 6. For actors under the age of 18, written parental consent | YES | NO |
| 7. Filming at height (involving climbing or scaffold/rigging) | YES | NO |

Note: 'At height' is working more than 2 meters above the ground

- | | | |
|--|-----|----|
| 8. Filming that requires the use of a drone or UAV | YES | NO |
|--|-----|----|

NU-Q Campus and Student Filming Policy

9. Filming outside Education City and requires MOTC approval YES NO

In addition, the following requirements must always be observed:

If you are filming anywhere inside Education City, you MUST obtain approval where required from the appropriate departments or individuals as described in Appendix B - Checklist for Filming within Education City.

It is expected that all Projects filmed outside Education City on private or public property will be conducted responsibly with Students obtaining all proper permissions and city permits. In addition, all students must carry their Qatar ID and NU-Q ID, or passports for visiting students. Students must also provide written permission from their project faculty leader that may need to be presented at any time.

Students cannot work more than thirteen (13) hours during a 24-hour filming period

Adequate food and water must be supplied during filming of the project

Access to proper restroom facilities and a first aid kit must be available at all times.

I understand and will adhere to this General Film Safety and Security Declaration for this production. I further understand that failure to adhere to the NU-Q Campus and Student Filming Policy either by failing to disclose required information, failure to meet for the mandatory Safety and Security Review, or by failing to follow specific safety instructions and guidelines provided by your program may result in disciplinary measures.

Print this form and bring it to your Safety and Security Review in all cases where any questions above are answered YES.

For all filming/photography projects this form should be signed by your Faculty Advisor or Program Director

For all Studio 20Q Projects you must provide a copy of this form to the Studio 20Q Production Chair even if you do not need to attend a Safety and Security Review.

Student Lead Producer email & Net ID Number/Signature & Date _____ / _____

Student Lead Director email & Net ID Number/Signature & Date _____ / _____

NU-Q Director HSSE (If applicable) & Date _____ / _____

NU-Q HSSE Risk Assessment Comments (only if answered YES to any questions)

Faculty Advisor or Program Director & Date _____ (for all filming and photography projects)

Studio 20Q Board President and Date _____ (for Studio 20Q Projects)



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.

Before any photography/filming

Ideally you should allow 2-3 weeks to plan

1. Check the location to understand any site-specific issues or safety risks
2. Undertake a filming risk assessment. If there are any Health, Safety or Security concerns, refer to the NU-Q-HSSE for guidance.
3. Inside QF Buildings (inside Education city) shooting requirement:
With the exception of the NU-Q building, you are required to obtain a general filming approval from QF Communications Directorate
 - i. Complete the QF Communications Directorate form <http://www.qf.org.qa/film>
 - ii. Upon receipt of QF Communications approval, forward copy to NU-Q FM at facilities@qatar.northwestern.edu. NU-Q FM will contact the local focal point on your behalf to check conflicts and to begin coordination and access.
4. Outside QF Buildings (but inside Education City) shooting requirement:
 - i. Obtain the general filming approval from QF Communications Directorate <http://www.qf.org.qa/film>
 - ii. Upon receipt of QF Communications directorate approval forward a copy to NU-Q FM at facilities@qatar.northwestern.edu
 - iii. Prior to or on the day of the shoot, contact QF Security control room at secure2@qf.org.qa or by dialing 4454 1086 to inform them of your planned activities, time and place. This is to ensure that you do not have difficulties with local guards.

On the day of shoot

1. Carry your NU-Q ID and NU-Q PRESS PASS at all times
2. Ensure the film crew has a named point of contact and phone number for any issues that arise
3. Ensure that all relevant documentation relating to the filming (email copies, completed risk assessment, consents) are available for inspection

NU-Q Campus and Student Filming Policy

4. Ensure that any location specific H&S hazards, requirements or protocols are pointed out
5. Ensure that any safety or security incidents are reported and logged ASAP
6. Display warning notices in relation to filming to minimize risk of 3rd parties being involuntarily filmed

After the film/photography shoot

1. Inform the faculty member responsible for your project and NU-Q HSSE of any safety and security issues that arose on the day



**NORTHWESTERN
UNIVERSITY
IN QATAR**

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 other- wise, 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

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Name (Print)

.....

Email (Print)

.....

Address

.....

Date

.....

NU-Q Campus and Student Filming Policy

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)

.....