

Image Capture at the University of Coimbra

- Information and guidelines -

I. Scope

The **University of Coimbra** (UC) cooperates with those who wish to film or photograph within its premises, provided that it does not interfere with the teaching, research or administrative activities of the institution. The authorisation process for commercial or promotional filming and photography on university premises is handled by the UC Communication and Marketing Division [[DCM](#)].

All authorisation requests must be submitted at least two weeks in advance and are subject to review and decision by the governing body of the requested space(s).

II. Images for personal use only

Filming and photography for strictly personal use does not require prior approval, with the following restrictions/exceptions:

- Filming in UC indoor facilities requires specific prior permission from the manager/director of the requested space(s);*.
- The use of tripods is not permitted indoors;
- Flash photography is not allowed in the University's World Heritage sites (Biblioteca Joanina, Paço Real, etc.).

I. Images for promotional or commercial use

Image capture (photographs and videos) for promotional and commercial purposes is subject to restrictions and prior authorisation by the UC Rectorate and/or other competent bodies of the University of Coimbra. Proper completion and timely submission of the [authorisation request form](#) is mandatory. Please note that fees may apply in image capture for commercial use.

III. Rules and guidelines

The following rules and guidelines apply to all image capture on University premises:

General Rules

- Filming and photography sessions can only occur in places that have been mentioned in the authorisation form and must not interfere with classes, research activities or any events of the University;
- Tripods cannot be used inside historic buildings;
- Flash photography and tripods are not allowed in the *Joanina* Library;
- Fees may apply for images used for promotional and commercial purposes;
- Fees may apply;
- The use of drones requires prior authorisation from ANAC, and may or may not be authorised by the University of Coimbra after analysis, and may be subject to fees. Priority will be given to: initiatives that have a strong impact on the promotion of the

assets of the University of Coimbra; events of public interest with which the University wishes to be associated;

- Film crew members and photographers should carry non-digital personal identification (ID card or passport);
- All productions shall obtain appropriate permission from all individuals appearing on camera and/or in photographs, in accordance with the General Data Protection Regulation (GDPR).
- Promotional and commercial use of images taken on University premises may only be used for the purpose for which permission has been granted. The use or reuse of the resulting film or photo product for any purpose other than that for which it was originally intended requires the permission of the University of Coimbra.
- The University's name, trademarks, or logos may not be used in any way without the written permission of the University.

Additional guidelines

- Be sensitive to the multicultural nature of the University community. Students, staff and members of the public should be treated with courtesy and respect at all times;
- All members of the film/photography crew must identify themselves to UC staff upon entry to University premises;
- Minimise disruption to all University services and activities;
- Ensure that preservation conditions (lighting, furniture, environmental conditions, etc.) are not altered or damaged;
- Respect the security rules of the buildings and other University premises;
- Ensure that the equipment used does not cause damage to University property;
- Ensure that no equipment or litter is left behind on University premises.

** The Communication and Marketing Division is not accountable for the decisions of the relevant UC management bodies.*