

Regulations of Public Activities at the Hebrew University of Jerusalem – 5778

2017-2018

1. Introduction

1.1 The University is a community of people with diversified opinions, views and beliefs. Acknowledging those differences and being tolerant towards them are among the bases of the University's principles.

Therefore, it is the University's duty to create conditions that will enable all members of the University's community – employees and students - to live together, while giving full expression to their opinions, views and beliefs, and through free discourse.

The University, as an institution of higher education, views the principle of freedom of expression as a fundamental condition for its existence. Therefore, it ensures and fosters full freedom of expression in academic, cultural, social and public sectors within its walls, all in the framework of the state laws.

1.2 The purpose of these regulations is to establish procedures and rules for the conduct of public activity on the campus in order to enable freedom of expression, which will prevent harm to public safety as well as disturbances and disruptions in proper teaching, research and work at the University.

2. Definitions

2.1 **Student** – Whoever has enrolled in studies at the Hebrew University and was accepted as a student.

2.2 **Academic employee** - An employee employed in one of the academic sectors of the University.

2.3 **Administrative employee** - An employee employed by the University who is not an academic employee.

2.4 **Applicant** – A student, an academic or an administrative employee.

2.5 **The disciplinary regulations** - The disciplinary regulations applicable to the applicant, in accordance with his assignment.

2.6 **The Dean** - Dean of Students.

2.7 **Public activity** - As detailed in section 4 below.

3. Registration of cells

3.1. Students wishing to conduct regular public activities during the academic year may register as "students' cells".

- 3.2. Application for registration of a cell must be submitted to the Dean of Students' Office via an online application form, as published on the website of the Dean of Students' Office, the Student Cells Unit.
- 3.3. Registration of a cell shall be carried out only after the following conditions have been met:
 - 3.3.1. A request form for the establishment of a student cell has been submitted to the cells coordinator in the current academic year.
 - 3.3.2. The form contains the name of the cell, the name of its representatives and the details of 30 students supporting the cell along with their signatures.
 - 3.3.3. The representatives and the signatory students will be students registered in the University during the requested activity year.
 - 3.3.4. At the end of the academic year (September 30), the cell will be automatically closed and it will be necessary to perform a new opening cell procedure at the beginning of the next year
 - 3.3.5. However, if a cell wishes to continue its activity in the following year, it must sign a "request for continued activity" at the Dean's Office.
 - 3.3.6. A cell shall be entitled to conducts public activities after been ratified under the regulations.
- 3.4. A registered cell will mention the name of the cell and the names of its representatives for each request to conduct public activities.
- 3.5. Registered cells shall be entitled to priority in the allocation of areas for public activity.
- 3.6. The registration of a cell whose purposes or activity are against the law shall not be allowed.
- 3.7. Students' cells may conduct public activity throughout the academic year, except for the first week of the first semester and excluding during orientation days taking place prior to the beginning of the academic year, in order not to interfere with the activity of the academic year opening.

Notwithstanding the aforesaid, the Dean may, at his discretion, allow public activity also during the above-mentioned period.

4. Public Activities on the Campus Areas

Public activity is permitted in the following manners:

- 4.1. Hanging flyers - will be possible only on the bulletin boards designated for this purpose.
- 4.2. Distribution of written material.
- 4.3. Installation of tables and information booths, including signing petitions.
- 4.4. Holding gatherings, assemblies and demonstrations in the University's open-air area
- 4.5. Holding lectures, discussions and meetings in closed halls.
- 4.6. No public activity may be held, including distribution of advertising material in any manner whatsoever in the student dormitories of the University.

5. Applications regarding public activities

- 5.1. Students and employees willing to hold public activity under section 4.4 are required to give notice thereof in advance to the Dean of Students, via an online form as published on the Dean's office website, the Unit for Students Cells.
- 5.2. Students and employees willing to hold public activity in a closed hall under section 4.5 are required to give notice thereof in advance to the Dean of Students, via an online form as published on the Dean's office website, the Unit for Students Cells.
- 5.3. The activity in a closed hall will take place only after receiving a written approval.

5.4. Deadlines

- 5.4.1. An application for the allocation of a room or hall shall be submitted at least 14 working days prior to the date of the activity.
- 5.4.2. A notice about another public activity requiring advance notice shall be given at least 4 working days prior to the date designated for the activity.
- 5.4.3. Notwithstanding the provisions of Section 2.3.5, public activity may be conducted in response to current events, in cases where it is justified to hold the activity immediately, after giving advance notice of the activity at least 2 working days prior to the activity, except for weekends and holidays during which the offices of the Dean are closed. As much as possible, an effort will be made to permit the activity within one working day from the date of delivery of the notice.

5.5 The message / request shall contain the following details:

5.5.1. Description of the planned activity, proposed date, proposed location, duration of activity, names and identifying details of the speakers and the expected number of participants.

5.5.2. Names of the organizers of the activity, their address and details of the personal identity of the request signatories who are responsible for carrying out the activity subject to these regulations.

6. The carrying out of the activity

6.1. Public activity shall take place while respecting the following rules:

6.1.1. The activity is not in violation of the laws of the State of Israel.

6.1.2. The activity does not cause any real disturbance to the proper course of study, teaching, research, work or activity of the University.

6.1.3. The organizers of the activity and the audience are members of the University community.

6.1.4. The activity is aimed at all members of the University community or at the members of a particular student cell.

6.1.5. The activity will take place under conditions that will ensure public safety and security, and in coordination with the University's Security Department.

6.1.6 The activity will not damage University's property, including buildings, fences, equipment, gardens and other public areas.

6.1.7. The activity is not of a commercial nature.

6.1.8. Payment required by the University for the purpose of carrying out the activity shall be transferred to the University as soon as possible and no later than 48 hours prior to the activity. Failure to pay in time will constitute grounds for canceling the activity.

No charges will be required for security fees for an activity that is a demonstration or a protest, except for an activity held in the amphitheater.

6.1.9. In any case, the organizer shall bear all cancellation fees, if any.

6.2. The granting of approval for the activity does not constitute consent to its content and the University does not consider as taking any responsibility.

7. Hanging flyers

- 7.1. The bulletin boards on the campuses are designated for notifications by the University community regarding culture, society, public activity and services offered to students by the University and the Students' Union.
- 7.2. Flyers may only be hanged on the designated bulletin boards; whoever wishes to hang flyers on the designated bulletin boards will present the flyers to the Dean's offices. Hanging flyers shall be exclusively be done by a Dean's representative;

It is forbidden to hang flyers in a private manner, except for flyers on subjects such as the sale of goods, job offers, etc. - in the designated locations.
- 7.3. The size of the flyers shall not exceed half a sheet, and the Dean or any person he has authorized may set limits on the size of the flyer, the frequency of its distribution, the number of flyers and other procedures at their discretion.
- 7.4. It is forbidden to hang flyers containing contents violating the law;
- 7.5. It is prohibited to hang flyers on boards of faculties and schools, which are intended for the publication of information relating to studies only.
- 7.6. The name of the person responsible for the content must be printed on the flyers. The distribution of flyers will be conducted subject to technical options.

8. Information tables and booths.

8.1. Installation

- 8.1.1. It is allowed to install tables and information booths and to place signs in locations and times that will be determined from time to time by the Dean. Details of these locations will be published by the Dean.
- 8.1.2. The table or booth shall be made available to the interested parties by the Dean in accordance with the procedure he will decide upon.
- 8.1.3. The permission to install a table according to these regulations refers to an office table whose dimensions do not exceed 150 cm in length, 100 cm in wide, and 100 cm in height.
- 8.1.4. At the end of the day of activity, the person who installed the table or the booth is responsible for returning it to a location of concentration that will be determined by the Dean, and to return it to the next day to the area, upon renewal of activity, all as aforesaid in article 8.1.1.

8.2. Operation

8.2.1. The table shall be used for distribution of information material, signing of petitions, presentation of written positions and opinions.

8.2.2. Limitation of operation:

8.2.2.1. The operation of the table shall be carried out in a civilized and quiet manner by a student or a university employee;

8.2.2.2. The operation shall be carried out while maintaining order and cleanliness;

8.2.2.3. The operator shall refrain from any action that might cause disturbance to the public order

8.2.2.4. It is forbidden to organize gatherings around the table.

8.2.2.5. It is forbidden to light candles on and around the table.

8.2.3. The table shall not serve as a platform for speeches, and the use of any kind of megaphones is forbidden on and around the table.

8.2.4. Each operator is responsible to ensure that the operation of the table and the information material to be distributed will be carried out in a way that does not constitute a violation of the laws of the state and / or that does not constitute incitement to violate the laws of the state.

9. Open-air gathering

1.9. Open-air gathering for assemblies or for demonstrations may only take place in locations to be determined from time to time by the Dean.

9.2. It is forbidden to hold meetings and demonstrations in halls or in closed areas.

9.3. The following locations have been approved by the Dean for this purpose, the Dean may add or subtract locations:

9.3.1. The Student Center Plaza on Mount Scopus.

9.3.2. The outer entrance plaza outside the Senate Building on Mount Scopus.

9.3.3. The external fountain piazza for forum in Mount Scopus.

9.3.4. The internal entrance piazza to the Edmond J. Safra campus in Givat Ram.

9.3.5. The campus center next to the pool at the Faculty of Agriculture in Rehovot.

9.3.6. Maguid Piazza in the Faculty of Medicine in Ein Kerem.

- 9.4. Only students, academic and administrative workers of the Hebrew University may participate in the gathering. The participation of people outside of University communities is permitted only to guest speakers. The number of speakers will be limited to four. The organizers of the activity must specify the names of the speakers in the notification form regarding the activity.
- 9.5. No amplification tools or musical instruments of any kind, except for only one megaphone, may be used except subject to conditions to be determined by the Dean.
- 9.6. The organizers of the gathering shall be responsible for holding the meeting while observing state laws, maintaining public order and preventing interference with studies and work at the University and the activities that take place at the University.

10. Allocation of rooms and halls

1.10 The University shall allow, to the possible extent, groups of students and employees to make use of study rooms and halls for meetings, lectures, discussions and meetings subject to prior approval in accordance with these regulations:

10.1.1. The applicant may apply for use in the rooms for internal discussions only and subject to the provisions and conditions detailed in these regulations.

10.1.2. The above use of rooms and halls is intended only for University students and employees, although the organizers may invite no more than 15 guests from outside the University community to participate in the activity. The organizers of the activity shall provide the Dean the list of guests, including identification details, no later than 3 working days prior to the date of the activity

10.1.3. The organizers of the activity have the right to define the activity as open to the entire student population and / or to the employees or to members of a particular student cell. This matter must be clarified in publications prior to the activity.

10.1.4. Whoever wants to cancel a room or hall reservation shall notify the Dean in writing thereof no later than one working day prior to the date of the activity. In any event, the organizer shall bear all cancellation costs, if any.

11. Discussion about the notification of a public activity

1.11 The Dean shall examine the details relating to the activity for which notification has been given and shall be entitled to determine the conditions under which it shall take place - with regard to the date of activity, its location and the manner in which it shall be carried out. The Dean shall exercise his discretion in view of the great importance of enabling public activity in the University's area and taking into account the obligation to prevent harm to the public safety, i.e., to the integrity of the body and the property of all those entering the University.

11.2. For the purposes of this section, when the organizer is an academic employee - the Dean's decision shall be made in coordination with the Rector; when the organizer is an administrative employee - the Dean's decision will be made in coordination with the CEO

12. Decision regarding the activity

The Dean will provide the applicants with his decision to the e-mail address the applicants have sent, and from the day the Dean's notification was sent to this mail, the applicants will be considered as having received the notification. The Dean's decision regarding a notification or a request shall include the following details:

12.1. Permission or rejection of an application for public activity under section 4.5.
A rejection of a request shall be explained in writing.

12.2. Conditions and restrictions for carrying out the activity, including its location, date, duration, number of participants in the activity, conditioning of its operation in appropriate security arrangements, positioning of ushers, guards, etc.

The organizers of the activity will not be required to bear the security costs involved in carrying out the activity, except if the participation to the activity involves payment of fees.

12.3. The allocation of areas and halls or other facilities on the campus for the purpose of carrying out public activity.

12.4. Instructions of the Security Department, the Safety Department and the Construction and Infrastructures Division regarding a maximum number of participants, the location of the activity, charging procedures, use of audiovisual devices, running cafeterias and the like.

12.5. Details of the dates and times during which activity is permitted.

13. Appeal

- 13.1. Those who wish to carry out a public activity may appeal the Dean's decision on matters referred to in section 12.
- 13.2. The appeal shall be heard by a special appeals committee, in which there shall be three: The Rector or his representative; a member of the academic staff appointed by the Standing Committee for a period of three years; and a representative of the Students' Union.
- 13.3. The Appeals Committee will hear and decide upon the appeal urgently.

14. Cancellation of a permit

- 14.1. The President, the Rector, the Director General or the Dean of Students may order the suspension of public activity in the following cases:
 - 14.1.1 The activity takes place in violation of these regulations;
 - 14.1.2. The activity takes place in violation of the conditions prescribed for its been carried out;
 - 14.1.3. The activity immediately jeopardizes public safety.
- 14.2. Explanations for the decision will be handed to the organizers within a reasonable period of time.
- 14.3. In special cases, the President of the University may instruct to suspend a public activity on campuses or parts of them, for a period not to exceed 30 days, if necessary for the purpose of public safety. The extension of the period as aforesaid shall require the approval of the Executive Council.

15. Disciplinary action

- 15.1. Violation of these regulations, violation of a provision given hereunder, and a breach of a condition imposed for carrying out an activity upon these regulations constitute disciplinary offenses under the disciplinary regulations for students.
- 15.2. In a case in which one of the provisions set forth in these articles or the Dean's decision regarding the carrying out of public activity has been seriously violated or if public activity has taken place without prior notice as set forth in the regulations, the Dean – and in his absence - the Sub-Dean, may:
 - 15.2.1. Deny the students or the cell they represent or the employees the right to conduct public activities for up to 14 school days.

15.2.2. Suspend students from studies and forbid them to enter the University for a period up to 14 school days. The Dean has full authority to give such instructions in special cases only, where in the Dean's opinion, these instructions are necessary in order to maintain public order at the University.

Such decision shall be made only after the student or employee or cell representatives have been given the opportunity to present their arguments to the Dean.

15.3. The Dean's decision on this matter may be appealed to the Rector or to one of the Rector deputies. The appeal will be heard within the suspension period.

15.4. Submission of an appeal will not delay the beginning of the suspension.

16. Responsibility of the organizer of the activity

16.1. Whoever carries out public activity is responsible for the content of notifications, flyers and any written material displayed or distributed as part of the activity. The carrying out of an activity is subject to signing of a waiver letter to the University, according to which the organizer assumes responsibility for any expense and / or damage caused to the University or from anyone acting on his/her behalf in connection with the written material (Waiver Letter attached hereto as Appendix D).

16.2. Whoever carries out public activity is responsible for any damage that will be caused to halls, rooms, buildings, equipment, gardens and public areas as a result of carrying out public activity, unless proven that the organizer of the activity had no direct responsibility for the damage and did everything possible to prevent it.

17. The authorities of the Security Department

17.1. Any person staying in the Hebrew University premises must provide his/her identity, his/her name, address, and ID number, to the employee of the University's Security Department. Refusal to identify constitutes a serious violation of these regulations.

17.2. The Security Division operates in accordance with the provisions of the Law for the Regulation of Security in Public Bodies, 5758-1998, and is empowered to act accordingly, including search, identification, seizure of objects and documentation of public activity.

18. Miscellaneous

The provisions of these regulations shall not derogate from the provisions of other regulations of the University.