This document is a translation. In case of discrepancy between the Swedish original and the English version, the Swedish original will prevail.

KTH Rules of Conduct

This governing document has been decided by the University Director (case number HS-2025-2733) and applies from November 28, 2025. The Security Department is responsible for reviewing and answering any questions regarding this document.

This document regulates what applies to KTH premises. The rules herein aim to ensure a safe and secure study and work environment. In addition to these rules, there are other internal governing documents and decisions that regulate various situations at KTH, such as *the Code of Conduct for Employees* (V-2018-0689), *Code of Conduct for Students* (V-2018-0055), and *Ethical Policy* (V-2019-0449). Anyone present on KTH premises is also obliged to know and follow applicable laws and regulations.

1 Principles

1. KTH decides on access to premises used for university activities. Premises include both physical and digital environments (such as digital learning platforms, meeting rooms, web-based channels, and social media platforms).

2. Employees, students, and affiliates have access to premises to an extent granted in each individual case. Access must be proven by a valid access card and ID. A person hosting visitors at KTH is responsible for their stay.

3. The public does not have the right to access KTH premises, but may:

    a. attend public dissertation defenses (cf. Chapter 6, Section 33 of the Higher Education Ordinance).

    b. access the KTH Library, open areas at Teknikringen 1, KTH Entré, and the registrar's office during announced visiting hours.

    c. be granted access for events such as open houses, concerts, or public lectures if explicitly stated that the event is open to the public.

2 General Rules of Conduct

It is not permitted to:

1. Stay in KTH premises without authorization.

2. Enable unauthorized persons to access KTH premises.

3. Disrupt KTH activities.

4. Litter or soil in or around KTH premises.

5. Damage or destroy premises or other property belonging to KTH.

6. Put up posters or other messages except on designated areas.

7. Use wheeled vehicles such as kick scooters, electric scooters, or skateboards in or around KTH premises. Mobility aids for persons with disabilities are exempt from this prohibition.

8. Smoke tobacco, e-cigarettes, or similar in or around KTH premises.

9. Consume alcoholic beverages except at events approved by KTH.

10. Bring animals onto the premises. Guide or assistance dogs and animals used in service, such as security-related tasks, are exempt from this prohibition.

11. Stay overnight at KTH premises.

12. Consume food and drink where sensitive equipment is located or where it may disturb activities, such as in computer rooms, in laboratories, or in workshops.

3 Special Rules on Recording

Recording refers to audio recording, photography, filming, and similar.

1. Recording in teaching situations (such as lectures, seminars, etc.) or during examinations is typically not permitted. Exceptions require that:

    a. the teacher has given explicit permission for recording at the specific teaching occasion. The teacher decides if, how, and when recording may occur and the conditions that apply. Recording may only cover the actual teaching. Permission does not grant the right to distribute, publish, make available, or otherwise use the recording for purposes other than personal use. Explicit permission from identifiable persons or copyright holders is required to publish recordings for distribution.

    b. a student with a disability has received a certificate of need for compensatory support issued by KTH and KTH has provided an aid for recording. The student may, if necessary, record with KTH's aid during the teaching session without informing the teacher. Recording may only be done by the student personally through physical presence. The student may not distribute, publish, make available, or otherwise use the recording for purposes other than personal use unless otherwise permitted.

2. For other activities, recording may only occur after consent from participating staff.

3. The rules in points 1 and 2 do not affect KTH's ability to make recordings as part of university activities in education, research, and collaboration.

4 Special Rules on Use of Premises Outside Regular Activities

Use of premises as described below requires that KTH's regular activities are not affected and that the activity is related to KTH. The activity must be reported to the Security Department in advance.

4.1 Employee Organizations

Premises may be used by employee organizations with members employed at KTH for union work (cf. Section 3 of the Act (1974:358) on Union Representatives at the Workplace) and by safety representatives.

4.2 Association Activities

On individual occasions, employees may use certain premises for association activities or similar.

4.3 Staff Welfare and Similar Contexts

Premises may be used for, e.g., farewells, birthday celebrations, or other staff welfare contexts.

4.4 Conferences and Similar

Premises may be used for conferences or events related to KTH's activities and organized by KTH, by KTH together with an external party, or approved by KTH through the Head of Security.

4.5 Student Use of Premises Outside Regular Activities

Chapter 1, Section 13 of the Higher Education Ordinance contains the following provision:

> **13 §** A university is obliged to allow a democratically organized association of students at the university to use teaching premises for a meeting organized for its members, provided the meeting is held for information, expression of opinion, or similar purpose, or for the performance of an artistic work. Anyone invited by the association to participate in the meeting may not be denied access to the meeting premises.
>
> The first paragraph does not apply if it is likely that the meeting will result in serious disorder or involve something illegal. The first paragraph also does not apply if the association's use of the premises is incompatible with the proper functioning of university activities or with the university's obligations to third parties. Ordinance (1998:1003)

At KTH is required that, such an association must be a non-profit at KTH with adopted statutes, an appointed board and auditor, and have a public membership register where all members are students at KTH.

4.6 Political and Religious Organizations

KTH does not rent out premises to political or religious organizations for meetings, dissemination of information, expression of opinion, or similar purposes, except as provided in Chapter 1, Section 13 of the Higher Education Ordinance.

5 Responsibility

Violations of the rules may result in police reports, disciplinary measures, labor law actions, or other relevant measures.