

Guidelines for flags at Karolinska Institutet

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Guidelines for flags at Karolinska Institutet

1. Introduction

These guidelines apply to all hoisting flags at Karolinska Institutet's (KI) buildings and on campuses and hospitals. The Ordinance (1982:270) on public flag-days states when hoisting flags takes place. Otherwise hoisting flags may take place to mark academic holidays, special events or to honour certain guests visiting KI. The guidelines cover the following flags:

- The Swedish flag
- Flags of other states
- The UN flag and the EU flag
- Flags belonging to Swedish national minorities
- The KI-flag

2. Responsibility

2.1. Responsibility for hoisting flags

The Property Management Unit (FA) is responsible for hoisting flags accordance with the rules on public flag-days and these guidelines.

2.2. Responsibility for maintenance

The property owner is responsible for the maintenance of flagstaff and flag-ropes.

The FA is responsible for the purchase and storage of KI-flags and Swedish flags as well as the purchase and rental of other flags in connection to state visits or the like.

The FA is responsible for replacing worn flags or mending if so possible.

3. Flagstaff

Current flagstaff are located in the following locations

- a. Nobels väg 1 at Nobel Forum, Solna

b. Scheeles väg 2 at Scheelelaboratoriet, Solna*

c. Annerovägen 12 at Haga Tingshus, Solna *

d. Alfred Nobels allé 8, Flemingsberg *

e. Entrévägen 2, Danderyds sjukhus**

f. Sjukhusbacken 10, Södersjukhuset**

*Together with any other flags as agreed with the property owner.

**Together with Region Stockholm and the respective hospital.

4. The Swedish flag

4.1. Public flag-days

On public flag-days, flags are hoisted at Nobels väg 1, Campus Solna and Alfred Nobels Allé 8, Campus Flemingsberg.

4.2. Hoisting flags at academic ceremonies

At academic ceremonies and Nobel lectures, the flag is hoisted at Nobels väg 1, Campus Solna. The Communication and Public Relations office (KA) notifies FA when these events take place.

4.3. Hoisting flags at half-mast

Hoisting flags in the event of death is not carried out, except in very special cases and by decision of the University Director.

5. Flags of other states.

Hoisting flags with a foreign flag shall take place when a visit to KI is included as a program item during a state visit to Sweden or other high-level official visits; by decision of the University Director. In other rare occasions the University Director can also decide for hoisting flags.

At state visits and other high-level official visits, when KI President is hosting, the flag is hoisted at Nobels väg 1, Campus Solna to honour the guests.

Hoisting both the state-flag in combination with the Swedish flag and the KI-flag.

The Department responsible for the visit or the University Director notifies FA when these events take place.

6. EU-flag

On the official EU day, the 9:th of May, the EU-flag is raised at Nobels väg 1, Campus Solna together with the Swedish flag and the KI-flag.

The EU-flag can also be raised in connection with a conference and such like with a connection to EU.

The unit within KI Professional services responsible for external relations or KI President or University Director notifies FA when these events take place.

7. KI-flag

Hoisting flags with the emblem of Karolinska Institutet is part of the university strategy to promote KI. Together with façade signage it will guide the visitors to the campuses. The KI-flag comes in different sizes, according to the size of the flagstaff.

The KI-flag shall be permanently hoisted in earlier mentioned flagstaff in headlines 3 a-d upon condition to hoisting flags according to headlines 4.-5.

The KI-flag shall be permanently hoisted in earlier mentioned flagstaff in headlines 3 e-f.

8. Other flags

Other flags can be hoisted, such as flags for national minorities, for example at Sapmi national day or the Pride-flag; after decision of the University Director.

9. Hoisting flags in connection with conferences

9.1. KI conferences

At conferences arranged by a KI department or other unit at KI, hoisting flags can be done by decision of University Director.

9.2. Conferences arranged by external part

Renting out conference facilities to external part does not include the right to raise flags by that part. The arrangement will have to promote by other means.