

University for the Creative Arts

Policy on Students Recording Lectures and Teaching Sessions delivered by UCA Staff

The University recognises that there are occasions when students may wish to record lectures to support their learning. Where a student believes that there are good academic reasons to request permission to record a lecture or workshop (including off campus) the following policy applies. The policy seeks to protect the intellectual and privacy rights of both staff and students and take account of the relevant legislation concerning data protection and copyright issues.

This policy concerns lectures given by internal UCA staff. Lectures delivered by external lecturers and recorded by UCA staff for upload to myUCA or eStream Players, are required to sign a consent form to protect UCA against liability for secondary infringement, infringement of performance rights and moral rights, and also to comply with data protection. The consent form for UCA staff to use when wishing to record a lecture delivered by a visiting external can be downloaded from <https://docshare.ucreative.ac.uk/share/page/site/docshare/document-details?nodeRef=workspace://SpacesStore/b3af220a-f948-49b7-9e9c-7175b091bc49>

For the purposes of this policy, the term 'recording' refers to any audio or visual recording of a lecture or other teaching session using any type of audio or visual recording device.

1. A student who wishes to record (audio or video) a lecture, workshop or tutorial must ask the permission of the member of staff giving the lecture prior to the recording. The member of staff concerned reserves the right to decline permission.
2. Students are not permitted to make any unauthorised recordings of lectures or teaching sessions.
3. Any permitted recording is only to be used by the individual student for the purposes of personal study. Under no circumstances should recordings of lectures, made by students, be made available to other individuals through any means, such as websites, podcasts or via social media platforms. Students who disregard this requirement will be deemed to have committed an offence under the Rules for Student Conduct.
4. If permission is granted, all students should be told at the start of the lecture and the lecturer retains the right to request that a recording device is turned off at any point if it is considered disruptive to the session or inappropriate that the recording continue (for example to protect confidentiality where sensitive or personal information is being discussed).

5. The recording must be carried out in an unobtrusive manner by the student using their own equipment.
6. The student must destroy the recording once its purpose has been met and this will always be before the student leaves the University.
7. All intellectual Property Rights in the content of the lecture remain with the University, the lecturer or other third parties. Performance rights remain with the lecturer. Ownership of such rights does not change when the lecture is recorded.
8. Students agree to these terms and conditions as part of the contract between the University and its students at enrolment. By agreeing to these terms and conditions, students do not have the right to submit complaints or mitigation claims.

Students with Specific Learning Difficulties, Disabilities or Long Term Conditions

9. For students with specific learning differences, disabilities and long term conditions recording of lectures and/or workshops will be agreed as a reasonable adjustment in advance by Library and Student Services (L&SS) staff and noted in the student's Learning Support Agreement.
10. In situations where it is considered in appropriate by UCA staff for recording to take place, an alternative solution should be agreed with the student concerned, with advice being taken from the Learning Enhancement and Support team.