

## **Students Recording of Teaching Sessions Policy**

### **Introduction**

The University recognises that there are occasions when students may need to record lectures and other teaching sessions to support their learning.

This Policy applies to all students who need to record teaching sessions, it 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.

A “recording” refers to any audio or visual recording of a lecture or other teaching session using any type of audio or visual recording device.

A “teaching session” refers to a lecture, workshop, tutorial, demonstration, webinar or any other similar activity.

### **Policy**

1. A student who wishes to record a teaching session must ask the permission of the member of staff leading the session prior to the recording.
2. Students are not permitted to make any unauthorised recordings of lectures or teaching sessions.
3. The recording is only to be used by the student who recorded the session and for the purposes of personal study. Under no circumstances should recordings be made available to anyone else in anyway nor in any format.
4. If permission is granted, all students should be told at the start of the teaching session and the member of staff 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 with 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. Ownership of such rights does not change when the lecture is recorded.

8. Students acknowledge and agree that this Policy forms part of the general terms and conditions between the University and its students at enrolment.

### **Students with Disabilities & Specific Learning Differences**

1. For students with an assessed need, the recording of teaching sessions will be agreed as a reasonable adjustment through the Disability & SpLD Service in advance and noted in the Individual Learning Plan or Provision Plan.
2. Where a member of staff considers recording of a particular teaching session to be inappropriate, an alternative solution should be agreed in advance with the student concerned, with advice being sought from the Disability & SpLD Service if required.

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