

Policy on the Audio Recording of Lectures and Other Teaching Sessions for Personal Use by Students

Introduction

1. The audio recording of lectures or other teaching sessions can provide a useful resource for students. Benefits for students of recording can include less reliance on written note-taking to allow more active engagement in group sessions ; an aid for revision; the accommodation of a variety of learning styles; the creation of a more inclusive learning environment for students who have particular educational needs and/or for whom English is not their first language.
2. The University recognises that whilst the content of lectures and other teaching sessions, other than third party copyright, remains the property of the University, it is only in the act of recording that issues of ownership arise. Personal contributions to group learning activities by students and staff remain the intellectual property of their authors. For this reason the University seeks to protect intellectual rights and privacy and takes seriously any objections of students or staff against recordings of themselves. Thus, while staff and students are expected to allow others to use their recorded contributions to lectures and other teaching sessions as part of their personal learning resources, the unauthorised transmission or sharing of this recorded material through any media constitutes a breach of University rules and will be subject to disciplinary action.
3. This policy sets out the circumstances in which such audio recording may take place, the respective roles and responsibilities of those involved in such recordings, and the implications of breaches of this policy. For the purposes of this policy, the term 'recording' refers to any audio recording of a lecture or other teaching session, made with any type of audio recorder.
4. Under the Equality Act 2010, the University has a legal duty to make reasonable adjustments to ensure that disabled students can fully participate in their studies, and to promote equality of opportunity for disabled people. The UK Quality Code for Higher Education (Chapter B3: Learning and Teaching) further identifies that equality of opportunity involves ensuring that “disabled students and non-disabled students are offered learning opportunities that are equally accessible to them, by means of inclusive design wherever possible and by means of reasonable individual adjustments wherever necessary”. As such, the University permits the audio recording of lectures and other teaching sessions for personal use by **all** students, as part of its commitment to the creation of an overarching inclusive learning environment.

Principles and Practice

5. The University permits the recording of lectures and other teaching sessions for personal use by students, as part of its commitment to creating an inclusive learning environment.
6. The permitted recording of lectures and other teaching sessions for personal use by students will be drawn to the attention of all students at the point of enrolment, and form a component of the Student Charter.
7. Students are not required to ask permission to record lectures or other teaching sessions for personal use.
8. Recordings made by students should be as overt as possible (i.e. on equipment that is visible) in order that the lecturer and other students are aware that they are being recorded. It is accepted, however, that in large group sessions (i.e. lectures) not all students and staff are likely to be able to see the recording equipment or know that recording is taking place.
9. The University recognises that whilst the content of lectures and other teaching sessions remains the property of the University, it is only in the act of recording that issues of ownership arise. Verbal and/or physical contributions to group learning activities by students and staff, for example, remain the intellectual property of their authors. As such, it is important to distinguish between two key different types of teaching session where recording may take place:
 - a. Large group sessions (e.g. lectures, demonstrations) where recordings are primarily of staff, of

reported-back responses from group activities or of answers to specifically posed-questions. These sessions will normally contain no or limited personal, sensitive and/or confidential contributions from staff or individual students. Such sessions will normally be open to recording by students.

- b. Small group interactive sessions (e.g. seminars, tutorials or break-out activities within larger groups) where staff and students are active in generating content and outputs through discussions and group activities and where some of the discussion or content may be personal, sensitive and/or confidential. In such sessions, permission to record may be withheld by staff or participating students where they have a clear and justifiable cause to believe that the recording will breach privacy and/or impede the learning of those taking part.
10. One-to-one tutorials will not normally be recordable, unless with the express permission of the tutor concerned.
 11. Staff should make clear at the beginning of a lecture or teaching session, if the session is not suitable for audio recording, and reinforce in module guides if particular sessions from the outset are unsuitable for recording.
 12. At all times in a lecture or teaching session that is being recorded by staff or by other students, all parties have the right to request that the recording is stopped for a particular discussion or section of the session if they are uncomfortable with the recording continuing.
 13. The University acknowledges that there are circumstances where the recording of a lecture or other teaching session may not be appropriate. If the nature of the subject covered in a session is deemed in advance to be too sensitive or controversial for recording, staff should announce to participating students that recording will not be permitted.
 14. Student-made recordings of lectures and other teaching sessions are for the sole use of the individual concerned, cannot be made on behalf of other students and are not for wider public consumption by any means, including by virtue of external dissemination electronically or otherwise. The recording must not be left open to external scrutiny, be reproduced or passed on to anyone else, other than for transcription purposes. Once the recording has served its purpose, it should be erased. This will normally be after the final degree result has been achieved and confirmation that future learning from the recording will not be necessary. While staff and students are expected to allow others to use their contributions to lectures and other teaching sessions as part of their learning, the unauthorised transmission or sharing of this recorded material through any media constitutes a breach of University rules and will be subject to disciplinary action.
 15. Recordings will not be used for staff management purposes, including performance review or investigation of student complaints except with the explicit consent of those delivering the lecture/session, or where this is permitted in accordance with the provisions of the Data Protection Act e.g. for law enforcement purposes.

Recordings made by Disabled Students

16. Many disabled students registered with Student Services may be advised to audio-record lectures, seminars or other teaching events. This is because some disabled students will encounter difficulties in listening or observing a lecture and taking notes at the same time, for reasons related to their disability. Allowing students to use an audio-recording device in these circumstances will normally be a reasonable adjustment which the University and its staff are required to make under the Equality Act 2010.
17. Where it is not appropriate to permit the recording of a whole lecture or teaching session the responsible member of staff must ensure that an alternative reasonable adjustment is made (for example, providing a set of written or audio notes to augment the information provided in the lecture or other teaching session or a one-to-one tutorial where students are able to record the discussion that they have with the lecturer). Student Services are able to offer advice and guidance around alternative reasonable adjustments where it is not appropriate to permit recording.