

THE RECORDING OF TEACHING AND LEARNING SESSIONS

SUMMARY OF PRINCIPAL CHANGES

General changes

this UPR is new and should be read in its entirety

1 INTRODUCTION

1.1 The following regulations on the recording of teaching and learning sessions applies to all students and staff involved in teaching and learning. The regulations set out the conditions under which recordings may be made and sets out staff and student responsibilities to ensure that the University meets its obligations under equality, copyright and data protection legislation.

The regulations are divided into university recordings and pre-recorded teaching and learning materials and recordings (paragraph 2), student recordings (paragraph 3).

1.2 Definitions

1.2.1 For the purposes of this document, the following definitions will apply:

i **'teaching and learning session':**

refers to pre-recorded resources and timetabled face-to-face sessions, including lectures, tutorials, seminars, student-led presentations, laboratory demonstrations and practicals;

ii **'staff':**

refers to any University staff member (including fractional appointments and visiting lecturers) involved in teaching and learning and research staff who undertake teaching;

iii **'recording':**

refers to the digital capture of teaching sessions through University recordings of teaching and learning sessions (including audio, still photography, video and other digital inputs e.g. from a projector screen) and the audio recording of teaching and learning sessions or still photography of material resources by students.

1.2.2 This document otherwise uses the terminology set out in UPR GV08¹.

2 UNIVERSITY RECORDINGS OF TEACHING AND LEARNING SESSIONS

2.1 University recordings occur where either (i) a member of staff brings equipment into a teaching room and records their teaching session or (ii) where University supported recording facilities are available in a teaching room and automated recording technology records all teaching and learning sessions taking place in the room. Subject to paragraph 2.2 below, in either circumstance, these recordings will normally be made available on the relevant module website.

¹ UPR GV08 'Terminology – Glossary of Approved Terminology'

2.2 Recording and opt-out

- i The Dean of School (or nominee) may decide that specific teaching and learning sessions are not suitable for recording. Reasons may include (but are not limited to), that the session:
 - a contains confidential or personal information;
 - b is commercially or politically sensitive;
 - c includes such a degree of interaction with students that recording is not viable;
 - d other than for assessment purposes, requires a student to make a significant contribution and the student has asked for recordings not to be made; or
 - e is delivered by a visitor to the University who has not expressly given their consent to be recorded.
- ii If a member of staff considers that some or all their teaching sessions are not suitable for recording they should discuss the matter with the Dean of School (or nominee) who will decide whether the proposed reasons for not recording the teaching and learning session are valid. However, if only part of an individual teaching and learning session is not suitable for recording, a member of staff should, where appropriate, pause the recording or edit out the relevant sections before the teaching and learning session is made available to students.

2.3 Recording notice

Notices in rooms in which automated recording technology is available will remind students that a recording is taking place. A verbal reminder indicating when the recording will commence will be made by the member of staff providing the teaching and learning session.

2.4 Opt-out by students

Except for the purposes of student assessment, any student not wishing to be recorded should notify the member of staff at the start of the lecture and should sit in the recording-free zone indicated by the member of staff.

2.5 Student consent

Subject to the right to opt out set out in paragraph 2.4 above, by attending the recorded teaching and learning session students consent to:

- i the University recording and making the recordings available on the module website;
- ii the processing of personal data in accordance with the University's Data Protection Policy, UPR IM08, 'Data Protection Policy and Privacy Statement'; and
- iii students grant the University an irrevocable, royalty free licence to all rights in or arising from any performance in a recording for the use of the recording set out in this UPR.

2.6 Pre-recorded teaching and learning materials and recordings not made in front of a live audience

Pre-recorded teaching and learning materials and recordings not made in front of a live audience will be available via the relevant module website on StudyNet. Availability of recordings and the intellectual property rights in such recordings are governed by the same principles as any University recording set out in paragraph 2.7 and 2.8 below.

2.7 Availability of recordings

- i Recordings will be available via the relevant module website on StudyNet. Recordings will normally be made available to students for the duration of their studies at the University.
- ii Recordings made by University staff for learning and teaching purposes should be stored, delivered and reviewed in line with the General Data Protection Regulations (GDPR) (Regulation (EU) 2016/679). UPR IM08, 'Data Protection Policy and Privacy Statement'.

2.8 Editing and take down of recordings

- i **Editing**
Members of staff are not normally expected to review and edit a recording but, should they wish to do so, there will be a period of two working days for this after which time the recording will be automatically uploaded. However, the Dean of School (or nominee) has the discretion to extend the period of review and editing.
- ii **Take down of recordings**
If a member of staff later becomes aware that any defamatory, inaccurate or infringing material is included within a recording or there is any other reason why it would be expedient for the University to recall a recording, they must contact LCS Helpdesk immediately and the material will be taken down for review and editing and then re-posted.

2.9 University recordings and intellectual property rights

Where the University makes a recording of teaching and learning session available to students:

- i the University will own the copyright and all other related intellectual property rights in the recording; and
- ii the recording must only be used by students for educational purposes in accordance with the Copyright, Designs and Patents Act 1988. The student may not alter, amend, share, publish or otherwise make the recording available in whole or in part to any other person. Failure to adhere to the Copyright act may be treated as misconduct (see paragraph 5.1 below).

3 STUDENT RECORDINGS OF TEACHING AND LEARNING SESSIONS

3.1 This paragraph only applies where University recordings are not available.

All students are permitted to make audio (but not video) recordings or take still photographs of material resources during teaching and learning sessions without obtaining the prior permission of the member of staff leading the session, but only and subject to the following conditions:

- i if asked students should declare that they are recording the session;
- ii no still photographs of staff or students in the session are permitted;
- iii students must use their own equipment and recording devices must be kept with the student at all times and must not be placed on the staff presenter's table unless required for any disability related reasons; and

- iv the member of staff may indicate that the session or part of it should not be recorded for good reason including but not limited to because the session or part of it:
 - a contains confidential or personal information;
 - b is commercially or politically sensitive;
 - c includes such a degree of interaction with students that recording is not viable;
 - d requires a student to make a significant contribution and the student has asked for recordings not to be made; or
 - e is delivered by a visitor to the University who has not expressly given their consent to be recorded.

3.2 Recording and opt-out

It is the responsibility of the member of staff to inform students that a session or part thereof should not be recorded. A student who does not wish their contribution to be recorded should inform the member of staff at the start of the session.

3.3 Use made of student recordings

Any recording made by a student must only be used for educational purposes in accordance with the Copyright, Designs and Patents Act 1988. Students may not alter or amend, share, publish, or otherwise make the recording available in whole or in part to any other person, other than for transcription purposes. Students must delete the recording as soon as they cease to be a student of the University. Failure to adhere to the Copyright act may be treated as misconduct (see paragraph 5.1 below).

3.4 Student recordings and intellectual property rights

The University will retain the copyright and all other intellectual property rights in the recordings.

3.5 Student recordings and data protection

Recordings made by students will include the personal information of the member(s) of staff delivering the teaching and learning session and the personal information of students if they are captured in the recording. To protect the personal information of those captured the student must only use the recording as set out in 3.3 above.

4 CONTENT FROM EXTERNAL PARTIES

Express (opt-in) consent is required for the recording of external visitors speaking at a teaching and learning session organised by University staff. This applies to both University and student recordings. The external speaker must complete the standard University consent form in advance of the session.

5 UNIVERSITY AND STUDENT RECORDINGS OF TEACHING AND LEARNING SESSIONS

5.1 Inappropriate recording and /or use of recordings

Inappropriate recording and /or use of recordings in breach of this UPR will be subject to the University's disciplinary UPR and may also be subject to legal action for infringement of copyright or other intellectual property rights or of data protection law in relation to the processing of personal data under relevant data protection legislation.

5.2 Rights of disabled students under the Equality Act

Nothing in this UPR is intended to affect the rights for reasonable adjustments to be made with respect to teaching and learning sessions under the Equality Act 2010.

Mrs S C Grant
Secretary and Registrar
Signed: 1 September 2018

Academic Board Minutes: 797 14 March 2018, 819 27 June 2018, refer