



University of  
St Andrews

## Use of captured content – Guidance for students

<b>Document type</b>	<b>Guidance</b>
<b>Scope (applies to)</b>	All students
<b>Applicability date</b>	01/01/2018
<b>Review / Expiry date</b>	11/07/2024
<b>Approved date</b>	04/08/2022
<b>Approver</b>	Academic Council
<b>Document owner</b>	Administrative Officer
<b>School / unit</b>	Education and Student Experience
<b>Document status</b>	Published
<b>Information classification</b>	Public
<b>Equality impact assessment</b>	None
<b>Key terms</b>	Academic policies/Learning and teaching/Lecture capture policy
<b>Purpose</b>	This document provides supplementary guidance for students to the Policy on the Use of Captured Content.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
2.0	Changed to reflect the major policy update, which makes permanent the arrangement of lecture recording	Updated	Academic Policy Officer (Taught Degrees), Proctor's Office	July 2022

# UNIVERSITY OF ST ANDREWS

## Policy on The Use of Captured Content – GUIDANCE FOR STUDENTS

### 1. Introduction

- 1.1 This document supports the University's policy on the recording of lectures by providing supplementary guidance for students.
- 1.2 As described in the Policy Use of Captured Content, the recording of teaching is intended to support students' learning and thus we will offer recordings of as many lectures as possible. The University recognises, though, that not all subjects, topics or activities are suitable for recording. Lectures may be exempted from recording for a number of reasons (e.g. if the materials covered are deemed so politically sensitive that students or staff may be put at risk).
- 1.3 This document refers to the recording of lectures by staff members to be made available to students on a module. Some students may use assistive software (such as Glean), which allows for the recording of lectures directly onto their computers or mobile devices. These recordings are also for students' own use. The use of this software will be agreed with a disability adviser and written into a student's disability plan.

### 2. Expectations

- 2.1 The University expects every student who is able to do so to attend lectures in person. Watching or listening to recordings are not substitutes for the experience of engaging directly with in-person lectures. On its own, the availability of captured content is not an acceptable reason for absences.
- 2.2 Lecture capture provides recordings of live events. These recordings are offered as a supplement to the learning experience of attending live lectures in-person. The format or quality of the recordings may not be comparable to that of a pre-recorded lecture or podcast. Where lecture capture is employed, usually only audio and slide/screen content will be recorded.
- 2.3 If the technical quality of the recording is poor (e.g. sound not audible; image not clear), students should contact the lecturer in question. In the unlikely event that a technical failure or other unforeseen circumstance leads to a recording being unavailable, staff members are under no obligation to re-record.

### 3. Notification

- 3.1 The member of staff conducting the lecture will notify students that recording is taking place. Alternatively, Schools may inform students, through School and module handbooks, that lectures within the School will routinely be recorded.

### 4. Your Responsibilities

- 4.1 Recordings are strictly for personal study use only. Recordings may not be copied, downloaded or shared with anyone else, by any means, except in the following circumstances:

a. Captured content can be downloaded for the purpose of personal use in cases where the relevant member of staff has chosen to make the recordings available for download.

b. If the captured content is made available for download by the relevant member of staff (see a. above), the captured content in question can be made available to others solely for the purpose of obtaining transcriptions.

Anyone found to be breaching this principle may be subject to disciplinary proceedings; see: [Regulations governing the use of University information and communications technology \(ICT\) facilities](#). Unattributed use of lecture material in coursework or examinations falls under the regulations relating to [Good Academic Practice](#).

## **5. Availability**

- 5.1 Recordings will normally be made available within five working days after the time of the recording, unless the lecturer requires additional time for editing/moderating. Recordings are made available to students automatically, through the relevant University-approved system (either Moodle or Galen).
- 5.2 Recordings are only made available to the students advised into the module within which the lecture was given. Students' individual access and usage of recordings is not monitored, although the University may look at aggregated access statistics.
- 5.3 Access to recorded lectures will cease when a student has completed the module in question.
- 5.4 Students who have not completed a module by the time of the August re-assessment diet following the instance of the module, e.g. because of a Leave of Absence leading to a longer deferral of a piece of assessment, may require access to captured content beyond this limit. These students should contact the lecturer in question, no later than the August re-assessment diet in question, to ensure lecture recordings will still be available when they eventually complete the deferred piece of assessment.

## **6. Moderation**

- 6.1 If you have been recorded but later decide that you would like your contribution not to form part of the recording, you should make the member of staff aware of this. You can request deletion of any section of a recording that captures your contribution, without needing to provide a reason.
- 6.2 The final decision on what is captured and retained in the recording rests with the individual academic who made the recording (except in cases where 6.1 applies).

## **7. Accessibility**

- 7.1 The University provides machine-generated automatic captions for captured content. If you require 'human-checked' captions, please contact your disability adviser. If you have accessibility requirements related to disability and want to discuss what assistance might be available to you, e.g. transcription/captioning, you should contact Student Services' Disability Team. See also [Policy on the Use of Recording Devices by Students in Lectures and other Learning and Teaching Activities](#).

## 8. Getting Help

- 8.1 For technical issues (including access and playback) please contact the IT Service Desk ([itservicedesk@st-andrews.ac.uk](mailto:itservicedesk@st-andrews.ac.uk)).
- 8.2 For issues relating to the content of recordings, please contact the relevant member of staff.
- 8.3 Additional resources are available [online](#).
- 8.4 If students have any queries about the availability of any lecture recordings, they should approach the lecturing member of staff in the first instance. If the issue remains unresolved, the student should bring this to the attention of the Director of Teaching in the relevant School.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
1.0	Revisions regarding use of Panopto App	Updated	-	March 2019
2.0	Changed to reflect major policy update, which makes permanent the arrangement of lecture recording	Updated	Academic Policy Officer (Taught Degrees), Proctor's Office	July 2022