Recording of lectures and other learning and teaching activities (‘lecture capture’)

<table>
<thead>
<tr>
<th>Document type</th>
<th>Policy</th>
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<tbody>
<tr>
<td>Scope (applies to)</td>
<td>Staff and students</td>
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<td>Information classification</td>
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<td>Equality impact assessment</td>
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<td>Key terms</td>
<td>Academic policies/Learning and teaching/Lecture capture policy</td>
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<tr>
<td>Purpose</td>
<td>This policy relates to recording of lectures and other didactic learning activities.</td>
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<thead>
<tr>
<th>Version number</th>
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<th>Document status</th>
<th>Author of changes, role and school / unit</th>
<th>Date</th>
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<tbody>
<tr>
<td>01</td>
<td>Revisions regarding use of Panopto App</td>
<td>Updated</td>
<td>-</td>
<td>March 2019</td>
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1. **Introduction**

1.1. This document sets out the University’s policy on the recording of lectures and other primarily didactic learning activities by staff, known as Lecture Capture.

1.2. The recording of primarily didactic learning and teaching activities, (e.g., lectures and seminars) can provide a useful resource for students and can be used *inter alia*:

   a) to provide a study aid for review and revision;
   b) to help accommodate different learning styles;
   c) to assist students who do not have English as their first language;
   d) to assist students who have particular educational needs; and
   e) to enable staff to enhance their own teaching.

2. **Scope**

2.1. Lecture capture does not replace student contact hours and is regarded as complementary and supplementary to face-to-face teaching.

2.2. The University recognises that:

   a) currently not all teaching styles or activities are suitable for capture, e.g. if a high degree of audience interactivity is used;
   b) ethical, political and religious issues, or the use of sensitive material may render the recording of some teaching and learning activities inappropriate;
   c) lecture capture must not impinge on the academic freedom of lecturers.

3. **Policy**

3.1. Participation in the use of lecture capture by staff is on an opt-in basis.

3.2. Staff opting in to lecture capture grant the University a non-exclusive license to make their recorded content and performance available to students registered on the relevant module at the time of the recording.

3.3. Where staff have opted in to lecture capture, it will be used to record didactic teaching and learning activities, and make these recordings available to students registered on the module associated with that activity.

3.4. The University will provide and display a notice in all teaching spaces in which teaching activities may be recorded. Where a session is being recorded, students must be notified in advance, for example, via standard signage in the teaching room, a standard slide (where slides are being used), orally by the member of staff running the session or via a University-approved system (either Moodle or Galen). Recordings will, under normal circumstances, be available only to students who are registered on the module for which the recording was made.

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1 With the exception of the Faculty of Medicine where lecture capture is compulsory.
3.5. Except where authorised by the University, recordings of University teaching and learning activities are not for reuse, repurposing or public consumption by any means, including by virtue of external publication, whether on the web or otherwise. Such recordings may not be copied, downloaded or passed on to anyone else by any means, except in the following circumstances:

   a) for transcription purposes, or
   b) where a session or folder owner has made a recording available for offline viewing with the Panopto apps. Such recordings are for personal use only. They may be made available through the app, but not copied or shared.

Anyone found to be in infringement of this principle may be subject to disciplinary proceedings.

3.6. Recordings will normally remain accessible whilst any student is studying on the programme of which a recorded teaching session is a constituent part.

3.7. Students and staff attending a recorded teaching activity may request that the recording be edited to remove their contribution or rendered inaccessible without prejudice but with good reason. This request cannot be overridden at the subsequent request of another student. The final decision on what is retained in the recording rests with the member of staff who made the recording.

3.8. Recordings will not be used for individual student engagement or performance monitoring purposes.

3.9. Recordings will not be used to monitor staff performance other than in the circumstances covered by 3.11.

3.10. A recording will be used only with the permission of the staff member who made it.

3.11. As an exception to 3.10, the University reserves the right to consult recordings in formal disciplinary and complaint proceedings.

4. **Sources of support and guidance**

   a) Guidance for staff
   b) Guidance for students
   c) University IPR Policy
   d) University Policy on the Use of Recording Devices by Students in Lectures and other Learning and Teaching Activities

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