

## Policy on the Recording of Lectures and other Teaching and Learning Activities

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#### 1. Introduction

- 1.1 This document sets out the University's policy on the recording of lectures and other group-based learning activities.
- 1.2 The recording of group-based teaching and learning activities (e.g., lectures, tutorials) can provide a useful resource for students and can be used to, amongst other things:
  - provide a study aid for review and revision;
  - help accommodate different learning styles;
  - assist students who do not have English as their first language; and
  - assist students who have particular educational needs.

#### 2. Background

- 2.1 The University produced several guidance documents aimed at staff, students and, specifically, disabled students<sup>1</sup> to outline its position on the recording of group-based teaching and learning activities and the provision and distribution of such recordings.
- 2.2 Prior to the introduction of this Policy, most recording of group-based teaching and learning activities was undertaken by students themselves, using, for example, dictaphones and other mobile devices, or was organised on their behalf through the Disability Advisory and Support Service (DASS). However, the University has recently invested in lecture capture technology<sup>2</sup> which was available in all lecture theatres and some seminar rooms across the University from September 2013.
- 2.3 The University recognises and acknowledges that:
  - not all teaching styles are suitable for capture, e.g., where there is use of whiteboards, chalk boards, etc. or if a high degree of audience interactivity is used;
  - a requirement for staff to change their preferred teaching style for the purpose of recording may be detrimental to the student experience, and is not encouraged;
  - ethical issues, or the use of sensitive material may render the recording of some teaching and learning activities as being inappropriate;
  - support will be required to investigate and implement ways of capturing all teaching styles.
- 2.4 Lecture capture is provided to supplement the student experience, and will not replace student contact hours.

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<sup>1</sup> <http://documents.manchester.ac.uk/display.aspx?DocID=8273>

<sup>2</sup> <http://documents.manchester.ac.uk/display.aspx?DocID=29418>

### 3. Policy

- 3.1 Where recording facilities are available, automated lecture capture technology will be used to record lectures and other teaching and learning activities and make these recordings available to students registered on the unit associated with that teaching activity.
- 3.2 Prior to the beginning of each Semester, teaching staff will be informed that recordings will be made if their teaching and learning activities take place in a location containing automated lecture capture technology. Staff not wishing to have their sessions recorded should respond to this stating 'Opt out'.<sup>3</sup>
- 3.3 Recordings will, by default, be available only to students who are registered on the unit for which the recording was made, unless requests are made by the teaching staff involved to make the recordings more widely available (to, for example, students on other units or through iTunesU, etc.).
- 3.4 Except where authorised by the University, recordings of University group-based teaching and learning activities are not for public consumption by any means, including by virtue of external publication, whether on the web or otherwise. Such recordings must not be copied or passed on to anyone else, other than for transcription purposes. Once a personal copy of a recording has served its purpose, it should be permanently erased. Students or staff found to be in infringement of this principle may be subject to disciplinary proceedings.
- 3.5 The University owns the intellectual property in the content of lectures and other teaching sessions and is also the owner of the intellectual property in any recordings made by it or on its behalf.
- 3.6 Recordings will not be used for staff performance management purposes.
- 3.7 Recordings will normally be kept by the University for at least two years from the date of recording.
- 3.8 Students will be permitted, should they wish, to make audio (but not video) recordings of lecture and other group-based teaching and learning activities that may, or may not, be recorded by other means. Students wishing to make such recordings should seek the permission of teaching staff prior to doing so. Recordings made by students will be subjected to the same constraints on distribution (see paragraph 3.4) as are imposed on those recordings made by, or on behalf of, the University.

### 4. Sources of support and guidance

4.1 Further information about the Policy is available from:

- [The Teaching and Learning Support Office \(TLSO\) website;](#)
- [The Podcasting website;](#)
- The Media Technologies team (part of IT Services) – email: [mediatechnologies@manchester.ac.uk](mailto:mediatechnologies@manchester.ac.uk).

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<sup>3</sup> If one or more students taking part in a teaching and learning activity are registered with the DASS and a reasonable adjustment for their specific style of learning is the provision of recorded material, then recordings will be made. Under these circumstances, recordings will only be made available to those students.

<b>Document control box</b>	
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Related Procedures and Guidance:	<a href="#">Guidance on the recording of lectures by disabled students</a>
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