Policy on the Recording of Taught Sessions and other Teaching and Learning Activities

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Effective from September 2026

Read this if: you are a student, member of staff, or an External Contributor at the University who participates in or delivers a taught session that may be recorded (audio, video, or multi-modal).

You should read this policy to understand the official rules for making, using, and managing recordings of taught sessions to ensure an understanding of learning accessibility and the rights of all involved, especially regarding privacy, Intellectual Property, and academic freedom.

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Definitions

Key terms

Asynchronous: Activities where students are free to choose a time before a certain deadline that suits them for an activity.

Digital Learning Environment: The University's digital learning environment includes all digital systems used for teaching and learning that are protected by a University login.

External Contributor: A person who is not a student or staff member at the University of Manchester who contributes to a recording.

Interaction: In this Policy, "interaction" refers to visual and/or audio interaction that would be captured in such a way as to identify a student.

Performer: Any person (including a student and/or External Contributor) who delivers, or makes a substantial contribution to, a recorded taught session may have (and continue to have) performers' rights in the Recording of that taught session.

Recording: A 'recording' means a film, or sound recording, made directly from the live taught session, a broadcast of the taught session, or made from another recording of it.

Synchronous: Activities that take place at a specific scheduled moment in time, usually led by a member of staff.

Taught Session: Covers everything from the traditional 'lecture' model, where a single member of the institution's staff or an affiliate introduces ideas or delivers facts to a group of students, through to approaches that might be much more interactive, involve a variety of contributors, make use of a range of media and technologies, and take place virtually as well as in person.

- A **taught session of limited interaction:** is a taught session where over two-thirds of the time is spent on exposition by the lecturer and interaction with students is typically optional and is incidental to the main learning (e.g. ad-hoc questions from students, or a short Q&A session at the end).[1]
- **More interactive taught session:** any session (or part thereof) where there is a greater emphasis on student participation (e.g. lectures with moderate or significant interaction (as defined in A Glossary Of Teaching Activities and related concepts, seminars, tutorials, small group sessions, workshops, etc.).

Acronyms

DASS – Disability Advisory and Support Service

IP – Intellectual Property

1.0 Introduction

1.1 Purpose

1.1.1 Recordings are a useful learning tool for all students and are to be used to enhance the student experience rather than replace 'live' taught sessions, which students are expected to attend under the Policy of Recording and Monitoring Attendance.

1.1.2 The purpose of this policy is to set out a framework for the making and use of recordings of taught sessions and other teaching and learning activities.

1.1.3 This policy outlines the rights and responsibilities of all those involved, including students, staff and any other person who contributes to the content of a recording (an "External Contributor"), with particular regard to privacy, accessibility, dignity at work, inclusion and academic freedom. It also aims to support the professional judgement of teaching staff with regard to determining appropriate methods for achieving learning outcomes.

[1] See A Glossary Of Teaching Activities and related concepts for further details of other lecture interaction types.

1.2 Scope

1.2.1 This Policy applies to audio, video and/or multi-modal recordings of taught sessions used for teaching purposes ("recordings"), including:

- all on-campus activities recorded using the University's automated lecture capture system;
- all pre-recorded material;
- broadcasts delivered on-line in real time; and
- any other Recordings,

together with associated materials (such as transcripts of recordings). "record" and "recorded" shall be interpreted accordingly.

1.2.2 This Policy must be read in conjunction with the University's Intellectual Property Policy and Academic Freedom and Freedom of Speech Policy.

1.3 Applicability

1.3.1 This Policy applies to all students and staff at the University, any person who was present when the relevant recording was created, made and/or developed, but is not currently, a student and/or member of staff at the University, and any External Contributor.

2.0 Default Position[2]

2.0.1 If taught sessions involve limited interaction, they will normally be recorded and made available via the University's digital learning environment to students registered on the relevant course unit; and

2.0.2 More interactive taught sessions, may only be recorded at the discretion of the member of staff delivering the session; and:

i. with the express prior consent of all participants (otherwise the session will not be recorded). Such consent is to be sought by the member of staff delivering that specific taught session (or their nominee);
ii. if the relevant learning environment is capable of making a recording of sufficient quality to be of use to students; and

[2] subject to paragraphs 3.1.2, , 3.1.1 3.3.3, 4.1.1 and 7.0.2

iii. providing such Recording will not be made available to students who did not participate in that taught session.

2.0.3 Where a member of staff delivering a taught session (or their nominee) asks participants for their prior consent to it being recorded, a student may choose whether to provide their consent without giving a reason for their decision.

2.0.4 Where a taught session consists of components which have varying degrees of interactivity, members of staff may (where reasonable) apply the default position to each of those component parts, rather than to the taught session as a whole.

2.1 Recordings by students

2.1.1 Students are not permitted to record any taught session.

2.2 Making Recordings available to students

2.2.1 The member of staff who delivered a recorded taught session (or their nominee) shall ensure that recordings are made available in an accessible format (see section 5) on the Central Learning Environment to those students registered on the course unit for the remainder of the academic year.[3]

2.2.2 Staff shall be provided with training, equipment and support to ensure that recordings adhere to regulatory and legal requirements for accessibility and the protection of intellectual property ("IP") which belongs to any other party. Workload allocation models should ensure that adequate time is accorded for creating, editing and managing recordings, including time to ensure training and compliance with accessibility requirements. Additional support and information are available, as appropriate, below:

- guidelines for producing accessible video and audio or alternatively staff can contact their School or Faculty Departmental digital team.
- Data Protection Policy.
- Intellectual Property Policy.

2.3 Permitted use of a Recording

2.3.1 A student may use a recording for their personal, non-commercial, educational use and development during their registration with the University.

[3] subject to paragraphs 2.0.2 (iii), 3.1.2, 3.3.3 and 4.1.1.

2.3.2 A student must not use any recording (either in whole or part) for any other purpose without having first received the written consent of the member of staff who delivered the relevant taught session. For example, students must not without first having such consent:

- use a recording for any commercial purpose;
- copy or modify a recording; and/or
- share a recording with any other person(s) (including via social media and/or on any content sharing site).
- Share a recording with a third party, such as external AI tools (see AI in Teaching and Learning Policy).

2.4 Deletion of a Recording

2.4.1 The University will retain recordings in line with the University's retention schedule.

2.4.2 Students must delete any recording(s) that they have downloaded by the end of the academic year.

3.0 Exceptions to the Default Position

3.1 Making a Recording unavailable to students

3.1.1 The University recognises that there may be circumstances in which it is not appropriate to make a recording available (either in whole or in part) to students under the default position. For example, where:

- Ethical, confidential, or otherwise sensitive issues are being discussed;
- recording may inhibit open discussion by creating an environment that limits freedom of speech e.g. through self-censorship; and/or
- the session is taught in such a way that makes recording unsuitable or unfeasible (e.g. where there is extensive use of writing surfaces without recording capacity).

3.1.2 Where a member of staff delivering a taught session considers that:

- the circumstances detailed at paragraph 3.1.1 apply; and
- their concern cannot be addressed at the time of recording; and
- their concern outweighs the benefit to students of providing a recording,

they may choose not to make a recording of that taught session available to students, providing that they provide students with a reasonable alternative learning resource that is accessible for all students and communicate clearly with students why the recording is not available.

3.1.3 In the event that a planned recording is unavailable due to error, or a technical fault, the member of staff delivering a taught session will endeavour to provide students with a reasonable alternative learning resource.

3.2 Further use of Recordings by members of staff

3.2.1 A member of staff may choose to make a recording of a taught session which they delivered more widely available (e.g. on another course unit, in a subsequent academic year, or via an open license in accordance with section 11 of the IP Policy). Staff members must ensure that they make all relevant modifications and apply appropriate safeguards to avoid infringing the rights of others (see section 12 of the IP Policy). For example:

- make appropriate acknowledgments;
- secure any relevant licenses and/or permissions from other participants who appear, and/or any third parties whose IP appears, in the recording;
- comply with reporting requirements and all other terms of existing licenses; and/or
- remove any third-party content from the recording.

3.2.2 Providing that the recording was made in accordance with this Policy, a member of staff may also use a recording of any taught session which they delivered:

- for their own development;
- to facilitate peer observation of their teaching.

3.3 Further use of Recordings by the University

3.3.1 The University will not use a recording:

- as a substitute for a member of staff taking industrial action; and/or
- to monitor staff or their performance

4.0 Information for Participants in a Recording

4.0.1 For details on performer's rights, refer section 3 of the IP Policy.

4.0.2 Any student, member of staff and/or External Contributor who participates in a taught session acknowledges that the University may make and use a recording of that taught session in accordance with the terms of this Policy.

4.1 Editing a Recording

4.1.1 Any member of staff or External Contributor who delivers, or makes a substantial contribution to, a taught session that is recorded may (for example, where particularly sensitive issues are being discussed):

- pause a recording at the time of recording (where possible); and/or
- edit a recording before uploading it to the University's digital learning environment.

4.1.2 Students, members of staff and/or External Contributors may at any time request that the member of staff who delivered a recorded taught session (or their nominee) edit or delete their contribution to a recording of that taught session.

4.1.3 Upon receipt of a request from a member of staff, External Contributor or student to edit or delete their contribution to a recording, the member of staff who delivered that taught session (or their nominee) shall consider the request and (where they deem it appropriate in line with this policy) amend the recording accordingly. The staff member must communicate the reasoning for their decision with the student.

4.2 External Contributors

4.2.1 Any member of staff delivering a taught session that is to be recorded must ensure that they (or their nominee) obtain the prior consent of any External Contributor participating in that taught session to a recording being made and used in accordance with this Policy.

4.2.2 Where a member of staff delivering a taught session (or their nominee) asks an External Contributor for their prior consent to it being recorded, the External Contributor may choose whether or not to provide their consent without giving a reason for their decision.

4.2.3 External Contributors when participating in a recording are subject to the University's IP Policy. External Contributors must respect, and must not knowingly or recklessly do any act which would infringe IP which belongs to any other party.

4.3 Leaving the University's employment

4.3.1 Any member of staff who has left, or is about to leave, the University's employment, may withdraw their consent to the use of any recording (or part thereof) of a taught session which they delivered and/or in which they feature substantially.

4.3.2 If a member (or former member) of staff withdraws their consent to the use of a recording, the relevant School must ensure that with effect from the end of the academic year, their contribution to the recording is edited (where possible) or the recording is deleted (where it is not possible to edit).

5.0 Accessibility

5.0.1 Under the Equality Act 2010, the University has a legal duty to take reasonable steps to ensure that disabled students are not placed at a substantial disadvantage in comparison with non-disabled students. Guidance on recording lectures published by JISC states that 'Accessible lecture recordings are likely to benefit all learners, in addition to meeting the needs of those with disabilities.' Therefore, the default position must be followed whenever it is reasonably possible to do so. Exceptions to the default position are outlined in Section 3 of this policy.

5.0.2 Staff members producing a recording of a taught session must refer to the University's Digital Inclusion Guidance to ensure recordings are uploaded in an accessible format and any required alternative formats are provided.

5.0.3 Where a disabled student requests a recording of a more interactive taught session, but this is not possible (see 3.1.1) the academic must contact DASS if they require advice on what adjustments can be put in place if they are not able to determine what an alternative adjustment might be. DASS may be able to provide alternative adjustments e.g. note taking.

6.0 Intellectual property rights related to Recordings

6.0.1 Ownership of, and any associated rights in relation to, a recording shall be determined in accordance with the IP Policy.

6.1 Licence granted to the University

6.1.1 Where the University has agreed in writing that a student, member of staff and/or External Contributor retains any IP in a recording (or content of a recording), the student, member of staff and/or External Contributor (as appropriate) grants to the University an irrevocable, non-exclusive, worldwide, royalty-free licence (with a right

to sub-license) to use the recording and any associated materials for the purposes set out in this Policy, with effect from the date of creation.

7.0 Data protection

7.0.1 The University may record any teaching and learning activity as a necessary method of achieving a legitimate aim (i.e. delivering teaching and learning). This processing is consistent with the University's public task lawful basis set out at Article 6 of the UK GDPR. As such, consent is not required from staff and students for data protection purposes. Nevertheless, where significant student participation is part of the teaching and learning activity to be recorded, the University will obtain the consent of students prior to recording (as set out at paragraph 2.0.2 (i)).

7.0.2 Where it is expected that a discussion may contain "special category" sensitive data (e.g. medical information, political opinions, details of sexual orientation or sex life, racial or ethnicity information or information relating to criminal activities or offences, etc.), the member of staff delivering that specific taught session must ensure that:

- all participants in the taught session are informed that it may include such data; and
- they obtain all participants' express consent to the recording of that taught session. This is the required condition under which this type of personal data may be processed and is a requirement of Article 9 of the UK GDPR.

7.0.3 All data will be managed in accordance with the University's Data Protection Policy, which allows the University, as a data controller, to process personal data for the purposes for which it was collected (as explained in the relevant privacy notice), providing it is stored appropriately and kept for no longer than necessary.

8.0 Monitoring Compliance

8.0.1 Adherence to this policy is expected and should be monitored by Heads of Schools (or their delegates) as part of a wider quality assurance process which supports the Annual Academic Assurance Process including, Schools, Faculties, Teaching and Learning Strategy Group, the Academic Quality Sub-Committee for Teaching, Learning and Students, and Senate.

8.0.2 Any suspected breach of this Policy must be reported to the Head of the relevant School (or Directorate as appropriate) in the first instance.

8.0.3 In the event that any student, member of staff and/or External Contributor breaches any term of this Policy:

- the University may refer the matter for consideration and take any action it considers appropriate under the relevant University regulation, code, policy and/or procedure; and;
- may also constitute infringement of IP which belongs to another party.

9.0 Supporting documents and sources of support

9.0.1 Any student or member of staff who requires support and/or assistance in relation to any issue that may arise under this Policy is encouraged to speak with their Academic Advisor or line manager (as appropriate).

9.0.2 The University's Disability Advisory and Support Service (DASS) is available to assess and recommend reasonable adjustments for disabled students and staff.

9.0.3 Supporting Documents:

- Legal considerations for recording lectures - Jisc
- Producing accessible video and audio | Digital Inclusion | StaffNet | The University of Manchester

Version amendment history: Policy on the Recording of Lectures and other Teaching and Learning Activities		
Version	**Date**	**Reason for change**
2.1	June 2026	Updates made as part of Category B consultation, including: • Removal of reference to disciplinary procedures • Inclusion of reference to Freedom of Speech and AI in Teaching and Learning Policies • Transfer to student friendly template
2.0	October 2021	Policy owner details updated
2.0	July 2021	Review and revision of policy by Steve Pettifer/TLSG and approval by Senate
1.1	March 2015	Review and minor updates. (Web links also updated August 2016 and January 2018)
1.0	June 2013	Creation and approval by TLG and Senate

Document control box	
Policy / Procedure title:	Policy on the Recording of Lectures and other Teaching and Learning Activities
Date approved:	June 2026

Approving body:	AQSC
Implementation date:	September 2026
Version:	2.1
Supersedes:	All previous versions (last version 2.0 October 2021)
Previous review dates:	October 2021, March 2015, June 2013
Next review date:	July 2031
Related Statutes, Ordinances, General Regulations	N/A
Related Policies:	• Guidance for recording Student Participation • Data Protection Policy • AI in Teaching and Learning Policy • Academic Freedom and Freedom of Speech Policy • IP Policy
Related Procedures and Guidance:	• A Glossary Of Teaching Activities and related concepts • Guidance on the recording of lectures by disabled students
B Conditions Met	B1; B2; B3; B8
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