

**Disability Support Office**

Telephone	0161 275 7512
Fax	0161 275 7018
Minicom	0161 275 2794
Email	dso@manchester.ac.uk

**INTERNAL MEMORANDUM**

To: **All Staff and Students**

Date: **December 2010**

From: **Elaine Shillcock, Head of Disability Support Office**

Subject: **University of Manchester Guidance on the Recording of Lectures by Disabled Students**

---

**Compliance with the Equality Act 2010**

(This was previously issued as Compliance with Part IV of the Disability Discrimination Act 1995 and Compliance with the Disability Discrimination Act 2005)

You will of course be aware of the duties placed on Higher Education Institutions by The Equality Act not to treat disabled students less favourably and to make reasonable adjustments to ensure that this does not happen. A further duty has also been placed on the University to promote equality of opportunity for disabled people. Under this legislation, the University and its employees must have an anticipatory & pro-active approach to meeting the disability-related needs of all disabled people. This covers all institutional activities and we must all seek to identify and analyse potential discriminatory practices. Disabled people also have a right to confidentiality under both the Equality Act and the Data Protection Act. It is important for staff to realise that failing to follow these guidelines and the consequent failure to make reasonable adjustments could mean that they are personally liable under this legislation.

The legislation specifically imposes an obligation on Higher Education Institutions to take reasonable steps to prevent disabled students being placed at a substantial disadvantage. An example of such a step would be to allow disabled students to record lectures if necessary (by either audio and/or video). Previously, the Disability Rights Commission, SKILL and NATFHE produced guidance at national level to address the issue of how best to facilitate the recording of lectures by disabled students and it is now an established fact that the recording of lectures by disabled students for their own use is considered to be a reasonable adjustment. Occasionally, if a student's disability means that they are unable to attend a lecture, then it is also reasonable that the lecture may be recorded on his/her behalf. In such a case, the School DC would have been informed by the DSO that the student may have difficulties with attendance for disability-related reasons.

The University of Manchester agrees with this interpretation of the legislation and is keen to facilitate equal opportunity for disabled students.

## **Arrangements for the recording of oral lectures by students with specific learning needs**

The University wishes to make every effort to assist students with specific learning needs and to this end students with specific learning needs may record lectures in accordance with the procedures outlined below.

Adherence to these procedures will ensure that the University is able to make a reasonable adjustment under the terms of the Equality Act in respect of providing equal treatment and equal access to educational opportunity for all students regardless of their disability status.

If you need to record oral lectures you should note that the content of an oral lecture remains the property of the University. If recording a lecture, the content must be used only for your own personal study; you should not reproduce it or pass it on to anyone else other than for transcription purposes.

If there are particular reasons why you find it difficult or impossible to take lecture notes (e.g. visual or audio impairments, dyslexia, mobility impairments, etc) and therefore you need to record oral lectures you are advised to follow the following procedures:

1. Inform the University Disability Office (DSO) (email [dso@manchester.ac.uk](mailto:dso@manchester.ac.uk)) of your particular needs. This will assist the University in making an appropriate adjustment to improve your student experience. This will also help the University to facilitate the recording of lectures and enable the University to implement other measures that may enable us to meet your specific educational requirements.
2. Make it clear whether you are happy for lecturers to be told why you are recording lectures in order to help them meet your learning needs, or alternatively whether you wish those reasons to remain confidential.
3. You should confirm that you understand that the lecturer may be told that you will be recording lectures, but that the lecturer will not be told the specific reason for this unless you have given permission.
4. An understanding that the content of lectures remains the intellectual property of the University forms part of the learning agreement between you and the University and this should be accepted by all students.
5. It is not standard practice for the DSO to inform lecturers about individual disabled students recording lectures. However, all lecturers can confirm whether an individual student is registered with the DSO if they suspect abuse of this system.
6. Any abuse of this system, for example, by passing on recordings to other students, either freely or by selling them, will mean that this privilege will be withdrawn.
7. Students may not record lectures for other students, unless by prior agreement with the lecturer concerned and the DSO.

If you are unsure of the position in regard to the recording of lectures, or if you have any other relevant learning needs, you are advised to contact the Disability Support Office.