

Share Point location:	Additional Support			
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Recording of Lectures and other Formal Teaching Sessions By Students				

1. Aims

- 1.1 New College recognises that there are a number of reasons why students may wish to record lectures or any other teaching and learning activity, in order to support their learning. New College also recognises that copyright in the lecture and other teaching session reside with the teacher responsible for the teaching session, and that privacy matters of the teacher and students are affected by recording teaching sessions since their personality, behaviour and opinions will be open, and potentially freely accessible. For this reason the New College seeks to protect the intellectual rights and privacy, and objections of students against recording of themselves, and publishing of these recordings, must be respected. This policy sets out the circumstances in which such recordings may take place; the respective roles and responsibilities of those involved in such recordings; and the implications of breaches of this policy.
- 1.2 For the purpose of this policy, the term ‘recording’ refers to any audio or visual recording of a lecture or other formal teaching and learning exercise, made with any type of recording device or app.
- 1.3 The College regards staff recording of their own lectures to be made available online as good practice, noting that due process must be followed where recordings would include the intellectual property of others.

2. Permission to record a lecture or other teaching activity

- 2.1 Students can request to record any teaching session delivered as part of their programme of study. All such requests should be made prior to the recording, to the teacher responsible for the teaching session, and (subject to paragraphs 5 and 6 below) the decision on whether to grant permission is at the discretion of the teacher. Students may only record teaching sessions where the teacher responsible for the session has given their consent (verbally or in writing, e.g. by email), and recordings of teaching sessions may not be made by students unless this consent has been given. Covert recording of lectures is not permitted and will be treated as a disciplinary matter.
- 2.2 Permission to record any teaching session will not normally be given when a recording of that teaching session is to be made available via a podcast or other method.
- 2.3 **If it is identified within the students Recommendations to the Personal Tutor and Subject Teachers that it is a reasonable adjustment under the Equality Act (2010) for a student to record teaching sessions, there will be no requirement for the student to gain consent as it is the College’s expectation that permission to make such recordings will not normally be refused.**

- 2.4 The College recognises that there may be exceptional circumstances where, notwithstanding the requirement to make reasonable adjustments for disabled students or those with specific learning differences, in accordance with the Equality Act (2010), the faculty might regard the recording of a teaching session (or some parts of it) to be inappropriate (e.g., patient/client confidentiality in practice-based situations such as Introduction to Counselling, Counselling Level 2 or Counselling Level 3 courses). If such a situation occurs, the faculty must contact the Additional Support team to consider what alternative reasonable adjustments will need to be made (e.g. allowing students to record a part of a lecture/session but not all).
- 2.5 Where permission has been agreed to one or more students to record a lecture, the teacher leading the session should advise all the students of this prior to the session.
- 2.6 Where permission has been granted to one or more students to record a teaching session other than a lecture, the approval of the other students in the teaching session to this recording must be obtained. **If recording such sessions has been included the Recommendations to Subject Staff and Personal Tutor and the approval of the other students is not given, the faculty should contact the Additional Support team to consider what alternative reasonable adjustments can be made.**
- 2.7 Permission to record a session is granted to a student on the understanding that no intellectual property right in the recording passes to the student.

3. Use of recordings of lectures or other teaching sessions

- 3.1 Recordings of teaching sessions may only be made for the personal and private use of the student making the recording.
- 3.2 Students may not:
- a) record teaching sessions on behalf of other students,
 - b) pass such recordings to any other person (except for the purpose of transcription, in which case they can be passed to one person only),
 - c) may not publish such recordings in any form (this includes, but is not limited to, the internet and hard copy publications).
- 3.3 Students may store recordings of teaching sessions for the duration of their programme of study. Once they have completed the programme of study, the student should destroy all recordings of teaching sessions.

4. Implementation of this Policy

- 4.1 Where students breach this Policy, the College may regard this as a disciplinary offence. All such breaches will be dealt with in accordance to the College's Student Behaviour Support Policy Including Disciplinary Procedures.

Linked Policies:

- Additional Support Policy
- Additional Support for HE Procedures
- Student Behaviour Support Policy
- Equalising Opportunity Celebrating Diversity Policy

Function: Enter the topic of the policy, procedure or plan

This policy, plan, procedure, process has been examined for equality impact, i.e., the impact that this function will have on different groups of actual and potential learners, service users and staff taking account of the protected characteristics of the Equality Act 2010 (**age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation**).

1. **If Equality Impact Analysis is not relevant to this function, give reasons and proceed to section 5 below.**

2. **In what ways could this function have a negative impact on any of the groups above? What actions have been taken to eliminate these?**

None.

3. **In what ways could this function have a positive impact on any of the groups above? How will this function be used to eliminate discrimination, advance equality of opportunity and foster good relations between different groups? Are there plans for the future which will further advance equality?**

The guidance to staff in this policy is intended to ensure that staff are aware of their roles and responsibilities in ensuring equality of opportunity for learners with additional support needs. The College aims to be anticipatory in our readiness to support students. The College's focus is to provide a flexible, responsive service to meet the needs of the individual learner.

The policy also informs students of their responsibilities in relation to additional support.

4. **What evidence supports your judgment e.g. consultations, observations, expert opinions, quantitative or qualitative surveys? If the evidence is in the form of an additional document, where is it stored?**

The impact is measured by tracking the retention and achievement of learners and by collecting staff and student opinion.

5. **Name and job title of manager responsible:** Sarah Howes; Additional Support Manager

The content of this Policy was taken from Birkbeck, University of London's Policy on Recording of Lectures and Other Teaching Sessions.