

Digital Education Recording Policy – Guidance for Students

This page summarises the College's Digital Education Recording Policy regarding recordings of teaching / learning materials. Please note that this guidance document is not a substitute for the full policy which you can view [here](#). The policy has been developed following consultation with both staff and students.

The policy considers three situations:

Lectures – are defined as oral delivery of information, background, theories, equations and includes critical analysis of this material and its application to problems. This is typically supported by written or projected text and diagrams (handwritten or previously assembled), videos and demonstrations. Lectures may be given live or pre-recorded (including material for flipped learning). The Digital Education Recording Policy consultation indicated that students value recordings of lectures to revisit difficult or complex concepts, to improve their lecture notes and for revision. Recordings also allow students to access the material of lectures given as part of that Course irrespective of the time zone where they are living. The general principle of the policy is that all lectures will be recorded.

Other teaching – seminars, study groups, tutorials and lab classes – are more active styles of learning involving discussion, peer-to-peer assistance, problem solving, interactive questioning or learning by investigation. The Digital Education Recording Policy consultation indicated that students and many staff were concerned that recording of highly interactive teaching, particularly when in smaller groups, might inhibit students from contributing, reducing the educational value of such sessions. The general principle of this policy is that other teaching will not be recorded.

Assessments –The general principle of this policy is that recordings of Assessments should not be made. Recordings of Assessments may be made where they are required to meet the learning outcomes. Examples of such Assessments could include: group presentations, design pitches etc.

The policy explains how lecturers can consult with students to change from the above defaults for a given module. This decision should be guided by the need for students to have access to recordings to meet the learning outcomes of the module.

If you are a disabled student, you will have access to lecture recordings as part of a reasonable adjustment under your Student Support Document (SSD). On occasions when it has been agreed that recording of their lectures should not take place, the Lecturer should permit individual disabled students to have access to additional material as recommended as a reasonable adjustment in their SSD.

Where lectures are recorded, you will be provided with access to the recording. Access will be managed by your Department and will be available to you until you graduate or leave the College. You may use recordings only for your own private study or non-commercial research. You may not share or disseminate the recording or material from it, including excerpts, in any format or media. Breaches may be subject to disciplinary action.

The various copyright and performers' rights generated by a recording are complex and are summarised in the Table of Rights. In a collaborative spirit, the respective rights holders agree to provide the necessary consents or licences to the College so that the College can use the recordings for the defined purposes outlined in the policy.

For recordings made in accordance with this policy your consent is not required provided that you have been: (a) notified that the session will be recorded, and (b) informed of what action, if any, you may take to avoid being recorded. This may entail either being seated in a particular part of the room, or turning off your camera/microphone for virtual sessions.