



POLICY ON RECORDING LECTURES

Audience	Policy	Version Number and Month	Next Review Due	External Reference Points:
Internal	Policy on Recording Lectures	V1, July-2018	July 2019	UKQC Chapter B4: Enabling Student Development and Achievement Jisc Guide: Recording lectures: legal considerations

AIMS

London Churchill College aims to improve students' learning experiences by providing them with the opportunities to audio record lectures in their programmes of study, and, by so doing, to increase prospects for attaining academic success.

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.

POLICY

- The College permits the recording of lectures with the written consent of the lecturer, which should be sought by emailing the lecturer in advance of the class.
- Students who have been given permission through their Support Agreement Plan to record lectures or other formal teaching sessions as a reasonable adjustment on a disability do not need to ask for permission to record from individual academics.
- Recorded lecture sessions are the intellectual property of the lecturer. Students must not share, reproduce or upload them in the public domain. Recorded materials are only permitted for personal use.
- The rights of lecturers and students must be respected.

OUR PROVISION

- We offer you the opportunity to make personal recordings of class lectures for individual study purposes.
- Our Lecturers have the right to make the final decision as to whether or not a particular lecture can be recorded, but consent to record is not often refused.

We give you reasons why permission to record a lecture might be denied ensuring that you understand important factors that have to be considered in the recording process: for example, in cases where high levels of spoken interaction is expected to take place between students during the lecture, the lecturer is likely to refuse to allow recording on grounds that some students will not wish to have their voices or opinions recorded.

- We tell you what to expect if permission to record a lecture is denied and provide reasons for that denial. For example, if a lecturer has to ask students not to record a particular lecture at short notice, then explanations will be provided at the beginning of the session as to why this is necessary. If a decision is made to refuse permission



in advance of the class session, then the College will notify you by email, or, alternatively, through official communication channels, and provide reasons for the decision taken.

- We remain committed to recording arrangements already implemented for our disabled students and confirm that no changes will be made as a consequence of this policy.

OUR EXPECTATIONS OF YOU

- Use made of a recorded lecture must only be for your personal use in the context of your studies. Any unauthorised distribution of such a recording made will be subject to disciplinary action.
- We expect you to limit the sharing of recordings to students in the same class and to limit exchanges to person-to-person contact, in exchange for the College's permission to share your recordings with fellow classmates.
- We expect you to refrain from uploading any recordings of lectures delivered in the College onto the internet websites or social media sites, such as YouTube.
- We expect you to store all recordings of lectures in a safe place for the duration of your studies.
- We hold you responsible for destroying all recordings of lectures or other formal teaching sessions after they have served their purpose as a study aid.
- Students granted permission in writing to record a formal teaching session other than a lecture (such as a Group Tutorial) should ask the session leader to check at the start of the session that there are no objections from others present to a recording being made.
- We hold you accountable for observing our recording procedures. Retrospective requests are not permissible under this policy and covert recording of lectures will be treated as a disciplinary offence.