



Recording Lectures Policy

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1. Aims

- 1.1. This policy sets out the circumstances in which any lecture sessions that may be recorded either by the College or the students; the respective roles and responsibilities of those involved in such recordings; and the implications of breaches of this policy.
- 1.2. The policy covers the lectures recording in classroom-based learning including the seminars, tutorials and public lectures. Furthermore, it covers any recording for blended learning or any other distance learning format.

2. Policy

2.1. Classroom Based Learning

- 2.1.1. London Churchill College allows students to audio or video record lectures that takes place in classrooms setting in their programmes of study with permission.
- 2.1.2. The College permits the audio recording of lectures with the written consent of the lecturer, which should be sought by emailing the lecturer in advance of the class.
- 2.1.3. The College also permits the video recording of lectures with the written consent of the lecturer, which should be sought by emailing the lecturer in advance of the class. The video camera should be placed in a position which captures solely the lecturer. Should other individuals be captured in the video recording, their permission will need to be obtained.
- 2.1.4. Students with special needs 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 audio or video record from individual academics.
- 2.1.5. 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.
- 2.1.6. External visiting lecturers (or their employer as appropriate) retain copyright on work and any other intellectual property rights they generate and, by accepting the terms of the external visiting lecturer agreement on lecture recording.

2.2. Blended learning

- 2.2.1. The College will provide recordings of live online sessions to students who are enrolled in blended learning taught programmes.
- 2.2.2. These recordings will be produced to aid the students' learning through reflections.
- 2.2.3. Recordings are not a replacement for lecture attendance. In addition, it may not be used as a replacement for intended staff presence in the lecture room.



- 2.2.4. A recorded lecture retain for 12 months period in accordance with the College Data Retention Schedule.

3. Provision

- 3.1. Lecturers have the right to make the final decision as to whether or not a particular lecture can be audio or video recorded, but consent to record is not often refused.
- 3.2. Reasons will be provided as to why permission to record a lecture might be denied, 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.
- 3.3. With respect to video recording, other participants in the class may object to being filmed. The College has a duty to abide by their wishes.

4. Expectations from Student

- 4.1. Use made of a recorded lecture must only be for personal use in the context of a student's studies. Any unauthorised distribution of such a recording made will be subject to disciplinary action under the Student Code of Conduct and Disciplinary Procedure.
- 4.2. Recordings of lectures delivered in the College (i.e.: YouTube) should not be uploaded online.
- 4.3. Recordings of lectures should be stored in a secure place for the duration of studies.
- 4.4. All recordings of lectures or other formal teaching sessions should be deleted or destroyed after they have served their purpose as a study aid.