

## RECORDING OF LECTURES AND SEMINARS POLICY

### 1. PURPOSE

To describe the conditions under which recordings may be made by students of a lecture or seminar whether or not the reason is connected with a disability.

### 2. POLICY

The University recognises that there may be occasions when a student might wish to record a lecture or seminar.

Any Student is permitted to use a Recording Device to make an audio recording of a lecture or seminar. The Student is not required to seek permission to make such a recording.

A Student with a disability, who is deemed eligible by the Disability Student Support, can request the University to make a visual recording of a lecture or seminar.

The following conditions apply to all recordings:

- Any recording made is for the sole use of the Student who is enrolled in the paper.
- The recording must not be used for any purpose other than as a means for the Student to review the material presented in the class.
- No commercial use is to be made of the recording.
- No additional copies are to be taken of the recording.
- There is to be no alteration to the recording by digital or any other means.
- The recording may not be conveyed or distributed to any other person by any means whatever, other than to a disability advisor/assistant for the purpose of transcribing the recording.
- The recording is not to be published by a Student using, but not limited to, print media, digital media, or social media.
- The ownership of the information contained within the recording remains at all times with the Staff member or the University and any with others connected with the content. Ownership does not pass to the Student making the recording or to any person transcribing the recording.
- All recordings must be destroyed by the Student once its purpose has been met. This will always be at the end of the paper.
- The recording method must be discreet and not intrude or be obstructive in regard to other participants in the lecture or seminar.

The failure of a Student to comply with these conditions for recording will be regarded as a disciplinary matter and investigated under the Council Disciplinary Statute.

### 3. DEFINITIONS

**Recording Device:** is any device that records sound or image. This includes (but is not limited to) cell phone, iPad, camera, dictaphone, and computer-based recording devices.

**Student:** is any person enrolled in a personal course of study at the University, or a person who is currently studying at the University under an exchange agreement with another institution.

**Staff:** is any employee or contractor of the University whether employed full time or part time or casual or temporary or under contract.

#### 4. SCOPE

This policy applies to all University staff, University students and guest lecturers of the University.

#### 5. RELEVANT LEGISLATION

Human Rights Act 1993.

Copyright Act 1993.

Intellectual Property Rights Policy and Procedures.

#### 6. LEGAL COMPLIANCE

All students must use the Recording Device in accordance with all applicable laws.

#### 7. RELATED PROCEDURES/DOCUMENTS

Recording of Lectures and Seminars Procedures

**Note:** [Policies and Procedures](#) can be found on Tuia.

#### 8. RESPONSIBILITY

**The Disability Office:** will be responsible for informing the Programme Leader, Module Co-ordinators, Lecturers and Tutors of any student entitlements.

**The Disability Office:** will also provide eligible students with the authorisation document that the student will place beside the Recording Device.

**Staff:** are responsible for allowing students to use a Recording Device in accordance with this Policy.

#### 9. DOCUMENT MANAGEMENT AND CONTROL

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