

RECORDING OF LECTURES AND SEMINARS PROCEDURES

1. Purpose

These procedures support the Recording of Lectures and Seminars Policy and set out the circumstances by which a Recording Device, to record audio and/or visual recordings can be used, whether or not the reason is connected with a disability.

2. Scope

These procedures apply to all Students and Staff.

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.

4. Actions

A. All Students are Allowed to use a Recording Device to make an Audio Recording

The use of a Recording Device to make an audio record must be allowed by Staff. Students are not required to seek permission to use a Recording Device to take an audio recording.

A Student with a disability who wishes to request the University make a visual recording for reasons related to disability must contact Disability Student Support.

B. Conditions for the Use of a Recording Device

In all instances where a Recording Device has been used to make an audio and/or visual recording, the following conditions apply:

- 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- The recording is not to be published by a Student using, but not limited to, print media, digital media, or social media.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 before the Student leaves the programme and would normally 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 will be regarded as a disciplinary matter and investigated under the Council Disciplinary Statute.

C. Refusal to Allow the Use of a Recording Device

Sometimes permission to use a Recording Device may be refused if the lecture or seminar contains material which, if a recording were made, would breach a third party's right to privacy, data protection or copyright, or where the "Chatham House Rule" is expressly invoked.

Staff may wish to seek advice from General Counsel in this regard.

If permission is refused on those grounds, Staff should remind Students at the beginning of the lecture or seminar that a Recording Device must not be used.

An appeal against the decision to refuse to allow the use of a Recording Device may be made by the student to the Dean of the Faculty.

5. Responsibilities

Staff are responsible for complying these procedures.

Disability Student Support will be responsible for receiving a request from a student who has a disability for the University to make a visual recording of a lecture or seminar.

6. Policy Base

[Recording of Lectures and Seminars Policy](#)

7. Associated Documents

8. Forms/Record Keeping

Requests made to Disability Student Support will be held by the Office.

9. Implementation

These procedures will be implemented once they appear on the Policies and Procedures webpage.