

## **RECORDING OF CLASSES AND ACADEMIC-RELATED ACTIVITIES POLICY**

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1. The University does not permit students to electronically record classes, performances, conferences and similar academic-related activities without written permission. The content of the recording is the intellectual property of the University, not the instructor.
2. Recording a class or any other university activity without permission may result in the University taking disciplinary action under the Student Code of Conduct.
3. When a decision is taken to allow recording for SEND concessions, Registry Services will also inform instructors that permission to record has been approved. Any recordings allowed under this exception are for private use and may not be rebroadcast.
4. Students without concessions, wishing to record a class, whether in audio or video, must email the instructor to seek written permission. The instructor has the final decision on this, and should not deny this without a clear rationale. The instructor cannot deny the recording of classes when it is an approved SEND concession.
5. Students wishing to record a performance, conference or similar, whether in audio or video, must email the organiser to seek written permission. Any recording must comply with the University Privacy Notice and is subject to the University's obligations with regard to data protection. The organiser has the final decision on this, and should not deny this without a clear rationale.
6. When the recording of classes is an approved SEND concession, it is the responsibility of the individual student to record the material. Any students facing difficulties should contact Student Affairs and Registry Services for assistance. It is courteous to remind the instructor that recording will take place at the start of each session.

7. Should permission be granted by the instructor for classes or otherwise, it is the responsibility of the individual student to record the material. It is courteous to remind the instructor that recording will take place at the start of each session.
8. When recording of a class or activity is permitted, students are expected to continue to engage with their studies in line with the Attendance and Engagement Policy.
9. Some courses may have guided learning hours as well as in-classroom timetabled hours. Instructors may record these sessions (using the University's VLE only) to enable students to study at a time that suits them. It is the University's position that all students are automatically opted-in to this. For opting-out of recordings, see the next point.
10. Whilst the University encourages students to engage in class activity, students have the right to withdraw consent from University recordings. Students should contact Registry Services and their instructors to discuss their concerns in the first instance.

## VERSION MANAGEMENT

<b>Responsible Department: Office of the Provost</b>			
<b>Approving body: Academic Board</b>			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
002	Major re-write to include SEND information and engagement.	August 2022	01 Sept 2022
003	Added recordings for guiding learning.	June 2024	01 Sept 2024
		<b>Restricted access?</b> <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	