



## **Recording of Lectures Policy**

Core Documentation Cover Page

# Recording of Lectures Policy

Version number	Dates produced and approved (include committee)	Reason for production/revision	Author	Location(s)	Proposed next review date and approval required
V1.0	Nov 2016 Academic Council	New Policy to clarify the process for recording lectures and other teaching sessions.	Dean of Academic Development	J:\0 Quality Team - Core Documentation  Intranet	Nov 2018
V2.0	Aug 2017 PRAG Chair	Administrative Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	Dean of Academic Development	All master versions will be held in: J:\0 Quality Team - Core Documentation  Intranet	Nov 2018
V2.0	Mar 2019 EESC	Biennial Review No Changes Required	M.Ost Course Leader	All master versions will be held in: J:\0 Quality Team - Core Documentation  Website	Mar 2022

### Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)	
Neutral equality impact (i.e. no significant effect)	X
Negative equality impact (i.e. increasing inequalities)	

**If you have any feedback or suggestions for enhancing this policy, please email your comments to: [quality@uco.ac.uk](mailto:quality@uco.ac.uk)**

## Audio and Audio-Visual Recording of Lectures Policy

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## 1. SCOPE

- 1.1 A small but significant number of students record lectures to help support their subsequent self-directed study. The University College of Osteopathy (UCO) recognises the importance of such activities in supporting student learning, particularly for students with learning disabilities. However, the UCO also recognises that staff or students may at times have legitimate reasons for not wishing to be recorded and issues relating to the appropriate use of such recordings. Therefore, this policy aims to provide clear guidance for students and faculty regarding the recording of lectures and tutorials and any subsequent use of recordings by students.

## 2. INTRODUCTION

- 2.1 The purposes of this policy are:
- a) To ensure that students who wish to record lectures are supported in doing so.
  - b) To ensure that appropriate consent is obtained from any member of the teaching faculty or affected participants prior to any recording taking place.
  - c) To clarify the UCO's policy regarding the appropriate use of recorded materials.
- 2.2 Audio- and Audio-Visual recordings include all electronic transmissions or capture.

## 3. POLICY FOR RECORDING OF TAUGHT SESSIONS

- 3.1 All students may, in principle, make audio recordings of taught sessions.
- 3.2 As a matter of courtesy, students should inform their lecturer that they wish to record the lecture/seminar. The lecturer should then, as a courtesy to all present, inform the class that an audio recording is being made. To avoid any misunderstanding students should be informed that every lecture/seminar may be being recorded. Posters (Appendix A) should be displayed in all lecture/seminar rooms to that effect.
- 3.3 For video recording/filming of lecture/seminar sessions students are required to seek written permission from the lecturer concerned prior to the session. Permission should be sought as early as possible and no later than 5 working days before the session. It is the student's responsibility to seek agreement, which is given at the lecturer's discretion. The lecturer will also consider the views of other participants before permission is given.
- 3.4 Any video recording/filming must be undertaken as discretely as possible, and only the content and not participants in the session must be recorded.
- 3.5 It is the responsibility of the lecturer to announce at the beginning of the session that it is being video recorded/filmed.
- 3.6 A lecturer may request at any time that a recording of any type is stopped, for example if other students are uncomfortable with recordings being made, or where sensitive material is being discussed.

- 3.7 Students will not normally be permitted to make video recordings of any technique class.
- 3.8 Students will not normally be permitted to make audio or video recordings of patients in a clinical setting. Exceptions to this rule may be appropriate in relation to:
- 3.9 Supporting students with a specific learning disability; such situations would need to be considered on a case-by-case basis following a review of the student's learning needs.
- 3.10 Within the context of undertaking research; any student wishing to make audio or video recordings of patients for research purposes would be required to obtain ethics approval for their study through the UCO Research Ethics Committee (UCO REC).

#### **4. USE OF RECORDINGS (AUDIO/VIDEO/FILM)**

- 4.1 Recordings made of a lecture/seminar may be shared between individual students for study purposes. However, they should not be reproduced, passed to or shared en masse or with any person who is not a student at the UCO. Recordings must not be shared via the web, through social or other unsecured media.
- 4.2 Recordings must be used solely for the individual's own personal study and should be destroyed at the end of the student's programme.
- 4.3 The content of lectures and seminars remains the academic property of the UCO.
- 4.4 The use of recorded content in any assignments must be appropriately referenced to avoid allegations of plagiarism, which is regarded as a serious disciplinary offence.

#### **5. BREACH OF THIS POLICY**

- 5.1 If it is suspected that a session is being recorded without the appropriate consent being obtained, or otherwise in breach of this policy, staff may confiscate the recording equipment for the remainder of the session, and the student may be subject to disciplinary action.
- 5.2 Sharing of any recorded material through any media is a breach of this policy and will be subject to disciplinary action by the UCO.
- 5.3 Recording of one-to-one supervisory sessions is not covered by this policy. This is a matter of agreement between an individual lecturer and student.

APPENDIX A: AUDIO AND AUDIO-VISUAL RECORDING OF LECTURES POLICY POSTER  
TO BE POSTED IN ALL TEACHING ROOMS



## **Audio and Audio-Visual Recording of Lectures Policy Notice**

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**Teaching sessions may be recorded for teaching and learning purposes only in line with the above policy.**

**Lecturers should inform participants at the beginning of each class whether an audio/visual recording is being made to ensure that there are no objections.**

**Lecturers may request at any time that a recording of any type is stopped should other participants be uncomfortable with recordings being made or where sensitive material is being discussed.**

**Any recording/filming must be undertaken as discretely as possible, and only the content and not participants in the session may be recorded.**

**Filming / visual recording of Technique Classes IS NOT permitted.**

**Any type of recording (audio or visual) of patients in a clinical setting is not normally permitted.**

For further details and to read the full Recording of Lectures Policy please visit:

<https://www.uco.ac.uk/about-uco/who-we-are/policies-procedures-and-privacy>