



## Recorded Teaching Policy

Owner:	Vice-Provost (Education)
Reviewed by:	Learning, Teaching & Quality Committee
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## **RECORDED TEACHING POLICY**

1. This policy covers access to recordings made by staff to support learning and teaching. It covers recordings made live during a teaching session and then published, as well as recordings pre-recorded and then published, whether as whole teaching sessions or in shorter segments.
2. Further guidance on the matters covered in this policy are in the recorded teaching FAQs.
3. The decision to publish a recording of a teaching session is made by the individual who has produced the recording. The recording of teaching is not advised when sensitive material is being shared or discussed in the teaching session.
4. For recordings created for educational purposes to support the learning of students on a module, these recordings will normally be available to students for the duration of their registration on a module for which the recording was produced.
5. Staff can edit recordings of teaching sessions ahead of publication.
6. The University is committed to ensuring learning materials are as accessible as possible including through captioning.
7. Disabled students can request permission from the lecturer to record a teaching session as part of their summary of adjustments.
8. All teaching materials, including recordings of teaching sessions, must comply with copyright law and appropriate consents and licences.
9. Recordings of teaching sessions in whole or in part must not be transmitted or passed on to third parties without the agreement of the member of staff who has produced the recording.
10. Recordings published for the purposes of supporting the learning and teaching of university students on the relevant module may also be shared with University partners delivering university programmes. Staff who do not want their recordings shared with University partners may opt out of these arrangements through their line manager.
11. The University will make all reasonable endeavours to ensure the security of recordings and to ensure they are only available to students under the terms of this policy.
12. Recordings will not be used for performance management.

13. Any breach of this policy by a student will be considered under the [Student Code of Conduct](#) and subject to investigation under the relevant regulation, policy or procedure.
14. Any personal data contained in the recording will be processed in line with the relevant [privacy notices for staff and students](#) and in line with the [University's Data Protection Policy](#).
15. The University acknowledges the performance and moral rights of staff whose performance is captured in the recording, whether live or pre-recorded.
16. In publishing the recording, staff agree for the recording being made available to students under the terms set out in this policy.
17. Students will be informed of the terms of this policy before they accept an offer of a place to study at the University and it will form part of the student contract. Students will also be notified in the module information about the recording of teaching sessions.
18. Guest speakers will be notified in advance if a teaching session is to be recorded. By entering the teaching session, they will give their agreement to the recording and to its publication in line with this policy.