

Lecture Recording Policy – Student Guidelines

Official University recordings

What will the University do?

At present, the lecture recording policy does not require that all lectures are recorded by the University as standard. Instead University staff are encouraged to make use of the lecture recording technology available and in turn make the recordings accessible to students.

The policy requires that if a lecture is to be recorded, the staff member must make students aware of this fact at the beginning of the lecture. In addition the staff member has the discretion to pause recording at any time, or subsequently edit a lecture recording, for example if sensitive material is being taught or if a student does not want their contribution recorded.

Who can see the official recordings?

Lecture recordings made by the University will normally only be made available to students enrolled on the relevant course although the University reserves the right to make them more widely available if they wish.

What can I do with the official recordings?

Official recordings made by the University are for your own personal use and you should under no circumstances distribute these except among class mates (see below). This includes uploading them to social media sites, YouTube, Course Hero and other unauthorised websites. Contravention of this policy could lead to the University taking disciplinary action against you under the University Student Code of Conduct, or in the more severe cases even take legal action against you.

What if I don't want what I say to be recorded?

If you are informed that an official University recording will be made and you don't wish to be recorded you should notify the lecturer before the lecture begins and ask them to pause/edit the recording as required.

Student recordings

When can I record a lecture?

If an official University recording of a lecture will not be available, students will normally be permitted to make an **audio** recording for their own personal use. The staff member delivering the lecture will have the final say on whether this is permitted but the policy states that no request will be refused without good reason.

If you are unsure if an official recording will be available, or if you'll be permitted to make your own recording, you should contact the lecturer in advance of the lecture to check.

Why am I likely to be refused permission to record a lecture?

There isn't an exhaustive list of reasons but these might include:

- The fact that an official University recording will be available
- Where the lecture is likely to contain lots of spoken interaction between students, some of whom may not be comfortable having their voices recorded
- Where the lecture includes sensitive content
- Where the lecture is being delivered by a visiting lecturer who is not bound by the University's policy

Will I be notified in advance if a lecture won't be being recorded by the University?

Yes, via email or Moodle at the earliest opportunity.

What can I do with the recordings I make?

You should think of the audio recordings you make in the same way as lecture notes, these can be shared with anyone on your course but you should not publish these online or you could be in breach of the University's Code of Student Conduct and potentially subject to legal action.

The policy states that once the recording has served its purpose as a study aid it should be erased.

Will this policy affect disabled students?

If you are currently registered with the Disability Service as a disabled student, and have existing permission to record lectures, the policy will not affect your current arrangements. It is hoped that the introduction of the policy will reduce the potential for identifying students as disabled based solely on the fact that they are recording a lecture.

Read the Lecture Recording Policy here:

<https://www.gla.ac.uk/myglasgow/senateoffice/policies/studentssupport/lecturerecordingpolicy/>