

Lecture Recording Agreed Guidance

POLICY COVER SHEET

<b>Scope of Policy:</b>	<i>To provide details on academic guidance for recording lectures</i>
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<b>Applicable to:</b>	<i>All staff</i>
<b>Consultation Process:</b>	<i>Staff representative groups, SU and UCU</i>
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## Lecture Recording Agreed Guidance

1. The video recording of additional content, such as lectures, is a helpful learning support tool for our students. It provides extra benefits such as inclusivity (for accessibility or for students whose first language is not English), reducing anxiety, easing transition, supporting revision and supplementary learning. Lecture recording will be used in this context, creating equality of opportunity for students, along with other digital tools, and cannot be used as a substitute for planned face-to-face teaching or as a management tool.
2. The University acknowledges that not all teaching activities are suitable for recording for a variety of reasons (including confidentiality, topic sensitivity, session format e.g., interactive discussions, etc.), as such, whilst of benefit in many situations use is not compulsory.
3. To manage student expectations, staff should inform students when lecture recording will and will not be used. Typically, this should be done at the start of a new module when teaching and assessment approaches are introduced and included in relevant documentation. Staff should also liaise with colleagues teaching within the programme to ensure consistency in approach.
4. The unauthorised recording, copying or sharing of recorded lectures or other teaching and learning material/events is considered student misconduct and action will be advanced under the [Student Conduct and Disciplinary Regulations](#) where this is brought to the University's attention.
5. The recording of teaching events outside of the Lecture Recording Service (Panopto) should be uploaded to Panopto in order to take advantage of the yearly file management (detailed within this guidance), accessibility features and support broader consistency with other recordings available within Blackboard. Full support is available via Digital Education.
6. We encourage all students to participate fully whether online or in person. Where attendees may be captured in a recording for use in teaching, students and/or guests should be warned in case they have any objections and may wish to turn camera their off.
7. Within lecture recordings, only a recording of audio and slides is recommended. To help build confidence in the process, staff are recommended to consider recording orientation lectures and assessment support followed by the core lectures in the first instance. Alternative technologies, such as Blackboard Collaborate, can also be used to record events where more appropriate.
8. Lecture recordings will not to be used as a lecture attendance alternative. Lecture recordings may be withheld by staff if student attendance drops below historical attendance records until attendance returns to expected levels (where the impact of the lecture recording is shown). Any students negatively impacted and are unable to attend lectures due to personal circumstances should contact module lead to arrange access.
9. To support accessibility and inclusion for all teaching videos on Panopto, and in line with current accessibility legislation, automatic captioning will be enabled by default on all videos uploaded to Panopto. Automatic captioning however is unfortunately NOT 100% accurate on any video service and as such the University recognises it is NOT feasible or expected that staff routinely check and edit all the transcripts of videos uploaded to Panopto. As such, only reasonable efforts to correct errors spotted or raised by students is expected. To that end, we have added to start of all videos on Panopto, the following guidance for students:  
  
*Automatic captioning has been enabled. These cannot be relied upon to be 100% accurate. Please contact your tutor should any automated captions cause confusion. This video is for personal use only, and not to be shared.*
10. Lecture recording will be promoted to students as a supplementary learning support tool and not as a replacement for attendance. To support our students, [a short video has also been created to help guide them on the appropriate use of lecture recordings](#) (YouTube).

11. To assist yearly housekeeping and avoid inadvertent erasure, all lecture recordings will be deleted on academic request at the end of each academic year (normally Sept). Requests should be submitted to the Digital Education Team at [digitaleducation@lincoln.ac.uk](mailto:digitaleducation@lincoln.ac.uk).

12. Pre-recorded learning resources, designed for delivery within non-standard courses (such as micro-credentials) are created on the understanding that they are integral to the course delivery and contribute to a cohesive learning journey. As such, any and all materials created specifically for use in these contexts will remain for the duration of the course's delivery.

13. Lecturers are not expected to change their teaching practice for lecture recording purposes:

- Staff will not be expected to re-record lectures in the event of technical failure.
- No additional editing is expected post lecture, but tools are available to support staff if needed for whatever reason.
- Staff should inform students when lecture recording is happening and point out locations within the room where they may be seen in the recording (if video is used), such as near the podium or picked up by the microphone (normally within a few metres of the mic).

14. Where recording is taking place students may not (without prior consent and as outlined within their learning support plan) make or publish their own recordings of the lecture on personal devices. Doing so will be treated as copyright infringement and students may be asked to remove recording equipment and/or delete any files created. By default, recorded lectures will not be downloadable onto a student's personal device, but staff may be requested to provide a downloadable version if required by a disabled student as part of their Student Support Plan. This is for their sole use and cannot be redistributed without prior authorisation.

15. Audio/slides enabled spaces (over 140 across campus) are lecturer initiated and access to recordings is controlled from accessing Panopto directly within Blackboard. To assist in recording in the 9 video enabled rooms (large lecture theatres), staff can request support by contacting the Digital Education Team at [digitaleducation@lincoln.ac.uk](mailto:digitaleducation@lincoln.ac.uk).

16. The IPR of the video recording (the digital file) is retained by the University but the ideas and concepts (delivered by the lecturer as part of their normal duties) used within the video recording is retained by the lecturer.

17. Lectures may include material whose copyright is owned by third parties, such as images in slides. An educational exception has been granted under UK copyright law (CDPA 1988)<sup>1</sup>:

- The material is being used for quotation
- Any illustrations are being used for the purpose of instruction
- The material is being included for the purpose of criticism or review
- The material is being included for the purpose of parody or pastiche
- For one of the above exceptions to be used the use must be fair:
  - The work must have been made legitimately available to the public
  - The use must genuinely be for that purpose e.g., an illustration should not be included simply to make a presentation be more appealing
  - The extent of the copying is no more than is required by the specific purpose for which it is used
  - The use must not interfere with the commercial interests of the rights holder
  - The copied extract must be accompanied by a sufficient acknowledgement
  - Copying must be done by the person giving or receiving instruction
  - Copying and use must be for a non-commercial purpose only

It is the responsibility of each staff member not to infringe the intellectual property rights of third parties.

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<sup>1</sup> Reproduced with permission from the University of Leicester