

Policy on Students Recording Academic Contact Sessions

1 Introduction

- i. For the purposes of this Policy the term “academic contact session” is used to refer to all teaching and learning activities that involve a member of University staff or visiting speaker including, but not limited to, lectures, tutorials, seminars, practicals, supervision meetings, and so on.
- ii. The University recognises that the ability to make recordings of academic contact sessions, including video and audio recordings and still photography, is a reasonable expectation of all students. In addition, for some students with disabilities, there is a necessity to make recordings to support their studies. For all students the making of recordings is a legitimate study aid akin to taking notes. The facility to replay a recording can also help students to reinforce their learning and is a useful revision aid when students are preparing for assessment.
- iii. The University therefore acknowledges that there are many reasons why a student may wish to record academic contact sessions to supplement their note taking. If a student records a lecture, however, they must accept and acknowledge that the content and copyright of a lecture remains the property of the University and must make and use any recording in accordance with this Policy.
- iv. Any breaches of this Policy will be considered to be an offence in terms of University discipline.

2 Making Recordings

- i. Students are able to make recordings of all academic contact sessions, except as noted below, and are not required to obtain permission before making recordings.
- ii. There are times when it will be appropriate for students to refrain from making recordings. The situations when students may be required to refrain from making recordings are:
 - a. When the staff member leading the academic contact session indicates that the session should not be recorded. The staff member will only prevent recordings being made for good reason, e.g. where the session will cover confidential, personal, or sensitive information, or because it would be impractical for students to do so.
 - b. When a student is required to make an assessed or significant contribution as part of an academic contact session, they may ask for recordings not to be made during that session. The student may make this request privately to the staff member leading the session in advance of its commencement but may make the request at the start of the session.
 - c. During lectures or other sessions given by external speakers (e.g. guest lecturers) in order to protect the intellectual property belonging to third parties.

- iii. It is the responsibility of the staff member to inform students that a session should not be recorded, or of the student who does not wish their contribution to be recorded to ask for recordings to be stopped. If it is announced that a session should not be recorded then all students are expected to comply.
- iv. This Policy allows students to make recordings in all situations except those that are specifically excluded. Where a student continues to make a recording in a situation that has been specifically excluded this will be considered to be inappropriate behaviour and therefore a disciplinary offence.
- v. Students must ensure that they make recordings in as unobtrusive a manner as possible, ensuring especially that other staff or students are not inconvenienced in any way or that their ability to take benefit from their own engagement in the session is impaired.

3 Use of Recordings

- i. Oxford Brookes University believes that its students are responsible learners who will not misuse recordings of academic contact sessions. If a student does misuse a recording in any way the full extent of the University's disciplinary procedures may be applied against that student. The penalties available through that procedure include the option of permanent removal from the University.
- ii. Once a recording is made the student accepts the responsibility to treat that recording appropriately. A student may only use their recordings for personal studies. This is a reasonable expectation of a mature academic community.
- iii. The University owns the copyright in respect of the recording rights and the contents of the lecture. Transmitting copyright material (including over the internet) is illegal and breaching copyright law may expose you and the University to civil and criminal liability.
- iv. Recordings of academic contact sessions may be shared with other Brookes' students for academic purposes. The following uses of student recordings of academic conduct sessions are prohibited:
 - a. Distribution of the recordings (edited or otherwise) in any way, including by email, with anyone outside of the institution;
 - b. Posting recordings (edited or otherwise) to a social network or other public or semi-public place;
 - c. Selling the recordings;
 - d. Undertaking malicious editing of recordings
- v. Any example of the inappropriate use of a recording will be considered to be a disciplinary offence.
- vi. For certain academic purposes a student or group of students may be asked to record and share academic activities. There is no prohibition against such activities where this is part of a structured learning experience, under the guidance of University staff.

4 Disclaimer

- i. Oxford Brookes University is committed to providing teaching that is authoritative, up-to-date, and well informed by the latest research and scholarship. From time to time, however, inadvertent errors may be made by academic staff, external speakers or students and these errors may be captured in recordings. Errors of this kind will be infrequent. When errors are made known appropriate corrective action will be taken.

For further information about these regulations, please contact the Academic Registrar.

Approved by Academic Board, 12 February 2014