

Guidance for the use of recording devices in taught sessions

Many students benefit from being able to make an audio recording of taught sessions. This enhances note taking and enables additional time for processing information delivered in the session.

Tutors should consider [using lecture capture](#) facilities e.g. the University's Panopto service, to make audio recordings of teaching sessions linked to the presentation slides, and make these available to the students in order to ensure taught sessions are as accessible and inclusive as possible.

Further to this, our University is required by the Equality Act (2010) to make reasonable adjustments for disabled students. For some students this would include allowing the use of a recording device.

Individuals recording taught sessions at Leeds Beckett University are expected to follow the guidance below:

- Recordings are for personal use only and must not be further distributed to any other party through any medium except for the purpose of creating a single written transcription for sole use of the authorised student;
- Any unauthorised commercial exploitation of recorded material is prohibited;
- Misuse of recorded material (including unauthorised re-distribution, plagiarism or posting material on social network sites) will be deemed a form of academic misconduct;
- Any recorded material used in a written assessment must be acknowledged and correctly referenced within the text;
- In situations where there are multiple speakers (e.g. group work, seminar, lab or placement) all individuals would need to give their consent to be recorded. If any student does not give consent, then recording is not permitted;
- All recordings must be destroyed after the successful completion of the module.

Contact Disability Advice:

Email: disabilityadvice@leedsbeckett.ac.uk

Telephone: 0113 812 5831

Web: www.leedsbeckett.ac.uk/studenthub/disability-services

