

Recording of taught sessions

Information for students and staff

Introduction:

The University recognises that many students benefit from being able to make or access an audio recording of taught sessions, especially where it enhances note-taking and provides additional time for processing information delivered in the session.

Further to this, our University is required by the Equality Act (2010) to make reasonable adjustments for disabled students. For some students, this may include permitting the use of a recording device in sessions where it is deemed appropriate and permissible.

As part of the University Standards of Inclusive Practice, colleagues are advised to make audio recordings of teaching sessions linked to presentation slides.

Where this facility is unavailable, students who record teaching sessions must comply with the guidance outlined within this document, which applies to all students at the University (including those registered at partner institutions).

All considerations for recording apply to any face-to-face and online teaching session, including lectures, seminars, tutorials (group or one-on-one), discussion groups, supervision sessions, laboratory work, fieldwork, or other learning activities.

The primary aim of this document is to clarify the responsibilities of all parties and to support effective and good practices for both those being recorded and those making recordings.

Important:

These guidelines are in place to benefit all parties involved, ensuring a safe and ethical environment, and the University expects students to comply. Failure to adhere to these guidelines will be regarded as a disciplinary issue, with penalties that may be applied under the Student Disciplinary Procedure or the Fitness to Practise Procedure. [Leeds Beckett University – Code of Conduct](#)

In addition, students may incur criminal and civil liability if they infringe the copyright of the University and/or third parties. Finally, students may lose the privilege of making audio recordings of future teaching sessions.

Recording code of conduct:

1. To ensure that taught sessions are as accessible and inclusive as possible, colleagues are advised to use lecture capture facilities, such as the University's Panopto service, to make audio recordings of teaching sessions linked to presentation slides and provide these recordings to students.
2. When recordings are not provided, students are allowed to make audio recordings of teaching sessions for personal learning purposes unless the session is interactive or instructed not to by a member of staff.
3. Visual or video recordings of teaching sessions are not permitted without the permission of those being recorded.
4. A staff member may, at their discretion, instruct students to turn off their recording devices and refrain from taking notes during any teaching session or part of a session if there is a legitimate reason for doing so (e.g., where the content is personal or confidential). A staff member may also designate specific points during a session when recording is not allowed. Students must comply with instructions to stop recording and refrain from note-taking if such instructions are given.
5. Each student making an audio recording of a teaching session may only use it for their own academic studies at the University and for no other purpose.
6. Audio recordings must not be published, transmitted, reproduced (except for transcription to assist learning), or shared with anyone else by any means, including emails, podcasts, or websites (whether belonging to the University or any third party).
7. Audio recordings should be stored securely on students' personal computers, portable devices, equipment loaned by the University for personal use, or a University OneDrive account during the period of registered study.
8. All recordings must be deleted or destroyed at the end of the semester that follows the module in which the recording was made.
9. The copyright of content and materials used or referred to during each teaching session is owned by the University and/or third parties, and making audio recordings of such content and materials does not alter this ownership.

The University reserves the right to delete or destroy unauthorised audio recordings where students fail to abide by the Code of Conduct.