

RECORDING OF CLASSES AND ACTIVITIES POLICY

1. The University does not permit student to electronically record classes, performances, conferences and similar activities without written permission.
2. Recording a class or any other university activity without permission may result in the University taking disciplinary action under the Student Code of Conduct.
3. Students wishing to record a class, whether in audio or video, must email the instructor to seek written permission. The instructor has the final decision on this, and is not required to provide an explanation.
4. Students wishing to record a performance, conference or similar, whether in audio or video, must email the organiser to seek written permission. Any recording must comply with the University Privacy Notice and is subject to the university's obligations with regard to data protection. The organiser has the final decision on this, and is not required to provide an explanation.
5. **Should permission be granted, any recording may only be for private use and my not be rebroadcast.** Broadcasting or transmitting a class or similar, or an excerpt from a class or similar, without permission, by any form of media, will be treated as a serious offense under the Student Code of Conduct and will result in disciplinary action being taken.

Exceptions:

6. Students with a special educational need or a disability which can be assisted by the recording of a class must inform either Registry Services or Student Affairs and provide them with further information. Any approach will be treated in strict confidence. Registry Services or Student Affairs will make a determination on whether recording is permitted, and on other areas where the university may be able to provide support. When a decision is taken to allow recording, they will also inform instructors that permission to record has been given and will offer you additional support or make the arrangements with the instructor on your behalf. Any recording allowed under this exception are for private use and may not be rebroadcast.
7. Instructors delivering in-classroom or online sessions may wish to record sessions for students who are unable to attend. Students are informed each semester that

recordings will take place, and instructors will remind students at the start of each recording.

8. Whilst the University encourages students to engage in class activity, students have the right to withdraw consent from University recordings. Students should contact Registry Services and their instructors to discuss their concerns in the first instance.

VERSION MANAGEMENT

Responsible Department: Office of the Provost			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
		Restricted access? <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	