

RECORDING OF CLASSES AND ACTIVITIES POLICY

1. The University does not permit the electronic recording of 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. If you wish to record a class, whether in audio or video, you 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. If you wish to record a performance, conference or similar, whether in audio or video, you 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. If you have a special educational need or a disability which can be assisted by the recording of a class you must inform either Registry Services or the Department of 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 you with 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.

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="checked" type="checkbox"/> No	