



Code: QA202
Title: **Recording of Lectures and other Formal Teaching Sessions by Students**
Date: 06/06/2018
Approval: Learning, Teaching and Assessment

Introduction

1. The University recognises that there are a number of reasons why students might wish to record lectures or other formal teaching sessions (such as seminars and classes) in order to support their learning. The University also recognises that, in most cases, copyright in lectures resides with the University or with the academic responsible for the lecture or formal teaching session, and that academics and students may have concerns about privacy and data protection. This policy sets out the circumstances in which such recordings may take place; the respective roles and responsibilities of those involved in such recordings; and the implications of breaches of this policy.
2. For the purposes of this policy, the term 'recording' refers to any audio or visual recording of a lecture or other formal teaching session, made with any type of audio or visual recorder.

Permission to record a lecture or other formal teaching session

3. Students who have been given permission to record lectures or other formal teaching sessions as a reasonable adjustment on disability-related grounds do not need to ask for permission to record from individual academics. Students who believe they have disability-related grounds for recording should contact the University's Disability Support Service (<http://www.nuigalway.ie/disability/>) for further information on the process for obtaining such permission.
4. Students may request permission to record any lectures or other formal teaching sessions. All such requests should be made in writing (including by email) prior to the lecture course or equivalent, to the academic responsible. Subject to paragraph 3 above, the decision on whether to grant permission is at the discretion of the academic. Students may only record lectures where the academic responsible for the session has given their consent prior to the start of the lecture in writing (e.g. by email), and recordings of lectures may not be made by students unless this consent has been given. Retrospective requests are not permissible under this policy and covert recording of lectures will be treated as a disciplinary offence.
5. Students granted permission in writing to record a formal teaching session other than a lecture should ask the session leader to check at the start of the session that there are no objections from others present to a recording being made.
6. Where recordings are made available routinely by a School or Discipline, students may not make personal recordings unless they have been given permission to record as a reasonable adjustment.

Use of recordings

7. Recordings of lectures or other formal teaching sessions may only be made for the personal and private use of the student.
8. Students may not:
 - (a) pass such recordings to any other person (except for the purposes of transcription, in which case they can be passed to one person only);
 - (b) publish such recordings in any form (this includes, but is not limited to, the internet and hard copy publication).
9. Students may store recordings of lectures for the duration of their programme of study. Once they have completed the programme of study, students should destroy all recordings of lectures or other formal teaching sessions.

Implementation

10. Where a student breaches this policy, the University will regard this as a disciplinary offence. All such breaches will be dealt with in accordance with the Student Code of Conduct.

Responsibilities

Name	Responsibility
AMT	Policy Owner
Disability Support Service	Identification of students who have disability-related grounds for recording
Students	Request permission to record, in writing, to the academic responsible, prior to recording. Destroy all recordings once the programme of study is completed.
Academic staff	Respond to student request in a timely manner and stating clearly whether permission is granted.
Session Leader	Check that there are no objections from others present