

## **ACADEMIC POLICY 4:**

### **Audio Recording of Lectures by Students**

**2011-2012**

**This document is available in hard copy and on the University intranet and internet sites. Please contact the Student Information and Advice Centre (Cooper House) or the Kingston University Students' Union (KUSU) Student Support Centre if you have any difficulty in obtaining a copy that you can read, or find any aspect of these regulations difficult to understand**

## **Policy on the audio-recording of teaching and learning activities**

### **Introduction**

1. All students are permitted to make audio recordings of teaching and learning activities (hereafter referred to as 'lectures') for the strict purpose of their own personal study. However prior, express and written permission must be obtained before a visual recording is made.
2. The policy on the audio-recording of lectures ensures:
  - a. We meet our obligations under the Equality Act 2010 to make anticipatory and reasonable adjustments to our teaching and learning strategies to support our disabled students and those with specific learning differences.
  - b. Disabled students are not discriminated against by requiring them to disclose their disability or specific learning difference in order to audio record lectures.

### **General principles**

3. There is a growing body of literature that confirms it is educationally beneficial for all students to have access to an audio recording of a lecture. The facility to replay a recording helps student to reinforce their learning and is a useful revision aid when students are preparing for assessment.
4. Students are not required to obtain permission from lecturers before making audio recordings of lectures. Students are required to obtain permission from lecturers before making visual recordings of lectures.
5. The University's Intellectual Property Rights Policy details the copyright in respect of the recording rights and the content of the lecture.
6. Students who enrol at Kingston University agree to abide by its policies and procedures. In doing so they confirm:
  - a. Any audio recording of lectures is only for personal use in his/her studies and will not be shared unless specifically for the purpose of learning support.
  - b. No copies will be made of the audio recording other than for the purposes of transcription in connection with his/her studies.
  - c. Students may not distribute, publish or otherwise make publically available audio recordings made under the policy, including via the internet.
7. Kingston University believes that most of its students are responsible learners who will not misuse audio recordings. If a student does misuse an audio recording in any way (e.g. through malicious editing, by selling audio files of

lectures or by posting on a social network) existing disciplinary procedures will be used to deal with the misuse.

### **Guidelines**

8. Kingston University is committed to offering students opportunities that are challenging, diverse and based upon current working practices. This means that there will be times when it is appropriate to ask students to refrain from audio recording or taking notes of the:
  - Contributions from other students to protect sensitive information (for example discussions of teaching and healthcare work placements) and/or personal data.
  - Lectures given by external speakers (eg guest lecturers) to protect intellectual property belonging to third parties.

### **Guidance**

9. The Disability and Dyslexia Support Service advises both staff and students and will offer staff guidance on good practice regarding reasonable adjustments and supporting disabled students.
10. For staff who wish to record lectures, there is a guidance sheet on how to record lectures available on the Academic Development Centre's web pages.

### **Involvement and consultation**

11. This policy brings together the views of key stakeholders, builds upon sector good practice and guidance from the Equality Challenge Unit. It was agreed by the Academic Board on 25<sup>th</sup> January 2012.

### **Review**

12. The Equality Unit supported by the Academic Development Centre will monitor the policy and report to the Academic Board. The policy will be reviewed annually.

### **Disclaimer**

13. Kingston University is committed to providing teaching that is authoritative, up-to-date and well informed. From time to time, inadvertent errors may be made by lecturers, external speakers or students and these errors may be captured in audio recordings. Kingston University has full confidence that errors of this kind will be infrequent. When errors are made known, Kingston University will take appropriate corrective action.