



Online Teaching Materials & Lecture Recordings Policy

**Scope:**

All taught programmes leading to an award of City, University of London.

Senate Regulations:

N/A

Summary:

This policy aims to outline City's approach to the recording of lectures and to provide clarity on the process for staff and students.

Date approved/re-approved:

2021, December 2022

Date for review:

2025

Effective from:

September 2023

To be read in conjunction with:

Intellectual Property Policy
Data Protection Policy
Copyright Policy
Taught Student Attendance and Engagement Policy
Student Charter
Academic Integrity and Misconduct Policy
Student Disciplinary Regulation
Guidance on live online teaching
Lecture Capture Guidance

Equality and Diversity Statement

City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.

Scope and Background:

City, University of London seeks to support all students in their studies, and is committed to providing an inclusive learning environment. As such, the University is committed to the recording of live teaching sessions (synchronous) and the provision of pre-recorded (asynchronous) materials.

Both within the sector, and at City, University of London, student feedback indicates a growing appreciation of, and desire for recordings of live face to face and online lectures to be provided. There are often concerns that recording lectures may affect attendance or engagement, and published literature presents mixed evidence. However, the potential benefits of lecture recordings include:

- Revision of complex concepts
- Being able to engage more fully in the lecture, because a recording exists from which to revisit any incomplete notes
- Viewing missed content where it has not been possible to attend class

Thus, recordings can be used to reduce cognitive load, encourage distributed practice, and personalise learning. In particular, recordings of live teaching sessions can be of benefit for:

- Students who have a disability or learning difference
- Students who are not native speakers of English
- Students who miss sessions due to ill health, caring, or other commitments, or due to travel delays, which is especially pertinent for City's large group of commuter students.

Recording for educational purposes may be one of the tools that can support City's implementation of the Equality Act (2010) and meet its statutory duty to provide anticipatory reasonable adjustments. However, all students may benefit from the opportunity to have access to recorded sessions in line with the UK Quality Code for Higher Education, which requires institutions to provide an inclusive environment, where all students have access to equivalent learning opportunities.

Due to changes in teaching and learning practice in response to the Covid-19 pandemic, this policy also covers recordings of material that is made available to students asynchronously. Therefore, this policy applies to recordings made or distributed on or away from the campus by City's staff for educational purposes, collectively referred to as 'Lecture Recordings' hereafter. The policy has also been updated to reflect City's adoption of automated lecture capture scheduling in 2022/23.

We acknowledge that the recording of lectures raises questions for staff and students, particularly in relation to how recordings are used. This policy therefore aims to address these questions and provide clarity for all stakeholders.

1. Introduction

- a) The default position under this policy is that all lectures, both live and pre-recorded, will be captured using Lecture Capture or other software and that the recording, and any associated presentational materials (e.g. PowerPoint or PDF slides) or other online materials, will be made available to students via the Virtual Learning Environment (VLE), Moodle.
- b) The definition of 'lecture' used in this policy is a teacher addressing a group of students (although lectures should ideally also include interactive and active-learning elements, as per City's Learning and Teaching Principles). 'Lectures' therefore would typically exclude small-group interactive teaching sessions such as tutorials and seminars, although this is at the module leader's discretion. This is because it is recognised that not all sessions will be suitable for recording (see clause 1c) and that the recording of small-group sessions with higher levels of student participation, or group work, may not always be possible, may discourage student participation and will require additional precautionary measures to be taken to ensure appropriate consent is obtained (see clause 4b).
- c) Examples of factors that may be taken into consideration in determining whether a lecture is suitable for recording may include:
 - Whether an effective pedagogical approach would need to be changed significantly for recording to take place;
 - Whether the session contains a high proportion of student group work;
 - Whether the session includes large proportions of sensitive, confidential, or politically sensitive information, which it would be impractical to edit out;
 - Departmental/divisional/School norms, where these are designed to provide clarity for staff and students
 - Whether suitable recording facilities are available in a teaching space
- d) The policy recognises that technology failure and human error may, on occasion, result in unavailability of recordings.
- e) The policy applies to staff who teach students at City, including Visiting Lecturers and Graduate Teaching Assistant. Guest Lecturers should give explicit consent before lecture recording, as described in 4m.

2. Making and distributing recordings

- a) Staff are expected to provide recorded content for all lectures (whether these are delivered live or in a pre-recorded format) unless there is a particular reason not to do so (see 1c above for potential reasons, and 4 c-e below for how staff can opt out of recordings). Online lectures should be recorded using the recording option on the online platform. Sessions designated as face to face 'lectures' in the timetabling system are automatically scheduled for recording, whereas those designated as other activities (such as tutorials or seminars) can be recorded at the lecturer's request via the [Lecture Capture booking form](#).

- b) When making recordings of face-to-face sessions via Echo360, audio, video and slides should usually be recorded. This reflects common practice at City and may allow students to utilise aspects of in-class delivery, such as gestures to projected slides. Where staff do not wish to record particular data sources, such as video, they can opt out using the process in 4e.
- c) Recordings of live lectures (online and face to face), and pre-recorded material, should be made available to students via City's Virtual Learning Environment (VLE), 'Moodle'.
- d) Staff may pause, or stop and restart, their live recordings online (and in teaching rooms, where this is available) in order to accommodate group work, sensitive discussion, or the viewing of content where there is not consent to record or republish. However, staff should not use the pause function to opt-out of recording an entire session, and should use the opt-out process (see 4 below) instead.
- e) Staff are able to edit their recordings before they are made available to students but may wish to edit only minimally, to ensure that materials are made available in a timely fashion (see 2f and 2g below)
- f) Live lecture recordings should be made available to students quickly following the session, to ensure students who have missed the session experience continuity in learning. In general, recordings should be made available within two working days of the session. Where this is not possible, due to part-time working, for example, then students should be notified in advance, or as soon as is practicable.
- g) It is recommended that Lecture Capture recordings in Echo360 be scheduled with a 1-day delay before becoming available to students. This provides staff with time to edit the recording or to request that the recording is deleted if the lecture did not take place as scheduled.
- h) For face-to-face sessions, Echo360 provides the ability to stream to remote students. Programmes should make clear to students whether livestream will be enabled.
- i) In line with the Student Attendance and Engagement Policy (13), programmes should make clear to students, via their Programme Handbook, how viewing recordings or attending via livestream, rather than attending in person, will affect measures of attendance and engagement.
- j) Pre-recorded lecture materials should be made available so as to provide students with sufficient time to review the materials before any associated live sessions, and the sequence and timing in which to engage with materials should be made clear within the VLE.
- k) The [Public Sector Bodies \(Websites and Mobile Applications\) Accessibility Regulations 2018](#) makes explicit the need for digital materials from public bodies to be accessible. To ensure that recordings are accessible, the expectation is that captions will be provided, in line with City's current [captioning guidance](#).
- l) Students should always be notified of the recording of any live online or face-to-face lectures and be made aware of how to not feature in any recording. This notification should occur at the start of the session, and can be supported by signage in classrooms, a message on the first slide of a

presentation, and in programme handbooks (see 4 h-l). A [template slideshow](#) is available for this purpose.

- m) Students should not assume that they can use their personal devices to record lectures or other teaching sessions without consent from the person or people they wish to record. Using mobile devices or other recording equipment without consent is a potential breach of the Data Protection Act. Teaching staff should ultimately decide whether their students should be permitted to record them, although due consideration must be given to the reasonable adjustments policy in making this decision. Where recordings involve other students, their permission must also be gained.

3. Using recordings

- a) Lecture recordings, transcripts of such recordings, and any other teaching materials made available to students for educational purposes are only for the personal use of staff and students, and must not be disseminated, in whole or part, including via social media. Re-posting of content (both recordings and transcripts) without permission by students or staff is treated seriously and potentially as a breach of the [Student Disciplinary Regulation](#), [Academic Integrity and Misconduct Policy](#) or [Disciplinary Procedure](#) or [Dismissal Procedure](#) for staff.
- b) Lecture recordings and other teaching materials provided by City's staff to students are for private study. Any downloaded recordings or other online materials should be deleted from devices once they have served their purpose. For students, this will be on completion of the relevant assignment, or on leaving the University, whichever is sooner.
- c) City retains the right to withdraw a recording at any time if concern is raised due to, for example, potential infringement of copyright, or data protection issues. If this happens, the staff member who has produced the recording will immediately be informed in full of the particular concerns raised, and, where this is an option, will be given the opportunity to edit the recording to remove the part(s) for which concerns were raised.
- d) Metrical data and learning analytics from lecture recordings may be used to support technological and educational enhancement work, and to support the preparation of submissions for the Teaching Excellence Framework and other regulatory requirements.
- e) Lecture recording is not designed, nor intended, as a capability or performance tool and its use will not be the basis for instigating performance proceedings. Individual members of staff can choose to use lecture recordings to reflect on their practice; to enhance teaching; and to provide evidence of what they do, but that would be an individual choice. Recordings should not form part of any management selection process.
- f) City, University of London will not use lecture recordings as the basis for instigating disciplinary proceedings. However, staff and students who are the subject of recordings reserve the right to request that recordings are used as evidence in formal disciplinary or grievance proceedings.

- i. Such recordings will only be used as evidence where the assertion under the relevant process is a matter that constitutes serious misconduct that does not reflect the standards of behaviour that are expected by the University of either staff or students.
- ii. Recordings will not be used as evidence as part of a general complaint's procedure.
- iii. Such recordings could be used by individuals wishing to provide evidence supporting or rebutting a particular perspective or if the University wishes to progress matters as part of a formal process where there is sufficient evidence to suggest that misconduct has occurred.
- iv. Any use of recordings would be on the basis that the recording is used solely for the purposes of ensuring that natural justice is respected through the use of that recording and that all parties will comply with data protection considerations. Such issues will be managed in accordance with the relevant student and staff procedures applicable at the time.
- v. Where a complaint is found to have been brought vexatiously, it is understood that this may form the grounds for further action under the appropriate student or staff procedure against the student or staff member who made the claim.

4. Consent

Staff

- a) City's expectation is that all lectures will be recorded unless there is a particular reason not to do so (see 2a)
- b) The expectations around recording small-group teaching, involving extensive student participation, may be different and will be determined by the staff leading these groups (see 1b)
- c) Staff may choose to opt out of live Lecture Recordings. They may do so in relation to individual sessions, or for complete modules or lecture series, and should do so each year. For automatically scheduled face to face lectures they should do so using the lecture capture opt-out [form available via the IT service desk](#), giving at least two day's notice. This will notify their Head of Department (HoD). To opt-out from recordings of online lectures staff should discuss with their Head of Department. In some Schools, notifications and discussions may be delegated to another appropriate individual, other than the HoD, and this should be made clear to staff.
- d) Staff do not need to give a reason for opting out of live lecture recordings. However, specific concerns shared on the lecture capture opt-out form, or with their Head of Department, will help to inform development of future policy and guidance. This will not affect their right to refuse being recorded, and they may opt out without being penalised

or disadvantaged in any way.

- e) If staff wish to opt-out of the recording of particular input sources in automatically scheduled lectures, such as video, they may do so using the [Automated Lecture Capture Change of Details form](#).
- f) Opt-out requests, be they for face to face or online lectures, will be recorded by the Head of Department (or equivalent).
- g) There is a statutory duty to make reasonable adjustments to eliminate disadvantage to disabled students under the Equality Act 2010. Where staff opt out of recordings, and recording is a recommended reasonable adjustment for a student, the responsible staff member must initiate resolution procedures within 10 working days of receipt of the Student Support Plan. Further information is available in the Reasonable Adjustments policy (clause 41) and in the Student Reasonable Adjustments Guidance.

Students

- h) Students are able to opt-out of appearing in recordings of live lectures. However, students may not be permitted to request to opt-out of recordings where a recording is an explicit requirement of a University award (e.g. recording of assessed presentations).
- i) Staff should remind students of their right to opt out of live recordings at the beginning of a lecture class, for example, by displaying a slide at the beginning of any presentation.
- j) Students who do not want to have any contribution to a face to face class recorded should be advised to refer to the [lecture capture guidance](#). This might, for example, involve students sitting further back from the camera, and being aware that conversations held near the microphone might be recorded.
- k) Students who do not want to have any contribution to an online class recorded should refer to the [live online lectures guide](#). This might for example involve students being required to turn off their camera or microphone or to not post written comments.
- l) As set out in clause 1b, in the case of small group work and/or other high-level participatory sessions, City recognises that there is a need to consider whether lecture recording is appropriate. This will include consideration of whether doing so would dissuade students from participating in the session and benefiting from the educational experience.

Guest or External Speakers

- m) Staff who wish to record guest or external speakers must ensure they have obtained agreement from the speaker(s) in advance. Speakers should be made aware that they will be recorded and should agree to the intended use(s) of the recording and should sign the [quest speaker consent form](#).

5. Data Management

- a) All data will be managed in line with the University [Data Protection Policy](#). The University Data Protection Policy allows the University as 'data controller' to process personal data in relation to employees, students, research subjects and other users, for education and student/staff support services where there is a legitimate need.
- b) Lecture recordings and associated materials for educational purposes are not kept in perpetuity. The University's retention period for recorded lectures are defined by the following: Lecture Recordings are made available to those students for whom they were created for two years, and after any final assessments / exams/ resits relating to the module(s) being studied. This is because many of City's programmes build year on year, and it is therefore necessary for students to be able to revisit recordings from their previous year.
- c) Staff may however request that a lecture recording is no longer used for any purpose whatsoever by the University. This must be received in writing to their Head of Department or equivalent, so that the request can be acted on. Should such a request be made, a ServiceNow request should be logged, and the recordings will be removed in their entirety following any final assessments / exams / resits relating to the module(s) being studied.
- d) When an academic or other relevant teaching colleague leaves the employment of City, they may request that their recordings are no longer used for any purpose whatsoever. This must be received in writing to their Head of Department, or equivalent so that the request can be acted on. The recordings will be removed in their entirety following any final assessments / exams / resits relating to the module(s) being studied.

6. Intellectual Property and other legal considerations

- a) **Intellectual Property** – As stated in City's [Intellectual Property Policy](#), City owns the intellectual property of the teaching and assessment materials created by staff.

Where City and the employee have agreed that the employee retains some or all of the intellectual property rights to material used within a lecture recording, the employee agrees to grant City a non-exclusive licence to use materials for the essential purpose in this policy.
- b) **Performance Rights** - Staff retain ownership of their performance rights and grant to City a licence to use recordings for two years for the purpose of allowing the University to manage them (for example, to archive, move or delete files) without seeking further permission or permission being required

and for the reasons referred to in clauses 5 b, c, and d.

- c) **Moral Rights** – This policy does not affect the moral rights attributable to staff. For example, staff continue to have the right to be attributable to their work and not to have their work subjected to derogatory treatment.
- d) **Copyright** - Staff should be familiar with their responsibilities under the University's [Copyright Policy](#) and seek appropriate guidance and support to make informed decisions about copyright.
 - i. It is the responsibility of individual members of staff, students or others working on behalf of City to ensure any third party copyright material (which is defined as material authored by others) is used legitimately in recorded lectures and their online materials.
 - ii. The individual must determine whether the intended use is either: lawful under statutory exception (for example fair dealing for purposes of quotation or illustration for instruction as per the Copyright, Design and Patents Act 1988), or permitted by licence.
 - iii. If neither of the above applies, the individual must obtain permission from the copyright holder. This permission should be retained by the individual who requested it until such time as use of the copyrighted material is no longer required.
 - iv. If the copyrighted material is transferred to an archive, the permission documentation must also be transferred.
 - v. Information on managing copyright can be found in [City's copyright guidance](#).

7. Breaches

- Any serious breach of this policy should be reported to the Director of Learning Enhancement and Development (LEaD) and Vice President Education, or the Director of Human Resources, for matters relating to staff. For student matters, please refer to the [Student Disciplinary Regulation](#).

Policy Title	
Online Teaching Materials & Recordings Policy	
Policy Enabling Owner and Department	Responsible for Implementation and Department
LEaD	LEaD
Approving Body	Date of Approval
Senate	December 2022
Last Reviewed & Version	Review Due Date
December 2022 v2	2025 (or as required)
Publication of Policy <i>(tick as appropriate)</i>	
For public access online (internet)? <input type="checkbox"/>	For staff access only (intranet)? <input checked="" type="checkbox"/>
Website Link: N/A	Intranet Link: https://staffhub.city.ac.uk/academic-services/policies-and-guidance/quality-manual/student-support <input type="checkbox"/>
Storage of Policy <i>(Previous versions of the policy must be stored in the drive by the author)</i>	
Drive Address: \\reg-dev\QUAD\Quality Manual	
Queries about this policy should be referred to	
Head of Employee Relations & Policy Development	