

## Policy cover sheet

<b>Policy name</b>	Lecture Capture Policy
<b>Purpose</b>	To set out the University's policy on the implementation of lecture capture, including ownership, usage and retention of recordings.
<b>Owner</b>	University
<b>Contact</b>	Melissa Rielly – <a href="mailto:melissa.rielly@admin.cam.ac.uk">melissa.rielly@admin.cam.ac.uk</a> or via <a href="mailto:educationalpolicy@admin.cam.ac.uk">educationalpolicy@admin.cam.ac.uk</a>
<b>Approved by</b>	General Board's Education Committee (minute 544.3.5)
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## University of Cambridge

### Lecture Capture policy

This document sets out the University's policy with regard to the recording of lectures and provision of those recordings to students.

The University believes that lecture capture plays a role in complementing the live lecture experience, by providing the following benefits to students:

1. **Increased student satisfaction**, arising from: reduced pressure on note-taking during the lecture, ability to revisit complex topics, and more readily available revision aids.
2. **Greater equality of access**, in particular for students with certain disabilities and special educational needs.
3. **Greater availability of lecture content and supporting data**, which may help to enhance teaching and to support individual learning preferences.

It does not intend that recorded lectures should replace the live lecture experience as the norm, and will not use lecture capture as a replacement for scheduled contact time. Lecture capture is intended to be an enabling device for lecturers and students to make the most of the teaching and learning experience across the collegiate University.

The University recognises that not all lecture events will be suitable for capture; in particular, the recording of seminars, supervisions, practicals and discussion forums may not be appropriate. Where there is a desire to record these types of events, special arrangements for participant consent may likely be required, please see Section 3 below for further details.

Material that attracts ethical considerations or the use of commercially-sensitive research material may also not lend itself to recording. The University accepts and acknowledges the right of individual staff to decide on the sensitivity and suitability of recordings, and does not impose on staff the requirement to participate in lecture capture. At the same time, it expects staff to appropriately weigh the benefits to students against teaching style and sensitivity, and ensure that recordings are not unduly prohibited.

#### 1. **Copyright and Intellectual Property**

- 1.1 The Statutes and Ordinances of the University provide for a non-exclusive, royalty-free, perpetual licence to use material created for teaching by a University staff member ([Statutes and Ordinances \(2018\) Chapter 13, Section 2, p.1057, Reg. 30](#)). However, to obtain consent to record the personal performance of a lecture, i.e. the lecturer's *performers' rights*, lecturers are explicitly asked to 'opt in' to lecture capture by granting the University permission to have a recording of the session(s) made and to make the recording available via the Virtual Learning Environment (VLE).
- 1.2 The intellectual property rights, including copyright, in the lecturer's original teaching materials, and the lecturer's *performers' rights*, remain with the lecturer.
- 1.3 Lecturers will be asked to opt in to record sessions in each year of academic study.
- 1.4 Neither this policy, nor any other element of lecture capture implementation, supplants the rights of disabled students to record as a reasonable adjustment under their Student Support Document (SSD), provided that they comply with the rules and restrictions set down by the

University and issued by the Disability Resource Centre (DRC)<sup>1</sup>. Lecturers who have chosen not to opt in to lecture capture must still permit students to record if this is recommended in their SSD.

- 1.5 Under normal circumstances, recordings primarily capture only the lecturer; however, placement of microphones or cameras in the lecture rooms may result in inadvertent or partial student capture. Students will have the right to opt-out of being intentionally recorded, for example in a seminar-style discussion session, or when asking questions in open lecture.
- 1.6 Guest lecturers and student lecturers will be required to opt in to provide a licence to record lecture captures and make them available. It is the responsibility of the University staff member responsible for the relevant lecture series to obtain this consent.
- 1.7 Lecturers choosing to opt in to lecture capture must ensure that recordings do not infringe the intellectual property rights, including copyright, of any third party, nor contain any restricted information in actionable breach of confidence or in breach of data protection law, nor constitute a breach of publishing or collaboration or other agreement that governs their research or work at the University or elsewhere<sup>2</sup>.

## **2. Usage, Access and Retention**

- 2.1 Recordings of lectures and teaching sessions are provided for limited purposes only for the cohort of students for which the lecture was delivered. The recordings, including excerpts, are not intended for release to or use by the general public, and may not be published, disseminated or shared in any format or media.
- 2.2 Students are permitted to use recordings only for their own private study and non-commercial research. Students will be required to agree to a usage policy at the point of access of recordings; students in breach of the usage policy may be subject to disciplinary proceedings.
- 2.3 Recordings will be accessed via the VLE (currently Moodle), and will be made available only to students or staff eligible to access that course in the VLE, except at the express request of the lecturer.
- 2.4 Recordings will normally be made available to students only during the academic year in which the recording takes place; subject to Faculty Board approval, a longer access period may be agreed. Recordings will be retained for one year beyond the agreed access period and will be stored and destroyed in line with the University's [Statement of Records Management Practice](#). Recordings are not provided for the use of continuing professional development or career progression; students will not be permitted to access recordings after the agreed access period and an archive will not be provided.

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<sup>1</sup> <https://www.disability.admin.cam.ac.uk/students/current-students/advice-and-guidance/recording-lectures>

<sup>2</sup> Further information and support on these issues may be accessed:

- Copyright information via the Legal Services Office: <https://www.legal.admin.cam.ac.uk/how-we-can-help/copyright-compliance>
- Data Protection information via the Information Compliance Office: <https://www.information-compliance.admin.cam.ac.uk/data-protection>

- 2.5 Recordings will not be used as a replacement for student contact hours. Some lecturers may choose to use recorded materials to support a 'flipped' classroom approach, but these approaches are deemed to be complementary to, rather than in place of, student contact time.
- 2.6 Recordings will not be used for staff performance management, although may serve a useful purpose for self-reflection and teaching enhancement in the hands of the lecturer.
- 2.7 Recordings may be used for University research to improve student access to the lecture material (for example, in improving captioning and transcription techniques).

### **3. Seminars, Classes or Participatory sessions**

- 3.1 When considering the recording of seminars or participatory sessions, lecturers must ensure that those participating are appropriately consulted and forewarned about the recording. In sessions heavily reliant on student discussion, it is arguable that students should be considered as 'guest lecturers' for the purpose of this policy and given the opportunity to explicitly opt in. In other cases, it may be acceptable to retain the normal 'opt out' policy for students, provided they are clearly provided with information on the intention to record the session and their rights in opting out.

### **4. Further information**

Further information about lecture capture, including information sheets, FAQs and a technical implementation guide, is available from the lecture capture website at:

<https://help.uis.cam.ac.uk/service/teaching-and-learning/lecture-capture>

#### **Document Control Box**

Owning Committee: General Board's Education Committee

Contact: Melissa Rielly, Education Quality and Policy Office, [melissa.rielly@admin.cam.ac.uk](mailto:melissa.rielly@admin.cam.ac.uk)

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