

## Lecture Recording Policy

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<b>Approval Authority</b>	Deputy Vice-Chancellor Academic
<b>Contact Officer</b>	Dean (Academic Governance)

### Introduction

The University supports the universal recording of undergraduate and taught postgraduate lectures to support student study and revision as part of its strategic commitment to make its provision accessible, flexible and future focused. This policy outlines the University's expectations for the provision of lecture recording.

### Scope

This policy covers the recording of face-to-face teaching activities for enrolled undergraduate students at the University. Lecturers may also choose to follow this policy for taught postgraduate programmes and micro-credentials.

This policy does not cover support or training material for staff in the effective use of Echo360 recording software, which is available on the [e-Learning support page](#).

The primary purpose of this policy is not to provide guidance to students on how to effectively use lecture recordings as part of their study routine. Specific advice on using lecture recordings is available through the [Academic Skills Centre](#).

### Principles

- Face-to-face delivery of lectures is the primary lecturing method used at UC and the University supports staff encouraging on-campus students to attend in person.
- Lecture recording provides supplementary learning resources and does not replace face-to-face delivery. The use of lecture recordings as the sole source of learning may negatively affect student achievement and is actively discouraged. Watching multiple lectures in quick succession is not recommended.

- There is no guarantee as to the quality of the lecture recordings and lecturers are not responsible for any issues in the recordings beyond their control, and thus students should be aware that recordings of a given lecture may not be available due to technical or organisational issues.
- Not all material is suitable for lecture recording, and where recording will not take place, students should be notified in advance.
- Academic staff are not required to change their teaching approach to accommodate lecture recording but flexibility is encouraged.
- Access to lecture recordings for those enrolled in the class should not be unduly restricted.
- Lecture recordings are the intellectual property of the staff member giving the lecture and are created for the exclusive use of the enrolled students in the course. Where practical, permission should be sought from the lecturer concerned before the recording is used for any other purpose, such as staff training.

## Definitions

**Guest speaker** – a person who talks to a class on a specific topic on a one-off basis, normally from outside the university. They are not involved in setting or marking of assessment.

**Lectorial** – a class that is a combination of a lecture and a tutorial. “The key feature of the design of the lectorials is the inclusion of segments of traditional lecturing blended with activities designed to engage students actively in their learning and provide sufficient time for them to process ideas.”<sup>1</sup>

**Lecture** – primarily an oral presentation of material on a given subject to a class. Lectures may contain interactive elements such as discussions and exercises, usually led by the lecturer.

**Lecturer** – a person employed by the University to teach a class who will normally be involved in presenting teaching material (physically or virtually), setting assessment, and marking assessment.

**Lecture Recording** – there are two variants of lecture recording:

- Screen recording: the recording of the lecture video screens and audio via the lecturer’s microphone.
- In-lecture camera recording: which captures the lecturer and a portion of the class as well as audio from the lecturer’s microphone.

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<sup>1</sup> Cavanagh, M (2011), “[Students’ experiences of active engagement through cooperative learning activities in lectures](#)” *Active Learning in Higher Education* 12:1, 23-33.

**Staff or staff member** – person/s engaged in paid employment by the University by way of an employment agreement, personal contract or through official arrangements with another organisation.

**Student** – a person who is currently enrolled as a student at the University, either directly or through official arrangements with another organisation.

**Tutorial** – normally a smaller-sized class which focuses on learning activities relevant to previously taught content and guided by a tutor.

**Visitor** – a person other than a University staff member or a student who is given access or use of University resources, including but not limited to adjunct appointees, agency temporary staff, Canterbury Tertiary Alliance staff and students (as applicable), consultants, contractors, private research assistants, emeritus professors and visiting academics.

## 1. Lecture Recording and Release

- 1.1. By default, all undergraduate and taught postgraduate lectures in rooms with lecture recording facilities will be recorded. The recording of taught postgraduate lectures is optional so recording will be turned off on request.
- 1.2. Recording of classes featuring significant lecture segments, such as lectorials, is expected. Tutorials, workshops, and laboratories which do not have significant lecture segments do not need to be recorded.
- 1.3. Permitted exceptions to the requirement of lecture recording include:
  - material which is not conducive to lecture recordings such as studio-based teaching, performance and language classes.
  - material which contains confidential or personal information.
  - material which is commercially or politically sensitive.
  - material which might increase the risk of copyright infringement.
  - any material which, by recording, would contravene legal or professional body requirements.
  - material which is primarily student discussions or workshops.
  - lectures of visitors who have not given their permission for recording.

Exemption requests should be made to Scheduling Services who will administer any changes to lecture recording settings as appropriate.

- 1.4. All-of-course exemptions or exemptions outside those outlined in 1.3 above are to be approved by the relevant Executive Dean or delegate.
- 1.5. By default, as soon as a lecture capture has been processed the recording is released onto AKO | LEARN to students enrolled in the course. This release time can be customised for a class but should not exceed 24 hours. See Appendix 1 for guidance on editing settings.

- 1.6. Academic staff must not produce or edit lecture recordings in any way that deliberately disadvantages students who are not present at the lecture, for example editing out test or examination information. Any breach of this clause should be brought to the attention of the Head of Department/School or Executive Dean for resolution.

## 2. Live Streaming of Lectures

- 2.1. Academic staff can opt into live streaming of lectures for their course by contacting the Scheduling Services team.
- 2.2. Live streaming or lecture theatre interlinking may be required if enrolments in the course exceed seated capacity available. This will be determined by Scheduling Services.
- 2.3. Providing a live stream is not a substitute for lecture recording.

## 3. Intellectual property

- 3.1. Lecture recordings are considered instructional materials created by staff and therefore the intellectual property of the staff member. As per the [Intellectual Property Policy](#), the University has a licence to utilise these instructional materials in the delivery of courses and programmes.
- 3.2. Students must be advised that they must not make a further copy, sell, alter or further reproduce or further distribute lecture recordings. The following statement will be added to all lecture recordings automatically:

*This recording is subject to copyright. Unless otherwise stated, you may not sell, alter, further reproduce or distribute any part of this recording to any other person, without permission from the copyright owner. See the UC Copyright Policy.*

## 4. Use of Copyright Material in Lectures

- 4.1. Staff may only use copyrighted material of others in accordance with the University's copyright licensing agreements and New Zealand copyright legislation. The Copyright Act 1994 provides for some exemptions for educational purposes, and UC's Copyright licensing agreements provide for the use of some material beyond the limits in the Act. Consult the [Copyright Policy](#) and the [UC Library's guidance on copyright](#) for details.
- 4.2. Staff members may edit recordings in order to address any copyright issues beyond those allowed for by UC's licencing agreements. See Appendix 1 for guidance on editing recordings.

## 5. Privacy

- 5.1. Lecture rooms with recording capability will have a sign indicating that those entering the room may be recorded. The sign will say: “*Please be aware that sound and/or video may be captured in this lecture theatre for teaching and learning purposes.*”
- 5.2. Lecturers will ensure that visitors who are active participants in a teaching session are informed that their contributions will be recorded for students. Where permission is withheld, the recording must be stopped in class or edited as appropriate. See Appendix 1 for guidance on editing recordings.
- 5.3. By default, only the video screens and audio that goes through the microphone will be captured on any recording.

*Note: Room cameras and room microphones (where available) are activated via the control panel. The preset camera zoom settings of “Lectern” and “Whiteboard” minimise the students captured in the video. If wider angles are used, students should be informed of this at the beginning of the class.*

## **6. Staff Roles and Responsibilities**

- 6.1. Staff should record all lectures unless there is a specific reason not to do so, such as in the provisions outlined in Section 1 or those detailed in this section.
- 6.2. Where possible, course outlines should state the situations when lecture recordings will not be made available (for example, student discussion or workshops) and indicate which scheduled lectures won’t be recorded or will only be recorded in part.
- 6.3. Staff should record lectures using Echo360. In the first lecture of each course, staff should inform all present that lectures will be recorded unless students are notified otherwise.
- 6.4. Where possible, the first lecture should indicate which lectures’ recordings may not be available due to the reasons outlined in clause 1.3.
- 6.5. If recordings are not available for an entire course, this must be clearly noted to students on AKO | LEARN and relevant public-facing course databases. It is encouraged that academic staff record an introduction to the course to help students catch up with essential course information if they have enrolled late. This material should be available on the course AKO | LEARN site.
- 6.6. Staff may pause or mute in-class recordings (when this functionality becomes available) or edit recordings in order to encourage discussion (e.g. in discussion or workshop sections of a lectorial) or remove the discussion of sensitive material from recordings.
- 6.7. If a member of staff becomes aware that any defamatory or legally infringing material is included within a recording or there is any other reason why it would be expedient for the University to remove the recording, the lecturer concerned, Executive Dean and, in the case of any issue related to copyright, the University Librarian (as University Copyright Officer) should be informed. The Executive

Dean will determine if action is required and may authorise the Learning Innovation and Technology team to edit the offending piece out of the recording or have the recording withdrawn. See Appendix 1 for guidance on editing recordings.

- 6.8. Visitors must be informed that their sessions are being recorded for teaching purposes. If a visitor withholds their permission to be recorded, no lecture recording shall be made and students shall be informed accordingly.
- 6.9. Student presentations may be recorded for assessment purposes, and the publishing of these recordings will be at the academic staff member's discretion.

## 7. Student Roles and Responsibilities

- 7.1. Students have a responsibility to use lecture recordings as a supplementary learning resource, revision, or catch-up tool and not as a substitute for regular lecture attendance. Good practices in the use of lecture recordings are available in material provided by the [Academic Skills Centre](#).
- 7.2. Students are expected to understand and comply with copyright, privacy and intellectual property provisions and as such, should not further distribute lecture recordings.
- 7.3. Students may not use parts of any lecture recording or edited versions of parts of a lecture recording, including screenshots or photos taken during a lecture, for further distribution of any kind, including on social media and internet websites.
- 7.4. Students may only make personal recordings of a lecture with the explicit permission of the staff member and may only use such lecture recordings for the purposes of private study or research. A student may not share, publish or otherwise make a lecture recording available in whole or in part to any other person, website or social media platform.
- 7.5. Where the Student Accessibility Service has determined that a student requires specific use of lecture recordings as part of their learning support plan, the student with the learning support plan must notify the relevant lecturer(s) so that any adjustments to the availability of recordings can be made. Note that these provisions cannot override the exceptions to lecture recording as outlined in 1.3.

## 8. Access to and Use of Recorded Material

- 8.1. The lecturer concerned is able to determine when and for how long lecture recordings are available to students within the parameters below. At a minimum it is expected that recordings will be available:
  - within 24 hours of the lecture being delivered;
  - for at least one week following the lecture; and
  - from the start of study week to the end of the examination period.

In all situations, course coordinators must inform students in a class of the availability of lecture recordings for their course, preferably on the course AKO | LEARN site.

- 8.2. Where lecture recordings have been restricted for a period of time, a staff member can allow a student or group of students access to recordings outside the restricted timeframe if circumstances warrant such access, for example, due to extended sickness or late enrolment into a course.
- 8.3. Except where agreed between the University and the person making the lecture recording, recordings are not to be made publicly available.
- 8.4. Access to recordings after the examination period and while the course is still available to previously enrolled students via AKO | Learn is at the discretion of the lecturer.
- 8.5. Archived recordings may be used in an emergency or disaster situation or a temporary, unexpected staff illness or unavailability to ensure learning and teaching continuity. This does not include situations involving industrial action. In general, recordings used in emergency situations should have been created no more than two years ago.
- 8.6. Recordings may only be held of currently employed staff unless permission has been granted by the former staff member or their representative.
- 8.7. The maximum time any recording should be held is three years.

## Related Documents and Information

### Legislation

- [Privacy Act 2020 \(New Zealand Legislation website\)](#)

### UC Policy Library

- [Privacy Policy](#)
- [Intellectual Property Policy](#)
- [Copyright Policy](#)

### UC Website and Intranet

- [UC Copyright](#) web page

## Appendix 1 - Resources for Managing Lecture Recordings

### Editing Recordings

Instructions for editing recordings can be found at:

<https://support.echo360.com/hc/en-us/articles/11077556525581>

If help with editing is required, raise a request with the [Learning Innovation and Technology](#) team.

## Changing the Availability of Recordings

Instructions for changing the availability of recordings can be found at:

<https://support.echo360.com/hc/en-us/articles/360035405411-EchoVideo-Creating-Captures-and-Capture-Schedules>

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