

Policy and Guidance on Recording Lectures

This document makes repeated reference to the following documents, which should be read in conjunction with it.

- The University's Policy on Recordings: v1.2 of the Policy on the Recording of Teaching Materials/Lectures and Other Teaching, Learning, and Assessment Activities. Available online at https://www.educationalpolicy.admin.cam.ac.uk/files/recording_policy.pdf.
- GBEC's Expectation to Record: the General Board's Education Committee's Expectation to Record Lectures. Available online at https://www.educationalpolicy.admin.cam.ac.uk/files/recording_expectation_22-23.pdf.
- The GBEC Addendum: The General Board's Education Committee's Addendum to the Expectation to Record Lectures. Available online at https://www.educationalpolicy.admin.cam.ac.uk/files/expectation_addendum_disabled.pdf.
- The University's Intellectual Property Policy: Section 2 of Chapter XIII of the University's Ordinances. Available online at <https://www.admin.cam.ac.uk/univ/so/2012/chapter13-section2.html>.

Other documents referred to in the below are linked to at the appropriate point.

For further guidance on the relationship between lecture recordings and statutory duties to make reasonable adjustments for disabled students (especially as regards points 5 and 7 of the below), lecturers are encouraged to contact the Arts & Humanities Advisers at the ADRC (<https://www.disability.admin.cam.ac.uk/adrc-people-overview>). These are currently Helen Tully (Helen.Tully@admin.cam.ac.uk) and Aless McCann (Aless.McCann@admin.cam.ac.uk).

Policy on recording of lectures

1. The Faculty of Philosophy has neither a requirement nor an expectation that recordings of lectures will be made routinely available to students.
2. The decision as to whether lectures should be recorded, and as to how recordings of lectures should be made available, will fall to individual lecturers.
3. For each lecture course (i.e. sequence of lectures on a particular topic within a paper), the availability of recordings will be indicated on the lecture list. There are three possibilities:
 - a. Recordings routinely available
 - b. Recordings available upon request
 - c. Recordings available as a reasonable adjustment.
 - d. Where a student has access to recordings that are not routinely available, they should not share those recordings with others. In particular, students are reminded that sharing their Raven password with anyone else is strictly against the University's guidance on information security.
4. In either of cases 3a or 3b, the lecturer may further restrict the availability of recordings of certain lectures, at their discretion, so long as recordings are available as a reasonable adjustment.
 - a. If a recording of a certain lecture will not be available even as a reasonable adjustment, then there must be a reason why access to that recording is not reasonable in this case: for example, if the lecture covers ethically or commercially sensitive material (as per point 15 of GBEC's Expectation to Record), or if no recording was made due to technical problems.
 - b. In case 3a, alternative adjustments should be made for those students for whom access to a recording would normally be a reasonable adjustment. For example, these could include making available a recording of the lecture that excludes any sensitive material, or providing students with a video or briefing notes that summarise the content of the lecture.
5. If access to a recording is a reasonable adjustment, then the alternative arrangements would likely not be considered adequate as reasonable adjustments. Thus, for example, provision of briefing notes summarising the content of lectures cannot generally be used as a substitute for recordings.
6. Lecture recordings should, for most students, be regarded as a supplement to attending lectures in person and **not** a substitute for doing so. This is for the following reasons (cf. Clause 9 of GBEC's Expectation to Record):
 - a. Lectures do not just teach content; they also teach key transferable skills such as paying sustained attention, extracting key information, and note-taking.

- b. In-person lectures may provide an opportunity for students to ask questions of the lecturer, and for other students to benefit from hearing the answers to those questions.
 - c. Interaction with an audience gives the lecturer the opportunity to tailor the delivery of the lecture to the needs and interests of that audience.
 - d. Engaging with lecturers in person is a key part of the experience of attending university.
 - e. Lectures form an important opportunity for social interaction on the Philosophy Tripos.
 - f. Regular attendance at lectures can be a useful heuristic mechanism for students to distribute their learning across a term.
 - g. Attending lectures provides a weekly structure and routine that can be helpful for both time management and mental health.
7. Where a student has a disability for which provision of lecture recording constitutes a reasonable adjustment:
 - a. If they have a Student Support Document (SSD) that indicates this, then they may notify the Faculty Office of this directly, or request that the Accessibility and Disability Resource Centre (ADRC) do so on their behalf.
 - b. Once the Faculty becomes aware that provision of recordings to a student would be a reasonable adjustment for that student (whether or not an SSD has been provided), the Faculty Office will determine, whether from the student directly or from the student's Director of Studies, what papers the student is taking.
 - c. If the student is taking papers for which recordings are available only upon request or as a reasonable adjustment, the Faculty Office will give the student access to those recordings. This will include recordings of past lectures (from that academic year), where they exist. If recordings do not exist, the relevant lecturer will be notified in order that they can make alternative arrangements for the student as per point 5b and—as appropriate—record future lectures.
 - d. Should they wish, the student may choose to make their own recordings of lectures they attend; such recordings should not be shared with others. In line with the GBEC Addendum, this should not be regarded as a replacement for the Faculty's providing the student with access to recordings. If a lecturer has decided that a certain lecture recording should not be available even as a reasonable adjustment (i.e. if point 5a applies), then the student is not permitted to record that lecture.
8. As per Regulation 7 of the University's Intellectual Property Policy and Clause 2.1 of the University's Policy on Recordings, the intellectual property rights associated with any lecture recording belong to the lecturer.
9. Faculty Board's continued endorsement of this policy should be understood as an explicit agreement to **not** grant the University a non-exclusive, royalty-free, perpetual licence to use the material for teaching, as per Regulation 30 of the

University's Intellectual Property Policy and Clause 2.2 of the University's Policy on Recordings.

10. At the end of each academic year, the Faculty will consult with lecturers as to whether they wish their recordings from that year to be retained or not. Even if the lectures are retained, then they will be archived and will not be accessible to students, but will be available to teaching staff.
11. As per points 8 and 9, only the lecturer who made the original recording is entitled to re-use it in subsequent years. They may only do so in accordance with the University's Policy on Re-Use of Digital Teaching Content, available at https://www.educationalpolicy.admin.cam.ac.uk/files/re-use_guidance.pdf.
12. As per Clause 2.4 of the University's Policy on Recordings, participants in a recording (e.g. students who ask questions during a lecture) may appear in that recording without their explicit consent provided that the following conditions are met:
 - a. the participant's contributions are optional, not expected, or otherwise not required in order to meet the learning objectives of the session;
 - b. the participant has been notified in advance that the session will be recorded; and
 - c. the participant has been notified that they have the right to object to being recorded, and informed of what action, if any, they may take to avoid being recorded.

It is anticipated that condition (a) will typically be met, at least for lectures rather than seminars; regarding (b), the indication on the Lecture List of availability of recordings (see point 3 above) should be considered to be advance notification that a given session will be recorded; and regarding (c), this policy should be considered to be notification that participants have the right to object to being recorded. If a participant does so object, then they should refrain from participating in the recording (e.g. by not asking questions). By default, therefore, consent from participants to a recording of a lecture is therefore not required.

Guidance on recording of lectures

1. For guidance on how to record lectures, and how to caption and upload recordings, lecturers should consult the section “Process and Implementation” of GBEC’s Expectation to Record Lectures. This guidance includes links to the following useful resources, which are reproduced here for convenience.
 - a. General guidance on making and editing recordings:
<https://help.uis.cam.ac.uk/service/teaching-and-learning/lecture-capture/how-make-and-edit-recordings>
 - b. The Panopto User Guide: <https://help.uis.cam.ac.uk/service/teaching-and-learning/lecture-capture/how-use-panopto-lecture-capture-and-educational-videos>
 - c. The list of rooms offering lecture capture:
<https://help.uis.cam.ac.uk/service/teaching-and-learning/lecture-capture/where-you-can-find-lecture-capture>
2. An OWL is a combined video-conferencing camera and microphone, which replaces the built-in webcam on your computer. It automatically detects sound and movement, and makes the in-person current speaker visible to remote participants. The Faculty office has two OWLs, which may be pre-booked for use outside the Raised Faculty Building. To do so, you must book via the online booker system (<https://booker.eventmapsolutions.com/>), and then collect it from the Faculty library between 9am–1 pm and 2pm–5pm Monday to Friday.
3. Lecturers should check that any recordings they upload to Panopto appear in the relevant section of Moodle, in the “Panopto” section. When using a laptop/desktop computer, the section is usually found in the narrow column on the right-hand side of the webpage, directly below the “iDiscover” section. When using a smaller device (e.g. tablet/smartphone), the section may appear towards the bottom of the central column, due to screen display resizing.
4. When uploading recordings to Moodle, lecturers are asked to name files in line with the following protocol: “Part – Paper Number and name – Title of lecture course – Name of Lecturer – Lecture Number”. So for example: “Part III – Paper 7 Defence Against the Dark Arts – Patronuses – Remus Lupin – Lecture 1”.