Lecture Recording Policy - Frequently Asked Questions

When will the policy be implemented?
The new lecture recording policy will be implemented for recorded lectures on or after 1 January 2019 for the start of Semester 2.

Do I have to do anything if I want my lectures to be recorded?
From 1 January 2019, you do not have to do anything. If you are using a lecture recording enabled teaching room, your lectures will be scheduled to be recorded automatically unless you opt-out.

How do I opt-out?
The Lecture Recording Programme is putting in place a simple online tool to enable opt-out. Course Organisers and Course Secretaries will have access to this tool by default. Other members of staff teaching on courses can be added upon request. You can see a graphic of the online tool below:

Recordings that are initiated manually (an “ad hoc recording”), rather than using the automatic scheduler, will also be captured on the interface.

Where you are happy for recordings to be scheduled automatically, no action will be required.

The interface allows search by course name or course code and displays schedules of lectures allocated to rooms enabled for lecture recording. There are simple drop down
options where you can choose to opt-out of scheduled recordings by selecting one of the following reasons:

- No: Pedagogical reasons
- No: Privacy / Legal / Ethical reasons
- No: Personal reasons
- No: Using Ad hoc recording

You will be able to opt-out of recording at course level or specific lectures within a course.

What does the policy cover?
The policy covers permitted and prohibited uses of the recordings; standards and responsibilities for providing the service; accessibility; rights in the recordings; use of third party copyright materials; security and retention of recordings.

Who has rights over the recording?
The University and the lecturer both have rights in the recording. If a student contributes to a lecture, they will also hold some rights. Under the new policy, everyone retains their rights and agrees that the University can use the recording for defined and limited purposes. You can find out more in Sections 1 and 4 of the policy.

Does this mean the University can use my recordings in the eventuality of industrial action?
No. The policy states explicitly that a recording cannot be used during industrial action without the consent of the lecturer involved (see policy clause 1.4iii). This is the first lecture recording policy to make this provision.

The policy is designed to protect colleagues in meeting the objectives of the University to provide an inclusive and comprehensive lecture recording service.

Paragraphs 1.3 and 1.4 of the policy also gives the lecturer control over use of their recordings for performance or peer review.

Does the policy cover the retention of recordings?
Yes. Recordings will be retained for 18 months. If you wish to retain your recordings for longer, you should arrange to upload them to Media Hopper Create.

What are my obligations with regards to copyright and lecture recording?
Lectures must cite copyright material appropriately. This is the case whether or not your lecture is recorded.

What if my students make my lectures publicly available?
According to the Accessible and Inclusive Learning Policy, students are already entitled to make recordings of lectures using their own devices. Both policies state that students may only use lecture recordings for the purpose of their own personal study. The sharing of lecture recordings is prohibited and action will be taken if this occurs.
How was the policy developed?
The Senate’s Learning and Teaching Committee established a policy task group with representation from academic and professional staff, students and trades unions. The task group was chaired by Melissa Highton, Assistant Principal Online Learning. The task group released a draft policy for wide consultation around the University between 11 January and 19 February 2018. The final policy includes a range of significant changes from the consultation draft in response to feedback received during the consultation. Over 80 responses were received representing the views of 27 Schools, committees or organisations including the UCU and around 150 individuals.

Where can I read the full policy?
The policy is available here.

What help will be provided?
ISG will work with each School to implement the policy and to help people to comply with it. A programme of support will be launched in the coming weeks comprising drop-in sessions across campuses, online guidance and how to videos. This will be supplemented with an information campaign and enhanced communications.

Who can I contact to find out more?
You can contact any of the following:

Melissa Highton, Assistant Principal Online Learning at Melissa.Highton@ed.ac.uk
Charlie Jeffery, Senior Vice Principal at Charlie.Jeffery@ed.ac.uk
Neil McCormick, Educational Technology Policy Officer at Neil.McCormick@ed.ac.uk