

The University of Edinburgh

Lecture Recording Service – External Visiting Lecturer Agreement for public lectures

This agreement is for any lectures recorded by the lecture recording service but not delivered as part of a University of Edinburgh taught course.

Lecture details

To be completed by the University prior to issuing to visiting lecturer

Lecture title	
Keywords	
Date	
Start and finish times	
Venue	
Name of Event Organiser	
School or College	

Thank you for agreeing to give the lecture described above (“the Lecture”) at the University of Edinburgh (“the University”).

The University has a [policy on lecture recording](#) (“the Policy”) which facilitates the recording and publishing of public lectures on the University’s website (the “Purpose”). The University places the decision on whether to record a lecture entirely with the lecturer. Should you wish to agree to the recording of the Lecture (the “Recording”), this agreement will allow the University to do so, and to use the Recording as set out in the Policy.

If you agree to the University recording the Lecture, the Event Organiser named above will arrange to schedule recording using the University’s [lecture recording service](#). Recording will commence at the start of, and finish automatically at the end of, the Lecture. You will also have the ability to pause and recommence recording at any point during the Lecture by pressing the “recording light” on the lectern and the University makes instructions available at each lectern on how to do this.

Should you wish to allow the Recording of the Lecture, the following terms shall apply:

Terms of Agreement

1. You confirm your consent to take part in the Recording and to grant the rights set out in this Agreement to the University, and that these rights shall not be subject to any payment by the University. This is without prejudice to any separate fee agreed between you and the University in respect of the Lecture.
2. You confirm that the University may record your live performance and may use the Recording for the Purpose. You agree that the University may edit the Recording as it considers appropriate and will be the producer and (where relevant) director of the Recording.
3. You give your permission for the University to make the Recording publicly available online through the University’s [media asset management platform](#) in perpetuity or for such time as the University may determine.
4. You understand that the University will process your personal data including your voice, image and any personal opinions you express within the Recording, as is necessary for the Purpose. The University will use your personal data in pursuit of its legitimate interests in providing a lecture

recording service to its staff and students. You can find more information on how the University processes personal data in the [Lecture Recording Privacy Statement](#).

5. By signing this Agreement you grant the University a non-exclusive, sub-licensable, worldwide licence to use your intellectual property within the Recording for the Purpose.
6. You undertake not to include copyright material within the Lecture unless (i) you hold the copyright or (ii) you use the material with the agreement of the copyright holder or within the terms of its licence. You are welcome to seek advice on copyright and the availability of open-licensed materials from the University's [Copyright Enquiries service](#) and its [Open Educational Resources service](#).
7. The University will endeavour to ensure that you are named as the presenter of the Lecture and the University may choose any form of credit to achieve this objective.
8. You may cancel this Agreement in writing at any time prior to the start of the Lecture. At any time after the Lecture has taken place you may submit a written request to the University to suspend access to the Recording or to delete the Recording. The University will otherwise retain the Recording within the lecture recording service for the retention period specified in the Policy.
9. This Agreement constitutes the entire agreement between us in respect of its subject matter. Any variations to the Agreement must be in writing and signed by both of us. Any disputes under this Agreement will be determined according to Scots law and the courts of Scotland will have the exclusive jurisdiction to adjudicate on them.

Visiting Lecturer

Please fill in the following and return to the Event Organiser named above.

I confirm that I have read, understood and agree to the terms set out above.

Name			
Signature		Date	

Optional Variation of the Agreement: live streaming of the Lecture

By signing below, I agree that the University may also make the Lecture available online during its delivery ("Live Streaming"). I understand that I may pause Live Streaming at any point during the Lecture by pausing the Recording, and agree to extend the permissions and licences I have granted above as necessary for this additional purpose.

Signature		Date	
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For the University

Authorised representative of the University Court

Name			
Position			
Signature		Date	
