

Middlesex University

Recording of Teaching and Learning Activities Policy

**This policy has been reviewed in light of the COVID-19 Pandemic and revised accordingly
15/09/2020*

Background

There is increasing demand for the recording of lectures and other teaching and learning activities from across the University as well as the use of curated video and multimedia content. This demand is being driven by student feedback and staff introducing different modes of delivery to support their curriculum.

The recording of teaching and learning activities and the wider use of video also play an important role in supporting the University's inclusivity and diversity agenda, helping to address the changes to the Disabled Students Allowance (DSA) which require the University to develop additional protocols to ensure it continues to demonstrate compliance with the Equality Act 2010. Lecture recording and the use of video can also be considered a reasonable adjustment under the act and can potentially be of benefit to all students in maximising their achievement. Carefully curated use of video and multimedia content is also a core concept of the universal design for learning (UDL) theory which provides greater opportunity for students to manage their own learning and access materials to support themselves. This approach is directly reflected in the Technology Enhanced Learning (TEL) Thresholds in the principles of Before, During, and After, teaching.

With increased demand there is a need to provide clear guidance to staff and students and this document aims to set out the University's policy and related guidance on the recording of teaching and learning activities and wider use of video to support teaching and learning.

For the purpose of this document the term lecture recording will be used hereafter as an all-encompassing term for lecture recording/lecture capture and the recording of other learning and teaching activities both those delivered face to face and online.

Related documents

There are a number of existing related policy and guidance documents that this document will refer to.

University Regulations

<https://www.mdx.ac.uk/about-us/policies/university-regulations>

TEL Thresholds

<https://www.intra.mdx.ac.uk/about-us/services/centre-for-academic-practice-enhancement/technology-enhanced-learning/tel-standards>

TEL Matrix recommendations and considerations

<https://www.intra.mdx.ac.uk/about-us/services/centre-for->

[academic-practice-enhancement/continuity-of-learning/academic-planning-framework#tel](https://www.intra.mdx.ac.uk/academic-practice-enhancement/continuity-of-learning/academic-planning-framework#tel)

Recording Lectures Intranet pages - Legal Considerations

<https://www.intra.mdx.ac.uk/tools-policies/policies-and-guidance/copyright/purpose/recording-lectures>

Recording Lectures for students with additional needs;

https://www.intra.mdx.ac.uk/_media/_intranet/document-library/r/Recording-Lectures-Guidelines.pdf

The Policy

The University strongly encourages all staff to engage with lecture recording where appropriate and applicable to the discipline and activity.

The decision to make a recording lies with the individual member of staff. However all lectures should be recorded, and it is strongly recommended that where appropriate other types of taught session are also captured to support self-paced learning.

Sessions which may not be appropriate to record are those where personal information might be disclosed such as during personal tutoring, tutorials, and session where discussion activity might involve the sharing of personal experience. It may also be that the nature of the session does not lend itself to being recorded such a Laboratory or Workshop. In these cases, it may still be possible to curate or capture content in a different way so students who were unable to attend can engage in the learning from the session. For more guidance please see <https://www.intra.mdx.ac.uk/about-us/services/centre-for-academic-practice-enhancement/policy-bank>

Any recorded content should be curated in My Learning and made available for students to access.

Implementation of this policy will be the responsibility of Faculty Deputy Deans, who will report to the University Learning and Teaching Committee.

Middlesex supports lecture recording through the University platforms Kaltura (CaptureSpace), Zoom, Kaltura Virtual Classroom (Newrow) and Teams. These platforms provide staff with simple tools to enable the recording of sessions whether delivered online, face to face, from the office, at home, or on-the-go. This will facilitate a range of recording types from short key concept videos, narrated PowerPoints, Podcasts, through to full recording of taught sessions.

Kaltura provides the platform for MDXPlay the institutional video library <https://www.play.mdx.ac.uk/>. All staff and students have access to MDXPlay. Kaltura also provides the platform for creating pre-recorded video content. Live sessions can also be delivered and recorded using Zoom, Kaltura Newrow, Adobe Connect, and Teams.

Lecture recordings are provided to supplement and enhance the student experience, helping students to revisit material in a self-paced way and support independent learning, it should not be seen as an alternative to attending lectures where face to face or online attendance is a requirement of the programme or module. Current sector best practice suggests that lecture attendance is not affected by the recording of lectures and that students do not see it as an alternative to face to face attendance (McGowan, A & Hanna, P 2015).

* McGowan, A & Hanna, P 2015, 'How Video Lecture Capture affects Student Engagement in a University Computer Programming Course: Attendance, Video Viewing Behaviours and Student Attitudes' Paper presented at

Legal Considerations

Consent

It is the responsibility of the staff member leading the session that is to be recorded to make students aware of the intention to record. This applies to both face to face and online sessions.

It should be made clear which elements of the session are to be captured such as audio, audio and slides only, or if video will be included.

Students not wishing to appear on a recording or have their voices recorded should be given the opportunity to move to a seat where they are not visible on camera and will not be picked up by the microphone at the front of the room or to switch off their cameras if it is an online session. It is also possible to pause a recording so that a student who does not wish to be recorded can ask a question or students can be given the opportunity to ask questions once the recording has ended at the end of a session

Students should also be notified of the potential to be recorded either in programme and module handbooks or My Learning which can also be used as a channel to notify students of sessions that will be recorded.

Guest lecturers are also strongly encouraged to record their lectures, the decision to make a recording lies with the visiting lecturer and their permission must be sought before recording can take place. It is the responsibility of the module leader to gain this permission from the guest lecturer. An email will suffice as proof of permission.

All recordings made with Kaltura are initially set to private and appear in a user's personal space called My Media, allowing staff to review the recording first and make simple edits if required before publishing and making available to students.

Recordings in Kaltura will be stored on the system for a minimum of 5 years, as yet no maximum has been set but this will be reviewed annually.

Copyright

Staff should ensure they have appropriate copyright clearance for any material included in lecture recordings. Guidance is available on the University staff intranet <https://www.intra.mdx.ac.uk/tools-policies/policies-and-guidance/copyright/purpose/recording-lectures>. Staff are asked to familiarise themselves with the guidance to ensure materials do not breach copyright and licensing laws.

Copyright in material created by University staff as required by contract, belongs to Middlesex University and can be used freely. See the Staff Intellectual Property Rights and Revenue Policy HRPS 25 for more detail. <https://www.intra.mdx.ac.uk/media/intranet/document-library/h/HRPS25.pdf>

Recordings will not be used for performance management purposes unless voluntarily presented by a member of staff as part of the appraisal process.

The University will support staff in ensuring that recordings do not infringe Copyright and support is available on the intranet. For any specific queries or

additional advice please email Kate Vasili, K.Vasili@mdx.ac.uk, University Copyright Officer.

Intellectual Property Rights

The lecturer owns the performance rights in the delivery of his/her lecture and the exclusive right to reproduce, record, publish the performance.

Students will also own the performance rights in any presentation or performance they give.

Student Recordings

Students should have the opportunity to make audio recordings of lectures for study purposes only where they are not already being provided. The Student must seek the permission of the member of staff taking the session and it will be at the discretion of the staff member to allow a recording. Consent to record should not normally be refused without good reason.

Any use of a recording other than for a student's personal use in relation to their studies or unauthorised distribution of a recording will be considered a breach of the university computer usage policy and will be subject to disciplinary action. This applies to both pre-recorded curated video content and the recording of live sessions whether face to face or online.

Students can be asked to turn off their recording device when other students do not want to be recorded. Students may be asked to turn off their recording device during parts of a lecture when deemed appropriate by the member of staff leading the session.

Current arrangements for disabled students in relation to lecture recording are unaffected by this policy.

Support and Guidance

The Centre for Academic Practice Enhancement (CAPE) provides support guidance and training on lecture recording with workshops and online on resources available on using Kaltura. Email elarning@mdx.ac.uk for more information or go to <https://mdx.mrooms.net/mod/book/view.php?id=886439>

Support is also provided on how to record live sessions being delivered online .

Copyright support and guidance is available on the intranet and for specific queries or additional advice please email Kate Vasili, K.Vasili@mdx.ac.uk, University Copyright Officer.

Support staff will provide service users with clear information relating to periods of maintenance / downtime

Revision history	<i>This policy was considered and approved by the Chair, Learning & Teaching Committee. .It is due for review in September 2025.</i>
-------------------------	--

Author(s)	<i>Dr Emily McIntosh Director of Learning, Teaching and Student Experience Alex Chapman Head of Technology Enhanced Learning</i>
Date of publication	<i>17th September 2020</i>
Senior Management sponsor	<i>Professor Andrea Dlaska, Deputy Vice-Chancellor, Learning & Innovation</i>