

Lecture Capture Policy

1. Introduction

This document outlines the University's policy on recording lectures and on making recordings available to students in support of their learning via the University virtual learning environment, Blackboard.

This policy does not apply to other forms of video teaching content such as pre-recorded instructional videos, video tutorials, video feedback, screencasts, simulation videos, videos of practical procedures (e.g. in labs) or field work.

2. Context

2.1 This policy applies to lecture recording activity undertaken as part of the University's video service delivered through Yuja, a lecture capture, screencasting, video streaming and video content management platform.

The University does not currently have a fully supported lecture capture service. This policy will be reviewed should the University consider implementing a more comprehensive service and resourcing the technical infrastructure required to implement lecture capture more widely across the institution.

2.2 Student recordings of lectures continue to be subject to the University's Policy and Guidelines on the Recording of Lectures¹.

2.3 Given that lecture capture activity is not a fully supported service there may be technical and operational challenges that prevent a recording.

3. Definitions

3.1 'Lecture' refers to formal face-to-face teaching and learning sessions, and excludes tutorials, seminars, other small group and interactive teaching sessions e.g. laboratory-based classes. Student-led presentations, student-led journal clubs and other forms of student-led small group teaching are also excluded.

3.2 'Lecture capture' refers to, at a minimum, an audio recording of the lecturer's voice presenting the lecture. An audio recording may be supplemented by voice over PowerPoint slides, Keynote slides, Sway, Prezi, visualiser or other visual material presented alongside the oral delivery of a lecture. It may also include a recording of a lecturer during the lecture.

¹ <https://www.dundee.ac.uk/qf/documents/details/policy-and-guidelines-on-the-recording-of-lectures.php>

3.3 'Lecturer' refers to any University staff member (including visiting, honorary or associate staff) involved in teaching and learning.

4. Policy Intent

4.1 The University is committed to engaging students with their learning and the intent of this policy on lecture capture is to supplement student learning in lectures by providing an opportunity for students to revisit explicit sections of the lecture which they may have missed or wish to further develop their understanding of. Lecture capture also helps contribute to an inclusive learning environment, supporting students with additional requirements and is already a widely recognised approach to supporting disabled students. It can also be of particular help to International students for whom English is not their first language and also assist students who may miss a lecture because of illness, or other sudden personal commitments relating to work or caring responsibilities.

4.2 Lecture capture is not viewed by the University as a replacement for attending lectures, rather they offer an opportunity to enhance learning and support individual learning. Lecture capture is also not a replacement for contact teaching time, or a substitute for the non-availability of timetabled lectures due to industrial action. Individual lecturers may however, personally choose to share a previously recorded lecture in the case of ill health or adverse weather.

4.3 Recorded lectures will by default only be made available to students on a registered module and accessible through the module in Blackboard (My Dundee). Recordings can only be viewed via online streaming, students cannot download individual lecture recordings.

4.4 Recordings will typically be kept for one year after the lecture was captured and then deleted. Individual lecturers do have the option to archive and maintain their recordings that might be used by them for legitimate purposes in the future (e.g. as a bad weather back-up).

5. Engagement

5.1 Individual engagement in lecture capture is on a voluntary basis. Where lecture capture is being implemented more formally across a range of modules, programmes and disciplines in a School, individual lecturers can choose to opt out. Students should be informed of whether their lectures are being recorded. Where a lecture is not being captured students retain the right to make an individual recording in line with the University's Policy and Guidelines on the Recording of Lectures.

5.2 The University recognises that not all lectures are suitable for recording. This may be for a range of reasons, for example:

- Not all lecture teaching styles are conducive to lecture capture, given their highly interactive and participatory nature. Changing these teaching approaches may be detrimental to the student learning experience.
- The content of the lecture may include confidential or personal information such as patient stories which may only be shared in the context of a physical teaching space. If personal information is to be shared in a lecture recording, written consent must be obtained from individuals, patients, etc.
- The material may be commercially or politically sensitive.
- There may be extensive use of a whiteboard that makes recording unsuitable.

5.3 Lecturers retain control of their recordings. A recording can be paused or stopped during a lecture to encourage active class participation and discussion. Lecturers can also review and edit recordings before making them available to students.

5.4 Individual lecturers control access to their recordings and can choose to make them unavailable or remove them at any time.

5.5 Lecture capture will not be used for performance management. It is however, recognised that individual lecturers may wish to review their lectures as part of their personal reflective professional practice or to use it to support any peer observation of teaching that the staff member may be engaged with.

5.6 Recordings of lectures may not be submitted and used as evidence in student complaints or appeals.

6. Use of Copyright Material

6.1 The University is bound by UK copyright law as it relates to the use of digital and print copyrighted material in an educational context. Staff should refer to the [University's position of Copyright](#)² and the [Practical Guide to Copyright](#)³ produced by the Library and Learning Centre and ensure that materials used in their lectures are copyright compliant.

6.2 Where a lecture contains materials created in the course of employment at the University of Dundee, or copyright has been assigned to the University of Dundee, these materials may be captured in a recording without risk of copyright infringement.

7. Copyright of a Recorded Lecture

Lecturers retain copyright and performance rights under this policy but grant the University an exclusive royalty-free licence to use them in line with this policy.

² <https://www.dundee.ac.uk/governance/policies/copyright-webcopy/>

³ <http://libguides.dundee.ac.uk/Copyright>

8. External Speakers

8.1 Where a lecture is delivered by an individual other than a University employee, the module leader is responsible for bringing this policy to the attention of the external lecturer/speaker in good time to allow them to consider whether they will provide consent for their lecture to be recorded. Where a recording is agreed to, written consent should be obtained and this should detail that the external lecturer retains the rights to the recording and that they agree to grant the University the right to use the recording in line with this policy under a non-exclusive licence.

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Senate 16 October 2019