Recording of Taught Sessions Policy		Ref: PL.75-v.001	
Brief Description & Purpose:	*This policy outlines staff and student responsibilities, minimum requirements and best practice relating to the recording of taught sessions at Northumbria University. This policy relates to the routine capture of on-campus teaching to support learning as opposed to content specifically developed as part of a blended learning module delivery.*		
Applicable to (list cohorts):	**Staff:** *NU Staff involved in education delivery at UK based campus'*	**Students:** *All students*	**Third Parties:** *Not applicable*
Effective From:	October 2025	**Last Review Date:**	October 2025
Approval Authority:	Academic Board	**Approved:**	03rd October 2025
Executive Owner:	Pro Vice-Chancellor (Education)	**Business Owner:**	Academic Registrar
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Contents

1.   Introduction

The University commits itself to ensuring suitable captured content is made available to students and strongly encourages all lectures to be recorded and where possible also encourages the recording of other taught sessions. This policy outlines University, staff and student responsibilities, minimum requirements and best practice relating to the recording of taught sessions at Northumbria University.

- See Section 10 for definitions of "Taught Sessions" and "Lectures" as used within this policy.

The recording of taught sessions has been a component of our approach to teaching and learning at the University since 2014. The recordings are intended to support student learning and the overall learning experience by allowing students to view, participate in or recap taught sessions, as well as allowing academic staff to reflect on their own teaching practices.

The University recognises the importance of the use of technology to enhance student learning. The University's intention is to provide students with the ability to revisit all or part of their teaching outside the classroom through the provision of recordings of on campus teaching (synchronous) and specially prepared pre-recorded learning materials (asynchronous).

Lecture capture technology, the practice of recording taught sessions for later review, has become a pervasive feature within the landscape of UK Higher Education (HE). Data indicates a rapid trajectory of adoption; institutionally supported systems were present in 51% of UK universities in 2012, rising to 63% in 2014 and 71% by 2016. By 2018, the Universities and Colleges Information Systems Association (UCISA) reported that 75% of responding HEIs used lecture capture technologies. A 2020 study by Nordmann et al. (Higher Education) found that lecture capture enhances comprehension, supports revision, and significantly benefits students with disabilities, international learners, and those with caring responsibilities. Jisc (2023) highlights that lecture recordings improve learning flexibility, especially when aligned with inclusive teaching strategies. TEL analytics at Northumbria demonstrate that recordings are heavily used around assessment periods. Research by Leadbeater et al. (2013) confirms students view recordings as a supplement rather than a substitute for attendance, while Mark and Vrijmoed (2016) found no significant decline in lecture attendance due to recordings.

The recording of taught sessions provides students with consistent and repeated access to core content for each module, aiding their study and preparation for assessments. By enabling the recording of taught sessions, we support our students in studying with confidence. Students will be able to pause, rewind and replay sections they find challenging, promoting self-directed learning.

It is important to note that recording of taught sessions is an enhancement to, not a replacement for, in person teaching.

This policy is particularly beneficial for students who must work to support their studies, promoting parity and equality among students. It also serves as a valuable resource and a contingency measure for any disruptions to engagement and attendance for students with caring responsibilities, health conditions or disabilities. By enabling remote access to materials, it minimises disruptions to academic progress and reduces workload on academic staff.

The University does not consider use of on-campus teaching recordings as a replacement for attendance unless this is an element of a blended learning teaching strategy where there is flexibility between on-campus and on-line learning embedded into the programme or module design. There may be additional recorded content developed specifically for a module to support its blended delivery model.

The purpose of a recording is to support the students taking a module. By default (and unless specifically changed by a member of academic staff) access to recordings within a module is therefore limited to students taking that module.

2. Key Roles and Responsibilities

2.1 University

On-campus capture recordings should be made using the recommended software supported by the University (e.g. Panopto, Microsoft Teams). Panopto software is available on all NU teaching machines to record the audio, screen and video in a teaching room. Synchronous sessions delivered online can also be recorded using the features within Microsoft Teams.

The University will provide recordings to students on the Blackboard site of the module to which the taught session relates. By default, it will also provide access to the staff associated with the Blackboard site for the module.

The University will provide guidance and training for academic staff (e.g. queries over use of technology and potential copyright infringement), including support from the ATS Team (ATS Central) and Library Copyright Service (copyright@northumbria.ac.uk). This will include one to one support and training opportunities for staff, and access to relevant training materials for staff and students to support both groups in the effective practices related to recording.

The University will ensure there is clearly visible signage in teaching rooms to indicate whether a venue is equipped for recording.

The University will advise all students, as part of their annual enrolment process, that taught sessions will be routinely recorded.

The University will provide information and guidance to students via the Student Portal regarding what to do if they object to being recorded in a session. Guidance will also be provided to students who have reasonable adjustments in place to support them in taught sessions.

The University will provide staff with guidance and information regarding how to advise and support students who may object to being recorded in sessions or have concerns relating to the recording.

The University will progress disciplinary action where students share, display or make available recordings without academic staff permission as outlined in Section Three of the Handbook of Student Regulations.

Where there is evidence of any other form of misuse of recordings by current or former students, the University will take appropriate action to support and protect staff and students in line with the Handbook of Student Regulations.

2.2 Academic Staff

The University operates a policy on the recording of taught sessions whereby staff are strongly encouraged but not mandated to record and make available recordings of all lectures and are encouraged to record other taught sessions where appropriate. Academic staff are required to report where lectures are not being recorded to ensure transparency and consistency. Where lectures and other taught sessions are not being recorded, Academic staff are required to notify students ahead of the session, outlining any alternative provision.

Academic staff are strongly encouraged to record all lectures. Where it is not possible to record a lecture, in line with the exceptions outlined in section 5.1, the Associate Head of School for

Education and relevant students should be notified at the start of each semester, as detailed in section 5.2.

Academic staff are also encouraged to record all other taught sessions to support student learning and the overall learning experience. This includes sessions delivered on campus as well as those delivered online. Where it is not possible to record a taught session, in line with exceptions outlined in section 5.1, students should be notified in advance of the session, as detailed in section 5.2

Staff are encouraged to use their preferred teaching style; there is no requirement to change teaching style for the purpose of recording. Staff are also encouraged to continue to make pre-recordings of sessions available where this is appropriate to the delivery of the session, for example, where staff use active learning during a session and provide the theory in advance.

Academic Staff have overall responsibility for the recording process and final recordings and are responsible for ensuring that:

- Recordings are published to students as appropriate through Blackboard within the teaching schedule typically within 2 working days.
- The names of the staff authoring any teaching materials used in the session is clearly displayed.
- The name of the academic staff member delivering the session is cited.
- Recorded materials comply with copyright rules.
- Visible citations are provided for third party materials, such as photographs or illustrations, used on slides and for existing video and audio recordings used within recorded teaching. These citations should include, at minimum, the names of the material and its author/creator, and ideally a link to the source.

Academic Staff have the discretion to pause recordings of taught sessions, though students should be informed when this happens so that they can take fuller notes.

Where visual content (e.g. Powerpoint slides) is <u>not</u> being presented, academic staff have the discretion to record audio only.

When reviewing the accuracy of automatic captioning, it is expected that these will be generally correct. Additional scrutiny may be required where exact terms and references are included. Where captioning is not accurate and requires significant work to correct, academic staff should seek advice from their Associate Head of School (or Head of Educational Partnerships for London Campus), to allow a contextual discussion based on local workloading to explore appropriate solutions which have the least impact on an individual's workload.

Academic Staff are not responsible for the use of comment and chat functionality by students. Academics have the discretion to turn off the chat functionality.

2.3 Students

Students may only use recordings for their personal study, and may not share, display, or otherwise make available, recordings, in whole or part, to any other person. Where students are allowed to download recordings for offline viewing, they must delete any downloaded recordings once they are no longer enrolled at the University.

Students who share, display or make available recordings without academic staff permission will be subject to disciplinary action as per Section Three of the Handbook of Student Regulations. Students must not disclose personal data in a recording or the associated comment and chat functionality, though they should use their real name to ensure accountability.

Students must adhere to the Handbook of Student Regulations and its related policies and procedures regarding appropriate conduct when participating in discussions and using commenting functionality.

Students who are found to be misusing recordings or comments functions will be investigated under the student disciplinary regulations as outlined in Section Three of the Handbook of Student Regulations. Where the student misconduct is a criminal offence, the University will follow section 3 of the Handbook of Student Regulations when reporting cases to the Police.

2.3.1 Student Recordings on a Personal Device

In addition to the University's recording of sessions, students may still be allowed to make personal recordings which provide them with added functionality, if they have a disability and require this as a reasonable adjustment. Where the University is aware of the reasonable adjustment required, relevant academic staff will be notified via a Student Accessibility Plan (SAP) ahead of the taught session that specific student(s) will be using personal recording devices. Where the University is not aware of the reasonable adjustment, students should request permission from their lecturer ahead of each session should they wish to record onto a personal device.

Where lectures and other taught sessions are not being recorded, students will be advised in advance of the session that recording will not take place and advised of any alternative provision that will be made available (see section 5.2).

Where taught sessions are being recorded, students should not make their own video or audio recordings on a personal device (unless specifically agreed with the academic delivering the session or where this is a reasonable adjustment) as this does not allow academic staff to remove any sensitive sections of the session that should not be recorded.

2.4 Other Staff Members

Recordings may be made available by the academic delivering the session to other staff members. This staff group may, for example, include staff providing support for students with specific learning needs, e.g. note takers, IT staff or academic staff engaging in peer support activity.

2.5 External Speakers

Where visiting speakers from external organisations are delivering sessions, in whole or part, to students, written consent of the speaker to record and share with the relevant students must be obtained in advance of the recording being created. The visiting speaker is free to refuse to be recorded or later request that a published recording is taken offline without needing to state a reason. External speakers (or their employer, as appropriate) retain copyright on work and any other intellectual property rights they generate and, by accepting the terms of the external speaker agreement on recording, agree to grant the University a non-exclusive licence to use the recording solely for the purpose of supporting learning and teaching at the University.

3. Consent

Where students are using their own personal recording devices (see section 2.3.1), academic staff will be informed ahead of the taught session for students with reasonable adjustments via a SAP or students should request permission from their lecturer ahead of each session where the University is not aware of the reasonable adjustment.

Where activities other than taught sessions are to be recorded, such as assessed student presentations or staff meetings, explicit informed consent of participants is required.

4. Management of Data and Recordings

4.1 Retention Period

Teaching recordings are teaching materials and will be retained for at least three years beyond the end of the academic year under section 4.1.5 of the Academic Programme Records Retention Schedule. This period of time is to ensure that recordings are retained until all students in the cohort have completed. Blackboard sites will normally be available until the student graduates from their studies.

All recordings must be stored in compliance with University data security policies, ensuring confidentiality, integrity and availability.

4.2 Editing of Recordings

Academic Staff have the discretion to edit recordings before making them available to students, but are not typically expected to do so.

Academic Staff are expected to edit recordings if the recording contains materials which would breach GDPR or could be considered sensitive or offensive. Examples of situation where editing would be required are:

• Accidentally recording of conversations with students before / after the lecture
• Recording of questions from students who are unaware that recording is taking place
• Unplanned discussions which may contain personal information
• Inaccurate information presented in error

Staff or students who believe that a recording requires substantial editing or should be removed from the Blackboard or Panopto platform should contact the IT Service Desk Information Services who will provide support.

Where a lecture contains activities which a lecturer feels should not be recorded, e.g. when discussing workplace examples, recording can be halted and then resumed at an appropriate point.

4.4 Students Requesting Edits and Removals

Students can request the editing of a recording to have any of their own personal data removed. The student should raise a query via the Student Portal in the first instance. Queries can then be directed to the relevant member of academic staff.

For requests involving personal data rights under GDPR: where a student requests removal of their personal data under data protection legislation, the University will comply with statutory requirements. The academic staff member will assess whether the request falls within the student's data protection rights and, if so, will arrange for the necessary editing or removal. Staff can seek guidance from the University's Data Protection Officer if they require clarification of the student's GDPR rights.

For other editing requests: For requests that do not involve statutory data protection rights, the academic staff member has discretion in deciding whether to edit the recording. In making this decision, they will consider whether the request can be resourced and is appropriate in the context of the educational purpose of the recording.

In all cases, if a student does not agree with the decision made regarding their request, they should raise a complaint through the Student Complaints Procedure as outlined in Section 10 of the Handbook of Student Regulations.

4.5 Staff Leaving Employment with the University

Where a member of staff leaves the university during the academic year, any recordings they have produced during that year will be retained and used in line with the University's archiving and retention period (see 4.1). This is to ensure that students are not disadvantaged by changes to the course team and any use will be in accordance with section 4.6.

As the University retains the copyright of the recordings, these should not be used by the leaving staff member in any future employment or any other purpose without the explicit permission of the relevant Head of School.

4.6 Use of Recordings and Data

Recordings of taught sessions will not be used for any group of students other than the cohort it was originally intended for or for any other reason, without the explicit consent of the academic member of staff who carried out the original recording.

Recordings of taught sessions will not be used in relation to performance management of staff.

Further details regarding the management of data can be found in the Recording of Taught Sessions Privacy Notice.

5. Exceptions and Alternatives to Recording

5.1 Exceptions to Recording

The University strongly encourages all lectures to be recorded and where possible also encourages the recording of other taught sessions.

The University recognises there are situations where all or part of a lecture or a taught session should not or cannot be recorded. Examples of these situations include:

- there may be legal, ethical or privacy reasons for not recording part or all of a session,
- where pre-recorded on-line content of the taught sessions has been prepared and available for students,
- there are teaching approaches that may not be suitable for recording, such as those with a high degree of student led discussion or activity,
- sessions involving peer assessment or confidential feedback,
- practical sessions in specialist facilities (labs, studios, clinical settings).
- the taught session contains confidential, personal or other sensitive information/ discussion,
- the taught session is commercially or politically sensitive,
- material protected by Non-Disclosure Agreements (NDAs),
- situations where staff have reasonable adjustments that preclude recording,
- the recording service is not available in the room e.g. specialist spaces where bespoke, recording arrangements may need to be made.

In such instances the academic leading the session may choose to pre-record session summaries or capture parts of the content. Support in creating edited versions of teaching recordings can be provided by the University AST team.

Recording decisions should be guided by the educational, technical, legal, or ethical factors (examples of which are outlined above) rather than individual preferences. Staff who have concerns about recording are encouraged to discuss these with their Associate Head of School for Education (Head of Educational Partnerships for London Campus) to allow a contextual discussion based on local workloading to explore appropriate solutions which have the least impact on an individual's workload.

The University recognises that some staff may have concerns about recording and is committed to providing appropriate training, support, and guidance to help colleagues address these concerns, whether through delivering recorded sessions or developing suitable alternative provision to meet students' educational needs.

5.2 Reporting and Communication of Non-Recorded Lectures and other Taught Sessions

Where a session is designated as a lecture on the module specification (see section 10 for definition of a Lecture) is not to be recorded, Module Leaders should advise their Associate Head of School for Education or Head of Educational Partnerships for London Campus, at the beginning of each semester where lecture recording is not taking place and provide the reasons why either a specific lecture or series of lectures cannot be recorded.

Associate Head of School for Education and Head of Educational Partnership for London Campus will provide a report for their School to the Faculty Education Committee on overall lecture recording rates and reasons for non-recording of lectures to allow for oversight of consistency of practice across faculties and schools.

The Module Leader should agree with the relevant Programme Leader(s) how students will be notified that lectures will not be recorded prior to the lecture commencing and advise of any alternative method that will be made available (see section 5.3). It is recommended that students are notified via Blackboard.

The Module Leader should advise students in advance of all taught sessions which will be recorded, providing a brief rationale for cases where recording will not take place (see section 5.1 for examples). The Module Leader should agree with relevant Programme Leader(s) on the method of notification (recommended via Blackboard) and ensure students are advised of any alternative provision that will be made available.

Students with a Student Accessibility Plan (SAP) will be advised as part of the SAP process that:
- where University recording is not taking place, they are not permitted to make personal recordings,
- alternative provision will be made available as outlined in section 5.3,
- they should contact the Student Accessibility and Inclusion team if alternatives do not meet their accessibility needs.

5.3 Alternatives

Where recordings are not taking place, a suitable alternative should be provided to ensure students can access key learning content. This might include:
- making available a pre-recorded summary of the session content,
- sharing a written summary of the material,
- annotated slides with speaker notes,
- links to suitable library resources or relevant online content,
- pre-recorded demonstrations of techniques,
- discussion prompts or key questions covered (for interactive sessions),
- step-by-step guides or handouts (for practical sessions).

The provision of alternative resources may involve additional workload for Academic staff. Staff are encouraged to use existing materials where possible. In cases where alternative provision may impact workload, staff should contact their Head of School for guidance.

In line with use of recordings (section 4.6) alternatives will not be used for any group of students other than the cohort it was originally intended for or for any other reason, without the explicit consent of the academic member of staff who produced the alternative.

6. Intellectual Property and Performance Rights

All recorded teaching materials are protected by copyright. The inclusion of third-party material may be justified by the use of a copyright exception combined with 'fair dealing'. To utilise a copyright exception, the amount re-used must not infringe the rights of the copyright owner.
Further information is available from the University Library Copyright Service. Any questions regarding copyright queries should be sent to copyright@northumbria.ac.uk

Performers have legal rights (known as 'performer's rights') in their performance and any recording, film or broadcast of the performance. For these purposes performance includes teaching.

Ownership of all intellectual property rights (including copyright and performer's rights) in works (including teaching materials) vests in the University pursuant to the terms of the standard employment contract of academic staff. This policy makes no change as regards ownership of intellectual property as regards teaching recordings and other teaching material.

Academic staff agree to waive all rights in teaching recordings in order to facilitate the flexible use by the University of the teaching for the benefit of students in accordance with section 4.6.

To ensure academic staff 'paternity' right to be identified as the author / creator of work is maintained lecturers should identify themselves at the beginning of any recorded teaching either verbally or in written form.

7. Student Access to Recordings

Students will have access through Blackboard to published recordings from the modules on which they are enrolled, until they graduate.

Recordings will not normally be available to students not enrolled on those modules; however academic staff may exceptionally choose to use their existing recordings with other cohorts provided that it does not replace contact time.

8. Student Presentations and Other Assessed and Non-assessed Activities

Recording can be used to capture presentations given by students for assessment purposes, such as for group assessments or oral examinations.

Students should be made aware as early as possible during module delivery (e.g. at the start of the semester) that recording will be part of their form of assessment. This would typically be included on the assessment brief and learning plan.

These recordings are only to be used for the purposes of assessment and moderation and not published wider.

9. Web Accessibility

Whilst teaching capture recording makes learning more accessible to some learners, it may cause access issues for others. Staff should be aware of the requirements of their learners and take appropriate steps to ensure that learners are not disadvantaged by the use of lecture recording. This may include providing subtitles (an automatic feature of Panopto) or transcripts of videos. Guidance is available at ATS Central.

Web accessibility legislation requires that subtitles be available in video recordings produced by public sector bodies, including universities. The Panopto platform provided by the University will automatically generate these subtitles in order to meet this legislative requirement and the University's moral obligation to students. However, students must be aware that the subtitles are automatically generated and may contain errors, so subtitles should not be solely relied on for revision purposes.

Staff should review automatically generated subtitles where feasible to ensure accuracy before publishing.

10.   Definitions

Definition of Taught Session
Northumbria University defines a taught session as a timetabled session which is focussed on the transmission of information from staff to students.

Definition of a Lecture
Northumbria University defines a Lecture as a timetabled taught session which is shown on the module specification as 'lecture'.

11.   Version

Version No.	Reviewer	Date	Changes
1.0	Academic Registrar	September 2025	