

captured.

7. The ability to access recordings of taught sessions is recognised as good practice in terms of the support made available by institutions to students with disabilities. Learning session recordings are considered by the University to constitute a reasonable adjustment for learners with specific learning differences.

8. Use of webcasting may be facilitated where identified as a necessary reasonable adjustment.

9. Recordings made using learning session capture technology will automatically include captioning. Students may also make use of customisable captioning options to meet individual needs.

Definition of a learning session

10. A learning session is defined as any classroom-based learning session.

identified in the

- d. Poll/Survey results, where this tool is used in the learning session.

16. Data and derived metrics may be used by the University to support the preparation of submissions to OFSTED, Teaching Excellence Framework (TEF) or other regulatory requirements.

Use of recordings: sharing and reuse, performance management and complaints

17. The purpose of the recording is to support learners taking a module, for educational purposes only. Therefore, it is usual that access to the recording will be limited to the learners enrolled onto the module.

18. Learning Session capture technology enables students to:

- a. Download a recording to view offline,
- b. Download a podcast version of the session where only audio capture is required.
- c. Take notes on the recording itself for individual and personal use.

19. Students with access to the recording should not share the recording, by any means, without the permission of the lecturer. Any breach of this will be subject to disciplinary action as detailed in the University's [General Regulations](#) for students (see paragraph 123 (xii)).

20. Staff with access to the recording should not share or reuse these, without permission of the lecturer.

21. Lecturers may choose to share recordings with colleagues external to the University for the purposes of academic collaboration and / or public engagement or as open educational resources. In such cases, the lecturer must secure the consent of any learners or other contributing individuals, and ensure that the recording is in compliance with copyright legislation (see the [Cop/F1 11.07 Tm0 0\(\(\)V\)-274\(I 0 1F1 11.07 Tm0 0\(\(\)V\)-274\(I 0 1F1 11.07 Tm0 0\(\(\)V\)-274\(I 0 1g00](#)

24. Recorded content should be made available in the module in line with [published guidance](#) and within 3 working days of the live taught session.
25. Where there is delay of the release of recorded content, for example because substantial edits are required, students must be notified of this by the lecturer, using the announcement function in the OLE.
26. Recordings may be used by staff as part of Peer Review and Enhancement of Learning and Teaching (PRE) activity, or for personal reflections on performance. They may also use them as evidence of good practice in teaching, for example in applications for promotion or Fellowship of AdvanceHE.
27. The University will not use recordings for the purposes of performance management, or in disciplinary proceedings, except in the cases of alleged gross misconduct (as defined in University policy), where the recording may provide relevant evidence.
28. Recordings may not be used to cover staff exercising their legal right to take industrial action, without the consent of the lecturer.
29. Recordings may not be used by a student when making a complaint unless the recording

