

Student information sheet

This document summarises the University's position on seeking consent from students when teaching sessions are recorded.

You may also find it useful to:

- [view Guidance on Effective Use of Recordings](#)
- [view the University's Guidance on recording](#) for 2023-24
- [view the full Policy on Recordings of Teaching Materials and Lectures](#)

The University has a strong commitment to in-person teaching, and students are expected to attend and participate in in-person sessions wherever possible. The decision whether or not to record a teaching event will rest with the individual lecturer(s), in consideration of the designed teaching experience and intended educational benefit.

Where recordings are provided, you may use them only for your own private study or non-commercial research. You may not share or disseminate the recording or material from it, including excerpts, in any format or media. Breaches may be subject to disciplinary action. Access to recordings will be managed by your course and may be of time-limited duration. Before accessing any content in Panopto for the first time, you will be presented with an End User Licence Agreement, to which you must agree; the text of this agreement is recreated on our [Recording Policy website](#).

Your consent is not required for every type of teaching session. Your consent is not required when your contribution is optional, not expected, or otherwise not required in order to meet the learning objectives of the session, provided that you have been notified that: (a) the session will be recorded, and (b) that you have the right to request that you are not recorded, and to seek guidance on how to ensure this is the case. This may entail either being seated in a particular part of the room, or turning off your camera/microphone for virtual sessions. Students are advised to approach the relevant session leader in good time prior to the session, to ensure that they may be advised appropriately.

Your consent to recording is required for any teaching session where your contribution is mandatory or expected (for example, supervisions or small-group discussion sessions). This consent may be given verbally or in writing; you may be given the University's *Lecture Capture Consent Form: Students* or you may be asked at the start of the session.

By giving consent, you agree to the following:

1. I have been given information and a link to the University's Policy on the Recording of Teaching Materials/Lectures, and other Teaching, Learning, and Assessment Activities.
2. My personal data (including my image, voice, opinions, etc.) will be recorded and managed in line with the University's [Statement of Records Management Practice](#). Full details about how your data is managed is available in the relevant privacy notice on the [Information Compliance website](#).
3. I understand that I am not obliged to give this consent, and have the right to withdraw my consent after it has been given.

If you do not agree to the statements above, please notify your session leader immediately. If you do not consent, or if your consent is later withdrawn, the recording may not be made available unless your contribution can be removed.