Lecturer Information Sheet

This document summarises the University’s policy regarding creating and managing recordings of your teaching material. The full policy can be viewed on the Education Quality and Policy Office website.

Ownership and rights

University staff (including College Teaching Officers)
The University’s Intellectual Property Policy, outlined in Statutes and Ordinances, assigns ownership of intellectual property rights, including copyright and performer’s rights, to the member of staff creating the material (Regulation 7). In the case of recordings of teaching material, this is normally the lecturer but rights may be jointly held by others appearing in the recording (such as students in a supervision session, with respect to their contributions) or third parties if a prior agreement exists (for example with respect to sponsored research material included in a lecture).

The IP policy also grants the University a non-exclusive, perpetual licence to use teaching material created by a staff member (Reg 30). The material can only be used for teaching its registered students, and the licence does not extend to any use for non-registered students. “Teaching material” is considered to include both digital and hard copy materials, and the licence extends to the copyright and performer’s rights. This means that while you as the creator will continue to own the material and may use it elsewhere, the University may also use it. This licence continues even if you leave the University and take up employment elsewhere. The University must make a separate agreement with you to use the material for any purpose than teaching its own registered students, including commercial or outreach purposes.

External staff, including visiting or guest lecturers
External staff should review the Temporary Worker’s Assignment and Terms and Conditions provided to them by the commissioning department. The University’s default Terms and Conditions specify that the University’s IP policy will apply as though you are University staff, in which case the details above will apply. Some agreements may contain a special condition which requires you to assign all intellectual property in teaching material to the University. For clarity, the commissioning department will ask all external staff to sign the Lecture Capture Consent Form: External lecturers regardless of individual circumstances.

Consent

Anyone whose contribution to a recording is required or expected in order to meet the learning outcomes of the session, must give their consent to process any personal data (their voice or image) which forms part of the recording.

- In the case of large-scale, non-participatory lectures, this would normally be the lecturer and any guest speakers, but would not include students attending the session, even if they choose to ask questions.
- In the case of supervisions, small-group discussions, or seminars, this would normally be all those present, as students’ contributions form an expected part of the session.
In the case of pre-recorded teaching materials, this would normally be only the speaker or presenter.

Giving your consent
The University provides the Lecture Capture Consent Form: Staff. You are not required to use this form and you may give consent in writing or verbally; consent given verbally is taken as agreement to all items as outlined in the form. Consent may be given for individual sessions or multiple sessions at a time, provided that it is clear to which session(s) the consent applies.

Obtaining consent from students
Where student contributions are expected or required in order to meet the learning objectives of the session, then they must give consent to recording in the same way as a lecturer. The University has issued a template information statement for students, to ensure informed consent with minimal burden on lecturers and students, as well as suggested statements to notify students about recording of sessions. Consent may be obtained verbally or in writing using the Lecture Capture Consent Form: Students.

Consent may be given for multiple sessions, provided that it is clear to which individual session(s) the consent applies. It is not appropriate to seek blanket consent, unless it is done in a detailed manner; for example, “all of Prof Smith’s Lent Term module 2 lectures” is appropriate, but “all IB teaching” is not.

Obtaining consent from guest or visiting lecturers
The University provides a Lecture Capture Consent Form: External Lecturers. This form awards consent to process the personal data in a recording, and (to ensure clarity arising from different applications of the IP policy) grants the University a non-exclusive, royalty-free, perpetual licence to use the material for teaching if rights are retained by the creator.

Further information
- University website on lecture capture
- Staff support hub (Moodle)