

Student Statements: Templates

Below you will find template statements that lecturers may use to notify students about the recording of teaching sessions. You are not required to use these statements, but we hope this will help you to provide clear information.

Consent will be required from anyone whose contributions to a teaching session are expected, or mandatory, in order to meet the required learning objectives of the session. See the [Policy on Recording of Teaching Materials/Lectures](#) for further information about when consent is, or is not, required; clause 2.4 refers to lectures, and clause 3.2 refers to interactive sessions such as supervisions, seminars, or classes.

Statement for lecturers to students – when consent is required

This teaching session will be recorded. Student contribution is expected or required in order to meet the learning objectives of the session, and your consent is required in order to make a recording. Please see the student information sheet:

<https://www.educationalpolicy.admin.cam.ac.uk/policy-index/recording>.

[EITHER: At the start of the session I will ask for confirmation that consent has been given **OR:** Please email me to confirm your consent]. You have the right not to consent, or to withdraw your consent at a later date. However, please note that if you do not consent it may not be possible to record the session. If you have any concerns about giving consent, or queries regarding the recording, please contact me at the earliest opportunity to discuss.

Statement for lecturers to students – when consent is not required

This teaching session will be recorded. Your contribution is not expected or required in order to meet the learning objectives of the session, and therefore your consent is not formally required in order to make the recording. However, you do have the right to choose not to be recorded. In order to not be recorded during the session you should...

The remainder of this statement should be completed by the lecturer or session leader, and will be unique to each session. It should include what actions the student may take to avoid being recorded; this may include sitting in a particular section of the room, stepping away from the podium when asking questions before/after a lecture when microphones may be active, or requesting that any contribution be removed at a later date.