

## UWL Replay Policy

This policy sets out the manner in which The University of West London manages the recording and replay of lectures and other presentations for educational purposes.

Responsibility of :	PVC Student Experience
Approval date:	May 2018
Review date :	April 2021
Approved by:	Learning, Teaching & Assessment Committee

## **1 Introduction**

- 1.1 UWL Replay is the tool used by the University to record lectures and other educational events.
- 1.2 This policy explains the rationale for recording lectures, outlines the processes that are involved and describes the rights and responsibilities of staff, students and the University.

The following policies are also relevant to the use of UWL Replay:

- Data Protection Policy
- Disciplinary Regulations (Students)
- Staff Disciplinary Policy
- Staff and Student Intellectual Property Policies
- Internet Usage and Monitoring Policy

All University policies are available at [www.uwl.ac.uk/policies](http://www.uwl.ac.uk/policies)

- 1.3 The term 'staff' is used in this policy to include all categories of staff whether employed temporarily or permanently by the University of West London and includes hourly paid lecturers. It does not include guest or visiting lecturers, they are covered separately in 4.7.

## **2 Rationale**

- 2.1 UWL Replay is intended for use by students to review the lectures for the modules on which they are enrolled during their period of study at UWL.
- 2.2 Recorded lectures benefit all students by providing an opportunity to re-visit material presented to them during class. It is particularly useful for reviewing complex information, new terminology and difficult concepts.

2.3 Recorded lectures are particularly beneficial to certain groups of students, for example those with specific learning difficulties or those whose first language is not English.

2.4 Lecture recordings are supplementary resources. Recordings are not suitable as an alternative to attendance, as they only capture the presentation elements of a lecture. Students must attend lectures to engage in discussion and other learning activities. However, recordings will benefit students who are unable to attend a class.

### **3 Usage**

3.1 UWL Replay is available in all lecture theatres and specific teaching rooms across all University sites.

3.2 In the majority of locations UWL Replay records audio and what is displayed on the computer screen. In a select number of locations e.g. specialist rooms, video can also be recorded.

3.3 Not all teaching activities are suitable for recording. It is intended that only lectures will be recorded as a matter-of-course. All lectures timetabled in UWL Replay rooms will be recorded automatically whenever feasible. Seminars and other classes are not recorded automatically but other teaching can be recorded if beneficial for students. Recordings can be manually initiated in any UWL Replay classroom.

3.4 UWL Replay is configured to record the lecturer and is intended to be used to record the presentation elements of a class. Staff have the ability to control which sections of a lecture are recorded using the 'Pause' function. For example, this can be used to avoid recording group activities or confidential discussions.

3.5 Staff have the ability to edit and delete material after recording.

- 3.6 Most lectures will be available the same day automatically. If editing is required, recordings should be made available via Blackboard within a reasonable period of time, normally within three days of the lecture.
- 3.7 Whilst UWL will use every effort to ensure that recordings are available there may be instances where there are, for example, IT or operational issues which will affect UWL's ability to provide access to such recordings.
- 3.8 No copying, circulating, or recording by students of these recordings is permitted. Downloaded recordings must be deleted once used. Any violation will fall under the University disciplinary policies mentioned in 1.2.
- 3.9 Recordings will be retained for up to 4-years beyond the current academic year to match the availability of Blackboard courses to students. After this period, recordings will be deleted.

#### **4 Data Protection, Copyright and other rights**

- 4.1 In terms of data protection, the lecture recordings are made under the lawful basis of 'public task' related to the University's teaching and learning.
- 4.2 It is the responsibility of the staff member using the UWL Replay system to ensure that the material does not breach copyright and that all necessary consents to use of third party materials have been obtained. The University will provide the necessary guidance (See section 6).
- 4.3 In accordance with UWL's Staff Intellectual Property Policy, copyright in teaching materials resides with UWL.
- 4.4 Staff are asked to temporarily assign their performer's rights to the University in order to allow students access to those recordings. Staff who don't wish to temporarily assign their performance rights to UWL can opt-out by i) providing their Head of School with an opt-out request form (See Appendix 1) and ii) manually preventing the recording in the classroom.

- 4.5 Moral rights (i.e. right to be identified as the author of copyright work and right to object to any derogatory treatment of the work) do not apply in copyright terms to works created as part of staff employment, but those rights can be asserted by individuals if they wish to have their work attributed.
- 4.6 UWL Replay is not intended for use as a performance management tool. However, the university reserves the right to use these recordings where this might be pertinent under existing policies (see para 1.2).
- 4.7 Recording of guest lecturers or visiting speakers requires their explicit consent. The event organiser must obtain written consent from guest lecturers using the UWL Replay Visitor Consent Form (see Appendix 2).
- 4.8 Students will be informed of rooms and classes where recordings are taking place. Students who do not wish to be included in the recording may sit outside of the microphone range (& camera's field in case of video recording) or request that their contribution be deleted.
- 4.9 Where students are recorded, they may request that the specific section of the session including them is deleted. Such request must be legitimate and proper and made immediately after the recording has been made to the member of staff recording the lecture; and at the latest within 72 hours of the recording taking place. In the event that staff are unable to agree to the deletion, the Head of the School shall consider the matter and make the decision.
- 4.10 In rooms without UWL Replay students can make personal recordings of the lecture but they must obtain the permission of the lecturer in advance. These recordings must not be copied or circulated and should be deleted once they have been used.

## **5 Support and Training**

5.1 The University of West London will provide support and training to ensure that all staff concerned are appropriately supported to use UWL Replay and to adhere to copyright legislation:

- UWL Replay guidance: [www.uwl.ac.uk/teachinghub](http://www.uwl.ac.uk/teachinghub)
- Copyright guidance: <http://uwl.libguides.com/copyright/replay>

Advice for students on getting the most from UWL Replay is available at [www.uwl.ac.uk/uwlreplay](http://www.uwl.ac.uk/uwlreplay)

## **6 Communication of policy and internal communications**

6.1 This policy is publicly available on the University of West London website. Communications will be made to all staff and students when it is reviewed.

## **7 Changes to the policy**

7.1 The University of West London reserves the right to modify or add to this policy at any time. Any material changes will be considered, reviewed and communicated appropriately.

## **8 Responsibility for the policy**

8.1 Responsibility for this policy lies with the PVC Student Experience.

# Appendix 1: UWL Replay Staff Opt-out form

## Performers' rights & lecture recording

1. In order for students to have access to lecture recordings the 'performer' (lecturer) must temporarily assign their performer's rights to the University.
2. If staff do not wish to temporarily assign their performer's rights to the University they need to opt-out of being recorded.

This form should be completed by any member of staff not willing to temporarily assign performance rights to the University for the purpose of lecture recording.

**Please e-mail the completed form to your Head of School for approval**

STAFF DETAILS	
Name:	Email:
School:	
Date:	
By completing this form I confirm that: <ol style="list-style-type: none"><li>1. I do not wish to temporarily assign my performance rights to the University for the purpose of lecture recording.</li><li>2. I will prevent timetabled recordings from taking place by stopping UWL Replay in the classroom.</li></ol>	
Reason for not temporarily assigning performance rights to the University:	
Modules affected:	

**Please e-mail the completed form to your Head of School for approval**

Further information on UWL Replay: [www.uwl.ac.uk/teachinghub](http://www.uwl.ac.uk/teachinghub)

## Appendix 2: UWL Replay Visitor Consent Form

This form should be completed by any external visitor (including guest lecturer) who has agreed to be recorded by the University of West London.

The purpose of this form is to seek consent for the recording to be made and subsequently to be used by the University of West London. The University in turn offers a commitment to only allow the recordings to be used appropriately and sensitively.

UWL STAFF (Event Organiser)	
Name:	Email:
School/Service:	
Event	
Event Name:	
Event date/time:	Event Location:
Visitor	
Visitor Name:	
<p>I, the undersigned, agree to my lecture/presentation being recorded by the University of West London. Where a recording is being made, I will notify everyone present that a recording is being made.</p> <p>I confirm that where material is included in the recording which is the intellectual property, including copyright, of another party, I have permission to include the materials in my lecture/presentation for educational purposes.</p> <p>I understand that any copyright or other intellectual property which arises in the recording belongs to the University of West London and that the recording may be used by the University of West London for the purposes of education. I understand that copyright in the recordings will be retained by the University of West London.</p> <p>I, the undersigned, do hereby agree to license/assign all performance rights in the recording to the University of West London.</p> <p>I, the undersigned agree to waive all moral rights in any performance carried out by me and in any works created by me that are included as part of any lecture/presentation at the University of West London.</p> <p>I, the undersigned, do hereby grant to the University of West London a licence in perpetuity to record/film materials created by me that are included within lectures for educational purposes only.</p>	



## **Data protection**

I, the undersigned, consent to my personal data being processed for the purposes of this recording and I consent to the re-use of the recording for educational purposes. I understand that my personal data, including my image and/or recordings will be processed in compliance with the organisation's data protection policy which is available here: [www.uwl.ac.uk/policies](http://www.uwl.ac.uk/policies)

Name:

Signed:

Date: