

Recording of Lectures/ Discussions by students for Academic Purposes Policy

Version	3.1
Short description	A policy which applies to students wishing to record lectures or discussions with lecturers for use in their academic program, including private study
Relevant to	All students and academic staff
Authority	Academic Board
Policy owner	Provost
Responsible office	Office of the Provost
Date approved	18 February 2015
Date effective	18 February 2015
Review due	February 2018
Related Avondale documents	
Related legislation	
Key words	discussions, lectures, private, recording, study

1. PURPOSE

- 1.1 This document sets out Avondale University's (Avondale) policy on students recording of lectures or discussion with lecturers by any type of recording device whether audio or video but excludes written note taking by students.

2. SCOPE

- 2.1 This policy applies to all students and lecturers.

3. RESPONSIBILITIES

Student Responsibilities

- 3.1 The request is to be made to the lecturer prior to the commencement of any recording.
- 3.2 The request should identify what is to be recorded and how.
- 3.3 A student with permission to record a class session or discussion with a lecturer in matters related to his/her study program must also agree to the conditions set out below:
- a) The recording is solely for the purpose of the student's own study program or revising lecture or discussion material.
 - b) The recorded material is not to be used in submitted assessment tasks.
 - c) Recording of tutorials, laboratory or small group sessions is not permitted.
 - d) The recorded material is to be destroyed at the conclusion of the semester or earlier if the use has concluded.
 - e) The recording must not disrupt the lecture.
 - f) Recorded material must not be distributed to any other person without the prior consent of the lecturer.
 - g) A recording device may not be left operating if the student absents themselves from the room.
 - h) The recording must not include third party copyright materials such as material from commercial films and video, material from YouTube, images, artworks, internet material.
 - i) Third party material that is public domain or that has been recorded from free to air TV, radio or pay TV under Avondale's Screen Rights license may be included in the recording.

Lecturer Responsibilities

- 3.4 If a recording of a lecture is agreed, an announcement should be made to the class at the commencement of the session to alert them that this is occurring.
- 3.5 Where a student is recording content provided in a unit of study this is regarded as teaching material and therefore the copyright for this material rests with Avondale. Therefore, there is no copyright reason for refusing a student recording request.
- 3.6 The recording can be denied by the lecturer without a reason being provided. There are several reasons why a recording may be denied, and these include but are not limited to:
- a) If it is felt the knowledge that a recording is occurring may inhibit student discussion

- b) If the lecture content may cover sensitive information
- c) If other students object or could object to the recording
- d) where there is expected student participation and discussion
- e) use of third-party copyright material.

4. CONSEQUENCES OF USING RECORDED MATERIAL OUTSIDE OF APPROVED PURPOSE

- 4.1 Avondale may act against anyone who uses the recording for purposes other than their private study. Distribution of any part of this recording to a third party will infringe Avondale's copyright and legal action could be taken against that individual.

Table of amendments

Version Number	3.1	Replaces Version	3.0
Implementation Date	18 February 2015	Scheduled Review Date	February 2018
Approving Body	Academic Board	Approval Date	18 February 2015
Policy Owner	Provost	Date first introduced	21 April 2010
Short description of amendment	<p><i>April 2023: updated branding, nomenclature and position titles, as relevant.</i></p> <p>V3.0 Recording of discussions with lecturers added. Policy name changed from <i>Recording of Lectures by Students for Private Study Policy</i> to <i>Recording of Lectures/Discussions by Students for Academic Purposes Policy</i></p>		