

SOAS Recording / Lecture Capture Policy

Document Title:	Recording / Lecture Capture Policy
Document description	This policy states SOAS’s position on the recording of educational content, lectures and other teaching and learning sessions. It applies to all staff and visitors who provide lecture, seminar or tutorial provision at or through SOAS.
Document type:	Policy
Document number:	
Document version	V1.0
Document owner:	Deputy Vice-Chancellor Research and Knowledge Exchange
Department:	Research and Knowledge Exchange
Approved by:	Senate
Date approved:	23 October 2023
Date of review:	October 2026
Publication:	1 August 2024

1. The purpose of this policy is to state SOAS’s position on the recording of educational content, lectures and other teaching, learning and training sessions, and to provide guidance to academic and professional services staff and to students. Recording/lecture capture is the process of recording audio and/or video of what happens in a classroom or of pre-recorded material that might be used in the classroom or in a virtual, distance-learning or on-demand environment.

2. For the purposes of this Policy, the following definition is used:

Lecture: Any learning, teaching or training activity or session that primarily allows a teacher to impart knowledge and practice, provide instructional content, guidance and/or feedback, demonstrate knowledge and practice, or stimulate and inspire thinking.

The existence of elements of student engagement does not preclude the activity from being a ‘lecture’ so construed. However, if enabling or facilitating student engagement, input or interactions are the main purpose of the activity or session, then it falls outside the definition of a ‘lecture’.

3. Recorded content is not designed to replace attendance where that is the normal mode, and exists to enhance the student experience for students registered at SOAS or with an approved partner. It is particularly useful for students with specific learning requirements. There is considerable evidence that lecture capture does not reduce attendance, assists in learning and helps inclusivity. The evidence of pedagogic benefit

is strongest for students with learning difficulties, students from non-traditional backgrounds and those with English as an additional language.

4. SOAS wishes to establish that recording of in-person lectures is the norm, to ensure we have a consistent level of support for learning, to meet the diverse learning needs of students, and to recognise the expectations of contemporary students. Responsibility for quality assurance of instruction rests with the lecturer who must be able to assure the Head of Department and Head of School that adequate provision is made for support for learning.
5. All staff and visiting speakers are expected to record lectures unless there is an exceptional reason not to do so. Any instructional content in sessions timetabled as seminars should also be considered for recording. Tutorials and seminar discussions should not be recorded.
6. Where a presenting member of staff or visiting speaker believes that a recording of a lecture should not be made they should seek agreement with the relevant Head of College, who may take advice from the Programme Convener / Departmental Director of Learning and Teaching and/or the College Learning and Teaching Convener. Any agreement not to record a lecture should be communicated by the Head of College to the Provost, and should be justified with respect to the conditions set out in Paragraph 8 below.
7. Where a lecture is not to be recorded, this should be communicated – in advance if possible – to students giving a legitimate reason for not doing so and explaining what alternative form of learning support will be provided (see para 9 below). Departments should keep a record of any such decisions and the associated reasons.
8. Legitimate reasons for not recording all or part of a lecture are that the lecture:
 - Contains significant confidential or personal information, or special category data;
 - Is commercially or politically sensitive to a high degree;
 - Contains materials with third-party copyright implications that cannot be overcome;
 - Includes such a degree of interaction with or contributions from students that recording is not viable;
 - Contains materials or content that risks bringing SOAS, the presenter or other members of staff into disrepute;
 - Is delivered by a visitor to the University who has not expressly given their consent to be recorded.

Or that recording the lecture creates substantive issues due to specific disabilities or other considerations under the Equalities Act 2010.

9. Where a lecture is not recorded, the member of staff should provide an alternative form of support to help students understand a lecture, such as detailed lecture notes, enhanced notes supporting the slides, or a podcast or video providing commentary on the slides.
10. Lecture recording or alternative forms of support where there is a legitimate exemption

from recording is a reasonable minimum level of performance. As per the academic performance framework, meeting the reasonable minimum level of performance is relevant to probation, promotion, disciplinary and recognition and rewards procedures.

11. If lecturers do not anticipate being able to record their modules at all for one of the reasons listed in para 8, they should make an agreement regarding alternative provision of support with the Head of Department and Head of College at the start of the term and inform students of the alternative provision that has been arranged to support their learning for the term (see also para 12).
12. While all classroom teaching activity will be eligible for recording/capture, it is important to note that:
 - i) SOAS recognises that not all content is suitable or appropriate for recording/capture: every session is different. As the decision to record instructional elements of seminars is taken by each presenter, students may find that not every element of a module is recorded – or that only the lectures and some parts of other sessions in a module are recorded.
 - ii) In order to enhance teaching practice and learning experiences, particularly for students with specific learning requirements, academic staff may record material before or after their classes, or edit a recording to add recorded content and other materials to the recording. Therefore, for teaching that involves a high level of student interaction (such as a language class) or politically volatile or sensitive content, recording the instructional content of the sessions independently from the actual session may be more appropriate.
 - iii) A presenter should let students know clearly and adequately in advance which sessions within modules are going to be recorded and which will not, and how they will support students where a recording is not available.
 - iv) In sessions that are being recorded, a lecturer may pause recording at certain stages, where practical, as it may be appropriate to only partially record a session. For example, it may not be suitable to record a student question and answer session in a lecture. Alternatively, such elements can be edited out after the recording has been completed, as long as no instructional content is lost.
13. Recorded material should be used only whilst it retains currency, i.e. being relevant, appropriate, accurate and timely in the context of the course or module.
14. Staff and students should note that the intellectual property (IP) involved in any recorded material belongs variously to SOAS and the presenter, and that inappropriate or unauthorised use could lead to disciplinary action.
15. In accordance with the Intellectual Property Policy, students are permitted to use recordings of lectures and other teaching or training sessions for personal use solely in order to pursue their studies at SOAS. In addition to recordings made available by SOAS, and with the permission of the lecturer concerned, Students may make personal audio (not video) recordings on the understanding that the content and performance of the lecture, teaching or training session remains the IP of SOAS and the presenter and must be deleted at the end of the course. Students with an approved student disability plan should be granted permission to make personal recordings. Where a Student's

disability requires that a reasonable adjustment be made, such recordings may be shared for transcription purposes. Apart from this, such personal recordings are not permitted to be shared, transmitted or uploaded.

16. Recordings may be used for Institutional Use and Non-Commercial or Social Use, as defined in the IP Policy. Recordings may be used for Commercial Use subject to the 'deliberative process' required under the IP Policy. Recordings may not be used for Individual Use without prior permission.
17. The Data Protection Act (2018) allows individuals to control how information about them is to be used. In recording identifiable living individuals, the institution is processing their personal data. Such processing must be undertaken in line with data protection principles. The lawful basis for the processing of recorded lectures is as a task carried out in the exercise of official authority vested in SOAS (a 'public task').
18. Recordings of or incorporating 'sensitive personal data' (also known as special category data) require the express consent of the person(s) to whom the data relates. Sensitive personal data means data that is identifiable and contains any of the following information: racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life or the alleged commission of a criminal offence. This applies unless the University's Data Protection Officer has agreed that other grounds may be relied upon to justify that processing of special category data based on the particular circumstances of the case. Consent can be withdrawn at any time.
19. By recording a lecture, a member of staff is providing consent for the capture of any of their personal data that they may disclose, and they should document this with their Department. If someone else's sensitive personal information is incidentally captured in a recording, e.g. a student asking a particular question, that individual's explicit consent should be obtained after the lecture and before the recording is made available, or that segment should be edited out.
20. Whilst students generally own the IP they create during their studies, the incidental recording of a student's contribution in a lecture (e.g. briefly asking or answering a question) is unlikely to qualify as a copyright-protected work or as a performance attracting performer's rights.
21. Students should be informed in advance that the session will be recorded, ideally well in advance, i.e. it is stated on the timetable. The audience at a session should be told that the session is being recorded. Where student participation is optional rather than mandatory, such as in typical lectures and seminars, advance notice of the intention to record is sufficient. If a teacher is recording a lecture or seminar in which student participation is mandatory, for instance students are presenting information, each student's consent must be obtained.
22. Recorded material will be held in the current version of the supported teaching environment, or equivalent. Recorded material will not be used for staff performance management.
23. Recorded materials will be retained for periods as defined in the IP Policy, as follows. Recordings of in-person lectures, teaching or training sessions will be retained for up to

three years from the date of the recording. Pre-recorded teaching material and teaching material recorded for the purpose of blended, online or distance learning will be retained for up to ten years. Retention beyond these periods will require the explicit agreement of the presenter(s).

24. It is the responsibility of the Member of Staff whose session is being captured to ensure that copyright (or other rights) is not being infringed, whenever other data or media is being used. Other material should be appropriately referenced and used under an appropriate licence, written agreement or a statutory provision such as 'fair use for education'.
25. Relevant parts of the IP Policy apply to recorded material, and that policy takes precedence in matters of intellectual property.
26. Any misuse of recordings will be deemed to be a breach of this policy and subject to SOAS' disciplinary procedures.
27. Colleges and Departments are responsible for implementing the policy and monitoring academic engagement with its provisions. For example, they are expected to identify areas where the policy is not being applied and work with relevant colleagues to address any concerns they might have or meet their training needs as and when they arise. Colleges and Senate should monitor practice in conjunction with student representatives. Relevant reports should be provided by Colleges to Executive Board.

Review Schedule

This Policy should be reviewed every three years.