### Appendix One

### Recording Agreement

**This document forms part of the terms of your Inclusion Plan**

In having an Inclusion Plan you are agreeing that it is your responsibility to ensure:-

* Audio recordings made by you, or for you, of any course related communications (e.g. lectures, seminars, presentations, tutorials, placements etc.) will only be used for your personal private study.
* Other than for approved transcription purposes, the contents of any such recordings will not be reproduced by, or passed to, others in any format.
* Once they are no longer needed all recordings will be deleted.

You are also acknowledging that:-

* The intellectual property in the material which is recorded remains that of the owner.
* The recording must be fully referenced if cited in your academic work.

**Recording Policy**

Equality legislation obliges Higher Education Institutions in some circumstances to:

* make reasonable adjustments to address disadvantages that may exist for disabled students:- and
* take steps to meet the identified needs of disabled people.

In addition, disabled people have a right to confidentiality under both the Equality and Data Protection Acts.

Making audio recordings during taught sessions may be a ‘reasonable adjustment’, following an appropriate assessment.

All lecturers, including visiting lecturers, should be aware that students are permitted to record sessions.

**Lectures**

We expect you, as a matter of courtesy, to ask permission from your lecturers before making a recording. The intellectual property of the material which is recorded remains that of the owner, this forms part of the Inclusion Plan agreed between you and the University.

**Please note: if you claim the content of a lecture as your own ideas by failing to reference them in an assignment, this may be perceived as plagiarism.**

Recordings should only be used for personal academic purposes and should not be shared with friends, uploaded onto the Internet or reproduced for anything other than approved transcription purposes. Recordings must be deleted once you have completed the relevant module/course.

**Please note: the misuse of recorded material could be a disciplinary offence, an issue of professional suitability and/or a form of academic misconduct.**

**Seminars and group work**

At the beginning of any seminar or group work session, you should ask your lecturer if it is likely to contain sensitive information that it would be inappropriate to record. In such cases, you may only be able to record sections and will need to use other strategies (e.g. gain access to the notes of other students.)

Please note: you can only use a note taker to record such information where a confidentiality agreement has been signed.

You should also inform other students if you are going to make a recording and reassure them that it will be destroyed upon completion of the module/course.

**Please note: other students have the right to object to this, as their contributions will form some of the content of the session you will therefore be unable to record.**

**Placements**

Any recording which you make on placement must have the prior approval of both the University and the placement provider.

Prior to making a recording you should also ask permission from any other person who is likely to be recorded (e.g. placement staff, patients, clients, students etc.) and reassure them that it will be destroyed upon completion of the module/course.

**Please note: when recording any material in any placement situation you must also take account of any recording policy put in place by the placement provider** **and observe this.**

**References:**

Disability Legislation: Practical guidance for academic staff Revised 2010

[**http://www.heacademy.ac.uk/assets/documents/inclusion/disability/DisabilityLegislationForAcademics\_revised\_2010.pdf**](http://www.heacademy.ac.uk/assets/documents/inclusion/disability/DisabilityLegislationForAcademics_revised_2010.pdf)

**Equality Act 2010: Technical Guidance on Further and Higher Education.**

[**http://www.equalityhumanrights.com/uploaded\_files/EqualityAct/technical\_guidance\_on\_further\_and\_higher\_education.pdf**](http://www.equalityhumanrights.com/uploaded_files/EqualityAct/technical_guidance_on_further_and_higher_education.pdf)

**SKILL: Guidance on intellectual copyright and recording lectures.** [**http://www.skill.org.uk/page.aspx?c=181&p=292**](http://www.skill.org.uk/page.aspx?c=181&p=292)

**QAA Code of Practice for the assurance of academic quality standards in higher education**

[**http://www.qaa.ac.uk/AssuringStandardsAndQuality/code-of-practice/Pages/default.aspx**](http://www.qaa.ac.uk/AssuringStandardsAndQuality/code-of-practice/Pages/default.aspx)