



EDUCATION ENHANCEMENT

Guidance on Audio Recording of Teaching Events

Version No.	Description	Author	Approval body	Effective Date
1.0	First Published Version	Online Learning Team	Education Strategy Committee	Academic Year 2025/2026

Review Date	August 2029
Section Responsible	Education Enhancement

Purpose of Policy/Procedure	
This guidance sets out the conditions under which recordings may be made and clarifies responsibilities to ensure that the University is meeting its obligations under equality, copyright, and data legislation, while protecting the rights of staff and students, and supporting flexibility for students' learning.	
Scope of Policy/Procedure	
All students and staff involved in teaching and learning.	

Contact Team	Online Learning Team
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Committee Route	Learning Enhancement Committee, Quality Assurance Committee, Education Strategy Committee



Guidance on the Audio Recording of Teaching Events

This guidance clarifies the circumstances under which students may be permitted to make audio recordings of teaching events, and the circumstances under which staff may record teaching events. The aim is to consider the protection and rights of staff in addition to the needs and rights of students. Video recording of teaching events is not typically permitted.

Definitions

Lecturer – any University staff member involved in teaching and learning who may be included in an audio recording.

Teaching event – timetabled lectures but may also include timetabled tutorials and seminars. This term excludes individual supervisory sessions e.g. project supervision meetings, and scenarios where students seek advice or feedback from staff.

Recording – audio recording of teaching events by students and staff. Visual (video, photography) recording of teaching events is not permitted without explicit, prior written consent of the lecturer and any students included in the recording.

Group-based activity – any structured learning event during which multiple students are expected to interact with each other as part of the learning process, where student-to-student interaction or collective discussion is central to the learning aims of the session.

Recording of teaching events by students

Students may only make audio recordings of teaching events where express permission is sought from, and granted by, the member of teaching staff. Permission is not granted by default and each teaching event requires permission to be granted unless wider permission is provided, in writing, to the student requesting permission.

This should be recorded in a secure format (e.g. a module record or secure spreadsheet) and retained. This applies to all teaching contexts, including lectures, seminars, and tutorials.

Recordings must be used solely for personal study purposes and must be stored securely at all times using University-provided Microsoft OneDrive. Recordings may not be shared with others or uploaded to any other system, including Generative Artificial Intelligence (GenAI) platforms, except where explicit permission is given for transcription purposes.

Where a member of staff withholds this permission, this decision should be communicated clearly to the student and recorded in a secure format by the member of staff.

In accordance with the Equality Act 2010, staff must not unreasonably refuse a recording request where it is considered a reasonable adjustment for a disabled student. Where refusal is necessary, for example due to legal constraints, an alternative form of adjustment must be arranged.

Misuse, unauthorised distribution, or modification of recordings is prohibited. Staff members and other students have the right to seek redress if their recordings are misused or if their privacy is violated. Any breach of these provisions will be treated as a disciplinary matter, typically under the Student Discipline Procedure: Non-Academic Misconduct.

Appendix A

Guidelines for Students on the Audio Recording of Teaching Events

These guidelines apply only after permission to record has been expressly granted by the lecturer, in line with the main guidance.

The University recognises that there may be occasions when a student might wish to audio record teaching events such as lectures. These guidelines set out the conditions under which recordings can be made and apply to all students, including those students where recording of teaching events has been specified as a 'reasonable adjustment'

These guidelines apply to audio recording only. Visual (video, photography) recording of teaching events is not permitted without explicit, prior written consent of the lecturer and any students included in the recording.

In all instances where the audio recording of lectures, seminars and tutorials are made, the following requirements apply:

1. Any recording made is for the sole use of the student who made the recording and must be kept secure at all times on University-provided Microsoft OneDrive. Recordings may not be conveyed to any other person or system including Generative Artificial Intelligence (GenAI) platforms by any means. Should transcriptions be required, these should be produced according to specific recommendations from the Disability and Wellbeing Service, or otherwise with explicit permission and guidance from the lecturer.
2. Ownership of intellectual property and performance rights do not pass to the student making the recording. Intellectual property ownership is retained by the University, and performance rights are retained by the lecturer(s).
3. Any recording made must be destroyed by the student once its purpose has been met. This will always be before the student leaves the University and shall typically be following the assessment of the module in which the recording was made.
4. The recording method employed must be discreet and not intrusive with regard to other participants in the teaching event. Group activities must not be recorded unless express permission has first been granted by the lecturer. If this is granted, explicit consent must then also be obtained from all participating students before any recording takes place.
5. Teaching staff may withhold permission to record a teaching event unless the request constitutes a reasonable adjustment under the Equality Act 2010. Although not exhaustive, staff may wish to withhold permission when:
 - The learning activity is likely to contain spoken interaction between students. It may not be practical to gain full consent from these students, or the member of staff may feel that recording the session would inhibit discussion.

- The learning activity includes sensitive content, including confidential or personal content.
 - Recording the learning activity may constitute a breach in conditions imposed by third party owners of material.
6. A student's failure to comply with the Guidance on Recording of Teaching Events (this guidance) will be regarded as a disciplinary matter.

Appendix B

Guidelines for Staff on the Recording of Teaching Events

Staff may record their own teaching sessions in accordance with the University's commitment to flexibility and inclusive practice. Staff have discretion over when and how teaching is recorded, subject to the following:

1. Students must be informed in advance that a recording is taking place.
2. The purpose of the recording, its intended audience, storage duration, how and where the recording will be stored and accessed, and any opt-out provisions must be clearly communicated.
3. Recordings must be stored securely, specifically using University-provided Microsoft OneDrive.
4. Recordings must not include private conversations, sensitive personal data, or contributions from students who have opted not to be recorded, especially in group-based learning activities.