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|  | FAQs on recording and use of audio and video teaching materials | |
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|  | | **the place of useful learning**  The University of Strathclyde is a charitable body, registered in Scotland, number SC015263 |

1. Will my consent form and those of others be stored and for how long?

Consent forms will be stored by the Department for the duration the material is being used.

1. Why should I assign my performance and other rights to the University?

By assigning your performer's rights you make it easier for the University to administer the recordings and to make them available to the specified cohorts of students. You agree to the assignment of these rights for a specific period of time and material will not be used longer, other than with your consent. You retain your moral rights, which entitles you to be identified as the author/creator of the work.

1. What if I have concerns about the unauthorised reuse of recordings or their misuse by others?

In the first instance you should report your concerns to your Head of Department. In line with other University processes the issue may subsequently be escalated if it cannot be dealt with at this level. The use of recordings by the University is set out in [link to guidelines here] and any misuse by students will be dealt with under the Student Disciplinary Procedure [**[**[**https://www.strath.ac.uk/sees/studentpolicies/policies/appealscomplaintsdiscipline/studentdisciplineprocedure/**](https://www.strath.ac.uk/sees/studentpolicies/policies/appealscomplaintsdiscipline/studentdisciplineprocedure/)].

1. Could other student cohorts have access to my recordings if I am not their lecturer?

Your recorded material cannot be used for other cohorts or purposes without your permission. In some cases, it may be academically appropriate for the University to seek to use material for a different cohort. In this case, the relevant Head of Department, or their nominee, will ensure that it is not reused unless you give consent. We ask colleagues to consider such requests sympathetically as use in this way may benefit students.

1. Who sets the standards of acceptable quality?

Strathclyde Online Learning Committee seeks to ensure that all of our learning and teaching resources are of a standard that is commensurate with our standing as a world-leading University. The standards are intended to support the development of tools and to provide you with the skills and equipment to assist in the creation and curation of the content.

1. Does this guidance restrict or prevent me from updating my materials?

No. We would encourage you to review and update your materials at appropriate intervals. However, students will retain access to the originals for the duration of their programme plus one year.