



# Recording of Lectures Policy

Policy Name	Recording of Lectures
Version	3
Date reviewed	May 2025
Next review due	May 2026

## 1. Introduction

This policy aims to provide clear guidance for students and staff regarding the audio and audio-visual recording of lectures and tutorials in the classroom and in the clinical teaching environment.

- a) To ensure that students who wish or need to audio record lectures are supported in doing so.
- b) To clarify that students are not at any time permitted to make audio-visual recordings
- c) To ensure that appropriate consent is obtained from any member of the teaching faculty or affected participants prior to any audio recording taking place
- d) To clarify the College of Osteopaths policy regarding the appropriate use of audio and audio-visual recorded materials

## 2. POLICY FOR AUDIO RECORDING OF TAUGHT SESSIONS

- 2.1 All students may, in principle, make audio recordings of taught sessions.
- 2.2 As a matter of courtesy, students should inform their lecturer that they wish to audio record the lecture/seminar. The lecturer should then, as a courtesy to all present, inform the class that an audio recording is being made.
- 2.3 Students will **not** be permitted to make audio recordings in a clinical setting
- 2.4 Within the context of undertaking research; any student wishing to make audio recordings of patients for research purposes would be required to obtain ethical approval for their study through the validating university Ethics Committee.

## 3. POLICY FOR AUDIO VISUAL RECORDING OF TAUGHT SESSIONS

- 3.1 Students will **not** be permitted to make audio-visual recordings at any time in class
- 3.2 Students will **not** be permitted to make audio-visual recordings in a clinical setting
- 3.3 Within the context of undertaking research; any student wishing to make audio-visual recordings of patients for research purposes would be required to obtain ethical approval for their study through the validating university Ethics Committee.

## 4. USE OF RECORDINGS (AUDIO)

- 4.1 Audio Recordings made of a lecture/seminar may be shared between individual students for study purposes. However, they should not be reproduced, passed to or shared en masse or

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with any person who is not a student at the College of Osteopaths. Recordings must not be shared via the web, through social or other unsecured media.

- 4.2 Audio recordings must be used solely for the individual's own personal study and should be destroyed at the end of the student's programme.
- 4.3 The content of lectures and seminars remains the academic property of the College of Osteopaths.
- 4.4 The use of audio recorded content in any assignments must be appropriately referenced to avoid allegations of plagiarism, which is regarded as a serious disciplinary offence.

## 5. USE OF RECORDINGS (AUDIO-VISUAL)

- 5.1 Audio-visual recordings are only permitted for research purposes with ethical approval and valid consent. Data should not be shared via the web, through social or other unsecured media.
- 5.2 Audio-visual recordings as per 6.1 must be used solely for the purpose of the research project and in line with ethical approval and should be destroyed at the end of the student's programme.

## 6. BREACH OF THIS POLICY

- 6.1 If it is suspected that a session is being video or audio recorded without the appropriate consent being obtained, or otherwise in breach of this policy, staff may confiscate the recording equipment for the remainder of the session, and the student may be subject to disciplinary action.
- 6.2 Sharing of any video or audio recorded material through any media is a breach of this policy and will be subject to disciplinary action by the College of Osteopaths.
- 6.3 Recording of one-to-one supervisory sessions is not covered by this policy. This is a matter of agreement between an individual lecturer and student.

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AUDIO RECORDING OF LECTURES POLICY POSTER

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## Audio and Audio-Visual Recording of Lectures Policy Notice

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Teaching sessions may be audio recorded for teaching and learning purposes only in line with the Recording Lectures Policy.

Lecturers should inform participants at the beginning of each class whether an audio recording is being made to ensure that there are no objections.

Lecturers may request at any time that a recording is stopped should other participants be uncomfortable with recordings being made or where sensitive material is being discussed.

**Filming / visual recording of all classes IS NOT permitted**

**Any type of recording (audio or visual) in a clinical setting is NOT permitted.**

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