

SCHEDULE C: RECORDING OF TEACHING ACTIVITIES

Overview

This schedule supports the [Coursework Academic Program Policy](#) and should be read in conjunction with it. This schedule may be amended at any time by the Deputy Vice-Chancellor and Vice-President (Academic).

The recording of teaching activities aims to enhance the quality of the student experience. This schedule provides clear guidance regarding the automatic recording of Lectures at the University of Adelaide. The schedule also provides guidance on recording of other teaching activities, where appropriate.

Definitions

The definitions are as contained in the [Coursework Academic Programs Policy](#) and the University's [Glossary of Terms](#).

Recording of Teaching Activities

1. Recording, Availability and Use of Recordings

- a) The recording of a Lecture is compulsory and will automatically occur if the Lecture takes place in a teaching space that contains recording equipment. Wherever possible, live streaming of a Lecture should occur to enable student access whether due to remote study mode or unexpected circumstances. Other teaching activities can also be recorded at the discretion of the Course Coordinator and provided the design of the class makes recording appropriate and the teaching space contains recording equipment.
- b) A scheduled lecture Recording will automatically be made available in the LMS within approximately two (2) hours of recording completion. Where a Recording is made temporarily unavailable for editing purposes, it must be made available in the LMS within 24 hours of the end of the Lecture. A Recording will be archived in accordance with the [Information Management and Governance Policy \(formerly the University Records Policy\)](#).
- c) Recordings of live teaching (such as lectures, workshops and seminars) will normally only be made available to students in the teaching period in which the Teaching Activity was delivered. Recordings will not normally be used as substitutes for scheduled teaching activities in a future teaching period.
- d) A Recording will normally only be made available to students enrolled in the Course for which the Recording was unless:
 - i. the teaching staff member who made the Recording makes it available more widely in another Course or requests that it is made available more widely within the University; or
 - ii. the University decides to make it publicly available beyond the University. The teaching staff member who made the Recording will be informed of this decision prior to the Recording being made publicly available.
- e) Students are not permitted to share or otherwise make a Recording available for downloading or use by others. Inappropriate use of a Recording by a student may be subject to the [Student Misconduct Policy](#).

- f) Content within a Recording must meet the requirements of the [Copyright Compliance Policy](#) and the associated [Procedures for Using Third Party Materials for Educational Purposes](#).
- g) The recording and distribution of a Recording must be consistent with the University's [Privacy Policy](#). However, if sensitive information (as defined in the Privacy Policy) of an individual is recorded, the individual to whom that sensitive information pertains may request that material be edited out of the recording.
- h) Lectures delivered by guest lecturers will be recorded unless the guest lecturer has refused consent. Course Coordinators are responsible for obtaining the written consent of guest lecturers. Consents must be retained in accordance with the [Information Management and Governance Policy](#) (formerly the University Records Policy).
- i) Where required, access to a Recording by Disability Support or modification of the Recording may be provided to allow for a Reasonable Adjustment to be implemented in accordance with the [Reasonable Adjustments to Learning, Teaching and Assessment for Students Requiring Disability Support Policy](#).
- j) A Recording may be removed from the LMS, at any time, at the discretion of the Deputy Vice-Chancellor and Vice-President (Academic) or delegate including, but not limited to, where there are potential issues regarding infringement of copyright, data protection or the public exposure of commercially sensitive information. When a Recording is removed the Course Coordinator will be informed.
- k) Exemptions to the compulsory recording of a Lecture may only be approved in writing by the relevant Executive Dean (or delegate), on application of the Course Coordinator. Where an exemption is granted the Course Coordinator must ensure that:
 - i. alternative support is provided to students to ensure that their overall learning experience is not negatively affected. Alternative support may include provision of pre-recorded video content (e.g. flipped classroom);
 - ii. the Executive Officer of the University Education Committee is notified in writing of the exemption and rationale prior to the Committee's next scheduled meeting;
 - iii. the exemption is clearly indicated on the LMS Course site.
- l) Students should have the opportunity to make a personal recording of teaching activities for study purposes, unless the activity is a Lecture exempted to recording. Recordings made by students are for personal use only and must not be shared or otherwise made available for downloading or use by others. Inappropriate use of personal recordings may be subject to the [Student Misconduct Rules](#).