



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

# Policy:

## Recording of Live Course Content

Effective: 11 July 2019

Audience: Staff and Students

Policy Category: Academic

Policy Sub-category: Learning and Teaching

|                      |  |
|----------------------|--|
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| Policy Owner:        | Deputy Vice Chancellor, Academic               |
| Responsible Officer: | Director, Learning and Teaching Office         |
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## 1 OBJECTS OF THE UNIVERSITY

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The University's Objects are defined in Section 5 of its Act of Parliament:

The Objects of the University are:

- (a) the provision of university education, within a context of Catholic faith and values; and
- (b) the provision of an excellent standard of -
  - i. teaching, scholarship and research;
  - ii. training for the professions; and
  - iii. pastoral care for its students.

## 2 PURPOSE

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- 2.1 This Policy sets out the grounds upon which live course content can be recorded and used in order to provide an additional study resource for staff and Students, and to accommodate Students whose circumstances require a more flexible learning environment.

## 3 SCOPE

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- 3.1 This Policy applies to all areas of the University.

## 4 PRINCIPLES

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### 4.1 Copyright Ownership of Teaching and Course Materials

- 4.1.1 The University's *Policy: Intellectual Property* provides that the copyright in all course materials, including Lecture and tutorial content, in any form of media created by an employee specifically for use in or in connection with a course is owned by the University.
- 4.1.2 The copyright in all recordings of Lectures or tutorials given by University teaching staff will be owned by the University. Students may not make a sound or video recording of any University Lecture or tutorial without first seeking permission from the University.

### 4.2 University Recording of Lectures

- 4.2.1 The University is committed to promoting a vibrant educational community with an emphasis on encouraging Student attendance in Lectures and tutorials to promote the benefit of face to face teaching.
- 4.2.2 The University recognises that the recording of Lectures can provide an additional study resource for staff and Students as well as accommodating Students whose circumstances require a more flexible learning environment.
- 4.2.3 The University supports the use of Lecture capture recording software and has adopted the use of software in a number of approved Lecture capture facilities within the University.
- 4.2.4 Compliance with relevant disability standards and legislation may necessitate the recording of a Lecture, as set out in a Student's Learning Access Plan (LAP).
- 4.2.5 Where Lecture capture is not available the University will allow Students to make their own personal recording of Lectures subject to the terms set out in the Policy.

## 5 ROLES AND RESPONSIBILITIES

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- 5.1 Learning and Teaching Office** is required to work with the Quality Management Office and Schools to ensure that appropriate copyright warnings are included on all materials presented during a Lecture and the Deputy Vice Chancellor, Academic, to ensure that teaching staff are advised annually about the opt-out procedure for recording of lectures.
- 5.2 Students** must seek permission from lecturers prior to recording any live course content, and ensure that they comply with the conditions outlined in this Policy, including but not limited to ensuring that any recording made is not distributed to any other party through any other medium, including social media or online posting/communicating.
- 5.3 Teaching Staff** are required to ensure that they are aware of the provisions of this Policy; that they make Students aware of the University's position on the recording of Lectures; and that they do not unreasonably withhold permission from Students wishing to record a Lecture when the conditions set out in this Policy are met. Staff responsible for recorded Lectures or tutorials must ensure all material presented in a recorded Lecture does not infringe the University's obligations under copyright and privacy legislation.

## 6 RELATED DOCUMENTS

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- 6.1 Applicable Legislation**
- 6.1.1 *Copyright Act 1968*
  - 6.1.2 *Disability Discrimination Act 1992*
  - 6.1.3 *Disability Standards for Education 2005*
  - 6.1.4 *Privacy Act 1988*
- 6.2 University policies**
- 6.2.1 *Policy: Intellectual Property*
  - 6.2.2 *Policy: Privacy*

## 7 DEFINITIONS

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- 5.1 For the purpose of this Policy, the following definitions apply:**

**Lecture** means an oral or visual presentation or facilitated group session used to convey information or knowledge required for Students to acquire the expected learning outcomes of a course of study, and may include, but is not limited to, tutorial sessions, workshops, seminars, classroom or laboratory sessions.

**Lecture capture** means the use of approved software and hardware components to record audio and visual components of a Lecture.

**Student** means a student enrolled to study at The University of Notre Dame Australia.

**University** means the University of Notre Dame Australia.

| <b>Version</b> | <b>Date of approval</b> | <b>Approved by</b> | <b>Amendment</b>  |
|----------------|-------------------------|--------------------|---|
| 1              | 15 December 2015        | Vice Chancellor    | New Policy.   |
| 2              | 11 July 2019            | DVC, Academic      | Minor amendments – reformatting to new template and updated nomenclature. |