
Recording by Students of Lectures and other Teaching Policy

Student Policy

1 Purpose

The Victoria University of Wellington ('the University') has an obligation by law (1) to ensure that copyright and intellectual property are protected and that information recorded from classes is not used for commercial gain, and (2) to protect the privacy of staff and other students.

However, the University recognises that students may wish to record information in class settings. In some cases (e.g. students with disabilities) this is essential to their learning. This policy sets out the conditions under which students may record lectures and other teaching in these cases.

2 Organisational Scope

This is a University-wide policy.

3 Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Student: Any person enrolled in a personal course of study at the University, or a person who is currently studying at the University under an exchange agreement with another institution.

4 Policy Content and Guidelines

4.1 Policy

- (a) Students may, with the permission of the individual lecturer, make an audio recording. Any permission to make an audio recording shall be subject to the following conditions:
 - (i) that the recording will be made by, or on behalf of, a student enrolled in the paper;
 - (ii) that the recording will not be used for any purpose other than as a means for the student to review the material presented in the class;
 - (iii) that no commercial use will be made of the recording, no further copies will be duplicated and there will be no alteration to the recording by digital or other means;
 - (iv) that recording will cease if the staff member in charge of the class so directs, on the grounds that the recording is obstructive or intrusive, or because the recording may breach the personal privacy of one or more students; and

- (v) that the student undertakes to delete the recording when it is no longer required for their study.
- (b) Permission to make an audio recording may only be withheld for good reason. A student who is refused permission to make an audio recording may appeal to the Head of School.
- (c) In exceptional circumstances, students may be permitted by the staff member in charge of the class to make a video recording, subject to all of the conditions set out in s4.1 (a) above and to the additional condition that only the presenter and overhead projector screen (or similar) will be recorded, unless all other students and staff have given their individual consents to being recorded.

4.2 Breach of this Policy

Any breach of this policy will be subject to the provisions of the *Student Conduct Statute*.

5 Legislative Compliance

Though the University is required to manage its policy documentation within a legislative framework, there is no specific legislation directing this policy.

6 References

[Student Conduct Statute](#)

Previous Version: [Recording by Students of Lectures and other Teaching Policy](#)

7 Appendices

None

8 Approval Agency

Academic Board

9 Approval dates

This policy was originally approved on: 29 November 2001

This version was approved on: 29 November 2001

This version takes effect from: 1 October 2014

10 Policy Sponsor

Provost

11 Contact Person

The following person may be approached in relation to this policy:

Senior Academic Quality Advisor

Extn: 6830