# Permission to record teaching sessions

Although lecture capture is a better option for most disabled students, some students need to use their own device to make a recording for their individual use, because they use specialist software that requires a personal recording. If a student’s Student Support Plan states that they have been given permission to record teaching sessions, then they do not have to request permission to record from individual lecturers but they should inform the tutor they are making a recording as a courtesy.

## Why is it important?

* Some disabled students need to make their own recordings even if lecture capture is used, because they use specialist audio note-taker software with additional functionality. For example, this software enables students to synchronise a personal recording with their handwritten or typed notes. The student can then instantly re-listen to the audio from the moment they made a particular note, making it much easier to interpret.
* Many students with dyslexia, dysgraphia, dyspraxia, chronic health conditions or visual impairments have difficulties taking comprehensive notes during teaching sessions, and recording the sessions enables them to clarify or supplement their notes subsequently.
* Students with ADHD or other impairments that affect concentration, or with information processing difficulties, can re-listen to parts of the teaching session that they missed or did not fully understand.
* Students with anxiety or depression can concentrate on actively participating because the pressure to take comprehensive notes during the session, and also to understand the subject matter first time, is alleviated.

## Why do we have to do it?

Universities are under a legal obligation under the Equality Act (2010) to make reasonable adjustments for disabled students to ensure that they are not put at a substantial disadvantage in comparison with students who are not disabled. The University has also committed to providing ‘exemplary inclusive practice’ in its [Common Framework for Supporting Disabled Students](https://academic.admin.ox.ac.uk/common-framework-for-supporting-disabled-students). An inclusive approach to education values individual differences, and recognises the benefits that diverse students and staff bring. It aims to improve the educational experience of all students, by taking into account students’ varied learning needs from the outset.

## What do I need to do?

* If a student is recommended permission to record within their Student Support Plan, then departments in partnership with academic staff should comply with this. Where a student has been granted permission to record teaching sessions via the Student Support Plan, they do not need to request permission to record from individual academics prior to the session.
* Ask at the start of the session whether anyone has an objection to their contributions being recorded. If objections are raised, the student will need to pause the recording while the person who raised the objection is speaking.
* Make available any PowerPoint slides for the lecture 48 hours in advance. This enables the student to synchronise the audio with the slide that relates to it using specialist software. The recording can then be browsed by slide title, which greatly increases the ease with which the lecture recording can be navigated, and is particularly helpful for students with SpLDs.
* Other students who wish to make a personal recording, but who do not have permission to record via a Student Support Plan, need to request permission in advance and the decision is at the discretion of the academic responsible.

## Student Responsibilities

Oxford’s [Educational Recordings Policy](https://academic.admin.ox.ac.uk/a-z-policies-guidance#widget-id-1310616) and related [Frequently Asked Questions](https://help.it.ox.ac.uk/replay/faq) set out the terms of use for student-made recordings, which include:

- Not sharing the recording other than for the purposes of transcription

- Not publishing or making available the recording in any form

- Deleting the recording after completion of the relevant assessment

Breach of these terms may constitute a disciplinary offence under the [Code of Discipline under Statute XI](https://governance.admin.ox.ac.uk/legislation/statute-xi-university-discipline-0).

## Anticipating student needs and inclusive practice

The University has an equality duty to not just respond to student needs, but to anticipate them wherever possible. We must think ahead about the common barriers in the teaching environment anyone in a cohort might experience and remove them. One way of anticipating student needs in this area is to make it clear to students at the beginning of a course that you welcome requests to make personal recordings. This will give more students the option to supplement their learning using personal recordings, including those with undiagnosed or undeclared conditions. Each student learns in their own way, preferring different learning methods, and some find tasks such as note-taking or processing information at speed more difficult than others. Having the option to record teaching sessions gives students greater flexibility and control over their learning.