

Recording of Teaching Policy

Policy Category:	Digital Education
Subject:	Recording of teaching to support student learning
Approved by:	Academic Council
Policy Owner:	Pro-Vice-Chancellor for Education and Students
Policy Leads:	CED (Pedagogy), D&IS, Learning & Teaching Support Unit (Technical)
Related Procedures:	Procedure for Opting Out of Scheduled Lecture Recording (Appendix 1)
Related Policies:	QUB-UCU Guidance Note for Recording of Learning Materials
Related Legislation:	N/A
Effective Date:	25 August 2025
Supersedes:	N/A
Next Review:	Continual review in AY25/26, reviewed annually thereafter

This policy should be used in conjunction with other relevant University policies and guidance as applicable, including but not limited to:

- Acceptable Use Policies
- Data Protection Policy
- Intellectual Property Policy
- Copyright Guidance
- Export Control Policy
- Equality and Diversity Policy
- Accessibility Guidance
- Student Conduct Regulations and Staff Disciplinary Procedures

1. Purpose

To support the growing desire for lecture recordings and to uphold the University's commitment to inclusive learning, the recording of teaching is encouraged where reasonable and appropriate. This includes both synchronous teaching (live lectures) and asynchronous content (such as pre-recorded videos), which can be effective tools for supporting student learning. Recordings allow students to review content at their own pace, promoting flexibility and helping to meet diverse learning needs. This supports the University in continuing to meet its obligations under Northern Ireland equality legislation.

2. Scope

This policy was developed as part of the *Digital Transformation in Education* workstream of Education Strategy 2030 and contributes to the wider framework for video-enhanced learning at Queen's.

It covers all forms of video and/or audio-based teaching, including live and pre-recorded materials, across in-person, blended, and online programmes. Panopto is the University's preferred video-enhanced learning platform, but this policy is also intended to apply to other institutionally supported recording tools.

The policy applies University-wide to all staff and students involved in the recording of teaching. Visiting lecturers are also subject to this policy but must sign a [consent form](#) due to their different employment status. The policy ensures that the rights and privacy of all individuals involved are respected and protected.

From Semester 1 AY25/26, scheduled lecture recording will be available in all centrally bookable teaching rooms on campus. The University will adopt an opt-out approach, and staff who do not wish to have their lectures recorded by the automated system retain the right to opt out for any reason (see Section 6).

3. Definitions

Video-Enhanced Learning	The use of video-based technologies to complement traditional teaching methods. Staff can engage with video-enhanced learning in various ways, including recording their lectures, creating pre-recorded content for a flipped learning approach, using video for assessment etc.
Lecture Recording	A lecture is a full or partial teaching session, delivered in real time, in person or online, in which the lecturer delivers course content to students. A lecture recording is an audio or video recording of the live lecture which should also capture any learning resources used, such as presentation slides or other visual aids.
Scheduled Lecture Recording	The automatic recording of timetabled lectures in centrally bookable teaching spaces which are equipped for lecture recording. Staff can opt out of this (See Section 6).
Pre-Recorded Video	Teaching content recorded in advance where the lecturer presents asynchronously without students present.
Participant	An individual with intellectual property rights in any aspect of the recording, including the University, the lecturer, and any other contributor.
Performer Rights	Legal rights that reside with the performer for the purpose of protecting the performance, independent of any copyright or moral rights that may subsist in the performed work. In this context, the performer could be a lecturer, author, musician, actor, etc.

4. Principles

The guiding principles of this policy are to:

- 4.1 Define the University's position on the recording of teaching
- 4.2 Clarify rights, responsibilities, and conditions for recording
- 4.3 Provide guidelines for staff and students on recording use
- 4.4 Promote responsible recording practices and risk management
- 4.5 Ensure a consistent and effective approach to the use of recorded lectures to enhance student learning

Policy

5. Level of Provision

- 5.1 The University aims to make lecture recordings available, where possible and appropriate, to students enrolled in the relevant module in Canvas, as well as to associated teaching staff.
- 5.2 Lecturers are encouraged to record their lectures using Panopto, the institutionally supported video-enhanced learning platform.
- 5.3 Lecture recordings will be accessible to students on demand primarily through Canvas. They will also be accessible via the video platform directly. It must be made clear to students how to access the recordings.
- 5.4 Lecture recordings that include video will predominantly record the presenter area rather than students. In teaching rooms with audience engagement facilities, students may be recorded if this functionality is enabled by the lecturer via the touch panel.
- 5.5 Lecture recordings are a supplementary learning tool and do not replace the requirement for students to attend lectures, unless specified as a reasonable adjustment for students with a disability. Lecturers should reinforce this by highlighting the benefits of attendance, such as in-person discussions and immediate feedback. The University will provide resources to support this message.
- 5.6 The lecture room should remain a safe space for discussing sensitive topics. Lecturers may choose to pause or exclude sections of the lecture from being recorded (e.g. when sensitive topics are discussed).
- 5.7 The University will provide guidance to students on the appropriate use of lecture recordings.
- 5.8 The University will provide training, guidance, and support for staff in preparing to record and edit videos, and on the appropriate pedagogical use of recordings. Staff will be signposted to relevant resources outlining their intellectual property and performer rights in relation to lecture recordings.

6. Opting Out of Scheduled Lecture Recording

- 6.1 From AY25/26, all lectures taking place in centrally bookable teaching rooms on campus will be scheduled to be recorded with Panopto via the University's timetabling system.
- 6.2 The University recognises that not all lectures should or can be recorded. Staff autonomy and professional judgement will be respected. Lecturers have full discretion to opt out of scheduled lecture recording for any reason, examples of which include:
 - Teaching approaches that rely heavily on interactivity or discussion

- Teaching delivery that would need to be adapted for recording in a way that negatively impacts the student experience
 - Legal, ethical, or privacy considerations, such as lectures involving sensitive material
 - Personal circumstances that make recording inappropriate for the lecturer
- 6.3 To opt out of scheduled lecture recording, lecturers must follow the process outlined in the *Procedure for Opting Out of Scheduled Lecture Recording* (Appendix 1). Lecturers will opt out via Queen's Online and be asked to provide a reason to help the University understand barriers and offer support where appropriate. Not opting out constitutes approval for lecture recording.
- 6.4 Lecturers are not required to record all lectures in a series. It is possible to opt out of individual lectures without opting out for the entire module.
- 6.5 Lecturers may choose to record selectively, pause, or edit recordings (e.g. when covering sensitive material). No person other than the lecturer may edit, truncate, or otherwise modify a recording without their explicit consent.
- 6.6 Audio recordings are an acceptable alternative to video recordings. Where audio recordings are used, they should be accompanied by lecture slides or other supporting lecture materials to ensure students have sufficient context.
- 6.7 There is no expectation to record live teaching formats outside of lectures, such as tutorials, workshops, or seminars.
- 6.8 Where a live lecture is not recorded, the lecturer should consider providing alternative resources to support student learning (e.g. a pre-recorded summary video or other supporting resources). Appropriate alternatives can be discussed and agreed within programme teams, balancing student learning needs with staff workload.
- 6.9 Where possible, students should be informed in advance about which live lectures will not be recorded (e.g. via module handbooks, Canvas announcements, or other appropriate channels). In some cases, prior warning will not be possible, and students should not rely on lecture recordings in place of attending live lectures.
- 6.10 Where changes to recording arrangements occur during the semester, students should be informed as soon as possible. This includes both cancellations of planned recordings and new recordings being introduced.
- 6.11 In cases of team teaching where lecturers disagree on whether to record a live lecture, the Programme Team should determine an appropriate course of action that prioritises student access to learning and ensures consistency across the module.
- 6.12 Education Committee (Student Experience) will monitor the opt-out process to promote consistency across the University.

7. Permitted Use

University Use

- 7.1 The University will not use recordings or associated metadata for staff performance evaluation purposes (e.g. via performance reviews).
- 7.2 Recordings will not be used by the University to substitute for teaching staff exercising their legal right to take industrial action without the lecturer's written consent.
- 7.3 In cases of alleged gross misconduct by a member of staff or a student, recordings may be used as evidence in accordance with the University's [Conduct Regulations](#) or [Disciplinary Procedure](#). Individuals whose personal data is captured in the recording will be notified in advance, unless there is an overriding reason not to do so.
- 7.4 In exceptional circumstances, the University may use lecture recordings as part of business continuity planning (e.g. disruption due to a pandemic, natural disaster, or loss of University facilities). This use requires the prior written

consent of the lecturer. Schools will inform lecturers in advance, and the intended use will be clearly specified.

- 7.5 Schools must not routinely use lecture recordings to manage timetable clashes, replace multiple teaching of large cohorts, or substitute for the unavailability of face-to-face lectures. Where the use of a recording in these contexts is deemed necessary, the consent of the lecturer must be sought in advance.
- 7.6 Lecture recordings may not replace staff presence in the lecture room (e.g. live streaming lectures to overspill rooms) unless the lecturer permits this.

Lecturer Use

- 7.7 Lecturers may use recordings of their own teaching to enhance their practice (e.g. performance reviews, peer observations, or other professional development activities).
- 7.8 Lecturers may use recordings of their own teaching as evidence during an investigation under the [Disciplinary Procedure](#).
- 7.9 Lecturers may use recordings of their own teaching for other appropriate purposes, provided all participants in the recording give their consent.
- 7.10 Lecturers may publish recordings as open educational resources (OER), provided they apply appropriate modifications, safeguards, attributions, and licences. They must obtain permission from other participants or third parties before publication (e.g. by notifying students who may be captured in the recording to allow time to object).

Access and Consent

- 7.11 By default, lecture recordings should only be accessible to students enrolled in the relevant Canvas module. They may only be used for personal study during the student's period of registration on their course or until completion of the final assessment. Lecturers may enable wider access, which will be monitored by the System Owner.
- 7.12 Students may request the removal of their contribution to a recording by submitting an erasure request to the [Information Compliance Unit](#). This right is not absolute, and requests will be considered on a case-by-case basis. This does not apply to assessment recordings where recording is a mandatory component of the assessment process.
- 7.13 Staff and students may not use, modify, publish, or share recordings or excerpts without the explicit permission of the School, the lecturer, and any other participants in the recording. Unauthorised use, modification, or distribution (including but not limited to, copying, issuing copies to the public, renting or lending, playing it in public, or broadcasting) constitutes a disciplinary offence and may be investigated under the [Disciplinary Procedure](#) or [Student Conduct Regulations](#).

8. Recordings Made by Students

- 8.1 The University's recording system provides recordings of sufficient quality, eliminating the need for students to record lectures on personal devices. If a student has an individual recording device as part of a reasonable adjustment, they can contact the School or [Accessible Learning Support](#) for guidance.
- 8.2 Regardless of whether a lecture is recorded by the University, students must obtain the lecturer's permission before making their own recording. If permission is granted, the recordings are strictly for personal study and must not be shared or distributed. The University is responsible for informing students of this requirement.
- 8.3 Recording without permission or misusing approved recordings (e.g. sharing, distributing or retaining recordings after the end of the student's registration on a course) is a violation of [Student Conduct Regulations](#) and may be subject to disciplinary action. Unauthorised recording and distribution may also be subject to

legal action.

9. Data Protection

- 9.1 The [Recording of Teaching Privacy Notice](#) details how the University will use and share personal data in relation to Panopto. By using this policy, staff, students, visiting lecturers, and other participants agree to the University recording them and agree to give the University the necessary licences to use the recordings for the essential purpose in this policy.
- 9.2 Subject to the opt-out provisions of section 6, the University records lectures and makes the recordings available in accordance with this policy and in the performance of its public task (providing education services).
- 9.3 Where a lecturer has concerns in relation to data protection, they should contact the [Information Compliance Unit](#) for advice.
- 9.4 Irrespective of agreement for recording, the University can remove a recording if it poses a risk to data protection.
- 9.5 If anyone becomes aware that defamatory or inaccurate material is included in a recording, or of any other reason why it would be expedient for the University to recall/edit a recording, they must contact the Module Coordinator immediately and explain the nature of the problem. The Module Coordinator will take down the recording as soon as possible and refer it to the lecturer. If appropriate, the lecturer will edit the recording and make it available to students, subject to the approval of the Head of School, who will consult with Legal Services.
- 9.6 All users must comply with the policies in place for video-enhanced learning. All data will be stored in a secure format.

10. Intellectual Property

- 10.1 Subject to clause 19 of the [IP policy](#), the University retains ownership of copyright for recordings. Lecturers retain ownership of “scholarly work” and personal lecture material, but grant the University a non-exclusive, royalty-free licence to use them in line with this policy. Note that this does not entitle staff to reuse University-owned recordings (which remain QUB copyright), however re-use of content within those recordings if deemed to be scholarly works is subject to staff ownership and may be reused independently of the recordings.
- 10.2 External visiting lecturers (or their employer as appropriate) retain copyright on work and any other intellectual property rights they generate and, by accepting the terms of the external visiting lecturer agreement on lecture recording, agree to grant the University a non-exclusive licence to use the recording for the essential purpose in this policy.
- 10.3 Performer rights reside with the lecturer and other lecture participants who agree to the recording of the lecture and agree that the University may use their performance for the essential purpose in this policy. Lecturers wishing to assert their right to be identified as author or performer should do so as part of the recording (i.e. on an introductory slide).
- 10.4 Where a lecture is delivered by someone other than a University employee, the Module Coordinator is responsible for bringing this policy to the attention of the lecturer in good time and for encouraging them to agree to their lecture being recorded. Where agreement is given, the lecturer retains their performance rights in the recording made, but grants the University, under non-exclusive licence, the right to use the recording in line with this policy.
- 10.5 Where a student (either as the lecturer or as a participant) makes a contribution to a lecture as a performer (see performer rights definition), the student agrees to grant the University a non-exclusive licence to use the material for the essential purpose in this policy. The student also agrees to grant the University a non-exclusive licence for reuse of the material by the lecturer within an educational

resource or the lecturer's own staff development, and for re-use of the material by the School.

- 10.6 The [IP policy](#) covers the status of intellectual property generated by the University's employees and students. Where the University and an employee have agreed that the employee retains some or all of the intellectual property rights to material used within a lecture recording, the employee agrees to grant the University a non-exclusive, royalty-free licence to use the material for the essential purposes set out in this policy. This licence shall be for the duration necessary to fulfil those purposes and shall be subject to applicable data protection laws.
- 10.7 Staff, students and visiting lecturers presenting material in a recording must ensure that they do not infringe third-party copyright.
- 10.8 Queen's University is bound by the provisions of the Copyright, Designs and Patents Act 1988, which governs the use of copyrighted material, both online and in print, within an educational context. Advice on copyright is available from the [Open Research Team](#). The University will provide sources of advice to lecturers with queries over potential copyright infringement.
- 10.9 Lecturers should not use content, data, or results in recorded lectures where these are not in the public domain or that are subject to a duty of confidentiality. Doing so would constitute a public disclosure and could prejudice a future patent application or breach an obligation of confidentiality and result in civil liability.
- 10.10 Lecturers must provide appropriate citations on slides and for recordings used within recorded lectures.
- 10.11 Subject to clause 10.8, if a lecture includes content which has been created in the course of employment at Queen's University, or where copyright has been assigned to Queen's University, these materials may be used in a lecture without risk of copyright infringement.
- 10.12 Use of third-party materials may fall within the "[fair dealing](#)" exception if used for the sole purpose of illustration for instruction.
- 10.13 Any party who believes their rights have been infringed in or by a recording may contact the lecture recording Module Coordinator who will normally take down the recording pending investigation of the alleged infringement.

11. Accessibility and Reasonable Adjustments

- 11.1 The decision to record a lecture should be based on consistent criteria for all students, ensuring compliance with Northern Ireland equality legislation and the University's responsibility to make reasonable adjustments for students with disabilities.
- 11.2 If a lecturer decides not to record a lecture for the entire class, they may still choose to record it exclusively for a student with a disability or permit that student to record.
- 11.3 If a student is permitted to record a lecture as a reasonable adjustment, this will be communicated to teaching staff via the Individual Student Support Agreement (ISSA). If a lecturer considers recording to be inappropriate in a specific context, they should inform the student.
- 11.4 Recordings made under an ISSA are strictly for personal use and must not be shared, in line with the restriction on sharing for all students.
- 11.5 By default, students will not be able to download recordings for offline access. However, in exceptional circumstances, Schools may provide downloads to a student with a disability if specified as a reasonable adjustment.
- 11.6 Panopto provides automatic speech recognition (ASR) captioning with a high degree of accuracy. Staff can manually edit captions if necessary. Where an ISSA recommends copies of transcripts, the School is responsible for ensuring they are provided in the specified format.

12. Release and Editing

- 12.1 Lecture recordings should normally be released within 48 hours after the delivery of the lecture, allowing time for editing if necessary. For scheduled lecture recording, lecturers can amend this timeframe prior to the start of the lecture if desired using the Queen's Online scheduling tool (i.e. release immediately, release in 24 hours etc.)
- 12.2 If a lecturer deems it necessary to postpone the release of a recording indefinitely, they should consider informing students, particularly where the recording was expected.
- 12.3 Lecture recordings are designed for educational purposes, and they are not intended to match the performance or production standards of professional actors or production teams.

13. Implementation

- 13.1 Lecture recordings are securely hosted on Panopto which is integrated with Canvas. Digital & Information Services is responsible for maintaining the recording infrastructure and software licences.
- 13.2 Staff are encouraged to use Panopto in on-campus teaching spaces to record lectures and follow relevant guidance for the creation of pre-recorded content. Training on the use of Panopto will be provided for staff.
- 13.3 The recording of live teaching events should be undertaken in accordance with the [Queen's Digital Etiquette](#).
- 13.4 The unavailability of a lecture recording will not be accepted as grounds for a student complaint (e.g. due to system failure).

14. Retention and Deletion

- 14.1 Lecture recordings should normally be replaced when the module is taught again. Lecturers may reuse lecture recordings in the next academic session if pedagogically appropriate, but they are responsible for migrating their own content. Recordings will not be reused by the University beyond the academic year in which they were recorded unless reused by the lecturer. Where recordings are retained for future reuse, the explicit consent of all individuals identifiable in the recording must be obtained prior to reuse.
- 14.2 At the end of each academic year, Panopto recordings will be archived for 12 months after the last viewing. Lecturers who wish to retain recordings beyond this period must arrange this with Digital & Information Services.
- 14.3 Lecturers may delete recordings earlier than the standard retention period. If a licence for material used in a recording requires a shorter retention period, the lecturer must ensure the recording is deleted accordingly.
- 14.4 Recordings of teaching by staff no longer employed by the University, or who no longer teach on the module, will not be retained after the academic session ends without the explicit written permission of those holding performer rights.
- 14.5 Subject-specific variations to the standard retention period may be agreed in advance. Any changes will be communicated to staff and students at the start of the academic session.
- 14.6 The Service Owner may delete a recording earlier than the standard retention period if requested. If a recording is deleted early, the lecturer or Service Owner must inform students and other participants in the recording.
- 14.7 The University is not responsible for content deleted after the retention period.

15. Evaluation

- 15.1 A user group of representative stakeholders will monitor the implementation of

this policy to ensure consistency across the University. Any necessary policy updates will be approved by Education Committee (Student Experience).

15.2 As with all University policies, implementation will be subject to ongoing review. To evaluate uptake and the impact on teaching and learning, a range of anonymised, aggregated data will be collected and reported at School level. This may include but is not limited to:

- Patterns of usage e.g. volume, frequency and timing of student access
- Student engagement e.g. student attendance, participation, interaction
- Staff workload e.g. time investment associated with recording
- Staff and student satisfaction e.g. feedback from surveys or evaluations

These findings will be used to inform future investment in lecture recording and shape guidance for students and staff.



Procedure for Opting Out of Scheduled Lecture Recording

Related Policy	Recording of Teaching Policy
Approved By	Pro-Vice-Chancellor for Education and Students
Effective Date	25 August 2025
Supersedes	N/A
Next Review	TBC

1. Purpose

This procedure sets out the steps for staff to follow if they wish to opt out of scheduled lecture recording, in line with the University's *Recording of Teaching Policy*.

2. Scope

This procedure applies only to the scheduled, automated recording of on-campus lectures using Panopto. It does not apply to other live teaching activities, such as tutorials, seminars, or workshops, which are not expected to be recorded.

3. Reasons for Opting Out

Opting out is required where staff use non-standard equipment, alternative recording platforms, or prefer to record manually. Other valid reasons may include pedagogical, legal, or personal circumstances.

4. Responsibilities

- **Schools:** Disseminate opt-out information and reminders to relevant staff. Ensure timetable data is accurate and up to date.
- **Lecturers:** Opt out at least 1 hour prior to the lecture start time. Inform students in advance about which lectures will not be recorded.
- **Digital & Information Services:** Maintain scheduling infrastructure and provide technical support.
- **Centre for Educational Development:** Provide pedagogical guidance.
- **Education Committee (Student Experience):** Monitor opt-out process.

Note: The effectiveness of automated scheduling depends on the accuracy of timetabling data. Any changes must be promptly communicated to the relevant departments.

5. Procedure: How to Opt Out

To opt out of scheduled lecture recording:

1. Log into Queen's Online

2. Navigate to: 'Admin' → 'Service Applications' → 'Panopto Automated Scheduling'
3. Select 'Schedule a Module'
4. Choose the relevant module from the list
5. Change the default 'Fully Automated' option to one of the following:
 - a. 'Partially Automated' - To exclude individual lectures
 - b. 'Not Automated' - To opt out of all scheduled recordings for the module
6. Select a reason or reasons for opting out from the list, or type your reason in the 'Additional Comments' field
7. Save preferences
8. Repeat the process for additional modules

6. Making Changes

Staff may update their lecture recording settings at any point during the semester, up to **one hour** before the scheduled start time of a lecture.

Staff with the following QSIS roles for a module are authorised to modify opt-out settings via Queen's Online:

- TeacherEnrollment
- TAEnrollment
- DesignerEnrollment

7. Troubleshooting & Support

For assistance with opting out of scheduled lecture recording, contact:

- **Panopto Support:** panopto-support@gub.ac.uk