



# Advice guide 11: Recording Taught Sessions

Teesside University allows students to make recordings of taught sessions unless they are otherwise instructed by their tutor for a valid reason. Students can record on a number of devices, for example a laptop, tablet, iPad, mobile phone or a digital voice recorder.

Disabled Students can discuss their preferred method for making recordings with their Disability Adviser and Study Needs Assessor.

## Guidance for students when recording taught sessions

If a student chooses to make recordings, they must be fully aware of the following:

- A student who wishes to record a lecture, meeting, practical or lab session should check that this is permissible with the member of staff delivering the session prior to recording. The member of staff concerned reserves the right to decline permission on justifiable grounds. This can sometimes be the case where content of the teaching session is of a confidential or delicate nature (for example, where students are discussing their own personal experiences). A request to record sessions written in a Student Support Plan that is circulated to teaching staff can do this on behalf of disabled students.
- The lecturer retains the right to request that a recording device is turned off at any point if they consider it inappropriate for the recording to continue.
- The recording of sessions where other students are presenting or discussing topics is not permitted without the permission of all present.
- Any recordings made are for personal use only. Under no circumstances should recordings be published, broadcast or made available to other individuals through any means, such as websites or podcasts (except with a transcriber to accommodate a disability need). If a student disregards this, they will be guilty of serious misconduct. They may also be found guilty of gross misconduct, which can result in expulsion under the University's Student Disciplinary Procedure.





- In situations where it is not possible or appropriate for recording to take place, an alternative solution should be explored. This could include, for example, some note-taking support, or a request that a tutor provides full lecture notes to the student instead.

**Additional information - Notetalker app** <http://www.notetalker.com>

Notetalker is a simple and intuitive voice-recording app for easier notetaking. The app records the class, lecture or meeting so the student can spend the time actively listening and participating, rather than writing notes. Students can also purchase (or may be eligible to receive through Disabled Students Allowances) the Note Talker Edit Software, which can be used to transfer recordings to their laptop, with the ability to add extra detail such as text, diagrams and PowerPoint slides to create exceptional audio, image and text based notes to aid their learning.

**For more information**

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