







- 1.6. Academic staff must not produce or edit lecture recordings in any way that deliberately disadvantages students who are not present at the lecture, for example editing out test or examination information. Any breach of this clause should be brought to the attention of the Head of Department/School or Executive Dean for resolution.

## 2. Live Streaming of Lectures

- 2.1. Academic staff can opt into live streaming of lectures for their course by contacting the Scheduling Services team.
- 2.2. Live streaming or lecture theatre interlinking may be required if enrolments in the course exceed seated capacity available. This will be determined by Scheduling Services.
- 2.3. Providing a live stream is not a substitute for lecture recording.

## 3. Intellectual property

- 3.1. Lecture recordings are considered instructional materials created by staff and therefore the intellectual property of the staff member. As per the [Intellectual Property Policy](#), the University has a licence to utilise these instructional materials in the delivery of courses and programmes.
- 3.2. Students must be advised that they must not make a further copy, sell, alter or further reproduce or further distribute lecture recordings. The following statement will be added to all lecture recordings automatically:

*This recording is subject to copyright. Unless otherwise stated, you may not sell, alter, further reproduce or distribute any part of this recording to any other person, without permission from the copyright owner.*







