

## **FACULTY OF MEDIEVAL AND MODERN LANGUAGES**

### **LECTURE CAPTURE POLICY**

To assist in compliance with the Equality Act 2010, the Faculty is seeking to make lecture recordings available to students who have been recommended permission to record lectures as a reasonable adjustment for their disability.

It has also been agreed that a) in exceptional circumstances, permission to access existing recordings may be granted by agreement by the Chair of the Faculty Board, and Director of Undergraduate Studies. The individual lecturers will be contacted in these instances to obtain consent. Access in these cases is likely to be granted for a defined period; b) for the Preliminary Examination, Joint Schools students who find they have a clash between a core lecture in their other subject and a Prelims lecture in their modern language may be granted access to lecture capture. To request access to lecture capture under a) or b) in this paragraph, the student and their tutor should write c/o Catherine Pillonel ([catherine.pillonel@mod-langs.ox.ac.uk](mailto:catherine.pillonel@mod-langs.ox.ac.uk)).

Lectures will be automatically recorded where academics have given their consent for this, and the relevant students will be able to access these recordings without having to make special arrangements. These students will be required to sign an agreement outlining the terms and conditions of this.<sup>1</sup> Appendix 1 shows the e-mail that is sent to students making clear the terms under which they can access the lectures.

Lectures will be available until Friday of week 10 of the term in which the lecture was given and will be deleted from Faculty/University servers after this period. They will be available for the students to download on the understanding that the students comply with the terms and conditions given as part of the policy. Only those students who have signed the agreement, and Faculty administrators directly involved in the lecture recording/disability process, will have access to the lectures, and the lectures will not be used for any other purpose.

Where the lecture that they wish to attend is not automatically recorded, the student should liaise with their college tutor who will clarify which lectures the student wishes to attend and contact individual lecturers to agree an appropriate adjustment (which may be provision of lecture notes etc). It is the College tutor's responsibility to contact the relevant academics and to secure these alternative arrangements on behalf of the student.

The policy/process currently applies to lectures only (i.e. it does not include other types of session listed on the Lecture List, such as language classes, undergraduate seminars, graduate classes/seminars).

Faculty members will also be given the option to choose to allow their lectures to be freely available. These lectures will be stored in a separate part of the site and available to all.

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<sup>1</sup> The disclaimer that students are required to sign confirms that 'recordings... may only be made for the personal and private use of the student' and that 'Students may not: (a) pass such recordings to any other person (except for the purposes of transcription, in which case they can be passed to one person only); (b) publish such recordings in any form (this includes, but is not limited to, the internet and hard copy publication).' Breaches of this policy are regarded as a disciplinary offence to be dealt with in accordance with Statute XI.

The principles of the policy were agreed at the Faculty Board meeting of 11 June 2018. Updated at Faculty Board meetings of 26 November 2018 and 17 June 2019.

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## **Appendix 1: E-mail sent to students who have been given permission to record lectures in relation to their disability**

We note that you have been given permission to record lectures.

The Faculty has recently agreed a policy on 'lecture capture'. Lectures from the academics on the attached list will automatically be available at...

<https://ox.cloud.panopto.eu/Panopto/Pages/Sessions/List.aspx?embedded=1#folderID=%22777c7b9f-c08e-4c49-a512-a88c00c6ad95%22>

The policy currently applies to lectures only (i.e. it does not include other types of session listed on the Lecture List, such as language classes, undergraduate seminars, graduate classes/seminars). For classes/seminars not covered by the policy or for lectures given by academics not on this list you should contact your college tutor who will liaise with the relevant academic on your behalf and seek alternative arrangements.

Please note that lectures are only available until Friday of week 10 of the term in which the lecture takes place, so you should ensure you access the site within this period and download the lecture if you wish to keep it. It is a requirement under this policy that you ensure that these lecture recordings are automatically deleted at the end of your course of study.

You have already signed the disclaimer to confirm that you may not:

- (a) pass such recordings to any other person (except for the purposes of transcription, in which case they can be passed to one person only);
- (b) publish such recordings in any form (this includes, but is not limited to, the internet and hard copy publication).'

Breaches of this policy are regarded as a disciplinary offence.