

Student Recording of Small-Group Teaching
Agreed at UGTL Committee November 2018

The College Calendar General Regulations (no. 8) state that students may not make audio or visual recordings without express consent of the lecturer. Students with a disability may be permitted to record lectures if it is deemed a reasonable accommodation by the disability service. Such recordings remain the property of college and are subject to the general regulations.

These regulations cover lectures, and do not make reference to small-group teaching. In response to a query from the School, Disability Services (DS) has advised that students with permission to record lectures sign a permission form to indicate (under **section E** of the form) that they agree '**not to record small group teaching situations such as seminars and tutorials**'. Student data protection concerns make it inappropriate to record in such situations.

In light of this, module coordinators should not permit recording of small-group teaching. Where a student registered with DS has a valid LENS report supporting reasonable accommodation, module coordinators are *requested to ensure that such students have access to a brief written indication of the principal topics covered in seminar discussions* to serve as a memory prompt. In most cases, seminar materials will be available to the student in advance for preparation, so any additional information provided by a module coordinator would only concern the seminar discussion itself. Module coordinators are not expected to provide full summaries of seminar discussions. A brief bullet-point list of topics would normally be sufficient.