

# Pro-forma for Recording of Lectures



The University wishes to make every effort to assist students with specific learning needs and to this end students with specific learning needs may record lectures in accordance with the procedures outlined below.

Adherence to these procedures will ensure that the University is able to make a reasonable adjustment under the terms of the Disability Discrimination Act in respect of providing equal treatment and equal access to educational opportunity for all students regardless of their disability status.

If there are particular reasons why you find it difficult or impossible to take lecture notes (e.g. visual or audio impairments, dyslexia, Dyspraxia, mobility impairments or are affected by medication or fatigue etc) and therefore you need to record oral lectures you should follow the following procedures:

1. Inform the University Disability Advisory Service of your particular needs. This will assist the University in making an appropriate adjustment to improve your student experience and will also help the University to facilitate the recording of lectures.
2. Make it clear whether you are happy for lecturers to be told why you are recording lectures in order to help them meet your learning needs, or alternatively whether you wish those reasons to remain confidential.
3. You should confirm that you understand that the lecturer will be told that you will be recording lectures, but that the lecturer will not be told the specific reason for this unless you have given permission.
4. These procedures form part of the learning agreement between you and the University and should be adhered to by all students.

I hereby confirm that the recordings of any lectures by myself, or on my behalf, must be used only for my personal private study, and must not be reproduced or passed on to any third party other than for transcription purposes. I confirm that I understand the recordings must be wiped once they are no longer needed. I acknowledge that the content of the lectures remain the intellectual property of the Lecturer delivering them, and that the Lecturer retains the copyright in the lectures and the recording of them in any form. I understand that information given in the lectures must be referenced if referred to in my own academic work.

I consent/do not consent\* to my name being passed on to the Lecturer

I consent/do not consent\* to my disability information being disclosed to the Lecturer

Please delete as appropriate \*

Name.....

Signed..... Date.....