

Permission to Record Lectures and Other Formal Teaching Sessions



Students should familiarise themselves with the relevant University policy, available at: http://www.ox.ac.uk/sites/files/oxford/field/field_document/Recording%20of%20lectures%20and%20other%20teaching%20sessions%20by%20students.pdf

The term 'recording' refers to any audio or visual recording of a lecture or other formal teaching session, made with any type of audio or visual recorder.

Disabled students with appropriate supporting evidence may record lectures or other formal teaching sessions (such as seminars and classes) as a reasonable adjustment for reasons relating to their disability. To gain permission to record students must have first registered with the University's Disability Advisory Service. If recording is then recommended as an adjustment to support study, students must agree to follow the University policy.

Statement of agreement: I understand that

- in formal teaching sessions other than lectures, even though I have been granted permission to record as a reasonable adjustment, I should ask the session leader to ensure that there are no objections from others present to a recording being made. If such an objection is raised (e.g. in a class where other students might be contributing orally), I will stop the recording whilst the person who raised the objection is speaking, and then re-start the recording when they finish.
- the recordings of any lectures and other formal teaching sessions made by myself, or on my behalf, must be used only for my personal and private use, and must not be:
 - passed on to any other person (except for transcription purposes, if required due to the nature of the disability, in which case they can only be provided to the transcriber)
 - published in any form (this includes, but is not limited to, the internet and hard copy publication);
- the recordings must be destroyed once I have completed my programme of study;
- any breach of this agreement or the University's policy on the recording of lectures and other formal teaching sessions will be regarded as a disciplinary offence;
- the college and department disability co-ordinator will be informed that I have permission to record lectures and other formal teaching sessions.

Signature:

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Name:

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Date:

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