

METANOIA INSTITUTE RECORDING POLICY

1. Introduction

This policy has been developed to ensure that:

- 1.1. The process concerning the recording of lectures is comprehensive, consistent and efficient and enhances the student experience.
- 1.2 Students and tutors are clear on their rights and responsibilities when lectures are recorded.

2. Overview

- 2.1 Metanoia Institute recognises the benefits to students to revisit all or part of a lecture. It recognises further the benefits for particular groups of students, for example those with certain learning differences or those whose first language is not English.
- 2.2 It is acknowledged that unlike many taught subjects the recording of psychotherapy, counselling and psychology trainings brings certain challenges especially when client material or issues of a sensitive nature are being discussed and as such this policy addresses the need to provide clarity on the rights of those involved in each recording and the conditions under which lectures should and should not be recorded.

3. Preamble

- 3.1 Metanoia Institute seeks to enhance the student experience by allowing the recordings of lectures so that students can revisit and review the learning within their Programme of Study. This aligns with the QAA UK Quality Code for Higher Education Part B: Assuring and Enhancing Academic Quality, Chapter B3: Learning and Teaching; and Chapter B4: Enabling Student Development and Achievement and the Institute's Learning and Teaching Strategy that aims to ensure all students from all backgrounds achieve their potential by provision of a supportive environment and rich learning culture.

4. Audio recording of lectures by students

- 4.1. The making of recordings should be regarded by lecturers as a learning aid for students. It is presumed that tutors will normally grant permission to record lectures except where third party or clinically or commercially sensitive material is to be used for which further recording is expressly forbidden or inappropriate.
- 4.2 Where there is third party material which cannot be recorded, it may be practical to grant permission to record that part of the lecture where such material is not in use. Disabled students should be given access to any licensed, clinical or commercially sensitive material in an alternative and appropriate format where this is feasible and deemed to be a reasonable adjustment.
- 4.3 Routine recording will not be permitted during 'process group' and 'check-out' and the express permission of each member of the group must be given if smaller peer group work, such as skills practice or small group discussions are to be recorded. Where such permission is not granted, reasonable adjustments for any disabled students in the group must be implemented to enable equal access to the information discussed.

- 4.4 Any recording made of skills practice or triad work can only be made on a password protected or encrypted device (see the Metanoia Institute’s Data Protection Policy for further details of this) and is for the sole use of the student for study purposes. This includes playing the recording to the student’s primary clinical supervisor and/or the student’s peer group, if this has the explicit agreement of all members of the triad/skills practice group concerned. It must not be conveyed to any other person by any means whatever, other than for transcription purposes, where such transcription is permitted as part of a disabled student’s reasonable adjustment plan;
- 4.5 The ownership of the information contained within the recording remains at all times with the lecturer, the Institute and any others connected with the content. It does not pass to the student making the recording;
- 4.6 Any recording made must be securely kept and then destroyed by the student once its purpose has been met. This will always be before the student leaves the Institute and shall normally be by the end of the semester in which the recording is made;
- 4.7 The recording method employed must be discreet and not intrusive with regard to other participants in the lecture;
- 4.8 Recording a lecture is not a substitute for attendance. The student must be present to record the event unless the lecturer responsible has given permission for a recording to be made in the student’s absence;
- 4.9 Inappropriate use by students of recorded material (including, but not limited to, sharing beyond the immediate tutor group, posting on external websites or purposes unrelated to the specific learning and teaching session) will be regarded as a disciplinary matter.

5. Implementation, support and review

- 5.1 Dissemination of the Policy and Guidance on Recording of Lectures to students and consideration of future development of the Policy will be through the Faculty Heads to their Programme Leaders/Directors of Studies.
- 5.2 Students will be informed of the Policy at enrolment, through induction processes and through programme handbooks
- 5.3 The Disability Support Officer will offer support and guidance to disabled students in the implementation of this policy.
- 5.4 The Learning Teaching and Enhancement Committee will evaluate the effectiveness of this Policy and report to the Academic Board as required. The Policy will be reviewed one year after its implementation. It will normally be evaluated every three years thereafter, or more frequently in response to internal and external drivers.

Author	Owned By	Date Approved	Review Date
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