

The logo for Kingston University London, featuring the text "Kingston University London" in white on a black rectangular background.

## **Academic Policy 4:**

# **Audio Recording of Lectures**

## **2024-2025**

This document is available in hard copy and on the University intranet and internet sites. Please contact the Information Centres (in each campus library) or the Kingston Students' Union Advice Centre if you have any difficulty in obtaining a copy that you can read, or find any aspect of these regulations difficult to understand.

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## Section 1

### Introduction

1. All students are permitted to make audio recordings of teaching and learning activities (hereafter referred to as 'lectures') for the strict purpose of their own personal study. This policy does not outline the University's position on visual recordings.
2. Kingston University values the diversity of its student and staff body. We are committed to providing a fully inclusive environment to provide consistent and holistic support for our whole community, including staff, students and visitors. We recognise our duty under the Equality Act 2010 to prevent discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities. We endeavour to ensure that this duty is carried out throughout the institution.

## Section 2

### General principles

3. It is good practice for all students to have access to an audio recording of a lecture. The facility to replay a recording helps student to reinforce their learning and is a useful revision aid when students are preparing for assessment.
4. Students are not required to obtain permission from lecturers before making audio recordings of lectures. Students are required to obtain written permission from lecturers before making visual recordings of lectures.
5. The University's [Intellectual Property Rights Policy](#) details the copyright in respect of the recording rights and the content of the lecture.
6. Students who enrol at Kingston University agree to abide by its policies and procedures. In doing so they confirm:
  - a. Any audio recording of lectures is only for personal use in their studies and will not be shared unless specifically for the purpose of learning support.
  - b. No copies will be made of the audio recording other than for the purposes of transcription in connection with their studies.
  - c. Students may not distribute, publish, sell or otherwise make publicly available audio recordings made under the policy, including via the internet.
7. If a student does misuse an audio recording in any way existing [disciplinary procedures](#) will be used to deal with the misuse.

## Section 3

### Guidelines

8. There will be times when it is appropriate to ask students to refrain from audio recording such as:
  - Contributions from other students to protect sensitive information (for example discussions of teaching and healthcare work placements) and/or personal data.
  - Lectures given by external speakers (for example guest lecturers) to protect intellectual property belonging to third parties.

### Disclaimer

9. Kingston University is committed to providing teaching that is authoritative, up-to-date and well informed. From time to time, inadvertent errors may be made by lecturers, external speakers or students and these errors may be captured in audio recordings. Kingston University has full confidence that errors of this kind will be infrequent. When errors are made known, Kingston University will take appropriate corrective action.
10. Other areas of support: [Disability and Mental Health Advisors](#).