



UCL Academic Manual 2025-26

Chapter 14: Teaching and Learning

# Education Media Recording Policy

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## 1 Introduction

This Policy sets out UCL's approach to the creation, access, distribution, use, and repurposing of audiovisual recording of teaching content produced by staff members for educational purposes.

The Policy applies to all types of educational recordings, whether the recorded teaching and learning is conducted in person or remotely, and irrespective of the device or software used to create, store, or distribute the recordings. It covers the capture of 'live' sessions (such as those delivered in a classroom or in a live online session), and prerecorded materials intended to be used to support asynchronous learning.

The Policy also applies to educational recordings students might make of teaching sessions.

This Policy does not cover educational recordings that are created or repurposed for public release or commercial use.

This Policy has been written with reference to [UCL Intellectual Property Policy](#), [UCL Digital Accessibility Policy](#), [UCL Data Protection Policy](#), [UCL Data Retention Schedule](#), [Student Support Framework](#), [UCL Student Attendance Policy](#), [Assessment Framework for Taught Programmes](#) and [Disciplinary Code](#). It should be read in conjunction with these other policies and regulations.

### 1.1 Policy Ownership and Control

1. The Policy is owned by the Education Committee and will be regularly reviewed by the Digital Education and Student Experience Subcommittee. The Education Policy Scrutiny Panel is responsible for any policy changes.

## 2 Principles

1. At UCL, some teaching and learning activities may be recorded as an additional resource to support students. Students should not expect that all activities, or all

parts of all activities, will be recorded, and should not treat this as [an alternative to attending learning activities live](#).

2. Recorded material will not be used to replace sessions that were due to be delivered in a live format without the consent of the person who delivered the session that was recorded.
3. This Policy supports us in ensuring that education is delivered in line with the Equality Act 2010 and outlines further requirements to ensure educational recordings are accessible in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations.
4. There are some instances where, due to the nature of the content being discussed, or the format of the teaching session, it may not be appropriate to record a session, or parts of a session. These instances are a matter of professional judgment for the person who is teaching the session. In such cases, staff will be required to provide a reasonable alternative to meet Equality Act 2010 obligations.

## 3 Official Recordings

### 3.1 Intellectual Property

1. In accordance with [UCL's Intellectual Property Policy](#), UCL staff own their scholarly and teaching materials, with some exceptions set out in the policy. Educational recordings are normally owned by UCL.
2. In this Policy, UCL commits to not using educational recordings without the creator's consent.
3. Staff members should ensure that educational recordings do not:
  - (a) infringe the intellectual property rights, including copyright, of any third party;
  - (b) contain any restricted information in breach of any other Agreement that may be in place, data protection legislation and confidentiality provisions.

### 3.2 Data Protection & Retention

1. Data from educational recordings will be collected and processed in accordance with the [UCL Data Protection Policy](#) under the lawful basis categories of public task and legitimate interest.
2. Educational recordings will be recorded, stored, shared and deleted in line with the [Student Data Retention Schedule](#) and the [general privacy notices](#) issued to staff and students.

### 3.3 Making Recordings

1. A member of staff may determine that a recording is inappropriate to schedule, create and/or make available to students in instances where sensitive, controversial, or potentially confidential information is being shared, when the session is planned to be 'deliberately discursive', or due to other reasons of academic judgement and/or operational requirements.
2. If staff choose not to record a session or make it available to students—or if recording is not possible due to technical issues—they must provide alternative accessible learning materials that are reasonable for studying the session content for students requiring reasonable adjustments under the Equality Act 2010. Staff should consult their department or Faculty for subject-specific guidance on meeting [reasonable adjustments](#), and also contact [Support & Wellbeing Services](#) for further support.

### 3.4 Using Recordings

1. Recordings of scheduled teaching sessions staff choose to make available to students who were due to attend the session should be released within ten UCL working days of the session unless a shorter timeframe is necessary to support a student with a relevant Summary of Reasonable Adjustments (SoRA) provision. This time allowance helps to manage student expectations while providing appropriate editing of the material prior to publishing.
2. Recorded materials should only be shared using [UCL approved media hosting and sharing platforms](#) to enable the appropriate management of the data in line with data protection and retention policies.

## 4 Permission to Record

1. For the reasons set out in clause 3.3.1 of this Policy, a member of teaching staff may decide not to record, not to release the recording of a session, to only release a recording of a session to students with approved reasonable adjustments, or to edit a recording to remove part of a session and will have the option to explain why. They must make the material covered available in a reasonable, alternative and accessible format to students in line with the Equality Act 2010 and Accessibility requirements.
2. A student may request, such request to be considered at the discretion of teaching staff, that their verbal contributions in a recording's audio be edited for removal, except where it is [an explicit requirement for the award](#), and where there are not agreed alternative arrangements through reasonable adjustments (for example, a recording of an assessed presentation).

# 5 Student Recordings

1. By default, students are not ordinarily permitted to make recordings or transcripts of teaching sessions. This pertains to sessions taking place in physical, hybrid and virtual spaces, and for recordings, transcripts or translations created through any manual or automated mechanism, hardware or software.
2. Inappropriate recording, use and distribution of recordings or transcripts (such as making a recording or transcript available online or sharing with other parties via any medium and without permission) will be considered a breach of the [student disciplinary code](#) and will be subject to disciplinary action.