Recording of Teaching Procedure

Section 1 - Purpose and Objectives

(1) This Procedure outlines the process and steps relating to recording of teaching delivered in recording-enabled learning spaces at UQ and online.

Section 2 - Process and Key Controls

(2) Timetabled lectures delivered in recording-enabled venues or online will be recorded.

(3) Faculties may specify recording of other teaching activities in particular programs, with approval of the Associate Dean (Academic).

(4) Notwithstanding clause 3, recording of other teaching is at the discretion of the Course Coordinator.

(5) Recordings will be automatically transcribed where this is academically, legally and technologically feasible.

Section 3 - Key Requirements

Recordings and transcripts

(6) All recordings made available to students in courses must either:

a. use a technology provided by UQ that automatically generates a transcript and/or closed captions; or
b. have a provided transcript and/or closed captions to accompany that recording.

(7) UQ uses technology to automatically create transcripts and/or closed captions for lectures and that process is inherently prone to inaccuracies. It is not expected that teaching staff review, correct or edit such transcripts and/or closed captions. Accordingly, such materials may contain errors and/or omissions and students should exercise caution and not rely solely upon such materials.

(8) Automated recordings and transcripts will typically be made available on the Learning Management System (LMS) course site within 6 hours of the learning activity.

(9) In accordance with the University Sector Retention and Disposal Schedule, recordings will be kept for a period of two years from the date of last use.

(10) Lecture recordings and transcripts are subject to UQ's Intellectual Property Policy and Procedure and cannot be shared or published without permission.

Exemptions

(11) An Associate Dean (Academic), or delegate, may permit a Course Coordinator not to record and/or transcribe a lecture, or series of lectures, where the Course Coordinator has a justifiable reason for not recording the class.

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(12) Requests for exemption must be approved by the Associate Dean (Academic) or delegate and included in the course profile, with the reason for the exemption, before it is published.

(13) Course Coordinators and Lecturers may pause a recording for a portion of a teaching activity where justified (for example, to protect Indigenous cultural and intellectual property rights, or in the interest of privacy, or for legal reasons). In addition, Course Coordinators and Lecturers may edit a recording after it has been produced to delete inappropriate or restricted content.

(14) Course Coordinators and Lecturers may choose to edit a recording after it has been produced to improve its quality, but are not required to do so.

(15) If a Course Coordinator believes that transcripts, or closed captions, are of such poor quality that they are unintelligible, impede learning, or present other significant issues, they may apply to the Director of Teaching and Learning for permission to withhold them.

(16) Course Coordinators and Lecturers who become aware of potentially infringing, defamatory or illegal content in their recordings, transcripts and/or closed captions should immediately inform their Head of School so that appropriate action can be taken.

Student recording of teaching

(17) Students are not permitted to record teaching in any venue, or online, without the permission of the Course Coordinator. Course Coordinators may permit students to record teaching where academically justifiable and technologically appropriate.

(18) Students may, through agreement in their Student Access Plan and with approval of the Course Coordinator, be permitted to record classes (see Reasonable Adjustments for Students Policy).

(19) If permission is given to record a lecture, students must not share the recording with anyone else. Sharing recordings or making a recording without permission may amount to misconduct under the Student Code of Conduct Policy.

Section 4 - Roles, Responsibilities and Accountabilities

(20) Executive Deans are accountable for ensuring that teaching staff in their faculty fulfil their responsibilities for recording of teaching.

(21) Course Coordinators and Lecturers are responsible for using recording equipment appropriately.

(22) Associate Deans (Academic) or delegate are responsible for considering and approving exemptions to the requirements of this procedure.

(23) The Chief Information Officer is accountable for the technological infrastructure that supports the recording of teaching in recording-enabled teaching spaces.

(24) Information Technology Services are responsible for ensuring that the technology in recording-enabled teaching spaces is functioning as required.

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Section 5 - Monitoring, Review and Assurance

(25) Where technologically feasible, Information Technology Services will monitor recordings for failure.

(26) Information Technology Services will report monitoring outcomes to the Digital Learning Sub-Committee, as requested.

(27) The Digital Learning Sub-Committee is responsible for the regular review of the Procedure.

Section 6 - Recording and Reporting

(28) Exemptions from recording or transcribing lectures will be recorded and retained by the faculty, per the Information Management Policy.

Section 7 - Appendix

Definitions, Terms, Acronyms

Term	Definition
Lecture	A formally timetabled class where the focus is on the Lecturer's presentation, explanation and analysis of key academic content.

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