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## Lecture Recording Policy

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### 1. Purpose

The purpose of this Policy is to establish the high-level rules and principles as regards to the recording of lectures at Te Herenga Waka–Victoria University of Wellington (the University).

### 2. Application of Policy

This Policy applies to Staff Members and Students. The Policy applies to recordings made using University-supplied tools and technologies.

*Note: An accompanying document to this Policy is the Lecture Recording Procedure.*

## Policy Content

### 3. General Principles

- 3.1. The University upholds the principle of kaitiakitanga through the active duty to provide inclusive learning environments and protect our lecture material from misuse. We also take responsibility for the principle of rite tahi and ensuring equitable outcomes for all.
- 3.2. The University supports the recording of certain types of teaching activities to ensure students unable to attend synchronous classes due to work, illness, disability etc. can maintain continuity in their studies and have certainty around access to course content.
- 3.3. Where recordings are not possible in accordance with this policy, the University commits to ensuring that students have access to sufficient lecturer curated material to keep up with their studies.
- 3.4. Recordings are recognised as supplementary learning resources for personal study and not as a replacement for in-class and/or synchronous learning experiences.
- 3.5. Recordings normally include only audio and the presentation screen capture. There is no requirement to visually record individuals participating in the lecture. Recordings may also include video or other forms of technology.
- 3.6. The teaching activities that would normally be appropriate for recording are lectures and other activities that are structured and delivered in ways amenable to recording.
- 3.7. Tutorials, laboratories, studio classes, field trips, workshops and post-graduate courses are not normally appropriate for recording, and so there is no requirement to record them.
- 3.8. Staff Members are not required to change their teaching style for the purposes of recording lectures. However, Staff Members are encouraged to be proactive in the adoption of digitally enhanced teaching approaches.

### 4. Lecture Recording

- 4.1. Staff Members must record and make available all lectures delivered in recording-enabled rooms or delivered online unless an exemption is granted.
- 4.2. Staff Members may pause in-lecture recordings or edit recordings to address copyright concerns; legal, privacy and confidential concerns; to improve quality; or to remove breaks or discussions in the lecture. The resultant recording must accurately reflect the basic principle that students have certainty and continuity as outlined in 3.2.

- 4.3. Staff Members must make accommodations to provide material covering the content of the lecture when recordings are not made, to ensure learning and teaching continuity. This may happen, for example, when lectures are not recorded in error, or in an emergency or disaster situation. Staff Members may exercise their judgement as to how this is done.
- 4.4. The Dean, or delegate, may approve exemptions from making lecture recordings available for an entire course or specific lectures within a course. Exemptions may be approved if any of the following conditions apply.

*Note: Exemptions must not be used as a mechanism to encourage attendance. Where exemptions have been granted, there may be a need for accommodations to provide relevant material in an alternative way for students who were unable to be present.*

- (a) The course resources contain material designed for online delivery that can be remotely accessed, such as pre-recorded videos, covering the course content and information shared in lectures about course activities and assessments.
- (b) The primary mode of delivery or teaching style is not conducive to recording and a recording would provide limited pedagogical benefit for students (for example, performance courses).
- (c) The recording is likely to lead to copyright infringement and options to manage these risks are impractical.
- (d) The lecture includes students disclosing private information or contains personal information or use case studies that, if released, may infringe privacy or confidentiality, and options to manage these concerns are impractical.
- (e) Guest lecturers who are active participants in the lecture withhold permission to be recorded, and options to manage these concerns are impractical.
- (f) The lecture contains sensitive content that may trigger a trauma response or negatively impact student or staff welfare, and options to manage these concerns outside of the classrooms are impractical.
- (g) The lecture contains materials that if shared outside the context of the lecture could have implications for the lecturer's safety, such as extremist violence or extremist ideologies etc.
- (h) There are other compelling reasons, and the Dean or delegate has consulted with the Deputy Vice-Chancellor (Academic) and Victoria University of Wellington Students' Association (VUWSA) and / or other student representative groups as appropriate.

## **5. Access to recordings**

### **5.1. Student access:**

- (a) Access to recorded lectures will be provided to students as soon as practicable after the end of the lecture being recorded and, normally, be available to students for the duration of the course. Where there is reason to enforce restricted availability, recordings must be available to students for at least two weeks.
- (b) Recordings will be made available only to students registered in the course for which the recording was made.

### **5.2. Other staff access:**

Staff Members other than those who have access through the respective Nuku courses may only access recordings:

- (a) To administer the lecture recording service, including management of the recordings
- (b) In connection with an academic grievance to which the teaching of the class is relevant
- (c) Where required by law (for example, a privacy request under the Privacy Act 2020); or

- (d) With the approval of the Staff Member who made the recording.

## 6. Use of recordings

- 6.1. Staff Members must make all reasonable efforts to ensure that any copyrighted material of other parties incorporated into a lecture is used in accordance with the University's copyright licensing agreements and the Copyright Act.
- 6.2. Intellectual property rights associated with recorded material will be owned and / or licenced in accordance with the Intellectual Property Policy.
- 6.3. Students may only use recordings for their personal research and study as further detailed in the Lecture Recording Procedures. Students must not sell, further reproduce, or further distribute lecture recordings. A Student who breaches this may be subject to the provisions of the Student Conduct Statute. Students should also be aware that sharing recordings may also be in breach of the Privacy Act 2020 and/or the Copyright Act.

*Note: Please refer to <https://www.wgtn.ac.nz/about/governance/copyright> and <https://www.privacy.org.nz/resources-2/privacy-and-cctv/recordings-of-people-in-public-places/> for further information).*

## 7. The University's Role

- 7.1. The University will:
- (a) Provide an efficient and well-maintained system that ensures recordings made by staff are securely stored, are made available to students within an appropriate timeframe for the duration of the course, are archived from cloud storage on an appropriate schedule, and any technical issues related to recording or access dealt with in a timely manner.
  - (b) The recordings will be archived and maintained in line with the Information and Records Management and Security Policy and Records and Information Management Procedures.

## 8. Definitions

In this Policy, unless the context otherwise requires:

Recording	means capturing the audio and any associated presentation material, such as slides. It may include video, screen captures, captioning, text transcripts or other forms of technology.
Recording-enabled	means equipped with recording technology.
Student	means any person enrolled in a personal course of study at the University, or a person who is studying at the University under an exchange agreement with another institution and includes a resident in a Hall of Residence.
Staff Member	means an employee of the University.

### Related Documents and Information

## 9. Related Documents

[Copyright Act 1994](#)  
[Education \(Pastoral Care of Tertiary and International Learners\) Code of Practice 2021](#)  
[Privacy Act 2020](#)

[Academic Grievance Policy](#)  
[Information and Records Management Policy](#)  
[Intellectual Property Policy](#)  
[Lecture Recording Procedure](#)

[Privacy Policy](#)

[Recording by Students of Lectures and other Teaching Policy](#)

[Student Conduct Statute](#)

[Te Tiriti o Waitangi Statute](#)

[Copyright at the University](#)

## 10. Document Management and Control

### *Essential Record*

Approver	Academic Board
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Next Review Date	1 May 2025
Policy Sponsor	Deputy Vice-Chancellor (Academic)
Policy Owner	Director, Centre for Academic Development

### *Modification History*

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