Agreement for the Recording of Lectures

The University of Cambridge wishes to make every effort to assist disabled students with specific learning requirements and, to this end, such students may record lectures provided they agree to comply with the procedures outlined below.

Adherence to these procedures will ensure that the University is able to make a reasonable adjustment under the terms of the Equality Act (2010), which supersedes the Disability Discrimination Act, in respect of providing equal treatment and equal access to educational opportunity for all students regardless of any disability, whilst respecting matters of intellectual property and copyright.

The recording of lectures is generally considered to be a "reasonable adjustment" under the Equality Act (2010), for those students who are unable otherwise to take handwritten notes because of the nature of any disability.

If there are particular reasons why you find it difficult or impossible to take lecture notes (for example, because of: a visual impairment, dyslexia, dyspraxia, mobility impairments, you are deaf or have a hearing impairment, or the effects of medication or fatigue) and therefore you need to record oral lectures you must adhere to the following procedures:

1. Inform the Disability Resource Centre of your particular needs. This will assist the University in making an appropriate adjustment to improve your learning experience and will also help the University to facilitate the recording of lectures.

2. Make it clear whether you are happy for Lecturers to be told why you are recording lectures in order to help them meet your learning needs, or alternatively, whether you wish those reasons to remain confidential.

3. You should confirm that you understand that the Lecturer will be told that the lecture is being recorded, but that the Lecturer will not be told the specific reason for this, or your name, unless you have given permission.

4. These procedures form part of the learning agreement between you and the University and must be adhered to by all students.
In confirming that you will follow the procedures:

I hereby agree that the recordings of any lectures by me, or on my behalf, must be used only for my personal private study, and must not be reproduced or passed on or made available to anyone else other than for transcription purposes including by any electronic means such as email, attachment or posting on any website.

I agree to delete the recordings once they are no longer needed (i.e. once they have been transcribed).

I acknowledge that the content of the lectures and the Lecturer’s delivery of the lectures remain the intellectual property of the Lecturer delivering them, and that the Lecturer retains the copyright in the lectures and the recording of them in any form.

I understand that information given in the lectures must be referenced if referred to in my own academic work.

**Consent**

I confirm my agreement to follow the procedures as stated above and consent to my name being passed on to the Lecturer for the purposes of informing the Lecturer that I will be recording his or her lecture, and

I consent/do not consent* to the general nature of my disability being disclosed to the Lecturer

*Please delete as appropriate

Name:________________________________________________________

Signed:________________________________________________________

Date:_________________________________________________________

You must return this form to the Disability Resource Centre to ensure that the University and your College is aware of your need to record lectures.