**Student guidance on audio-recording of lectures**

GCU has recently reviewed its guidance on the audio-recording of lectures. We understand that some students, for a variety of reasons, will wish to audio-record some of their teaching sessions as a supplement to class handouts and their handwritten or typed notes. We trust our students to do this responsibly, and in adherence to the law and the GCU Code of Student Conduct.

All students may make an audio-recording of a lecture, for their own personal study use, without having to first seek permission, subject to the rules noted below. Video recording of lectures is not permitted.

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| **What you can do:** | **What you must not do:** |
| Use your own device (such as a Dictaphone, phone or laptop) to audio-record a lecture.  | You must not continue to make an audio-recording if the lecturer has asked students to pause/stop recording. There are valid reasons why recording may not be appropriate in certain circumstances (such as to allow student discussion, or where the content being discussed is of a sensitive nature) |
| Save a recording for the duration of the academic session, so that you may listen back to it for personal revision or study purposes. All recordings must be permanently deleted before you leave GCU. | You are not allowed to video record any part of any teaching session. |
| So that you don’t have to re-listen to a full lecture, take a note of the time when there is a specific point you might need to listen back to. An audio-recording is not a replacement, but can be a useful supplement, for your own written notes. Your Learning Development Centre (LDC) can provide practical tips on effective notetaking skills. | You must not publish or share the recording – or any part of it – with any other person. This includes posting to social media, sharing by email and uploading to the internet, including essay-sharing websites. |
| Contact the [Disability Service](https://www.gcu.ac.uk/currentstudents/support/disabilityservice) if you have a disability-related need to make or modify a recording in a manner which is not permitted in this guidance, to discuss your needs.  | You must not use, modify or edit a recording in any inappropriate way, including for malicious purposes, and including through the use of AI tools. |

Any misconduct in relation to the use of lecture recordings will be treated seriously. Any student who makes, uses or shares a recording in a manner which does not comply with this guidance will be subject to action, as set out in the [GCU Code of Student Conduct](https://www.gcu.ac.uk/aboutgcu/supportservices/governance/complaintsstudentconduct).

**The University owns the copyright in respect of the contents of the lecture. Transmitting copyright material (including over the internet) is illegal and breaching copyright law may expose you and the University to civil and criminal liability.**