



HARTPURY

Teaching & Recording Policy

Approval & Review Cycle		
Policy Owner/Reviewer	Head of Inclusivity / Head of Teaching & Learning	July 2026
Approved By	SMT	September 2026
Interim-Review	No	-
Next Review Date		July 2030

Introduction

Hartpury records all theory-based taught sessions unless there is a justified pedagogical reason not to do so, in line with the Student Charter. Hartpury also supports students to record taught sessions for their own personal learning, including audio recording, photographs and video recording where appropriate. Lecturers are required to record scheduled online contact learning so it can be accessed later.

Teaching content and lecturer-created recordings remain Hartpury's intellectual property, in line with the Hartpury University Intellectual Property Policy. All parties must understand the appropriate use of recordings, including the limits on how students may use recordings they make.

Purpose

This policy explains the rights and responsibilities of Hartpury staff and students, external visiting lecturers, and speakers involved in excursions, in relation to recording teaching. It also covers resources recorded for flipped classrooms, blended learning courses or revision.

Scope

This policy applies to teaching in any format and to all Hartpury-provided learning experiences. It supports safe learning environments where exploration, discussion and freedom of speech can take place. Hartpury will treat unauthorised sharing or use of teaching recordings by students or staff seriously.

A glossary is provided at the end of this document.

Objectives

This policy identifies appropriate and inappropriate conduct linked to recording teaching materials.

1.0 Use of Recordings

Hartpury University provides teaching recordings to support learning, including where students cannot attend in person. Students will receive guidance on how to use recordings to support their learning, for example through the scheme of work and/or an announcement on the Virtual Learning Environment. This is not the case for Hartpury College. In both institutions however, students must get approval from the lecturer before recording teaching or content during any learning experience. Recordings made by students, and recordings provided by Hartpury, must not be shared further or published elsewhere.

Recordings must not be promoted as an ongoing replacement for physical attendance where face-to-face attendance is expected. This also applies where students use digital technology to record lectures beyond recordings provided by Hartpury.

Hartpury is responsible for gaining consent to record sessions delivered by visiting lecturers and to make those recordings available afterwards. Students must not assume consent has been given if no explicit guidance is provided. Hartpury does not guarantee that visiting lecturer sessions will be recorded, as this depends on individual preference.

Sensitive personal data, as defined by current General Data Protection Regulations, must not be recorded without the explicit written consent of the person or people the data relates to.

Access to recordings provided by Hartpury will be restricted to the Virtual Learning Environment. These recordings remain Hartpury's intellectual property, in line with the Hartpury Intellectual Property Policy.

1.1 Permitted Uses Under This Policy

- i. A student may use a recording only for their own personal study. The student must delete or destroy any copy once this purpose has been met, and no later than the date their study at Hartpury ends.
- ii. A lecturer may use a recording of their own teaching for self-reflection and personal development, to support peer observation, or if they are investigated under the Disciplinary and Dismissal Policy & Procedure.
- iii. Hartpury may use a recording as part of an investigation under the Academic Regulations Appendix (Fitness to Study and Reside).

- iv. Hartpury may use a recording held on the Virtual Learning Environment in exceptional circumstances to maintain student provision, for example during significant disruption caused by a pandemic or other natural event.

Any other use of a recording requires further, separate agreement from those with rights in the recording. This includes:

- Using a recording as an open educational resource where the IP belongs to Hartpury, in line with the Hartpury University Intellectual Property Policy. If approved, suitable safeguards must be applied, including appropriate attribution, licensing, and permissions from participants or third parties whose IP is included in the recording.
- Using recordings for staff review or disciplinary processes. This will only happen with the lecturer's permission, except where gross misconduct is alleged.
- Using a recording to replace intended staff presence during teaching, unless the lecturer consents to this use, for example during staff absence or room overspill.
- Students using recordings as a replacement for attendance. Any recording made to support absent students must be approved by the lecturer. It remains the property of the person who made the recording, and their consent must be obtained before it is shared.
- Using a recording as a routine way to manage timetable clashes or planned non-attendance.

AI-Enabled Recording and Transcription Tools

AI-enabled tools that record, transcribe, summarise or otherwise process teaching content, including tools such as Jamworks or automated note-taking applications, are treated as recording technologies under this policy. Students must seek approval before using these tools in any learning experience, unless their use has already been agreed as part of an approved learning support arrangement.

Any recording, transcript, summary or output generated by these tools must be used only for the student's own personal study and must not be shared, published, uploaded to open generative AI platforms, or used for any other purpose. Students remain responsible for checking the accuracy of any AI-generated notes, transcripts or summaries.

Where AI-enabled recording or transcription may capture sensitive personal data, third-party intellectual property, commercially sensitive information, or contributions from other participants, additional consent or restrictions may apply. Lecturers may require recording to stop where there are legal, ethical, privacy, safeguarding or pedagogical reasons for doing so.

The use of wearable devices capable of capturing audio, images or video (including, but not limited to, smart glasses, Meta/Ray-Ban glasses, smart earbuds, smart watches and similar technologies) for the purpose of recording teaching, staff, students or learning activities is subject to the same requirements as any other recording device. Such devices and any emerging technologies, must not be used to make recordings without the prior permission of the lecturer and compliance with this policy.

2.0 Participant and Hartpury Rights

Using, modifying or distributing recordings or other media without permission is a misconduct offence. This includes copying a recording, sharing copies publicly through social media, uploading them to open generative AI platforms, or sharing them in any other form. Employees or students who do this may be investigated under the Disciplinary & Dismissal Policy & Procedures, or the Fitness to Study and Reside appendix in the Academic Regulations.

Site permission is required for all recordings on Hartpury campus that involve onsite commercial provision. Examples include:

- a student practical at the Equine Therapy Centre, where Hartpury must seek approval from the service provider; or
- a student recording a therapy session for study purposes, where the student must seek approval from the service provider.

Where teaching involves an external company, or videoing for teaching takes place in an external company's facilities on or off site, Hartpury is responsible for ensuring that required permissions are obtained, for example from the business owners.

Hartpury recognises that some teaching, or parts of teaching, should not or cannot be recorded. This must be clearly explained to students attending the session. Examples include:

- teaching approaches that may not be suitable for recording, such as highly interactive sessions or sessions involving animals;
- system or technical failure; or
- legal, ethical or privacy reasons for not recording all or part of a lecture. In these cases, the lecturer should ask students to stop recording.

Where visiting lecturers contribute to a module, Hartpury will gain consent to record the session and will inform students before the session.

Students must not be led to assume they can record these lectures based on previous module arrangements.

Students registered on a taught degree programme at Hartpury will normally own any IP they create, subject to exceptions in the Hartpury University Intellectual Property Policy. Consent should therefore be obtained where needed before student IP is included in a recording. Where teaching refers to additional participants, their names should be included on the introductory slide to support this right.

Lecturers must follow all aspects of the safeguarding policy during teaching, whatever the teaching format.

3.0 Accessibility

Lecturer-made recordings must not breach equality legislation and must follow relevant Inclusive Teaching and Learning guidelines, for example by providing subtitles or a transcript. Recordings provided by Hartpury must be accessed through the Virtual Learning Environment, even where they were created or accessed using another platform, such as MS Teams.

Under the Equality Act 2010, Hartpury has an anticipatory duty to make reasonable adjustments to its services. Recordings provided by Hartpury should have the transcript function enabled. Hartpury also provides students with additional resources to support access to transcripts.

Where recording is prohibited, lecturers must discuss equal, high-quality alternatives with students who use recording equipment as part of their learning support needs.

4.0 Third Party Copyright

Staff, students and visiting lecturers who present material in a student or Hartpury recording must avoid infringing third-party copyright and must maintain academic integrity. Third-party materials may fall under the “fair dealing” exception if used only for illustration for instruction. Virtual Learning Environment material should link separately to external licensed material. Hartpury provides advice on potential copyright infringement through the Information Governance Team.

In line with the Inclusive Teaching and Learning guidelines, University staff should cite all materials used according to relevant referencing guidelines.

5.0 Security and Retention of Recordings

Lecture recordings placed on the Virtual Learning Environment will be archived with all module pages at the end of each academic year. They are retrievable within institution-specified timelines.

Deleting an embedded recording or link from the Virtual Learning Environment removes only the link to the original file. The file may still be stored on another Hartpury platform.

If access to recorded material is removed before the end of a module, students should be told why. Pedagogical alternatives should be provided where needed to ensure parity of student experience.

If a lecturer leaves the University, Hartpury may continue to use recordings made for students to support student learning, but not externally.

Glossary

The following terms defined here appearing within the policy:

Hartpury = an overarching term that can relate to both College and University as an institution, or academic staff or management staff, relative to the context within it is used.

Intellectual Property (IP) = the productions of original intellectual or creative activity.

Teaching = pertains to taught sessions occurring within the timetable including lectures, workshops seminars, practical sessions, tutorials, flipped resources and on-line live delivery and forums, discussion and live chat.

Participant = an individual with intellectual property that has or could be shared during any aspect of the recording, including the University, the lecturer and any other contributor to a discussion within the lecture.

Recording = using any type of technology to capture spoken word delivered by academic staff, guest speakers, visiting lecturers, or fellow students.

The Lecturer = the academic staff member responsible for the delivery of lecture content.

Virtual Learning Environment (VLE) = Hartpury's current main VLE platform is Moodle, however other resources including Microsoft Teams are used to support teaching, learning and assessment and have the capacity to record and store lecture recordings.

Visiting Lecturer = a peer visiting from a different academic institution or representing industry, who has been invited to deliver a timetabled session at Hartpury.

References To Other Policies and Guidance

- Hartpury University Intellectual Property Policy
- Disciplinary and Dismissal Policy & Procedure
- Academic Regulations Appendix (Fitness to Study and Reside)
- Safeguarding Policy
- Student Charter

Freedom of Speech

As part of this policy, Hartpury reaffirms its commitment to the principles of freedom of speech and academic freedom, in accordance with the Higher Education (Freedom of Speech) Act 2023 and guidance from the Office for Students (OfS). Hartpury will take all reasonably practicable steps to secure the right to express lawful views and engage in open debate without fear of censorship or institutional discipline for staff, students, and visiting speakers. In addition, this policy prohibits the use of non-disclosure agreements (NDAs) in any situation that would prevent staff from speaking out about misconduct, harassment, or other matters of public interest.

Equality, Diversity and Inclusion

As with all Hartpury policies and procedures, due care has been taken to ensure that this policy is appropriate to all members of staff and students regardless of their age, disability, ethnicity, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation and transgender status.

The policy will be applied fairly and consistently whilst upholding Hartpury's commitment to providing equality to all. If any employee or student feels that this or any other policy does not meet this aim, please contact the HR Department (staff) or an academic tutor (student).

Hartpury is committed towards promoting positive mental health by working towards the MINDFUL EMPLOYER Charter, holds the Student Minds University Mental Health accreditation and has signed the AoC Mental Charter. Hartpury aims to create a culture of support within the workplace where employees can talk about mental health problems without the fear of stigma or discrimination.