
Lecture Recording Procedure

1. Purpose

The purpose of this Procedure is to give effect to the Lecture Recording Policy by outlining how the creation of and access to recordings of lectures at Te Herenga Waka–Victoria University of Wellington (the University) is to be managed.

2. Application of Procedure

This Procedure applies to Students and Staff Members.

Procedure Content

3. Lecture Recording

3.1 While the University is an in-person institution with a primary delivery mode of face-to-face, lectures and other appropriate teaching activities may be recorded for use by Students as supplementary learning resources for personal study in accordance with Lecture Recording Policy.

3.2 The University seeks to create an inclusive learning environment that accommodates Students' diverse needs while respecting privacy, copyright, and other legal concerns. It aims to strike a balance between supporting student learning through lecture recordings and addressing legitimate reasons for exemptions from making recordings available. The principles are set out in detail in the Lecture Recording Policy.

3.3 Staff Members will use University supplied lecture recording and recording management services, where available, to ensure that lecture recordings are securely stored, access for Students and Staff Members appropriately controlled, and recordings archived and destroyed in compliance with the Lecture Recording Policy, Data Governance Policy, Information and Records Management and Security Policy, and Records and Information Management Procedures.

3.4 Staff Members may pause in-lecture recordings or edit recordings to:

- (a) address copyright concerns
- (b) address legal, privacy and confidential concerns
- (c) improve recording quality
- (d) remove breaks or discussions in the lecture.

Where pausing or editing recordings is deemed impractical an exemption from recording may apply.

Note: Staff Members requiring assistance to manage in-lecture pausing or post-recording editing can refer to resources in Nuku by enrolling in the course "Tools for L&T in Nuku" available via the Staff Development and Support courses under, Help and Info, or contact the Centre for Academic Development (CAD) or Digital Solutions.

3.5 Staff members are recommended to enable [closed captioning](#) on recordings, except where the teaching style, content or language is not conducive to achieving adequate quality and the result could be detrimental to students' understanding of the lecture.

Note: Staff members requiring assistance with enabling captioning and ways to improve captioning quality can refer to resources in Nuku by enrolling in the course “Tools for L&T in Nuku” available via the Staff Development and Support courses, under Help and Info, or contact the Centre for Academic Development (CAD) or Digital Solutions.

- 3.6 Staff Members will ensure that consent is sought from guest lecturers to record their contributions in the lecture. Where permission is withheld the recording must be stopped in class or edited as appropriate. Where this is deemed impractical an exemption from recording may apply.

4. Lecture Recording Exemptions

- 4.1 Exemption for Staff Members from making lecture recordings available to Students can be granted by the Dean or delegate based on specific criteria as detailed in the Lecture Recording Policy.
- 4.2 Staff Members who believe their course, or components of it, qualifies for an exemption from recording must submit a formal request to the relevant Dean or delegate. The request should clearly state the reason for the exemption.
- 4.3 The Dean or delegate will review an application for exemption based on the criteria specified in the Lecture Recording Policy.
- 4.4 Where sensitive material is cited as criteria for exemption, the Dean or delegate will consult with Mauri Ora about their view of the need for the exemption before approving the request.
- 4.5 Where *other compelling reasons* is cited as criteria for exemption, the Dean or delegate will consult with the Deputy Vice-Chancellor (Academic) and Victoria University of Wellington Students' Association (VUWSA) Academic Vice President or their delegate, and /or other student representative groups as appropriate. An exemption should not be approved by the Dean or delegate unless there is agreement from both the Deputy Vice-Chancellor (Academic) and the student representative group.
- 4.6 Where an exemption is granted, course information must be updated to clearly state that the course, or components of it, are exempt from lecture recordings and provide a brief explanation of the reason for the exemption. Where the exemption covers all class lectures, this information should be within the course outline and be available to Students at the point of enrolment. Where individual lectures are exempt, this information should be available to Students through Nuku, as early as practicable prior to the commencement of the lecture.
- 4.7 Exemptions, along with the reasons for granting them, will be recorded in a central register for transparency and future policy review.

5. Access to Recordings

- 5.1 Access to recorded lectures will be made available through Nuku to ensure that access is restricted to Students registered within the course, Staff Members with roles in the course, or Staff Members with administration responsibilities over the lecture recording service.
- 5.2 Where access by other Staff Members is required for academic grievance or other legal purposes, access will be provisioned by Digital Solutions or CAD staff as appropriate on an ad hoc basis.
- 5.3 Access by permission to recordings for other Staff Members may be managed via VStream by the Staff Member who made the recording.

6. Use and management of Recordings

- 6.1 For guidance on the use of copyrighted material of other parties incorporated into lectures to be recorded, Staff Members can consult the [Copyright at the University](#) overview pages maintained

by the copyright officer. For further enquiries concerning copyright, Staff Members may send an email to copyright@vuw.ac.nz.

- 6.2 Where Staff Members believe there has been misuse of intellectual property (IP) in lecture recordings by Students or Staff Members, information on measures that can be taken and contact details for assistance can be found on the [Copyright at the University](#) website.
- 6.3 Students should make every reasonable effort to ensure that lecture recordings used for personal research and study are stored securely and deleted when the recording are no longer required for their study.

7. Archiving and deleting recordings

- 7.1 Lecture Recordings stored in VStream/Panopto will be automatically archived and deleted to ensure the University can provide reasonable access to lecture recordings over time while also ensuring its archive storage capacity does not exceed its licenced storage limits.
- (a) The scheduled recordings of lectures (through VStream/Panopto) will be archived two years from their creation and deleted one year from the archive date.
- (b) Application integration recordings (including Zoom recordings) will be archived one year after their creation and deleted 1 year from the archive date.
- 7.2 Where staff have developed reusable content, such as edited clips for repeated use in teaching, then these will be stored in what the system describes as ‘perpetual folders’.
- (a) These recordings will be archived after 36 months since their last view, by default. A manual exception can also be placed on this content which is logged via the Staff Service Centre. These perpetual folder recordings will be deleted five years from their archive date.
- 7.3 Staff personal folders – “MyFolder” – are intended to hold private materials and materials for teaching or research that require long-term storage. Staff personal folders are not to be archived or deleted.

Note: Content can be restored from the archive and will be viewable 3 days after the request has been made. Content deleted from the archive cannot be recovered.

8. Definitions

In this Procedure, unless the context otherwise requires:

Recording	means capturing the audio and any associated presentation materials, 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

8. Related Documents

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

[Data Governance Policy](#)
[Information and Records Management and Security Policy](#)
[Intellectual Property Policy](#)
[Lecture Recording Policy](#)
[Privacy Policy](#)
[Recording by Students of Lectures and other Teaching Policy](#)
[Records and Information Management Procedures](#)
[Student Conduct Statute](#)
[Te Tiriti o Waitangi Statute](#)
[Copyright at the University](#)

9. Document Management and Control

Essential Record

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Policy Sponsor	Deputy Vice-Chancellor (Academic)
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Date	Approval Agency	Details
21 November 2023	Deputy Vice-Chancellor (Academic)	New Procedure.
31 July 2024	Deputy Vice-Chancellor (Academic)	Addition of the archiving and deletion section – section 7