



University of  
South Australia

## Student recording of learning activities

**POLICY NO:** A-56.3

**DATE OF APPROVAL:** 22 June 2012

### AMENDMENTS:

- Director: Student and Academic Services – August 2017
- Director: Student and Academic Services – July 2018
- Registrar and Director: Student and Academic Services – January 2023

**REFERENCE AUTHORITY:** Registrar and Director: Student and Academic Services

### CROSS-REFERENCES:

- [Assessment Policy and Procedures \(AB - 68\)](#)
- [C7: Students with Disabilities](#)
- [Statute 7: Student Misconduct](#)
- [University of South Australia Act 1990](#)

### CONTENTS:

[Purpose](#)

[Scope](#)

[Policy](#)

1. [Student recording of lectures](#)
2. [Student recording of seminars, tutorials or small teaching groups](#)
3. [Penalties](#)

---

### Purpose

Recorded learning activities allow students the flexibility to direct their own learning pace. Recordings may supplement student notes, or be used as review material in preparing for assessment tasks.

Some UniSA lectures are routinely recorded and made available to students through UniSA's Learning Management System *learnonline*.

The University is legally obliged to make reasonable academic adjustments for students who have a disability or medical condition preventing them from taking notes in learning activities.

### Scope

Consistent with the requirements of this Policy and [C-7: Students with Disabilities](#), all students are required to seek approval to record any learning activities.

This policy concerns the recording of UniSA learning activities by students, where the recording has not been negotiated as an academic adjustment. It applies to students who record learning activities

---

for private study purposes, and outlines the obligations of staff and students when students record learning activities.

Conversations between staff and students that are conducted outside of formal learning activities are not subject to this Policy, but may be subject to confidentiality or information privacy requirements.

This Policy applies to learning activities conducted in both actual and virtual environments.

## Policy

### 1. Student recording of lectures

- 1.1 UniSA normally records lectures and makes these available to students via UniSA's Learning Management System *learnonline*. This includes lectures made by UniSA staff and guest lecturers.
- 1.2 Students are not normally permitted to record any lecture on behalf of absent students.
- 1.3 Students are not permitted to record any lecture without a lecturer's prior consent. Students should obtain consent via email.
- 1.4 Lecturers will provide consent to students with a disability access plan who need to record lectures.
- 1.5 Where a lecturer has consented to the recording of a lecture, the following conditions apply:
  - a. The student must ensure that any recording is unobtrusive and does not inconvenience the lecturer or other students.
  - b. The recording is used solely for private study and research purposes, and must not be distributed or used for any other purpose, without the lecturer's consent. The content and delivery of lectures are subject to copyright under the Copyright Act 1968. Any intellectual property rights in the lecture are owned by the University.
  - c. A recording device must not be left operating if the student leaves the room.
  - d. Any recorded material subsequently used in an assessment must be acknowledged and correctly referenced.
  - e. Misuse of recorded material (including unauthorised re-distribution in any medium, or plagiarism) constitutes misconduct, which could result in the University taking disciplinary action against the student(s) involved.
  - f. Any recording must be destroyed after the successful completion of the course.

### 2. Student recording of seminars, tutorials or small teaching groups

- 2.1 Students are not normally allowed to record seminars, tutorials and small teaching groups.
- 2.2 Where a student seeks to record a seminar, tutorial or small teaching group, the same conditions as for recording lectures apply, as stated in clauses 1.3 to 1.5 above.
- 2.3 The tutor must seek consent to record the activity from all other students in the class. Recording will not be allowed if any student objects. Consent may be sought by email or verbal agreement prior to the class commencing.
- 2.4 If all students and the tutor consent to recording the activity, then:
  - a. The tutor will inform students that the recording is being made solely for a student's personal use and that it will be destroyed on completion of the course.
  - b. The tutor will inform students that recordings may not be made by a student on behalf of absent students.

