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**University  
of Wales,  
Newport**

**Prifysgol  
Cymru,  
Casnewydd**

## **Student Guidance**

### **Recording Lectures and Other Materials**

#### **Introduction**

This guidance has been created to assist students in understanding their responsibilities under the Data Protection Act 1998 and Copyright, Design and Patents Act 1988.

Whilst studying at the University of Wales, Newport you will have access to, and be provided with, a range of educational materials such as handouts, lectures and other learning events. It is important that you are aware that it is your responsibility to observe the various laws that surround the copying and distribution of such materials.

#### **What is Copyright?**

The Copyright Designs and Patent Act 1988 protects the original works of creators from unauthorised exploitation by others. This includes:

- copying the work;
- issuing copies of the work to the public, including, rental and lending;
- performing, showing or playing the work in public;
- communicating the work to the public by electronic means;
- adapting the work.

Copyright applies at the point of creation and is applicable to all media, such as print, photographs, films, music and even computer programmes. Such material does not have to be published for copyright to apply.

#### **Can I record lectures?**

Both audio and visual recording of lectures is not permitted unless agreed to by the lecturer. If agreement is forthcoming the recording can only be used for personal study purposes and should not be replicated or made more widely available in any way without permission. This includes copying the material to social networking sites even where such sites are not generally accessible to the public (i.e. putting it on your Facebook account). Recording of lectures and seminars may also involve the capture of personal opinions or details that, if shared, may contravene the Data Protection Act 1998. Recording may also infringe on the lecturer's performance rights under the Copyright, Design and Patents Act 1988.

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Covert audio and video recording of lectures and/or seminars is in no way permitted.

### **What about copying teaching materials?**

Materials such as course packs, handouts and presentations often contain copyright material that the University has sought permission to re-use or has a licence to do so. This re-use does not transfer to students and therefore if you copy and/or make those materials more widely available it is likely you will be in breach of copyright. Again you should seek permission from the distributor of that material if you wish to make copies other than for personal use.

### **What exceptions are there?**

If you have a disability and feel that the recording of lectures would help you in your studies or if it would help you to have the teaching materials in a different format, we are able to make reasonable adjustment to accommodate this without breaching copyright. You should contact Student Services in the first instance to discuss your requirements.

### **Under what circumstances am I allowed to copy?**

The Copyright, Design and Patents Act 1988 does allow the copying of materials under certain circumstances the most common of which is known as “fair dealing”. As long as it is for personal study use or research, you can copy a “reasonable amount” of an original work without permission. Reasonable is generally regarded as up to one chapter or article or 5% of the total work. Therefore you can for example, photocopy some pages of a textbook to help you in your studies so long as this is reasonable and proportionate. Photocopying the whole book to save having to buy it would certainly not be reasonable!

### **What about assessments and exams?**

Copyright law is not infringed if the material is used for the purpose of setting an exam question or assignment, communicating the question and for the purposes of answering that question. Therefore you can for example, use copyright material as part of your dissertation. However, this should be sufficiently referenced and you should seek the copyright owner’s permission if you subsequently decide to publish your work or make it more widely available.

### **Where can I get more information?**

Further general information regarding copyright can be obtained from the Copyright site at:

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<http://policy.newport.ac.uk/Copyright/Pages/default.aspx>

Information concerning Data Protection can be obtained by contacting the Records and Information Manager on 2215 or visiting:

<http://policy.newport.ac.uk/UniversityRegistry/DataPro/Pages/default.aspx>