

Permission for the Audio Recording of Lectures (POLIS)

The University of Cambridge works to support the access requirements of disabled students, and to this end, such students (for whom there is an evidenced disability-related reason why taking notes is difficult or problematic) may record lectures provided they agree to comply with the procedures outlined below.Although this document refers to voice recording equipment specifically, other visual recording equipment, cameras etc. and recordings on video conferencing platforms (such as Teams or Zoom), used in lectures, where this has been formally approved, shall be subject to the same restrictions of usage.

The SHSS Faculty and POLIS strongly support the return to in-person lectures for pedagogical and pastoral reasons. Whilst audio recording of lectures is permitted for students who have a Student Support Document (SSD) that specifically makes this recommendation, the student is still strongly encouraged to attend the lecture in person and audio record the lecture on a personal recording device (e.g., smart phone or laptop).

If your SSD recommends that you should be granted permission to audio record lectures, you should have signed and returned a ‘Recording Lectures Agreement’ with the Accessibility and Disability Resource Center (ADRC). Please find a link to the ADRC website which provides information on this and a link to this document:

[ADRC](https://www.disability.admin.cam.ac.uk/students/current-students/advice-and-guidance/recording-lectures%20)

# Permission to Audio Record POLIS Lectures

1. For the recording of lectures, the lecturer may have been told that the lecture is being recorded, but the lecturer will not have been informed of the specific reason for this. You may wish to alert the lecturer (in advance or immediately before the session starts) of your need to record.
2. **You will be asked to sign an electronic form (link below)** confirming that the audio recordings of any lectures by you, or on your behalf, must be used only for your personal private study, and must not be reproduced or passed on or made available to anyone else other than for transcription purposes, including by any electronic means such as email, attachment or posting on any website or social media on any platform.
3. You are asked to confirm that the audio recordings of any lectures by you, or on your behalf, must be deleted and removed from any personal devices once the notes from the lecture are transcribed, or by the last day of the academic year.

Adherence to these procedures will ensure that the Department is able to make a reasonable adjustment under the terms of the Equality Act 2010 in respect of providing equal treatment and equal access to educational opportunity for all students regardless of any disability, whilst respecting matters of intellectual property, copyright and data protection. The University’s ‘Code of Practice: Reasonable Adjustments for disabled students’, recognises recording of lectures on this basis as a reasonable adjustment for those students for whom there is an evidenced disability-related reason why taking notes is difficult or problematic.

Please confirm that you agree to follow the procedures by completing, signing and submitting the electronic ‘POLIS Student Agreement for the Audio Recording of Lectures’ form available on the link below:

[Permission for the Audio Recording of Lectures (POLIS) 2024-25](https://cambridge.eu.qualtrics.com/jfe/form/SV_5pqVk835j9247BQ)