



Recording of Lectures Policy

1. Context

Trinity College Dublin, the University of Dublin, hereinafter referred to as Trinity, is committed to providing a distinctive education based on academic excellence and a fully supported student journey, as outlined in Trinity's Strategic Plan (2025 – 2030). Trinity is also committed to providing an accessible and inclusive learning environment for its students, aligned to the principles of Universal Design for Learning (UDL). The recording of lectures or the provision of lecture recordings are intended as a learning aid and do not replace the requirement for in-person attendance at lectures, articulated in the Calendar Parts II and III.

2. Purpose

The purpose of this Policy is to establish clear guidelines for the provision of lecture recordings or lecture summaries by academics/teaching staff for use by students as a learning aid, where the academic/teaching staff member has deemed that this is feasible and appropriate. The aim of the Policy is to enhance equitable student access to lecture material while protecting intellectual property, privacy, and academic integrity.

3. Definitions

- 3.1 For the purposes of this Policy a **lecture recording** is defined as the capture of lecture content, delivered as a live or a pre-recorded lecture, and consisting, at a minimum, of the lecturer's spoken contribution to the class, made available to students in Trinity's VLE.
- 3.2 For the purposes of this Policy, a **lecture summary** is defined as a synthesis of the key points, core concepts, and main arguments delivered during a lecture, designed to reinforce learning and highlight essential information for review and study, and made available to students in Trinity's VLE.
- 3.3 **Panopto** is the current supported lecture capture software in Trinity.
- 3.4 **Universal Design for Learning (UDL)** is a set of principles for curriculum development that gives all individuals equal opportunities to learn, including students with disabilities.
- 3.5 **Trinity's Virtual Learning Environment (VLE)** is currently comprised of Blackboard (the Learning Management System) and learning technologies integrated with the Learning Management System such as Panopto, Turnitin etc.



4. Scope

4.1 This Policy applies to:

- **students attending** and **academics/teaching staff (including Graduate Teaching Assistants)** **presenting** live lectures in Trinity that are being recorded for academic purposes, unless otherwise determined (e.g. where students are entitled to record their lectures as a reasonable accommodation).
- **students accessing** and **academics/teaching staff preparing** pre-recorded lecture material or lecture summaries, that are being made available to Trinity students as an educational resource.

4.2 The following are within the scope of the Policy:

- The recording of in-person lectures or other formal teaching events in lecture theatres or venues that have recording facilities, or where the lecturer is using their own laptop.
- The audio and/or video capture of a lecturer's live or pre-recorded delivery of lecture content (or part thereof) via Panopto in Trinity's VLE.
- Summaries of lectures prepared by the lecturer and made available to students in the VLE.

4.3 The following are not within the scope of the Policy:

- The recording by academics/teaching staff of teaching events such as laboratories, clinics, practical sessions and field trips.
- The recording of lectures by students who have permission to do so as a reasonable accommodation (this is covered by the [Guidelines on Permitting Students with a Disability to Record Lectures](#)).

Video and/or audio capture of students attending a lecture (including student voices, images or opinions) is addressed in section 6.4 below.

5 Principles

- 5.1 Trinity is not a distance-education university. In-person teaching is the primary form of instruction and, accordingly, all students (unless otherwise excused) are expected to meet the attendance and engagement requirements set by their programme of study (see Calendar Part II, General Regulations, section 24 *Non-satisfactory attendance*, and relevant sections of the Calendar Part III).
- 5.2 Lecture recordings or lecture summaries are intended for the benefit of students, providing an additional learning resource to support their understanding and revision. They complement, but do not replace, attendance at and active participation in lectures. The recording of lectures or the provision of lecture summaries by academics/teaching staff is supported, but not mandatory. The



decision to record a lecture or provide a lecture summary, and to make these available to students, is voluntary and rests with the individual delivering the lecture.

- 5.3 In addition, the feasibility of recording a lecture is dependent on the availability of necessary technology. In certain contexts or for specific lectures, alternative learning resources may be more appropriate and, therefore, recommended. Students, or Tutors on their behalf, may make individual requests for additional teaching supports/resources. The module lecturer will consider such requests, but it may not always be possible to facilitate these requests.
- 5.4 While College owns the intellectual property rights (IPR) in lecture recordings or lecture summaries produced for educational purposes, the academic/teaching staff member retains ownership of their performance rights. Neither College nor students may use a lecture recording or a lecture summary for any purpose other than its original educational intent. Accordingly, College may only use the recorded performance for the specific educational purpose for which it was created. Any further use, including reuse, redistribution, or use for purposes unrelated to teaching (such as any review or evaluation process), requires the explicit prior consent of the academic or teaching staff member. Where an academic/teaching staff member leaves Trinity College during the academic year, their lecture recordings or lecture summaries will remain available to students in the VLE for the remainder of that academic year, after which explicit permission from the lecturer for Trinity to continue to use the lecture recordings will be required. Modules are automatically removed from the VLE by IT Services after 5 years (see Trinity [Learning Management System Policy](#), section 7.3.3)
- 5.5 Under EU-GDPR, images and voice recordings (including recordings of lectures by students who have permission to do so as a reasonable accommodation) are recognised as personal data and must be collected, stored and used in compliance with GDPR requirements.
- 5.6 All lecture recordings or lecture summaries must be managed in a manner that protects personal data and upholds the Intellectual Property Rights (IPR) associated with the content and performance.
- 5.7 The recording or summarising of lecture content supports and reflects the principles of Universal Design for Learning (UDL) by providing flexible, accessible learning materials for all students.
- 5.8 Lecture recordings or lecture summaries are made available exclusively for internal use within Trinity, and are accessible to registered students only from within Trinity's VLE. They may not be shared, distributed, or accessed outside this context. To do so is considered a breach of the University's regulations and is subject to disciplinary procedures.



6 Policy

- 6.1 Panopto is the recommended software for the capture of lectures in Trinity (see [here](#) for more information).
- 6.2 Where an academic or teaching staff member intends to record a lecture, students should, where possible, be informed in advance via the VLE. Advance notification, when feasible, is intended to support students with caring or other responsibilities in managing their learning. It is not intended to encourage non-attendance - all students (unless otherwise excused) are expected to meet the attendance requirements set by their programme of study (see 5.1 above). In certain circumstances it may not be technically possible to record a lecture even when it was planned to do so (e.g. where a lecture is moved to a venue that does not support lecture recording). Students should check Trinity's VLE for the most up-to-date information in this regard.
- 6.3 Access to recordings is restricted to relevant staff and students only. Lecture participants should not photograph or record sessions via personal devices, and sessions must be viewed via authorised channels only (i.e. Trinity's VLE). Students are expressly prohibited from unauthorised sharing, publishing or uploading to third party sites or messaging apps (e.g. Snapchat, X (formerly known as Twitter), Instagram etc.) of images or content processed during recorded teaching sessions, including personal data of staff and fellow students. Any such behaviour is a breach of IP and Data Protection legislation and will result in disciplinary action in accordance with the University's disciplinary procedures.
- 6.4 Students who are participating in recorded lecture sessions should be made aware that a lecture is being recorded at the outset of each session (e.g. via the inclusion of a slide to that effect at the start of the lecture – see section 8.7) in order to ensure that they are adequately informed of the intended processing of their personal data and are aware that any interactions with the lecturer/teaching staff and with each other may be captured during the recording. It is recommended that the lecturer should also outline the mechanisms by which students can ask questions should they not wish to do so during a recorded lecture (e.g. a separate Q&A session after the lecture recording has concluded, by email, published office hours for student consultation etc.).
- 6.5 Prior to recording a lecture, academics/teaching staff should review all slide material to ensure that it does not pose any issues related to copyright, confidentiality, intellectual property rights or the inclusion of sensitive material.
- 6.6 Academics/teaching staff reserve the right to pause or cease recording at any time during a lecture if concerns arise regarding data protection, confidentiality, intellectual property rights or the discussion/inclusion of sensitive material.



- 6.7 Academics/teaching staff may edit recordings prior to making them available to students to improve their quality or to address issues of data protection, confidentiality, intellectual property rights or the discussion of sensitive material.
- 6.8 Recordings should be made available to students in Trinity's VLE as soon as possible after the lecture has taken place, typically within the Panopto folder for the associated Blackboard module (see information for staff on using Panopto [here](#)).
- 6.9 Recordings, lecture summaries, and other learning resources are retained in the VLE unless otherwise specified by the authoring academic/teaching staff member. IT Services will automatically delete all modules in the VLE that are older than 5 years, except where the course co-ordinator specifically asks for them to be retained or removed (see Trinity [Learning Management System Policy](#), section 7.3.3).

7 Responsibility

Responsibility for this Policy lies with the Senior Lecturer/Dean of Undergraduate Studies and with the Dean of Graduate Studies.

8 Resources

- 8.1 [IT Services Panopto webpage](#)
- 8.2 [College Intellectual Property \(IP\) Policy](#)
- 8.3 [College Data Protection Policy](#)
- 8.4 Trinity [Learning Management Systems \(LMS\) Policy](#)
- 8.5 [Copyright and other Intellectual Property Law Provision Act 2019](#)
- 8.6 [Guidelines on Permitting Students with a Disability to Record Lectures](#)
- 8.7 Standard Opening Slide for Recorded Lectures (to be developed)
- 8.8 [Trinity Visual Identity Guidelines](#)
- 8.9 Trinity [College Calendar](#)
- 8.10 Trinity [Privacy Notice](#)

9 Document Control

- 9.1 Approved by: Council
- 9.2 Date policy approved: 27 May 2026
- 9.3 Date of next review: November 2027
- 9.4 Officer/s responsible for review: Senior Lecturer/Dean of Undergraduate Studies and the Dean of Graduate Studies.