

THE QUEEN'S UNIVERSITY OF BELFAST AND UCU
AGREEMENT ON RECORDING OF LEARNING MATERIALS
FOR THE ACADEMIC YEAR OF 2021-22

In light of the Covid-19 crisis and the associated changes to the provision of teaching which it imposed, Queen's University of Belfast (the University) and the local branch of the University and College Union (UCUQUB) have reached the following agreement on the provision and reuse of recorded Learning Materials for the academic year of 2021-22.

The term "Learning Materials" refers to any session conducted with students as part of the education provided by The University, and the term 'Presenter' refers to the person delivering the Learning Material.

The University expects all academic staff to record their Learning Materials and to live stream where appropriate but acknowledges that the Presenter may possess performance rights over recorded Learning Materials; however, this agreement enables the University to use the recorded Learning Materials during the academic year of 2021-22 provided that the conditions set below are met.

UCUQUB will encourage all Presenters to look positively on any request for live streaming and recording of Learning Materials.

Recording, use and storage of Learning Materials

Module Coordinators will obtain approval for the recording of Learning Materials from the Presenter prior to the start of the Programme. The University has full responsibility for the secure storing of recorded Learning Materials.

The Presenter can withdraw consent for their Learning Materials being recorded or stored at any time but such consent will not unreasonably be withdrawn. The Presenter can choose to pause recording during the delivery of the Learning Materials, or can edit the recording of the Learning Materials prior to release.

The recorded material cannot be edited, truncated or changed in any way without the explicit consent of the Presenter.

If the Presenter refuses to allow the live recording of the Learning Material, the material must be provided in an alternative format. For example, a lecture may have to be delivered multiple times to smaller cohorts.

The University may not use the recorded Learning Materials beyond the academic year of 2021-22, or for any purpose beyond the delivery of teaching for students registered on the module. However, the Presenter may choose to ask the University to retain the recording for future use and may reuse Learning Materials from 2020-21 provided that the explicit consent of all of the individuals in the recording is obtained prior to its reuse. Learning materials will not be imported on Canvas from one year to another without the consent of the Presenter.

Recorded Learning Materials will not be used by the University for staff performance evaluation purposes, however a Presenter may use recorded Learning Materials within their own performance review if they so choose.

Recorded Learning Materials will not be used by the University to substitute for teaching staff exercising their legal right to take industrial action without the Presenter's consent.

If a Presenter has any concerns relating to the recording of Learning Materials then these can be raised with the Head of School. The Presenter may be accompanied by a UCU representative or a colleague at these discussions.

It is the ultimate responsibility of the University to ensure that recorded Learning Materials comply with Accessibility legislation (such as adding captions for students who are hard of hearing). Provisions for making such adjustments will be provided by the University.

Student access and use of Learning Materials

The University will ensure that the recorded Learning Materials are made available only to students who are registered on that module; only for the duration of the student's registration on that module or until completion of the final assessment of the module, whichever is sooner; and only for the purposes of personal study.

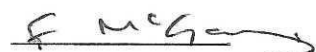
The Student Conduct Regulations already specifies that "Misuse of learning materials, including online and recorded materials, provided to students by the University" is a disciplinary offence and students undertake to abide by the Conduct Regulations at Enrolment and Registration. Students will be informed that they cannot self-record Learning Materials and that any sharing of Learning Materials, or retention of the Learning Materials after the end of their registration on a module, constitutes misuse. The Presenter may also reiterate this message at the start of any recording or live stream.

Future Agreement

It is the intention of the parties to this agreement that during academic year 2021-22 a longer term agreement will be reached on copyright, performing rights and GDPR consents in relation to the recording, storing, transmission and use of Learning Materials.

PARTIES TO THE AGREEMENT

SIGNED by or on behalf of the parties



Mrs Fiona McGarry

President, UCU



Mrs J Clague

Registrar and Chief Operating Officer