

Lecture Recording on DClínPsy at RHUL

Advice and Guidelines for Lecturers and Trainees

Lectures are now being recorded as standard on the DClínPsy Course at Royal Holloway. The aim of this is to ensure that teaching is accessible to all trainees, in line with Royal Holloway University Recording policy and Disability and Neurodiversity Service (DNS) policy.

What activities are recorded?

- **Lectures, both online and in person, will be recorded automatically.** Reminders of this are visible in the main lecture room (JB-05) and MS Teams automatically provides a prompt at the start of the session.
- **Smaller group spaces, such as Clinical Seminars, Journal Clubs and Reflective Practice Groups, will not be recorded.**

What content is recorded?

In person lectures – only the audio and slides will be recorded (i.e. no individuals in lecture room at visible).

Online lectures – MS Teams online meeting will be recorded, but only the audio of these will be made available to trainees to preserve privacy.

Pausing recording

- Given the nature of the course, we recognise that there will be times when sensitive or personal information is discussed. We do not want lecture recording to become a barrier to trainees feeling that they can openly express their views and diverse perspectives during lectures.

- **We request that lecturers pause the recording (Press F9 on keyboard if in person or pause on MS Teams) whilst these discussions are taking place, as well as any small group activity tasks.**
- Trainees can request that recording is paused at any point.
- All case materials presented should be anonymised to maintain confidentiality, as has always been the case.

Who will access the recordings?

- **Recordings will only be available to the cohort who received the teaching.**
- They are only available to be streamed (not downloaded), via RHUL Panopto System.
- Recordings will be archived the following academic year.
- Any misuse of recordings will be treated in line with the course and University's disciplinary procedures.

Can recordings be edited?

- Recordings are not published automatically, meaning there is a limited time for editing if needed.
- If there is a clear section that needs to be removed from the recording (e.g. Lecturer forgot to pause recording for half an hour discussion after morning break), our academic team **may** have capacity to make minimal edits, however this is not guaranteed.
- There is not capacity to review whole lectures to remove any potentially sensitive material.
- Should a lecturer or a trainee raise any concerns regarding multiple or unspecified parts of the content recorded, then this will result in the lecture recording not being made available.

If you feel that edits may be needed, then please contact

dclinpsyslides@rhul.ac.uk with details within 2 working days of the lecture.

Involving EBEs?

- The involvement of EBEs is valued by the course and trainees.
- If an EBE joining the lecture, please inform them that the lecture is being recorded to support with inclusive teaching and learning for trainees.
- Should they wish for certain parts not to be recorded then pause the recording during these sections of the lecture.

Lecture recordings should not be a barrier to EBEs participating in the course, so please contact the academic team, via dclinpsyslides@rhul.ac.uk, to discuss if there are any concerns.

Can Lecturers opt out of the lecture being recorded?

The course approach is that all lectures are recorded. However, we recognise that individual lecturers may have reasons for not wanting a lecture to be recorded, if so please reach out (via dclinpsyslides@rhul.ac.uk) so we can understand the rationale and consider alternative provision of resources to trainees if appropriate.

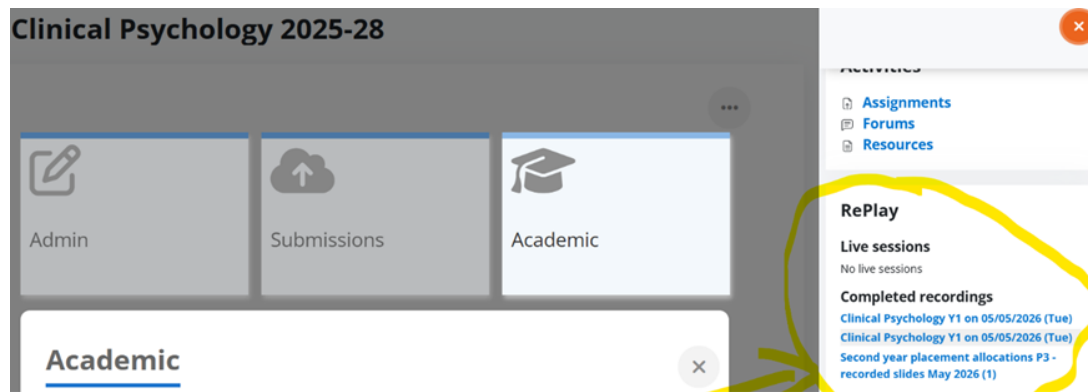
Will this impact on attendance?

The aim of recording lectures is to supplement the student experience and does not replace student contact hours.

The course still maintains a 100% expected attendance for university teaching days, as per the Course Handbook.

How do trainees access and use the recordings?

Trainees can access recordings via their Cohort's Moodle page by scrolling down the section on the right hand side to the RePlay Completed Recordings section. *Note: there will be delay in recording being publish for enable any edits requested to be made.*



Guidance on using recordings for trainees:

Guidance on using lecture recordings effectively is available for trainees on the 'Clinical Psychology Programme' Moodle Page here:

https://moodle.royalholloway.ac.uk/pluginfile.php/2322994/mod_folder/content/0/Lecture%20Recording%20Use%20Guidelines%20for%20Students.pdf?forcedownload=1

A key takeaway is that lectures are not intended to be watched back in full, but used to support learning, by revisiting sections as needed.

Key contacts

Recording processes or edits contact: dclinpslides@rhul.ac.uk

General questions or concerns: Dr Tessa Crombie (Academic Tutor) at Tessa.crombie@rhul.ac.uk.

The lecture recording process will be reviewed again at the end of the 26-27 academic year.