

Part 5 - Academic

Recording and Distribution of Academic Presentations and Materials POL 505

Policy Type:			
Policy Sponsor:	Provost and Vice President Academic	Effective:	September 28, 1992
Office of Administrative Responsibility:		Last Reviewed:	2006-2007
Approver:		Approved:	

A. PURPOSE

The purpose of this policy is to:

- (1) Protect the intellectual property of faculty members.
- (2) Ensure that students can legitimately record lectures, performances or other academic presentations without compromising rights protected by copyright laws (e.g., unauthorized distribution of intellectual property).
- (3) Provide Mount Royal University and faculty a means to manage the divergent needs suggested in (1) and (2).

B. AUTHORITY

The General Faculties Council of Mount Royal University has authority over this policy. Administration of the policy and the associated procedures are assigned to the Provost and Vice-President, Academic or his/her designate.

C. APPLICATION

This Policy applies to all within the University community including but not restricted to employees, students, contractors and visitors.

D. PRINCIPLES

- (1) Mount Royal University will adhere to all laws intended to protect "...the sole right [of a Mount Royal faculty member] to produce or reproduce the work or any substantial part thereof in any material form whatever..." (from: Copyright Act (R.S., 1985, c. C-42, 3(1))).
- (2) Mount Royal University will accommodate requests for the recording of lectures, performances, or other academic presentations provided that:

- (a) prior permission from the faculty member is obtained; and,
 - (b) the recording is for private use only.
- (3) Unauthorized recording and/or distribution/broadcasting of academic presentations constitutes academic misconduct.
 - (4) Students are encouraged to make notes during academic presentations (see section F (1)) in order to advance their own learning and to develop a record for purposes of private study. This practice develops the ability to actively attend to the material under consideration and to quickly summarize pertinent information in a coherent manner.
 - (5) Recording of academic presentations discourages the development of these important skills. Therefore, it must be demonstrated that learning is adversely affected without this assistance.
 - (6) Both student and faculty member have the right to appeal a decision through established procedures.

E. LEGISLATION

Copyright Act R.S., 1985, c. C-42.

F. DEFINITIONS

- (1) *Academic presentation* includes all delivery formats intended to provide instruction to students by Mount Royal University faculty, their proxies or guest lecturers. Examples include, but are not restricted to, lectures, laboratories, tutorials, presentations, performances, electronic information, the duplication of course material, and to the translation of recordings or transcriptions of any of these materials to another form by electronic or mechanical means.
- (2) *Recording* is a “fixation” or “reproduction of a fixation” in any material form of an academic presentation. This definition explicitly excludes notes generated by a student for private study (from: Copyright Act R.S, 1985, c. C-42; Sections 2 and 15).

G. PROCESS FOR OBTAINING PERMISSION

- (1) The student wishing to record an academic presentation must first seek the consent of the faculty member. Permission is indicated when a completed Release Form (See Appendix A) is provided to the faculty member and student and retained on file by the academic in which the course is offered.
- (2) Students with a disability must present a signed version of their Accommodation Agreement obtained through Disability Services.
- (3) Section D (3) of this policy notwithstanding, a student may duplicate, publish, distribute, sell, share and or broadcast an academic presentation with written approval from the faculty member.

Appendix A

MOUNT ROYAL UNIVERSITY

RELEASE FORM TO PERMIT RECORDING

Faculty/Academic Unit: _____

Date: _____ Semester: _____ Year: _____

I/we, the undersigned, request permission to record the material presented in (Course, lecture/lab) _____.

I/we agree that this recording shall be solely for the purposes of individual private study by the undersigned, and that these recordings shall not be sold, transferred, re-recorded, distributed or published in any way.

I/we agree to destroy the recordings when they are no longer needed for purposes of private study at Mount Royal University.

I/we agree that I am/we are responsible for all costs associated with making the recordings.

I/we acknowledge the Mount Royal regulations on this matter and acknowledge that abuse of the privilege to make recordings constitutes a violation of Mount Royal's Non-Academic Conduct Policy.

NAMES (PLEASE PRINT)

SIGNATURE

STUDENT I.D. NUMBER

I, _____ (PLEASE PRINT), faculty member for the above-named course, hereby do not object to the above-named student(s) making recordings of lecture/laboratory material in the course, for the purpose of private study, under conditions set forth above.

Signed: _____ Date: _____