



UCL Academic Manual 2024-25

Chapter 14: Teaching and Learning

UCL Lecturecast Policy

Policy

1. This policy refers to UCL's Lecturecast service, the end-to-end recording and online delivery of material captured during face-to-face classes within the institution. The system consists of a number of recording devices within selected teaching spaces and a processing/distribution system for content delivery. It also applies to video material produced either externally or through the Personal/Universal Capture tool and uploaded to the Lecturecast system.

Recordings are currently made available to UCL staff and students via a dedicated portal accessible through Moodle, although other forms of dissemination are possible and may prove of interest to academic users of the service.

2. Lecturecast is, by default, an opt-in service with the onus on individual lecturers or teaching leads in departments/divisions to choose to use the system. Each department/division should clearly define who is responsible for managing this process. It is recommended that usage of Lecturecast be a standing item on the agenda of the relevant Teaching Committee to show a clear UCL structure of tracking and accountability.

3. Where departments/divisions wish to depart from the standard opt-in policy and set an explicit opt-out policy, this must be in consultation with staff affected. Clear guidance must be given to all staff on this policy; for instance it must be made clear to staff whom they should contact to opt-out and what implications this would have for their teaching. It should be possible for any member of staff to opt-out so that their lectures within the specific course are not captured or published.

4. All staff using Lecturecast should be made aware of the training material available on its use through the [Lecturecast Resource Centre](#). Interim guidelines for the use of media in teaching and learning can be found [here](#).

5. Staff are reminded that the Library's Copyright Support Team provide [Copyright advice and guidance](#) on how Copyright impacts on teaching and on UCL's Intellectual Property Rights (IPR) Policy to all staff and students.

This includes specific guidance on Lecturecast and recorded lectures: [Lecture Capture](#), [Lecturecast and Copyright](#).

6. **Retention policy:** All Lecturecast content will be available for 4 years from the date of capture. Any content older than four years will become automatically archived.-Archived content will be recoverable for 3 years by the Digital Education team, after which it will be permanently deleted. Any content that is republished to another section will have its clock reset to the start of the seven 7 year cycle.

For queries and support, email lecturecast@ucl.ac.uk.