



Students registered with the Disability Service – recording of lectures procedures

Heriot Watt University wishes to make every effort to assist students with disabilities. To this end, those students may record lectures in accordance with the procedures outlined below.

Adherence to these procedures will ensure that the University is able to make “reasonable adjustments” under the terms of the Disability Discrimination Act in respect of providing equal treatment and equal access to educational opportunity for all students, regardless of their disability status.

Students needing to record lectures should note that the content of the lecture remains the property of Heriot Watt University. When recording a lecture, the recording must only be used for the student’s personal study. It should not be reproduced or passed on to anyone else, other than for transcription purposes.

For those students who find it impossible or difficult to take lecture notes (e.g. visual/hearing impairment, dyslexia, dysgraphia or mobility impairments), the following procedure should be followed in respect of recording lectures:

1. Inform the University Disability Adviser(s) of your particular needs. This will assist the University in making an appropriate adjustment to meet your individual requirements. It will also help the University facilitate the recording of lectures and implement any other measures to accommodate your support needs.
2. Make clear whether you are happy for lecturers to be told why you are recording lectures in order to help them meet your learning needs, or alternatively whether you wish those reasons to remain confidential.
3. Confirm that you understand that the lecturer will be advised that you will be recording lectures, but will not be given the specific reason for this unless you have given your permission.
4. Agree to cease recording if asked to by the lecturer for reasons of confidentiality or if contributors do not want their personal comments recorded.
5. Understand that the content of lectures remains the intellectual property of the University.

To obtain permission to record lectures, students registered with the Disability Service should sign a permission form provided to them by their Disability Advisor.