

## Faculty of Engineering

### Opt-out recording of lectures policy

<b>Scope:</b>	Applicable to all Clayton undergraduate and postgraduate coursework units owned by the Faculty of Engineering.
<b>Policy Statement:</b>	<p>MULO (Monash University Lectures Online) provides students with easy access to recorded lectures and readings required for their units. Lectures Online captures audio and video lecture content and allows students to play it back online after each lecture.</p> <p>The Faculty of Engineering has an 'opt-out of lecture recording' policy. This means that all Clayton undergraduate and postgraduate coursework units scheduled in Lectures Online equipped teaching spaces will be recorded by default.</p> <p>A unit can only be exempted from the process under exceptional circumstances. The unit coordinator must submit a request to the Associate Dean (Education) at least three weeks prior to the start of the semester with the unit code/title, unit offering, explanation for exemption and the approval from the Head of Department.</p> <p>Important information:</p> <ul style="list-style-type: none"> <li>● Non-Monash guest lectures must be informed that they will be recorded and sign the <a href="#">release form</a>.</li> <li>● Lecturers must observe and comply with the <a href="#">Monash University copyright guidelines</a>.</li> </ul>
<b>Responsibility for Implementation:</b>	<ul style="list-style-type: none"> <li>● Faculty timetabler</li> <li>● Accreditation and Quality Officer</li> </ul>
<b>Related Information:</b>	<ul style="list-style-type: none"> <li>● <a href="#">Monash University Lectures Online</a></li> <li>● <a href="#">Copyright - Lecturing and face-to-face teaching sessions</a></li> <li>● <a href="#">Recorded engineering unit recordings</a></li> <li>● <a href="#">Lectures Online equipped teaching spaces</a></li> <li>● <a href="#">Class Timetable</a></li> </ul>
<b>Approval Body:</b>	Engineering Education Committee (approved at meeting 2/16)
<b>Date Effective of Policy:</b>	From semester 1, 2017
<b>Policy Review Date:</b>	2020
<b>Owner:</b>	Associate Dean (Education)
<b>Author:</b>	Manager, Quality and Academic Governance