

Max Rady College of Medicine Undergraduate Medical Education Policy

Policy Name:	Recording of Lectures
Application/Scope:	Undergraduate Medical Education Students, Faculty and Staff
Next Review Date:	May 2031
Revised Date:	May 2026
Approved Date:	September 2018
Approved By:	UGME Operations Committee [June 2026]

1.0 **PURPOSE**

To provide guidance and expectations for the audio and video recording, storage, transmission, and deletion of lectures and the retention within the curriculum management system.

2.0 **DEFINITIONS**

- 2.1 **Recording** - Any audio or visual recording of a lecture or other teaching session using any audio or visual recording devices.
- 2.2 **Course Materials** - Outlines, slides, PowerPoint presentations, readings, or other content made available to students by the instructor through the curriculum management system and/or UM Learn.
- 2.3 **Copyright** - The rights described in the Copyright Act (Canada), as amended from time to time.
- 2.4 **Intellectual Property** – Works or other intellectual property.
- 2.5 **Lecture** - Includes address, speech and supporting materials including images, audio and video recordings. Lectures are referred to as “Whole Group Sessions” in the curriculum management system.
- 2.6 **Pre-Clerkship** – Year 1 and Year 2 of the UGME program.
- 2.7 **Clerkship** – Year 3 and Year 4 of the UGME program.
- 2.8 **Instructor** – Lecturer or tutor.

3.0 **POLICY STATEMENTS**

- 3.1 The University of Manitoba (UM) recognizes that students desire access to recorded lectures to support and augment their learning, and accordingly endorses the practice of lecture recording to enhance education. At the same time, the intellectual property and privacy rights of staff and students must be maintained. A careful balance of the relevant legislation concerning copyright and data protection (including principles outlined in FIPPA and PHIA) is therefore required.
 - Lectures and any information contained in recordings are protected under copyright laws and will not be copied, displayed, broadcast or published without the consent of the instructor and proper attribution.
 - Recording of lectures or class presentations is solely authorized for individual or group study with other students enrolled in the same class. Permission to allow the recording of a lecture is not considered a transfer of any copyrights in the recording. Recordings may not be reproduced or uploaded to publicly accessible web environments. Any recordings made are for personal academic use only. The public distribution of such materials constitutes copyright infringement and violates federal and provincial laws and

UM policy. Students who are found to be contravening this requirement will be deemed to have committed an offence under the Max Rady College of Medicine Charter on Professionalism. Violation of this policy may result in disciplinary action against a student.

- Students are not permitted to make any unauthorized recordings of lectures or teaching sessions.

- 3.2 Most lectures may or will be recorded for Pre-Clerkship or Clerkship sessions.

The recording of lectures is entirely at the instructor's discretion. By default, all lectures will be recorded for internal educational use unless the instructor explicitly opts out in advance. A lecture is considered the instructor's intellectual property, and copyright guidelines and regulations apply.

- 3.3 Recordings are intended for the exclusive use of students enrolled at the time of the recording, along with the Faculty and UGME administrative staff involved in the delivery and administration of the curriculum at the time of recording. Individuals, other than the intended users, must obtain written permission from the instructor to access a recording.

Registration as a student and attendance at or participation in classes and other faculty and university activities constitute an agreement by the student to the University's use and distribution of the student's image or voice in recordings of such classes and activities, except when a student has formally opted out of recording as described in Section 4.1.

- 3.4 If an instructor is unable to attend a scheduled lecture due to unforeseen circumstances or illness, a prior recording of that lecture may be used with approval from the person(s) who hold the intellectual rights to the materials.

- 3.5 The recording of tutorials, practical and laboratory classes, and any sessions where students are presenting or discussing topics, is not permitted. This ensures a safe, open learning environment and protects student privacy in those settings. Furthermore, sessions involving identifiable patient information must not be recorded unless explicit patient consent is obtained to uphold confidentiality.

- 3.6 Recorded lectures will be made available via the curriculum management system three (3) hours after the lectures are delivered. Lectures will not be livestreamed.

- 3.7 Instructors will have one week after the lecture video is posted to ask that portions of the lecture be edited and/or removed.

- 3.8 The recordings may only be accessed through the secure university-controlled curriculum management system site. The Max Rady College of Medicine will take reasonable measures to prevent the inappropriate use of such recordings by individuals with access to the website on which the recorded lectures are posted. Incidents of this policy's contravention will be communicated to the faculty and affected individuals as soon as they are identified.

- 3.9 All users of the recordings (students, faculty and administration) must agree to the terms and conditions outlined within this policy before accessing the curriculum management system.

- 3.10 Recorded lectures will be stored on the curriculum management system for a period not exceeding two (2) years. During this time, recordings will be accessible to students enrolled in the course at the time of recording and to the faculty members responsible for delivering the lectures and administering the course at the time of recording.

- 3.11 This policy will be reviewed on the first anniversary of its original passage and every five years thereafter, with input from the UGME students and Faculty to ensure it remains effective and aligned with CACMS accreditation standards

4.0 PROCEDURES

RESPONSIBILITIES OF STUDENT

- 4.1 If any student in a class where such photographing or recording is to take place does not wish to have his or her image or voice so used, the student should raise the matter in advance with the instructor and appropriate Pre-Clerkship or Clerkship personnel, such that suitable arrangements can be made to accommodate.

RESPONSIBILITIES OF THE INSTRUCTORS

- 4.2 Instructors who do not want their lecture(s) audio or video recorded in the curriculum management system must themselves update the recording permissions within their curriculum management system account at least two (2) weeks in advance of their lecture. Contact the UGME personnel for assistance.

RESPONSIBILITIES OF THE PRE-CLERKSHIP/CLERKSHIP ADMINISTRATORS

- 4.3 Provide instructors with this policy and instructions for opting out of recording before the commencement of each course.
- 4.4 Ensure that each lecture will be recorded during the curriculum unless otherwise directed.
- 4.5 Notify relevant student course representatives of changes to the recording status of lectures as these status changes occur.
- 4.6 Notify the UM audio/visual team of occurrences when lectures are not to be recorded.

5.0 POLICY CONTACT

Policy: The Associate Dean of UGME

Procedures: Pre-Clerkship or Clerkship Administrators