Exemption from lecture capture (opt-out) Form

This form is to be completed by Module Leaders to opt-out of lectures being recorded. Without an exemption, the expectation is that all lectures will be recorded by the relevant staff member.

# Part 1: Completed by member of staff seeking exemption

|  |  |
| --- | --- |
| **Name** |  |
| **Module name and code** |  |
| **Date of session(s)** |  |
| **Reasons for opting out**  (Please select the appropriate reason(s)) | **☐** The session primarily involves students speaking (e.g. giving presentations)  **☐** A guest lecturer who has refused permission  **☐** To accommodate current good practice  **☐** The session will deal with sensitive topics/material  **☐** Other (please explain in the space below): |
| **What, if any alternative arrangements will you make?** |  |
| **Signed** |  |
| **Date** |  |

# Part 2: Completed by relevant Head of School or nominee

|  |  |
| --- | --- |
| **Comments (optional)** |  |
| **Approved** | **☐ Yes ☐ No** |
| **Signed** |  |
| **Date** |  |