

	AUDIO & AUDIO-VISUAL RECORDING OF LECTURES: POLICY AND PROCEDURES
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CUSTODIAN: Registrar	AUTHORISED BY: Dean
Related Documents	<ul style="list-style-type: none"> • CCA Attendance Policy. • CCA Assessment Policy. • CCA Academic Progression Policy & Procedures. • Anti-Discrimination, Anti-Bullying & EEO: Policy & Procedures. • Grievances & Appeals Policy & Procedures. • Higher Education Standards Framework 2015 (Threshold standard 2.2)

1. Purpose

Campion College Australia, in its commitment to providing all students with education of the highest quality, firmly believes that education should be available and accessible to all students irrespective of their personal circumstances. The College therefore endeavours to eliminate any physical or financial barriers which may hinder student attendance and participation, and to foster an environment conducive to learning for all. The Scholarship & Bursary Scheme, the monitoring of student academic performance and progression, and the provision of academic assistance through the Learning Centre are some of the means by which Campion College supports its students in achieving their academic goals.

Attendance at Campion College is an important requirement. Students must attend a minimum of 80% of tutorials and 80% of lectures in any of unit of study. Failure to meet the prescribed attendance requirement may lead to the student being awarded a Fail Incomplete for the subject irrespective of his/her academic performance in assessments. The College, however, is aware that some students may be affected by a permanent or temporary physical or psychological disability, which may impede them to attend regularly classes. The present policy wishes to accommodate the needs of this category of students.

2. Procedures

Campion College will make available to students audio or audio-visual recording of lectures, seminars and tutorials to students who are affected by a temporary or permanent disability which prevents them from regularly attending classes in the following cases:

- a. A student affected by a temporary physical disability;
- b. A student affected by a permanent or chronic physical or psychological disability.

2.1 Conditions

The provision of audio or audio-visual recording of lectures, seminars and tutorials will be provided on the following conditions:

- a. A student affected by a temporary disability must submit a formal request to the Registrar providing evidence (e.g. Medical certificate or report of a therapist) of his/her inability to attend classes. The medical certificate or report must indicate the duration of the disability.
- b. In the case of permanent or chronic disability the student should disclose this information at the time of enrolment so that adequate and permanent arrangements can be made. Students should provide supporting documentation in the form of medical certificates or reports at the time of enrolment indicating that the disability is permanent or chronic.
- c. All recorded materials will be considered and remain property of Campion College and should not be reproduced or distributed without authorisation of the College under the Copyright Act.
- d. All audio and audio-visual material provided to the student in a 'streamed' or other non-'saved' format (or ordinary lectures viewed by the student in person) are not to be 'saved', 'captured' or otherwise recorded by the student unless explicit permission is given by the lecturer presenting the material.

2.2 Notification of Arrangements

The application will be assessed by the Registrar in consultation with the Dean of Studies and applicants will be notified of the outcome and arrangements in writing within 5 working days by the Registrar's Office.