

27/2/2020

**University President's Decision No. (5) of 2020
Regulating recording and capturing of lectures**

(This is as true as possible translation, and only the Arabic version is the official document)

The University President,

- Having regard to: Law No. (34), 2004 on regulating Qatar University;
- Academic bylaws approved by the Board of Regents on 16/06/2005;
- Faculty members affairs bylaws approved by the Board of Regents on 11/03/2019;
- Recommendation of the EMC issued in its session held on November 19, 2019
- And in consideration of the public interest,

Article (1)

A faculty member submits a written request to the Head of the Department before starting to record or capture of the lecture using the approved electronic system.

Article (2)

After receiving the faculty's request, the Head of Department coordinates with the ITS Department to record and capture the lecture.

Article (3)

Viewing the recorded and captured lectures shall not exempt students from attending physically classes, except lectures enclosed in distant (online) teaching programs.

Article (4)

The University supports lectures recording and capturing systems, and it also supports the use of computer's software used for capturing lectures to make effective active learning strategies in teaching.

Article (5)

All the recorded and captured lectures are the property of the University.

Article (6)

The recorded and captured lectures shall not be used for the performance appraisal system without the prior consent of the faculty member.

Article (7)

Broadcast of the recorded or captured lectures on external websites is not allowed without the consent of the respective faculty member and the VP for Academic Affairs.

Article (8)

The course instructor may review the lecture before broadcasting it on the approved learning management system.

Article (9)

While the recorded or the captured lectures are broadcasted on the approved electronic learning management system, the right of students not to appear in the recording or lecture capturing should be considered.

Article (10)

The recorded and captured lectures are saved and retained for two years. They will be deleted after this period unless the concerned entities request their retention.

Article (11)

All competent authorities shall implement this decision **in their areas of responsibility**, and it shall be enforced from the date of its issuance.