

POLICY ON MAKING AUDIO RECORDINGS OF SUPERVISORY SESSIONS

The University has developed the following policy on the audio recording of supervisory meetings by students, which only permits the recording of supervisory meetings in exceptional circumstances and where both the student and supervisor consent to the recording being made.

1. Supervisory meetings may be recorded by the student where this is considered to be of benefit to the student's personal learning or to aid the student's comprehension, for example, where a student's first language is not English.
2. Any student wishing to make a recording of a supervisory meeting must request permission from their supervisor(s). If permission is not granted, the student should respect this decision and should not attempt to make an unauthorised recording.
3. Students should always be encouraged to take written notes of any supervisory meetings, regardless of whether they have been granted permission to record a supervisory meeting. The Code of Practice for Research Degree Programmes requires that a written record should be kept of every formal supervisory meeting. This is an essential part of the supervisory process, both for pedagogic reasons, i.e. to demonstrate that the student understands the feedback provided, and to provide an official record of the supervisory sessions. Students often take the lead in producing these records and in sharing them with their supervisor.
4. All parties should be aware that there may be instances where the recording of supervisory meetings is recommended by the Disability & Dyslexia Support Services (DDSS), as part of a specific Learning Support Plan to support a student with a confirmed disability.

**Research Services
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