

Student Guidelines for Online Lectures for 2020-21

The Rector's Office, 11th September 2020

One. Legal basis for these guidelines

The online transmission and recording of lectures requires the processing of personal data, including the collection, distribution, recording and storage of images and audio of students and lecturers. This is the principal reason for the communication of these guidelines to students. This processing of personal data, undertaken on the basis of the clauses which can be read on the Campus Virtual and which formed part of the enrolment process, is carried out in accordance with legislation on data protection and information security.

Online lectures (whether transmitted or in recorded form) and other content stored on the University's digital systems are protected by the *Ley de Propiedad Intelectual* (the Intellectual Property Law), and, therefore, any public communication, distribution or transformation of such content always requires the express consent of the rights holder.

Two. Student responsibilities

Given the above,¹ students therefore have the following responsibilities:

- a) Students must respect the image rights and intellectual property rights of their lecturers and the CEU Cardenal Herrera University. Students must respect the image rights and right to privacy of their fellow students, who, when connected to the online session, may reveal personal information or aspects of their private life. Therefore, students must not store on their own devices (smartphone, laptop, etc.) static images (photographs) or dynamic images (videos) of the online lectures of their courses, whether these are followed live or recordings of the session are accessed. Students must not distribute via any means, channel, or device any static images (photographs) or dynamic images (videos) of the lectures without the express consent of the lecturer and the University.
- b) Failure to comply with the above in a) will be considered to be a **very serious offence**, in accordance with article 13 of the Student Regulations, with the corresponding penalties detailed in article 18 of these Regulations being applicable.

Three. Accessing online lectures in real time

¹ The regulations which form the basis of these guidelines is available from the Rector's Office of the University.

When the lecturer enters the classroom, he or she will switch on the HyFlex system and the students enrolled on his or her course and who wish to attend online will then receive a notification on Teams that they can join the session. Students can then use their own device to join the session and connect with the classroom using Teams. The University will do everything in its power to ensure this access mechanism is available for every lecture.

Once students have joined the session, they can then follow the lecture in real time, but it is important to bear the following in mind:

- a) All students attending must turn their webcam on. If a student's webcam is not turned on, then he or she will not be considered to be in attendance and this session will not be taken into consideration for him or her for class participation and continuous assessment. Therefore, unless the lecturer specifically requests otherwise, each student's webcam must remain on throughout the session.
- b) When accessing a lecture via a notification on Teams (exactly the same process as when accessing a meeting on Teams), the microphone will be automatically turned off. Each student's microphone must remain switched off during the session, except when required to intervene by the lecturer.
- c) Students will have a range of different camera views available to choose from to follow each lecture. It is recommended that students choose the combination of the close-up view of the lecturer, the front view and side view of the classroom, and the lecturer's screen on which the course content is being presented. In this way, this view will not be lost among the views of all the other students who have connected to the session.

Four. Accessing the recordings of lectures

In general, all lectures will be recorded and available on the Stream tab available in the general channel for the course around 24 hours after the end of the lecture.

For some courses, students may have to wait for more than 24 hours for recordings to become available. In exceptional cases and for organizational reasons, some recordings may be made available on a specific channel created for a course and with a different timeframe for availability. Students will be informed of this if this is the case for their course.

For the better understanding of these issues and to facilitate student adaptation, the University has prepared a range of training materials and infographics which are available on the student intranet (Docencia 4.0 section).

The Rector's Office of the CEU Cardenal Herrera University, 11 September 2020.