



## Fact sheet

10. September 2021

## Podcasts and Livestreaming at UZH: Information for Teaching Staff and Organizers of Public Events

### 1. General information for teaching staff and organizers of public events

- 1.1. The fact sheet "Podcast and Livestreaming at UZH: Information for Students" is available to students on the website UZH for students (<http://www.students.uzh.ch/en.html>). Please provide a link to the fact sheet in your course catalog entry.
- 1.2. Advise students at the beginning of the semester that events will be recorded as podcasts and/or streamed live. Students who do not wish to be in the picture may sit outside the camera frame.
- 1.3. We recommend that you explicitly inform students about the following, both at the beginning of the first lecture and in writing:
  - a. Due to the possibility of technical malfunctions, individual lectures may fail to be recorded or not be available as a livestream. Therefore, should students decide not to attend a lecture or take their own notes, they do so at their own risk.
  - b. For technical reasons, permanent availability of the recordings cannot be guaranteed.
  - c. In the event of contradictions in content, lecture notes or other material declared as relevant for examinations take precedence over podcasts and livestreams. Should there be any uncertainty or questions, the instructor should be contacted immediately. Note: This is only a recommendation from MELS; if you wish to handle this differently or if your institute has different regulations, inform the students accordingly.

At the end of this fact sheet, you will find text modules with suggested wording. Adapt these as necessary for your own needs.

- 1.4. The rights to the podcasts and livestreams belong to you (or the instructor/speaker). Therefore, you can decide how students may use the recordings and livestreams (e.g., for private use only and no redistribution without your consent, either in whole or in part). If the presentation contains sensitive content or third-party material, you should explicitly inform students of the terms of use and, if applicable, of the consequences of violating them. If you offer podcasts or livestreams via OLAT, it is best to place the notice in the corresponding course element or make a note on the first PPT slide.
- 1.5. If you use copyrighted works in your presentation, you are responsible for obtaining all rights. Claims of third parties due to infringement of rights are to be borne by the originator.
- 1.6. Be aware that there is no absolute protection against unauthorized redistribution of the podcasts and the livestreams.
- 1.7. You can edit the recording yourself before publication, e.g. cut out certain passages. This is not possible with livestreaming.
- 1.8. If your rights have been violated, Legal Services will help you to take action against the perpetrators.
- 1.9. For cost reasons, as of January 1, 2018, recordings will be deleted if:
  - a lecture series within a semester (usually 13 recordings) has fewer than 100 views annually from the third year after recording, or



– an individual event (including congresses) has fewer than 10 views annually from the third year after recording.

Recordings marked to be deleted will be "de-published" by MELS from the fourth year after recording, meaning they are no longer visible to users. At the same time, the initial ordering party will be informed that the recordings in question will be irrevocably deleted without further notice, unless MELS receives a request for republication within 6 months.

## 2. Special instructions for organizers of public events

2.1 For recording and livestreaming, you need the consent of all speakers.

2.2 The audience on site must be informed about the recording and livestreaming. Ideally, this happens in the event information ahead of time, but at the latest before the event begins.

## 3. Standard Templates

The suggested wording templates listed below can be modified or supplemented by instructors or organizers of public events according to their own needs.

### 3.1. Text block for semester enrollment only

These events will be recorded and made available as podcasts and/or livestreamed. Seating outside the camera frame is available.

### 3.2. Textbausteine für Semestereinschreibung, PPT-Folien, OLAT-Kurse, Prüfungsmerkblätter etc.

Due to the possibility of technical malfunctions, individual lectures may fail to be recorded or not be available as a livestream. Therefore, should students decide not to attend a lecture or take their own notes, they do so at their own risk.

For technical reasons, permanent availability of the recordings cannot be guaranteed.

In the event of contradictions in content, lecture notes or other material declared as relevant for examinations take precedence over podcasts and livestreams. In the event of uncertainty or questions, please contact your instructor.

The podcasts and livestreams are intended for private use only. Redistribution in any form, in whole or in part, without the instructor's consent is forbidden and may result in disciplinary action or other sanctions.

### 3.3. Text block for announcements of public events

These events will be recorded and made available as podcasts and/or livestreamed. Limited seating outside the camera frame is available.

## 4. Further information available at <https://www.zi.uzh.ch/en/teaching-and-research/event-support/livestreaming.html>

- Instruction sheet camera framing: Seating in lecture halls outside the camera frame (German only)



**5. Support for legal questions**

UZH Legal Services

Tel. +41 44 634 22 86

E-Mail: [rechtsdienst@uzh.ch](mailto:rechtsdienst@uzh.ch)

**6. Contact**

Martin Anklin, Central IT - MELS

University of Zurich

Tel. +41 44 634 24 58

E-Mail: [martin.anklin@uzh.ch](mailto:martin.anklin@uzh.ch)

[www.zi.uzh.ch](http://www.zi.uzh.ch)