



Addition to the Instructions on Using Zoom (Issued on 19 June 2020)

Here: Point 3 Prohibition on recording

The following exception is valid throughout the current semester:

until further notice, the recording function may be used for upcoming classes in the current lecture period subject to the conditions below.

Educational reasons for using the recording function in ZOOM

(1) Class content (ideas on the topic in question, talks, instructions for completing assignments, independent study, or exam preparation) should be made available to anyone who cannot attend the synchronous class or who, for other reasons (e.g., German is not their native language, difficulties concentrating on the screen), would benefit from being able to review the content.

(2) Class content (ideas on the topic in question, talks, instructions for completing assignments, independent study, or exam preparation) should, as a rule, be made available to all students throughout the semester in order to foster their learning.

(3) Individual or group reports and discussions are central to learning outcomes; it is thus vital that all students have an opportunity to follow these. Students for whom conditions prevent them from taking part in a given synchronous session should also be given this opportunity.

(4) Students should be able to review individual or group reports and discussions. There is a teaching scenario, for example, involving discussion on how to present an argument. Recording this would make it possible to retain momentary thoughts and observations and allow students to analyze various perspectives and to reflect upon the material.

(5) Teaching scenarios other than those mentioned in points 3 and 4 are also used by teachers who wish to integrate individual or collaborative (post)editing of recorded material; in comparison to other methods, this encourages students to engage with the material more intensively and with greater reflection.



Further conditions:

- (a) If a recording is desired, students are to be provided with an explanation as to the educational purpose of the recording and why or to what extent they stand to benefit.
- (b) Students must consent to the recording in question.
- (c) Teachers and students agree on where the recording is going to be made available and when it is going to be deleted.
- (d) If teachers record only their contributions and make this clear in their session, students will also be informed. The recording will then be paused whenever students speak.
- (e) If students do not wish to be seen or have their names revealed, they can switch off the video at those places and can also provide a pseudonym.
- (f) If students cannot be persuaded of the reasons for the recording or the options for ensuring they do not appear in the recording, and if they do not give their consent, the recording cannot be made.

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Hamburg, 23 June 2020