



Inter-University Doctoral Program in Educational Studies

Guidelines for Recording Portfolio, Proposal, and Dissertation Defences

Purpose of recording: Educational

Events may include:

- Portfolio presentation
- Proposal defence
- Dissertation defence

Making the decision to record:

The student/candidate has the right to decide if they want to record the event, or not.

If the event is to be recorded, the IDAC office will be notified; the student and supervisor may use Collaborate or Zoom to record the event. The recording will be stored with the IDAC office.

At an event to be recorded:

Announcement at the beginning of the presentation or defence: “Today’s event is to be recorded; following this event, the student/candidate will decide if the recording is to be made accessible for educational purposes.”

Following the event:

- The student has the right to watch, delete, and/or share the recording of the event.
- The student has one week to advise the IDAC office if the recording is to be made accessible to others using the Release of Recording Consent Form (Appendix A).

Making the recording accessible:

- Signing of a consent letter: The student authorizes the storage and sharing of the recording.

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Appendix A

Release of Recording Consent Form

By signing this form, I (_____) authorize the Inter-University PhD program office to store the recording of my _____ presentation, presented on _____. I also authorize it to be shared with faculty and students in the Inter-University PhD program for educational purposes.

Student Signature

Student ID

Home Institution

Date

Consent may be revoked at any time by so indicating, in writing, to the office seeking consent.