



UNIVERSITÀ
DI TRENTO



SIS
School of
International
Studies

Courtesy translation. The only binding version is the Italian one.

SIS Guidelines on Lecture Recording

1. Objectives and General Principles

The School of International Studies promotes a teaching model based on active participation and freedom of expression. In this context, the systematic **recording** of lectures is **discouraged** in order to preserve the spontaneity of discussion and protect the privacy of all participants. Recording must therefore be regarded as an **exceptional** measure and may in any event be used solely to support individual study.

Beyond the legal considerations relating to the protection of personal data and any applicable copyright protection, which must be assessed on a case-by-case basis, the University's Code of Ethics requires all members of the academic community to act in a manner that respects academic freedom and freedom of expression and promotes the quality of classroom discussion and exchange.

2. Conditions for Authorisation

Audio or video recording is permitted only where there is a proven and documented need and with the lecturer's prior authorisation. In all cases, recording is subject to the following conditions:

- **Prior authorisation:** The explicit authorisation of the lecturer responsible for the course must be obtained before the course or individual class begins.

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- **Transparency:** All those present must be informed that recording will take place, in order to respect students' individual sensitivities and privacy and to ensure that the presence of recording devices does not inhibit their participation.
- **Strictly personal use:** Recordings may be made solely for personal study purposes.

3. Express Prohibitions

Recording files are intended strictly for personal use. Any **dissemination, sharing, publication, transfer or uploading** to unauthorised external platforms is **prohibited, including** uploading to transcription, summarisation or artificial intelligence tools.

Any further use must comply with personal data protection legislation, University regulations and the rights applicable to teaching materials.

Failure to comply with these provisions may result in disciplinary action under University regulations. In particular, the unauthorised dissemination, sharing, publication, transfer or uploading of recordings to external platforms may also give rise, where provided for by law, to civil, administrative or criminal liability, including in relation to the protection of personal data, personality rights and rights applicable to teaching materials.