****

**Educational recordings: External Presenter Release Licence**

To cover recordings made or reused in the 2025-26 Academic Year

The form is for use by presenters who are not employed by the University.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | | |
| **Email** |  | **Telephone** |  |
| **Oxford University contact** |  | | |
| **Department/Faculty** |  | | |

**AGREEMENT**

The conditions attached to this form (the **conditions**) set out the terms on which an educational recording is made or submitted to the University including any associated teaching materials (the **educational recording**), and made available via the University’s educational recordings service, ‘Replay’ (the **service**). Please read those conditions carefully. By signing this form, you confirm that you have read and accept those conditions and have been provided with and agree to comply with the University’s Educational Recordings Policy.

The University’s full Educational Recordings Policy, guidance and FAQs are available from [this link](https://academic.web.ox.ac.uk/educational-recordings-policy).

**PRESENTER’S SIGNATURE**

|  |  |
| --- | --- |
| **Signature** |  |
| **Date** |  |

Please send your completed form to [insert contact details for person collating the information].

**Ownership**

You will own any intellectual property rights you may have in the educational recording and nothing in this licence prevents you from using or licensing others to use the educational recording.

Through this licence, the University obtains permission to make available to staff and students of the University, via the service, the educational recording. Students and researchers may access the educational recording over a secure electronic network at a place and time of their choosing.

**Permissions**

By consenting to an educational recording being made and released via the service, or submitting an educational recording to be uploaded to the service, you grant to the University permission under all rights (including, but without limitation, copyright and rights in the nature of copyright) that subsist in, or otherwise protect, the educational recording and all consents necessary to allow the University to store the work and make it accessible to students and researchers of the University who are enrolled in the Academic Year that this licence covers and are entitled to attend the teaching or access the educational recording as part of their course enrolment, or are otherwise given permission to access the educational recording for an agreed period.

You acknowledge and agree that the University shall be entitled to edit, copy, add to, adapt or translate your educational recording as reasonably necessary and, in respect of your participation, your irrevocably waive in favour of the University and its licensees the benefit of all moral rights and performers’ rights arising under the Copyright Designs and Patents Act 1988 or similar rights arising under the laws of any jurisdiction.

While the University intends to make educational recordings available to students and researchers of the University to access online, it may refuse or cease to do so where it considers this to be reasonably necessary. The University will take reasonable steps to notify you of any such decision.

Any person provided with access to an educational recording via the service will be licensed to access and use that educational recording only for personal and non-commercial purposes.

**Conditions**

By consenting to an educational recording being made and released via the service, or submitting a recording to be uploaded to the service, you confirm to the University that you have the legal right and authority to do so in accordance with the terms of this licence and the work does not:

* contain any material which is unlawful;
* infringe any intellectual property rights (e.g. copyright or database right) of any other person;
* contain any material which is defamatory of any person;
* contain any confidential information; or
* contain any material that invades the privacy or breaches the data protection rights of any other person.

If your own employer has rights to any content you include in the lecture, you confirm that you have received permission to make the content available on behalf of your employer, or you employer has waived such rights for the purpose of the recording and use as set out the University’s Educational Recordings Policy.

If the educational recording contains material which is the result of any activity sponsored, commissioned or otherwise supported by another person (e.g. under a funding or collaboration agreement), you confirm to the University that you have complied with all conditions that may apply to the use of that material in the service.

If any other person has participated in the educational recording, such that their contributions could give rise to independent performance rights, you confirm to the University that such person has completed a Participant Release Form in the format prescribed by the University. If an Educational Recordings Participant Release Form has not been completed by such person, their participation must be removed from any educational recording available via the service.

**Data protection**

The University will use any personal data in connection with an educational recording for the purposes of administering the service.

By submitting any personal data in the service, you agree to the University processing your personal data in accordance with the privacy policy attached to this document, including transferring your personal data outside of the UK.

**Contact us**

If you have any comments or questions about this licence, please contact [replay@it.ox.ac.uk](mailto:replay@it.ox.ac.uk).