



**Digital Learning Resources Policy – Protocols for managing DLRs following a death in service**

**Approved by Senate 13 March 2024**

This procedure should be read alongside the Digital Learning Resources Policy and the Intellectual Property Policy.

**The Policy**

The University recognises the sensitivity of decisions regarding the continued use of Digital Learning Resources, both recordings of live teaching and Asynchronous Learning Resources, which a current cohort of students already have access to, where the member of staff who created these DLRs dies during the academic year.

As soon as possible following the notification of the death of a member of staff, the University will seek to identify the DLRs currently in use and the student groups for which they have been provided.

The University will assess the impact on students of removal access to these DLRs.

Where appropriate, taking account of this assessment and recognising the sensitivity of the situation, the University will consult with the next of kin of the deceased member of staff to establish their wishes.

Subject to this assessment, the University will consider options including:

- Remove DLRs.
- Recreate resources that do not include the voice or video of the deceased member of staff – for example by providing a transcription or by re-recording – so that students are able to continue to access the learning without potential distress.
- continue to use DLRs for the remainder of the academic year.

Other options which can be considered include offering students a choice of other modules, if the member of staff dies shortly after the beginning of the term and if a small proportion of the content has been delivered, or, if a significant part of the content has already been delivered, basing assessment on the basis of content delivered.

Exceptionally, with the agreement of the Pro-Vice-Chancellor and Associate Pro-Vice-Chancellor (Education and Student Experience), and following discussion with the next of kin of the deceased member of staff, recordings of individuals or events of significant importance to teaching and research in the discipline may be retained for future use.

Owner:	Assistant Director (HR Policy and Reward)
Approved by:	Senate
Date approved:	13/03/2024
Review date:	One year after introduction of Digital Learning Resources Policy