

Title: 文件名:	Recorded Lecture Policy and Procedure 课程录制政策及流程
Policy Owner: 文件所有者:	Office of Academic Support and Disability Services 学术支持及残疾服务办公室
Contact Information: 联系方式:	oasds@tianjinjuilliard.edu.cn oasds@tianjinjuilliard.edu.cn
Applies to: 适用于:	All Tianjin Juilliard Graduate Students 天津茱莉亚全体研究生
Effective Date: 有效日期:	September 17, 2020 2020年9月17日

Students with disabilities who are unable to take or read notes have the right to record class lectures solely for **personal study purposes**. Using lecture recordings for any reason other than private study purposes will be considered a violation of the Tianjin Juilliard Student [Code of Conduct](#) and subject to disciplinary action.

不能记笔记或阅读笔记的残疾学生**出于个人学习目的**有权对上课过程进行录制。除个人学习目的以外以任何理由使用课程录音录像都将被视为违反《[天津茱莉亚学生行为准则](#)》，并会受到纪律处分。

The following uses of these personal recordings are **not permitted**:

不允许出于以下目的使用个人录音及录像：

- Sharing with other people (including other classmates) without the consent of the lecturer
未经讲师同意与他人（包括其他同学）分享
- Using outside the Tianjin Juilliard academic curriculum.
在天津茱莉亚学院学术课程之外使用。

Information contained in the recorded lecture is protected under applicable copyright laws of the United States and People's Republic of China (in case of any conflict, the higher standards will prevail) and may not be published or quoted without the express consent of the lecturer and without giving proper credit to the lecturer.

课程录音录像中包含的信息受美国和中华人民共和国适用的版权法保护（如有冲突，则以较高标准为准），未经讲师同意后并在引用时注明出处不得发表或引用。

Disability-related Accommodation Information 残疾相关调整信息

The Tianjin Juilliard School will make reasonable accommodations for students with qualified disabilities. Students must first self-identify as a student with a disability to the Office of Academic Support and Disability Services (OASDS) and submit the registration paperwork and any required documentation before requesting to record class lectures as a disability-related accommodation. OASDS will engage with the student in an interactive process in determining the student's eligibility to record lectures as an accommodation. If approved, OASDS will include this accommodation in the student's reasonable accommodation plan agreement, which will be distributed to the student's course instructors at the beginning of the term. Students must also agree to abide by this policy by signing the Student Agreement for Recording Class Lectures below for every class for which they are receiving this accommodation.

天津茱莉亚学院将为符合条件的残疾学生提供合理调整。学生必须首先向学术支持及残疾服务办公室（OASDS）自我确认为残疾学生，提交注册文件和任何所需文件，然后才能请求以残疾相关调整申请对课程进行录制。OASDS 将与学生进行互动交流，以确定学生是否符合课程录制调整资格。如获得批准，OASDS 会将该调整记录在学生的合理调整计划协议中，并在学期初分发给学生的课程教师们。此外，学生必须同意遵守此政策，并为每一门的课程录制签署以下《学生课堂录音录像协议》。

Student Agreement for Recording Class Lectures 学生课堂录音录像协议

I, _____ (student's name), acknowledge and agree to use the recordings of any class lecture and class critiques exclusively for my private use and study. Lectures recorded for this purpose may not be shared with other people without the written consent of the lecturer. Recorded lectures and class critiques may not be used in any way against the faculty member, other lecturers, or other students whose comments are recorded as part of classroom activity. Information contained in the recorded lecture is protected under applicable copyright laws of the United States and People's Republic of China (in case of any conflict, the higher standards will prevail) and may not be published or quoted without the express consent of the lecturer and without giving proper credit to the lecturer. I hereby acknowledge that I have read and understood the above policy and will abide by the policy with regard to any lecture and class critiques I record while enrolled as a student at The Tianjin Juilliard School. I further understand that the reference to recordings includes any transcript produced from the recording.

本人_____（学生姓名），承认并同意录制的任何课程和课堂评论都仅供我个人使用和学习。以此目的录制的课程未经讲师书面同意不得与他人分享。录制的课程和课堂评论不得以任何方式用于针对教师、其他讲师或其他学生（其评论被记录为课堂活动的一部分）。录制课程中所包含的信息受美国和中华人民共和国适用的版权法保护（如有冲突，则以较高标准为准），未经讲师同意并引用时注明出处，不可发布或引用。本人已阅读并理解上述政策，在天津茱莉亚学院就读期间将遵守所有与录制课程和课堂评论相关的政策。我进一步理解，所提及的录音录像包括基于原版产生的任何转录文本。

COURSE NUMBER 课程编号:

STUDENT'S NAME 学生姓名:

STUDENT'S SIGNATURE

学生签名:

X _____

DATE 日期: _____

OASDS REPRESENTATIVE:

Shuli Xu, EdD

Associate Dean of Student Development

OASDS Representative Signature

OASDS 代表签名:

X _____

DATE 日期: _____