Universität Münster

Zentrum für Hochschullehre

eLectures

Centre for Higher Education Teaching
eLectures Unit
Scharnhorststraße 109
48151 Münster

Need help?

Please visit our help pages at https://t1p.de/sbmpx

Request

Please send this document from your official university email address to electures@uni-muenster.de

☐ Request for recordings / livestreams

☐ Subsequent submission of declarations of consent

Details of the lecturer

Title | First name | Last name | Department

User ID (IT) | Email

Event details

☐ Single event

Title | Lecture hall

Date | Start time | End time

Event start s.t. ☐ c.t. ☐

☐ All lectures of a lecture series

Title | Lecture hall

Semester | Course number (course catalogue / LSF)

Event start s.t. ☐ c.t. ☐

Date of first recording

s.t. = starts on the hour; c.t. = starts 15 minutes after the hour (cum tempore)

Please note!

Please send us recording requests at least three working days before the first recording date. Otherwise we cannot guarantee the recording on the first date.

The recordings are to be published

- ☐ In the Learnweb course titled
- ☐ Make available on unirep-online (FB03)
- ☐ Via livestream during the event
- ☐ Publicly on the eLectures video portal of the University of Münster

Subtitles: In winter semester 2026/27 we are running a trial of automated subtitling of the recordings. You can object to this when requesting the recordings. Here you can find information about this new function.
Subtitling applies only to the recording (not to the livestream).

I agree to automated subtitling! ☐

I do not use presentation slides (record the lecturer only) ☐

I have read the privacy policy* and agree to it and to the processing of my data! ☐

(Without this consent, a recording or livestream cannot be created)

At the agreed date stated above, the lecturer will be recorded. Video and audio of the lecture hall as well as the projector signal will be recorded. After a successful recording, the recording(s) will be made available to the lecturer. The recording(s) and the associated anonymised usage data will be stored for 4 years and then deleted. This also applies if the lecturer leaves the service of the University of Münster before the 4-year storage period has expired. If deletion is desired when leaving the service before the end of the 4-year storage period, this requires a separate written agreement with the eLectures team.

The University of Münster will carry out the tasks and duties incumbent upon it with the greatest care. Claims of the lecturer against the University of Münster, in particular claims for compensation of indirect damages, e.g. in the event of loss or faulty processing of data, of any kind and irrespective of the legal grounds, are excluded.

Insofar as liability is mandatory in cases of intent, gross negligence, the absence of warranted characteristics or on other statutory grounds, the scope of the claim for compensation is limited to compensation for direct damage. The lecturer declares to the best of their knowledge that only material that is free of third-party rights will be used for the recording(s), unless it is covered by the right of quotation. Should third-party rights nevertheless exist, the lecturer will inform the University of Münster without delay and indemnify the University against all claims.

Place, date **Signature of lecturer**

* The privacy policy can be viewed at:
https://dash.uni.electures.uni-muenster.de/privacy_policy

Provision of the recordings

There are various ways to use eLectures. Using the settings options in your Learnweb course you can make the recordings available to students for a specific, limited time, or restrict access to individual users or groups (see Learnweb help for settings).

We are interested in how you use eLectures. Your information helps us to tailor our services precisely and to contribute to the discussion on digitally supported offerings at our university.

Please indicate for the requested series how you proceed (important: no settings will be made for you):

☐ Unrestricted access from the date of recording until the end of the semester

☐ Recordings available for 7 days from the date of recording

☐ Recordings available for 7 days from the date of recording and, in addition, availability of all recordings ahead of the examination period.

☐ Availability only for a selected group of people whose user IDs I will communicate to the eLectures team (e.g. for academic accommodations, etc.).

Space for your comments:

Declarations of consent from additional persons

Name, first name	Signature