

LU LEIPZIG SUPPORTING DOCUMENT – VARIATIONS TO MARP **APPLICABLE FROM OCTOBER 2024**

AIM OF THIS DOCUMENT

Lancaster University Leipzig Campus (LULC) is a branch campus of Lancaster University (LU) in Leipzig, Germany, delivering undergraduate and postgraduate degrees based on existing LU awards, in partnership with Navitas (an international Higher Education provider).

LU's [Manual of Academic Regulations and Procedures \(MARP\)](#) are to be followed except as approved for the local variations below.

For the purposes of MARP, any references to 'the Department' may refer to LULC departments. Any references to 'academic staff' or 'our staff' include LULC staff.

The numbering used below aligns with that in MARP, with the prefix LZ noting the paragraph is a Leipzig variant to the corresponding section of MARP.

AD [MARP CHAPTER: ADMISSIONS](#)

LZ AD 2 GENERAL ADMISSIONS

LZ AD 2.2 The process for admitting students to LULC is conducted in accordance with the procedures set out in the [LULC admissions portal](#)

SR [MARP CHAPTER: STUDY REGULATIONS](#)

SR 2 REGISTRATION AND ENROLMENT

SR 2.1 Induction and Orientation

LZ SR 2.1.1 LULC will provide induction and orientation for all new students. There will be an introductory week at the start of each new academic session and other activities, as appropriate, for students whose programmes of study start at another point during the year.

LZ SR 2.1.2 A designated administrative office (currently Academic & student services) will be responsible for coordinating the introductory programme with input from academic departments.

LZ SR 2.2.1 all applicants who have firmly accepted offers of a place to study at lulc will be required to matriculate and register in order to become students of LULC. These administrative procedures will be organised by Academic & Student services. All students will be required to re-register at the start of every succeeding academic session.

SR 3 ATTENDANCE AND REGISTRATION STATUS

LZ SR3.1.3 Fitness to Study is understood as a student's ability to suitably engage with their studies and the wider University community in a way that does not significantly compromise the health and wellbeing of themselves or others. Consideration of Fitness to Study is not a disciplinary process; it is not intended to punish breaches of rules but rather to support students in difficulty. For full guidance on the University's approach to Fitness to Study, please see the Fitness to Study Procedure. At LULC, Fitness to Study policy is followed to the limits of what is allowed under

German Law.

LZ SR3.4.3 – 3.4.6 LULC is not required to monitor the attendance of all students requiring visas in order to comply with German visa and immigration legislation.

SR 6 STUDENT COMPLAINTS

LZ SR6.1 LULC student complaints go in the first instance to the LULC Head of Department, with escalation to the LULC Academic Dean. LULC students are also eligible to make a complaint directly to LU under its Complaints policy.

GR MARP CHAPTER: GENERAL REGULATIONS FOR ASSESSMENT AND AWARD

GR 1 DEFINITIONS, PRINCIPLES AND CONDITIONS

LZ GR 1.2.6

Appropriate provision will be made for students with a formally recognised disability or temporary impairment as detailed below and in accordance with the Lancaster University Disabled Student Policy and the legal duties of the University under the Equality Act 2010, which are also in accordance with German legislation: the General Equal Treatment Act (2006).

LZ GR 1.2.8

All information regarding student assessment will be considered personal data and as such will be subject to both freedom of information and general data protection regulation, which is also in accordance with German and EU data protection legislation.

GR 2 GENERAL ASSESSMENT REGULATIONS FOR UNDERGRADUATE AND POSTGRADUATE TAUGHT PROGRAMMES

LZ GR 2.6 EXCEPTIONAL CIRCUMSTANCES COMMITTEE (PANEL)

LZ GR 2.6.1 LULC operates an Exceptional Circumstances Panel that considers cases across all LULC programmes, whose primary responsibility it is to consider claims of good cause for the programmes they administer. Any such claims would be subject to confirmation by the Examining bodies at a later date. The Exceptional Circumstances Panel would be required to meet at least once per annum prior to the final Examining bodies, but might usefully meet to consider claims of good cause on a more frequent basis. The Exceptional Circumstances Panel will produce minutes of its meetings to be submitted to the appropriate examination body

PR MARP CHAPTER: POSTGRDUATE RESEARCH REGULATIONS

PR 2 PHD REGULATIONS

PR2.2 REGISTRATION PERIOD

LZ PR 2.2.4 In the event of an extension request being refused, PGR students have the right to appeal to the relevant LULC Head of Department with a final appeal to the LULC Academic Dean of Lancaster University Leipzig.

PR2.3 SCHEDULE OF WORK

LZ PR 2.3.3 The supervisor(s) and student should agree a realistic completion timetable which will

enable the student to produce a thesis of the required standard within the stipulated time-scale. The supervisor(s) and student will agree milestones throughout this schedule against which progress will be monitored. Progress is monitored through appraisal meetings between the supervisor(s) and student. Further details of the appraisal process may be found in the LULC Code of Practice on Postgraduate Research, available via Academic & Student Services.

PR 2.4 PROGRESSION REQUIREMENTS

LZ PR 2.4.4 B iv) been offered adequate supervision (as outlined in the LULC Code of Practice on Postgraduate Research), accepted it, and attended supervisory sessions;

PR2.7 FORMAT OF THESIS

LZ PR 2.7.4 A copy of any thesis relating to the award by Lancaster University of a research degree at LULC must be deposited with the University (LULC) at the prescribed time. For details on the format of submission, see Appendix 2.

PR2.8 EXAMINATION

LZ PR 2.8.2 Each examiner shall report independently on the thesis before the oral, or any other examination required by the examiners, takes place and submit the report to LULC prior to the examination. All examiners shall participate in the oral examination. The examiners may, at their discretion, invite the student's supervisor to be present at the oral examination. After the oral examination, each examiner shall report on the examination and make a recommendation based on both the report on the thesis and on the evidence from the oral, and any other examinations that have taken place.

APPENDIX 2: THE FORM, SUBMISSION AND DEPOSIT OF THESES

LZ PR 12 For examination, the candidate should submit one electronic copy in PDF format of the thesis, and any supplementary files, directly to Academic & Student Services.

LZ PR 14 Following examination and viva, and the approval of any necessary amendments or revisions required by the examiner(s), the final version of the thesis should be uploaded as a PDF file to the PURE portal (further guidance is available via the Library's [Deposit Your Thesis](#) webpage). A completed Thesis Access Declaration Form should be returned or emailed to Academic & Student Services of LULC and Student and Programme Administration in Lancaster at the same time as the electronic copy is uploaded to PURE. Students may access a copy of the Thesis Access Declaration Form from the Deposit Your Thesis webpage. The Thesis Access Declaration Form grants the institutional repository a number of permissions and conditions with respect to online access to the work. If any subsidiary material owned by third party copyright holders has been included, candidates must declare on the form that, where necessary, permission has been sought and obtained to make it available in digital format; and, that included content does not break any UK law or infringe any third party's copyright or other Intellectual Property Right.