

APPROVED
By Order No. SRT – 068
dated 1 February 2012
of the Rector of VMU

DESCRIPTION OF VYTAUTAS MAGNUS UNIVERSITY EXCHANGE PROGRAMMES' SCHOLARSHIPS AWARD PROCEDURES

I. GENERAL PROVISIONS

1. The Description of Vytautas Magnus University Scholarship Award Procedures (hereinafter referred as Description) regulates the size, award and disbursement of Exchange programmes' scholarships (hereinafter referred as Scholarships) procedures to students (hereinafter referred as Students) of all modes who are enrolled in the first, second and integrated study cycles and who visit foreign higher education institutions on the basis of bilateral agreements or other exchange programmes in which Vytautas Magnus University (hereinafter referred as University) takes place with the purpose of partial studies, training, internship or other purposes related with their studies.
2. The sizes of the scholarships, which are differentiated according to particular groups of countries, shall be approved by the rector's order, in accordance with the official statements of the International Relations Office (hereinafter referred as IRO) and the Student Affairs Office (hereinafter referred as SAO). In case of scholarship award from other financial resources (not from the University), other additional criteria proposed by natural and legal persons who sponsor such scholarships may be taken into account.
3. The scholarship for the student mobility for studies shall be awarded for the period not shorter than one semestre and not longer than one academic year.
4. The students who apply for the Scholarship for one academic year of student mobility for studies shall submit an individual application for each semestre.
5. The scholarships shall be administered by IRO and awarded in agreement with SAO and the University Student Representative Council.

II. PROCEDURES OF SCHOLARSHIP AWARD AND ORGANISATION OF SELECTION

6. In accordance with IRO request, the university rector shall organise a selection commission for Scholarship award.
7. Student selection for the Scholarship of mobility shall be organised:
 - 7.1 Twice a year for the student mobility for studies
 - 7.1.1 If a student takes part in the selection in autumn semestre, the Scholarship shall be awarded for the forthcoming spring semestre.

7.1.2 If a student takes part in the selection in spring semestre, the Scholarship shall be awarded for the forthcoming autumn semestre.

7.1.3 The time of selection procedures both in spring and autumn semestres shall depend on the admission terms set by foreign higher education institutions.

7.1.4 Student selection for the Scholarship shall be organised in two stages:

Stage I – selection in accordance with the documents presented for the competition;

Stage II – a student’s motivational interview and participation in the session of the selection commission for Scholarship award, the date and time of which shall be announced in advance. Students may not be invited to participate in the session.

7.2 The selection for student training, internship or other purposes related with studies shall be organised on demand.

8. The Scholarship shall be awarded to students with high study results or those without academic debts.
9. IRO shall announce in advance the requirements and terms regarding the participation in the selection for the Scholarship of student mobility for studies in foreign higher education institutions.
10. By the date set by IRO students shall submit the following documents to the selection commission:
 - 10.1 applicant form;
 - 10.2 curriculum vitae (CV);
 - 10.3 letter of motivation;
 - 10.4 official statement from the Faculty’s Dean;
 - 10.5 Students of the last year have to receive the permission from the head of the department and the supervisor of their thesis to leave during the period of their thesis writing.
 - 10.6 document which proves foreign language skills;
 - 10.7 academic certificate;
 - 10.8 preliminary plan of studies in foreign higher education institution;
 - 10.9 other documents which may be required by IRO. These documents shall not necessarily be the ones presented in 10.1 – 10.8 of this Description.
11. The main selection criteria for the Scholarship award shall be as follows:
 - 11.1 the compatibility between the study/research plan in foreign higher education institution and study programme at VMU;
 - 11.2 student’s academic results:
 - 11.2.1 the criterion for the students of the third and fourth semestre of the first and second study cycles shall be the average mark of the last two exam sessions;
 - 11.2.2 the criterion for the students of 3 – 10 semestres of integrated studies shall be the average mark of the last two exam sessions;

11.2.3 the criterion for the students who visit a foreign higher education institution during the second semestre of the second study cycle shall be the average mark of the last exam session;

11.2.4 the criterion for the students who visit a foreign higher education institution during the first semestre of the second study cycle shall be the copy of Bachelor's diploma supplement.

11.3 motivation for studies, training or internship abroad;

11.4 good English language skills as well as the language skills of the visiting country;

11.5 in individual cases other additional criteria may be indicated.

12. The order of priority of the criteria shall not be defined. The selection commission shall have a right to define, publicly announce and apply to the selection process a different order of priority of the criteria and conditions under the fulfillment of which a student shall visit foreign higher education institution on the basis of the study exchange programme as well as other additional criteria.

13. While awarding the Scholarship the priority shall be given to:

13.1 students who travel to study abroad for the first time;

13.2 students with higher academic achievements and/ or reasoned motivation;

13.3 students who are partially able to finance their studies themselves.

14. The results of the selection shall be announced in accordance with the order prescribed by IRO. The list of students, which is formed by the order of priority, shall be announced publicly.

III. SCHOLARSHIP AWARD AND RETURN PROCEDURES

15. Onetime scholarship shall be disbursed in parts:

15.1 Part I – 80% of the scholarship shall be disbursed upon the signing of financial contract between a student and the University prior to the period of mobility for studies;

15.2 Part II – 20% of the scholarship shall be disbursed one month before the end of the period of mobility for studies.

16. In case a student does not complete the studies, training, internship or does not fulfill other requirements set for his/her visit to foreign higher education institution on other purposes related with his/ her studies, the unused Scholarship or its part shall be returned to the university Scholarship funds.

17. Should a student not return from a foreign higher education institution, a place where he/ she was provided with an internship or trainee placement or from other institutions, and terminate the studies at the university, a student shall return the whole exchange scholarship.

IV. THE PROCEDURE OF STUDENT ACCOUNTABILITY FOR MOBILITY FOR STUDIES

18. A student having participated in the programme of mobility for studies and having received the Scholarship shall present the following documents to IRO within one month:
 - 18.1 The original of the period statement.
 - 18.2 The original of the transcript of records.
19. A student having had a trainee and/ or internship placement shall present the original of the confirmation of the host organisation indicating the period of mobility.
20. In exceptional cases IRO may set out additional conditions and require documents necessary for the accountability for the period of mobility.

V. CONCLUDING PROVISIONS

21. This Description shall not apply to students who visit foreign institutions on the basis of European Union Life Long Learning Programme/ Erasmus programme and who are awarded LLP/ Erasmus Student Mobility for Studies scholarships.
22. This Description shall come into effect when it has been approved by the order of the University Rector.
23. The exceptions to this Description shall be applied by the Rector or his representative.