

**DESCRIPTION OF VYTAUTAS MAGNUS UNIVERSITY
STUDENT ENCOURAGEMENT, SUPPORT AND ALLOWANCE AWARD PROCEDURES**

I. GENERAL PROVISIONS

1. The Description of Vytautas Magnus University Student Encouragement, Support and Allowance Award Procedures (hereinafter “Description”) regulates Vytautas Magnus University (hereinafter “university”) system of student support, allowance award and encouragement scholarship provision.
2. The following abbreviations shall be used in the Description:
 - University Sports Centre – SpC;
 - University Arts Centre – AC;
 - University International Office – IO;
 - University Office of Student Affairs – OSA;
 - University Office of Research – OR;
 - University Students’ Council – SC;
 - University Office of Personnel – OP;
 - Department for the Affairs of the Disabled under the Ministry of Social Security and Labour – DAD;
 - State Studies Foundation – SSF.
3. Student encouragement, support and allowance awards shall be coordinated with the SC president and the OSA director, except for the cases when the support is allocated in accordance with decisions of the Government of the Republic of Lithuania.
4. Every fiscal year, the university shall determine a proportion of purposive funds in its annual budget plan. It hereby shall form student support and scholarship funds and allocate other, owned or received from other financial sources, funds to implement the system of student encouragement, support and allowance award laid down in this Description.

II. STUDENT ENCOURAGEMENT SYSTEM

5. For good academic achievements, students shall be encouraged by awarding them with encouragement scholarships allocated and paid according to the university Description of Scholarship Award Procedures (hereinafter “Description of Scholarship Award”).
6. Students who are leaving for studies in exchange programmes at universities abroad shall be awarded exchange programme scholarships according to the results of the competition in compliance with the university Description of Exchange Programme Scholarship Award Procedures.
7. Students who have distinguished themselves in scientific, artistic, creative, sport and (or) social activities shall be awarded the university honorary scholarships in compliance with the Regulations of the University Honorary Scholarship Award.
8. For their achievements in scientific, artistic, creative, sport areas and (or) active participation in social activities of the university, students shall be awarded one-time supplementary scholarships:

- 8.1. scholarships shall be awarded and paid in compliance with the Description of Scholarship Award;
- 8.2. scholarships shall be awarded on the basis of motivated requests of the SpC, AC, OSA, OR directors or the SC president.
9. Students who participate actively in scientific, artistic, creative, sport and (or) social activities of the university as well as students who arrive to study from abroad shall be provided accommodation at a dormitory without competition in compliance with the Description of Allotment of the University Dormitory Accommodation and Management Procedures:
 - 9.1. accommodation at dormitories shall be reserved on the basis of requests of the OR, IO, SpC, AC, OSA directors and the SC president;
 - 9.2. dormitory accommodation may be reserved without a competition, but not more than 25 per cent of all the university dormitory accommodation places can be reserved this way.
10. For their achievements in scientific, artistic, creative, sport areas and (or) active participation in social activities of the university, students shall be awarded the following tax allowances:
 - 10.1. students who do not have academic debts may be awarded tuition fee allowances;
 - 10.2. the dormitory accommodation fee may be reduced up to 100 per cent to students who have signed a Long-term Dormitory Accommodation Contract with the university;
 - 10.3. tax allowances shall be awarded on the basis of motivated requests of the OR, SpC, AC, OSA directors or the SC president;
11. Students who do not have academic debts and whose main workplace is the university may be awarded tuition fee allowances on the basis of a motivated employee's request, signed by the head of a respective unit and a responsible OP officer.

III. STUDENT SUPPORT SYSTEM

12. The DAD shall award the following financial support measures to the disabled students whose working capacity is less than 45 per cent:
 - 12.1. to satisfy special needs;
 - 12.2. purposive allowances every semester to cover study expenses partially;
 - 12.3. other measures.
13. In compliance with the competition procedure, the SSF shall award students with:
 - 13.1. state supported loans to compensate the study cost;
 - 13.2. state loans to cover the study tuition fee;
 - 13.3. support to children, grandchildren and great-grandchildren of foreigners of Lithuanian origin and exile (those who have lived abroad not less than three years and arrived in Lithuania not earlier than at grade eight) who are studying at the university;
 - 13.4. compensation for the paid study cost to students of the first cycle or consecutive studies who have achieved the best study results;
 - 13.5. financial support by awarding social scholarships;
 - 13.6. other services.
14. The university, in compliance with the Description of Scholarship Award, may award supplementary one-time scholarships to students:
 - 14.1. after having lost one of their parents (carers), the scholarship shall be awarded if the following documents are submitted:
 - 14.1.1. an application, submitted not later than 1 year after the day of one of the parents (carers) death;
 - 14.1.2. a copy of parents' (carers') death certificate;
 - 14.1.3. a copy of the student's birth certificate.

14.2. after an accident and (or) a change in the family's social conditions, the scholarship shall be awarded if the following documents are submitted:

14.2.1. a reference on the family's composition;

14.2.2. documents on the income of the family members;

14.2.3. other documents that have influence on the scholarship award.

14.3. in other cases, not included into the Description of Scholarship Award, scholarships shall be awarded on the basis of a motivated students' request by mediation of respective academic or non-academic subdivision heads.

IV. STUDENT TAX ALLOWANCE AWARD SYSTEM

15. Student tax allowances shall be awarded to students by the Rector's order or a decree of an authorized representative, following a request of the OSA, coordinated with the SC.

16. At the beginning of every semester, the OSA, by a common agreement with the SC, shall set quotas of the student support fund allocations for different tax allowance types.

17. The OSA shall deliver a list of students who, according to the competition results, are suggested to be awarded tuition fee allowances to the Rectorate by an official notice. These allowances shall be approved by the Rector's order on the basis of the Rectorate's decision.

18. According to the OSA's official notice, the dormitory accommodation fee allowance shall be approved by the Rector's order or a decree of an authorized representative.

19. A study fee may be reduced up to 100 per cent to students who study in state non-funded positions.

19.1. The study fee allowance may be awarded to students who shall have submitted the following documents:

19.1.1. a motivated request, signed by the head of a respective unit, submitted at the beginning of every semester during the term set by the OSA and SC;

19.1.2. a reference on the family's composition;

19.1.3. documents on the income of the family members;

19.1.4. other documents that can have influence on the study fee allowance award.

19.2. A tuition fee allowance may be awarded to disabled students according to their academic results and present working capacity.

19.3. The study fee allowance shall be awarded to students who do not have academic debts in priority order:

19.3.1. to students for whom custody has been provided by law till their adulthood or their parents are dead (or one of the parents they had is dead);

19.3.2. to students from families with many children;

19.3.3. to students whose family income per capita is not higher than the amount set by a common agreement between the OSA and SC in an official notice addressed to the Rectorate.

20. The dormitory accommodation fee may be reduced up to 100 per cent to students who have signed a Long-term Dormitory Accommodation Contract with the university.

20.1. The dormitory accommodation fee allowance may be awarded to students who shall have submitted the following documents:

20.1.1. a motivated request, submitted at the beginning of every semester during the term set by the OSA and SC;

20.1.2. a reference on the family's composition;

20.1.3. documents on the income of the family members;

20.1.4. other documents that have influence on the dormitory accommodation award.

20.2. The dormitory accommodation fee allowance shall be awarded depending on the amount of the fee in priority order:

20.2.1. to disabled students;

20.2.2. to students for whom custody has been provided by law till their adulthood or their parents are dead (or one parent they had is dead);

20.2.3. to students from families with many children;

20.2.4. to students whose family income per capita is not higher than the amount set by common agreement between the OSA and SC in an official notice addressed to the Rector or an authorized representative.

VI. STUDENT SUPPLEMENTARY SUPPORT SYSTEM

21. The following supplementary support may be awarded to students from the funds of the university academic and (or) non-academic units, implemented projects or other funding sources:

21.1. encouragement and (or) one-time supplementary scholarships, whose size and frequency of payment shall correspond with the Description of Scholarship Award;

21.2. a tax allowance;

21.3. a compensation for incurred expenses, on the basis of the submitted documents.

22. The university's academic and (or) non-academic subdivision may award supplementary support to students by naming the students and indicating the type of the awarded support, its funding source, size and frequency of payment:

22.1. by an official notice to the OSA;

22.2. by a motivated student's request.

VII. CONCLUDING PROVISIONS

23. The OSA shall administer the whole university system of student support, allowance award and encouragement.

24. Students may be awarded several types of allowances or support at the same time, considering the whole provision of the support, encouragement scholarships and allowances.

25. This Description shall come into effect after the university Rector shall have approved it by order.

26. The Description shall be valid as long as it does not contradict the law of the Republic of Lithuania, the university Statute, other acts of the Republic of Lithuania and the university internal legal acts.

27. The Description's exceptions shall be applied by the decision of the university Rector or an authorized representative.
