

THE DESCRIPTION OF MOBILITY SCHOLARSHIP AWARD ORDER AT VYTAUTAS MAGNUS UNIVERSITY

I. GENERAL PROVISIONS

1. The description of Vytautas Magnus university Mobility Scholarships Award Order (hereinafter – Description) regulates the size and order of Mobility Scholarships' (hereinafter – Scholarships) award and payment for VMU students (hereinafter – Students) of all study cycles and forms leaving for periods of study, practical trainings, internships or with others study purposes to Foreign higher education institutions according to bilateral cooperation agreements or other exchange programmes in which Vytautas Magnus university (hereinafter – University) is participating, as well as for students coming to the University for periods of study according the University bilateral exchange agreements.
2. The size of Scholarships differentiated according to the country groups shall be confirmed by the Rector's order following the report of the International Office (hereinafter – IO) and the Office of Student Affairs (hereinafter – OSA). Other additional criteria indicated by the natural or legal persons financing the Scholarships may be taken into consideration when awarding Scholarships subsidized by other, non-University financing resources.
3. The Scholarship shall be awarded for a period not shorter than one semester and not longer than one academic year of study mobility period. In case of practical training, internship or other study purposes, the Scholarship shall be awarded for the period not longer than three months.
4. A Student aspiring for the Scholarship for the mobility of one academic year is to apply for every study semester separately.
5. The Scholarships shall be administrated by the IO, which shall coordinate the award process with OSA and Student Representative Council.

II. THE PROCEDURE OF SCHOLARSHIP AWARD AND SELECTION

6. Following OSA request, the University Rector shall form a Scholarship Award Selection Commission (-s).
7. The selection of students for the Scholarship award shall be carried out each semester in stages:
 - 7.1. the 1st stage selection shall be carried out on the basis of the presented competition documents;
 - 7.2. the 2nd stage selection procedure shall entail a motivation interview in the pre-indicated session of the Scholarship Award Selection Commission. Students may be invited to participate in the virtual session of the Selection Commission.
8. The Scholarship may be awarded to proficient Students (article 11.2) with no academic debts.
9. IO shall announce in advance the terms and requirements for Students to participate in the selection for studies in partner scientific institutions, organisations and companies abroad with the Scholarship. The time of Student selection for Scholarship award announcement in the semester depends on the partner Foreign higher education institutions', organizations' and companies' entrance terms. The selection of Student practical training, internships and other study purposes shall be announced according to the demand.

10. Following the date presented by OSA, Students have to submit the following documents:
 - 10.1. a participant's form;
 - 10.2. curriculum vitae (CV);
 - 10.3. a letter of motivation;
 - 10.4. the faculty Dean's report;
 - 10.5. the confirmation of the Head of the department or the BA thesis advisor stating that the student in the last year can leave in the period of the final thesis accomplishment;
 - 10.6. a document certifying the knowledge of the foreign language;
 - 10.7. the academic transcript;
 - 10.8. the preliminary plan of study or practice training implementation in a Foreign higher education institution, establishment or organisation;
 - 10.9. other documents the University may require.
11. The main selection criteria for the Scholarship award are:
 - 11.1. compatibility of studies/ research plan/ practical training in Foreign higher education institutions, establishments and organizations with the VMU study programme;
 - 11.2. the student's academic achievements:
 - 11.2.1. for the 1st and 2nd cycle students - the average of assessments in the last two examination sessions (not less than 8);
 - 11.2.2. for students in the 3rd-10th semesters of integrated studies - the average of assessments in the last two examination sessions (not less than 8);
 - 11.2.3. for the 2nd cycle students leaving in the second semester – the average of assessments in the last examination session (not less than 8);
 - 11.2.4. for the 2nd cycle students leaving in the first semester – the copy of the BA diploma supplement (the average not less than 8);
 - 11.2.5. the 3rd cycle students are evaluated according to research publications and other research activity results regulated by the valid University orders.
 - 11.3. motivation for studies, practical training, internship abroad;
 - 11.4. good knowledge of English (at least level B2) and the language of the country the student is leaving for;
 - 11.5. in individual cases, additional criteria may be indicated.
12. The succession of the selection criteria shall not be defined. The Selection commission shall have the right to determine, publicly announce and apply individual criteria succession for the process of selection and establish conditions, as well as other additional criteria, to be followed by the student leaving for exchange studies or practical training programme.
13. The Scholarship award priority shall be given for students:
 - 13.1. leaving for studies abroad for the first time;
 - 13.2. having higher academic achievements and/or reasoned motivation;
 - 13.3. able to partially subsidize their own studies.
14. The selection results shall be announced following the order determined by the IO. The list of students given in the order of priority shall be announced publicly.

III. THE PROCEDURE OF SCHOLARSHIP PAYMENT AND RETURN

15. The Scholarship shall be awarded and paid for the student selected for exchange study or practical training programme in the current semester starting only with the next study semester.
16. The Scholarship shall be paid in instalments:
 - 15.1. the 1st part – 80 % of the Scholarship shall be paid having signed a financial agreement between the student and the University before the mobility period of studies or practical training;

- 15.2. the 2nd part – 20 % of the Scholarship shall be paid before the remaining last month of the mobility period of studies or practical training. The student shall send the Description report to the IO by e-mail before the last month of studies at the Foreign partner higher education institution, organization or company which shall be considered a request for payment of the remaining 20 % of the Scholarship.
17. In case of an incomplete mobility month, the Scholarship of the following amount shall be awarded:
- 17.1. up to 3 days of a month (inclusive) – 0 of a monthly scholarship;
 - 17.2. from 4 to 10 days (inclusive) – 0, 25 of a monthly scholarship;
 - 17.3. from 11 to 17 days (inclusive) – 0, 5 of a monthly scholarship;
 - 17.4. from 18 to 24 days (inclusive) – 0.75 of a monthly scholarship;
 - 17.5. from 25 days – a full monthly scholarship.
18. If the student does not complete the studies, practical training or internship or does not follow the requirements when leaving with other study purposes to a Foreign higher education institution or the place of practical training or internship, as well as other institutions, the unused Scholarship or its part shall be returned to the University.
19. If the student does not return from a Foreign higher education institution or the place of practical training or internship, as well as from other institutions and terminates the studies at the University, he/she shall return a full Scholarship that was awarded.

IV. THE PROCEDURE OF A SCHOLARSHIP AWARD ACCORDING TO THE UNIVERSITY BILATERAL AGREEMENTS FOR THE INCOMING STUDENTS

20. According to the University bilateral exchange agreements with a Foreign higher education institution, students coming to the University for partial studies are awarded a scholarship that amounts to 4 BSB (*Basic Social Benefit*) following the conditions and criteria stipulated in the bilateral obligation.

V. THE PROCEDURE OF STUDENT ACCOUNT FOR STUDY MOBILITY

21. The student who participated in the study or practical training mobility programme and was awarded a Scholarship shall submit the following documents to the IO in a month after returning to studies at the University:
- 21.1. A written study or practical training mobility period statement – the original;
 - 21.2. The transcript of records – the original.
22. The student having participated in the practical training and (or) internship shall submit the original confirmation of the host organisation about the mobility period.
23. In case of exceptional circumstances, IO shall determine additional terms and indicate the documents necessary for accounting for the mobility period.

VI. CONCLUDING PROVISIONS

24. Students leaving according to the EU Erasmus + programme and awarded the Erasmus + study mobility scholarship do not fall under this Description.
25. The present Description shall come into force under the Rector's order.
26. The Rector or the person accredited by the Rector may apply exceptions to this Description.
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