

APPROVED  
By a decision No. 5-13 of the  
Senate of Vytautas Magnus  
university of 26 June 2017

## **DESCRIPTION OF VYTAUTAS MAGNUS UNIVERSITY SCHOLARSHIP AWARD PROCEDURES**

### **I. GENERAL PROVISIONS**

1. The Description of Vytautas Magnus University Scholarship Award Procedures (hereinafter “Description”) regulates the size of scholarships, distribution of funds, award and payment procedures to students of all modes and cycles of study.
2. Vytautas Magnus University (hereinafter “University”) has the disposition of a scholarship fund that consists of assets allocated from the budget of the Republic of Lithuania and other assets for student support.
3. The following scholarships are awarded from the scholarship fund:
  - 3.1. encouragement scholarships;
  - 3.2. university doctoral student scholarships;
  - 3.3. mobility programme scholarships;
  - 3.4. one-time scholarships;
  - 3.5. other scholarships.
4. Students shall have a right to be awarded scholarships of several types at the same time.
5. The scholarship payment shall be suspended:
  - 5.1. when a student is dismissed from the University
  - 5.2. when a student is given an academic leave according to the following order:
    - 5.2.1. from the first day of the current month if the student’s application for academic leave is submitted before the 15th (fifteenth) day of the current month;
    - 5.2.2. from the first day of the consecutive month if the student’s application for academic leave is submitted after the 15th (fifteenth) day of the current month;
  - 5.3. if a student receives a penalty by the Rector’s order in accordance with the Study Regulations of the University. The scholarship payment suspension starts on the day indicated in the order:
    - 5.3.1. if an admonition is received, the scholarship payment shall be suspended for one semester;
    - 5.3.2. if a reprimand is received, the scholarship payment shall be suspended for one academic year;
    - 5.3.3. if a severe reprimand is received, the scholarship payment shall be suspended for the whole study time.
  - 5.4. if students refuse the awarded scholarship, the scholarship payment shall be suspended for the period of time indicated in the application form.
  - 5.5. when a student does not comply with the obligations discussed in this Description and other legal acts that are related to scholarship award and payment.
6. The payment of Encouragement Scholarship shall be suspended for a month to the students who have not registered for studies at their faculty during first two weeks of the semester.

7. After the return from the academic leave students may receive a scholarship if they meet the requirements according to which they have been awarded scholarships for the current semester, but the scholarship is not paid for the period of time for which it was paid before the academic leave.
8. All types of scholarships shall be awarded after having harmonised their size and amount with the Student Representatives' Council and shall be paid from the University's scholarship fund in compliance with the Rector's or his authorised representative's order.

## **II. PROCEDURES FOR ENCOURAGEMENT SCHOLARSHIP AWARD AND PAYMENT**

9. Encouragement Scholarships shall be paid to the best full-time students in the first, second, integrated and professional study programmes, who are studying at state funded or state non-funded positions, who do not have academic debts and whose number of credits of the last semester meets the minimum requirements set in the University's Regulations of Studies.
10. Encouragement Scholarship which equals to 3,5 (three and a half) Basic Social Benefits (BSB), approved in accordance with the regulations of the Government of the Republic of Lithuania, shall be awarded from the second semester of studies according to the following order:
  - 10.1. students of first cycle and integrated studies, whose average grade for the last examination session is 10,000 (ten);
  - 10.2. students of second cycle and professional studies, whose average grade for the last examination session is 10,000 (ten) and who are actively participating in the scientific and (or) creative activities. Students who would like to get this scholarship, during 10 days after the beginning of the current semester have to present a request for the Dean of their faculty together with the Rector's approved form of a list of printed and accepted for printing publications and the information about the student's scientific or creative activities of last two calendar years.
11. The students of the first cycle and integrated studies are awarded the Encouragement Scholarship which equals to 2 (two) BSB according to the following order:
  - 11.1. students in the first semester, whose enrolment grade equals to 9,5 (nine and a half) or higher,
  - 11.2. students of second-fifth semester who are studying in all of the study programmes of particular academic division and particular academic year and it is awarded for not less than 20 % of students, including those who were awarded the Encouragement Scholarship in accordance with paragraph 10 of these Regulations and whose grade for the last examination session is not lower than 8,000 (eight);
  - 11.3. students of sixth-tenth semester are being awarded Encouragement Scholarship in proportion to the study programmes and it is awarded for not less than 20 % of students, including those who were awarded the Encouragement Scholarship in accordance with paragraph 10 of these Regulations and whose grade for the last examination session is not lower than 8,000 (eight);
12. students of second cycle and professional studies shall be awarded the Encouragement Scholarship which equals to 2 (two) BSB from the second semester of studies, in proportion to the study programmes and it is awarded for not less than 20 % of students, including those who were awarded the Encouragement Scholarship in accordance with paragraph 10 of these Regulations and whose grade for the last examination session is not lower than 9,000 (nine);
13. Students, who are leaving for studies at universities abroad on exchange programmes, shall be awarded the Encouragement Scholarship for the first semester according to the results of the competition based on their grade average of the last study session at the University.

14. Students, who have returned from their studies in exchange programmes, shall be awarded the Encouragement Scholarship on the basis of the competition procedures taking into consideration the achieved results of the last semester at the university abroad and is being paid from the date the results are approved in the University in the following order:

14.1. from the first day of the current month if the student's results of last semester studies at the university abroad are approved before the 15th (fifteenth) day of the current month;

14.2. from the first day of the consecutive month if the student's results of last semester studies at the university abroad are approved after the 15th (fifteenth) day of the current month;

15. Encouragement Scholarships shall be awarded two times a year and paid once a month:

15.1. in spring semester – from February 1 till June 30;

15.2. in autumn semester – from September 1 till January 31.

### **III. PROCEDURES FOR UNIVERSITY DOCTORAL STUDENT SCHOLARSHIP AWARD AND PAYMENT**

16. In accordance with the Description of University Doctoral Student Scholarship Award Procedures, approved by the Rector, students, who have been admitted to the third-study cycle University funded study positions, may be awarded and paid University Doctoral Student Scholarships.

### **IV. PROCEDURES FOR SCHOLARSHIP AWARD AND PAYMENT TO STUDENTS OF MOBILITY PROGRAMMES**

17. In compliance with the Description of Mobility Programme Scholarship Award Procedures, approved by the Rector, University Mobility Programme Scholarships may be awarded and paid:

17.1. to students from foreign institutions of higher education who come to study at the University if the scholarship payment is indicated in the cooperation agreement between the universities;

17.2. to University students who leave for partial studies, practice, internships or other study-related purposes to foreign institutions of higher education or other institutions on bilateral agreements or other exchange programmes, in which the University participates.

### **V. PROCEDURES FOR ONE-TIME SCHOLARSHIP AWARD AND PAYMENT**

18. One-time scholarships may be awarded to students of all study modes and cycles regardless of their tuition payment form.

19. One-time scholarship types, size and payment:

19.1. The University honorary scholarships shall be awarded to especially distinguished students for their scientific, creative, sport and (or) social activities representing the University. The scholarship shall be worth 10 BSB and shall be awarded and paid in accordance with the Regulations of the University Honorary Scholarship Award, approved by the Rector;

19.2. A one-time Social Scholarship may be awarded to students who have lost one of their parents, had an accident, whose family's social conditions have changed or these who experience financial difficulties. The scholarship shall be of the size of up to 4 BSB shall be paid not more than two times per semester.

19.3. A one-time Encouragement Scholarship may be awarded to students for active participation in scientific, artistic, sport and (or) student social activities. The scholarship shall be of the size of up to 5 BSB shall be paid not more than two times per semester.

## **VI. OTHER SCHOLARSHPS**

20. According to the procedures determined by the Government of the Republic of Lithuania, students may be awarded a Special Programme Scholarship from programme competitive scientific research fund assets for a well-defined project or programme research results and achievements in the areas of education and science.

21. All assets received from private and legal persons are transferred to the University transfer bank account and, as Nominal Scholarships, shall be awarded and paid in the following order:

21.1. in compliance with agreements between the University and other parties.

21.2. if the private and legal persons have not established payment procedures, size and frequency of scholarships in the legal documents that they have signed with the University, the award procedures shall be established by coordinating it with the Student Representatives' Council.

22. The University Rector's Nominal Scholarship may be awarded in other cases that are not indicated in this Description. The size and frequency of the scholarship payment shall be established by coordinating it with the Student Representatives' Council.

23. The University, in compliance with the description of particular scholarship award procedures that does not contradict the provisions of this Description and has been agreed by the University Students' Council and approved by the University Rector's order, may establish, award and pay other scholarships than indicated in this Description.

## **VII. CONCLUDING PROVISIONS**

24. Unused assets of the scholarship fund allocated from the budget of the Republic of Lithuania may be reallocated to serve other needs of the University only after the Student Representatives' Council has approved it.

25. Students may be awarded and paid Doctoral Student, Social and other scholarships from the state budget funds according to the procedures established by the Government of the Republic of Lithuania or the Minister of Education and Science.

26. The description shall come into effect when, having been coordinated with the Student Representatives' Council, it has been approved by University Senate.

27. The exceptions to this description shall be applied by the order of the Rector after having been coordinated with the Student Representatives' Council.