

**DESCRIPTION OF PROCEDURE
FOR AWARDING STUDY SCHOLARSHIPS TO COVER THE TUITION FEE AT
VYTAUTAS MAGNUS UNIVERSITY**

I. GENERAL PROVISIONS

1. The Description of Procedure for Awarding Study Scholarships to Cover the Tuition Fee at Vytautas Magnus University (hereinafter referred to as the “University”) (hereinafter referred to as the “Description”) shall establish the procedure and conditions for the awarding of University study scholarships to cover the tuition fee (hereinafter referred to as the “study scholarship”) to persons who have been admitted to non-state-funded study places.
2. The study scholarship shall be awarded by the University for the following purposes:
 - 2.1. to provide opportunities for the most gifted students to study at the University;
 - 2.2. to develop study fields important to society and the University;
 - 2.3. to develop the internationality of studies;
 - 2.4. to contribute to increasing the accessibility of higher education for persons experiencing social exclusion.
3. At the beginning of each year, the following study scholarship funds shall be established, providing for the amount of scholarships and funds to be awarded, taking into account the University’s strategic tasks, the results of student admission, and the recommendations of academic units:
 - 3.1. support fund for foreign students;
 - 3.2. support fund for students of the first cycle studies and integrated studies;
 - 3.3. support fund for students of the second cycle studies and vocational studies.
4. The amount of the study scholarship awarded by the University shall be the amount of the annual tuition fee, or part thereof, for all or part of the period of studies in the specific study programme in which the person is studying. The tuition fee shall be reduced by the amount of the study scholarship awarded to the student to cover the tuition fee. Scholarships may be awarded to students already admitted to studies in the current year, but no later than during the first month of the study semester. If the student changes his/her study programme during the

course of his/her studies, the continuation of the study scholarship shall be decided by the Rector or his/her authorised person.

5. The number of scholarships or the size of the fund, the selection criteria, the composition of the Committee, and the dates of the competition shall be approved each year by the Rector's order. Study scholarships can only be awarded to students who have been admitted to studies.

II. ORGANISATION OF THE AWARDING OF STUDY SCHOLARSHIPS

6. The support fund for foreign students shall be administered by the International Cooperation Department, which shall announce a call for applications for study scholarships for foreign nationals admitted to the University, specifying the competition conditions, documents to be submitted and requirements for these documents together with the competition deadlines. The Selection Committee shall be formed upon the recommendation of the Head of the International Cooperation Department and by the Rector's order; the Selection Committee shall consist of the Vice-Rector, a representative of the Student Affairs Department, a representative of the Student Representative Council, a representative of the Study Department, representatives of the International Cooperation Department, and representatives of the social partners (if the scholarship has been awarded from partner funds) or of the stakeholders. The opinion of the academic unit to which the student has been admitted may be submitted to the Committee. When awarding study scholarships, the following criteria shall be taken into account:

- 6.1. admission score;
- 6.2. the level of English or another language which is intended to be the language of instruction in studies;
- 6.3. motivation to study and to participate in the University's study, research, and/or social activities (volunteering, mentoring, marketing and other activities);
- 6.4. a priority target group determined by the University, a country or region of strategic importance, or commitments made under inter-institutional agreements;
- 6.5. high achievements in science, art and sports;
- 6.6. other additional criteria.

7. The support fund for students of the first cycle studies and integrated studies shall be administered by the Study Department together with the Marketing and Communication Department, which shall announce a call for applications for study scholarships, specifying the competition conditions, documents to be submitted and requirements for these documents together with the competition deadlines. The Selection Committee shall be formed upon the recommendation of the Head of the Marketing and Communication Department and by the

Rector's order; the Selection Committee shall consist of the Vice-Rector, a representative of the Student Affairs Department, a representative of the Student Representative Council, representatives of the Marketing and Communication Department and the Study Department, and representatives of the social partners (if the scholarship has been awarded from partner funds) or of the stakeholders. When awarding study scholarships, the following criteria shall be taken into account:

- 7.1. admission score;
- 7.2. a person is from a socially vulnerable group;
- 7.3. the study field to which the student has been admitted is important to society and the University;
- 7.4. a person is a graduate of the University's partner school;
- 7.5. high achievements in science, art and sports;
- 7.6. motivation to study at the University and to participate in the University's studies, research and/or social activities (volunteering, mentoring, and other activities);
- 7.7. other additional criteria.

8. The support fund for students of the second cycle studies and vocational studies shall be administered by the Study Department, which, based on the University's strategy, admission results and the recommendations of the faculties, shall allocate study scholarships to study programmes and shall determine the competition conditions, dates, and documents to be submitted. The Selection Committee shall be formed upon the recommendation of the Head of the Study Department and by the Rector's order; the Selection Committee shall consist of the Vice-Rector, a representative of the Student Affairs Department, a representative of the Student Representative Council, representatives of the Study Department, and representatives of the social partners (if the scholarship has been awarded from partner funds) or of the stakeholders. Student applications shall be submitted to the Selection Committee by the faculties, together with the opinion of the faculties. Criteria for awarding study scholarships:

- 8.1. admission score;
- 8.2. a person is from a socially vulnerable group;
- 8.3. the study field to which the student has been admitted is important to society and the University;
- 8.4. high achievements in science, art and sports;
- 8.5. motivation to study and to participate in the University's study, research, and/or social activities (volunteering, mentoring, and other activities);
- 8.6. other additional criteria.

9. In the absence of suitable candidates, the Selection Committee may decide not to award the study scholarship.

10. Study scholarships shall be awarded by the Rector's order upon the recommendation of the Selection Committees of the study scholarship funds. Orders shall be prepared by the Student Affairs Department, and the award of study scholarships shall be administered by the Study Department. The decisions of the Selection Committees shall not be subject to appeal.

III. CONDITIONS FOR SUSPENSION OR TERMINATION OF THE STUDY SCHOLARSHIP

11. The study scholarship shall be suspended if the student goes on academic leave, and it is renewed on his/her return.

12. The study scholarship shall be terminated:

12.1. if the student has academic debts;

12.2. if the student refuses the awarded study scholarship from the date specified in his/her application for the termination of the study scholarship, which he/she shall submit to the Student Affairs Department;

12.3. by the decision of the Rector or a person authorised by him/her, when the student does not fulfil or improperly fulfils the requirements of the Study Contract, the conditions of awarding the study scholarship, and violates the University's internal legal acts;

12.4. if the student is found guilty and sentenced in accordance with the laws of the Republic of Lithuania;

12.5. if the student terminates his/her studies at the University voluntarily or in accordance with the procedure established by the University;

12.6. if, in accordance with the internal legal acts of the Republic of Lithuania and/or the University, the student acquires the right to study in a state-funded place.

13. If the student has refused the study scholarship, or if the study scholarship has been terminated in accordance with the procedure established by the University, the tuition fee shall start to be calculated from the following month of the semester. If the reasons for the termination of the study scholarship are no longer applicable, the student shall have the right to apply for the continuation of the study scholarship by submitting an application to the Rector or his/her authorised person.

IV. FINAL PROVISIONS

14. When making a decision on awarding the study scholarship, the University may take into account all possible support received by the student from the state, private legal entities or natural persons, scholarships awarded, tuition fee and/or accommodation fee reductions granted, etc.
 15. During their studies at the University, students shall be entitled to other types of scholarships.
 16. This Description shall be approved, amended, or revoked by the Rector's order.
 17. Exceptions to this Description shall be applied by the decision of VMU Rector or his/her authorised person.
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