

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

I. GENERAL PROVISIONS

1. The Description of Procedure for Awarding Scholarships to Cover the Tuition Fees (hereinafter referred to as the “Scholarship”) 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 scholarships to cover the tuition fees to persons who have been admitted to non-state-funded study places.
2. The 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 idea of the World Lithuanian University and 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 academic year, the following scholarship funds shall be established and approved by order of the Rector, specifying the amount of scholarships to be awarded and funds to be allocated, taking into account the University’s strategic tasks, the results of student admission, and the recommendations of academic units:
 - 3.1. scholarship fund for foreign students of the first cycle and the second cycle studies;
 - 3.2. scholarship fund for students of the first cycle studies and integrated studies;
 - 3.3. scholarship fund for students of the second cycle studies and professional studies.
4. The amount of the Scholarship awarded by the University shall correspond to the amount of the annual tuition fees, or part thereof, for all or part of the period of studies in the specific study programme in which the person is studying, and this amount shall be used to reduce the tuition fees. Scholarships may be awarded to students admitted to studies in the current year, but no later than 10 September (for the autumn semester) or 10 February (for the spring semester),

except for foreign citizens, who may be awarded scholarships no later than the beginning of the examination session of the current semester.

5. Scholarships shall be awarded by selection committees established by the Rector's order, which shall submit the number of scholarships awarded, their distribution by academic units, and the nominal lists of students for each calendar year.

II. ORGANISATION OF THE AWARDING OF SCHOLARSHIPS TO COVER THE TUITION FEES

6. The support fund for foreign students shall be administered by the International Cooperation Department, which shall announce a call for applications for 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 order of 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 scholarships, the following criteria shall be taken into account:

- 6.1. competitive 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. persons are children, grandchildren, or great-grandchildren of emigrants and foreigners of Lithuanian origin;
- 6.6. high achievements in science, art and sports;
- 6.7. 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 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 scholarships, the following criteria shall be taken into account:

- 7.1. competitive 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. persons are children, grandchildren, or great-grandchildren of emigrants and foreigners of Lithuanian origin;
- 7.6. high achievements in science, art and sports;
- 7.7. motivation to study at the University and to participate in the University's studies, research and/or social activities (volunteering, mentoring, and other activities);
- 7.8. other additional criteria.

8. The support fund for students of the second cycle studies and professional 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 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. When awarding scholarships, the following criteria shall be taken into account:

- 8.1. competitive 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. persons are children, grandchildren, or great-grandchildren of emigrants and foreigners of Lithuanian origin;
 - 8.5. high achievements in science, art and sports;
 - 8.6. motivation to study and to participate in the University's study, research, and/or social activities (volunteering, mentoring, and other activities);
 - 8.7. other additional criteria.
9. In the absence of suitable candidates, the Selection Committee may decide not to award the Scholarship.
10. Scholarships shall be awarded by the Rector's order, prepared by the Student Affairs Department, based on the decisions of the Scholarship Fund Selection Committees. The decisions of the Selection Committees shall not be subject to appeal.

III. CONDITIONS FOR SUSPENSION OR TERMINATION OF SCHOLARSHIPS TO COVER THE TUITION FEES

11. The Scholarship shall be suspended with the possibility of renewal:
- 11.1. if the student is granted academic leave by the Rector's order, and the Scholarship is renewed upon his/her return. The suspension and renewal of the Scholarship to cover the tuition fees shall be specified in the order or decree granting academic leave/return;
 - 11.2. if the student receives a negative grade and/or incurs an academic debt, the Scholarship shall be suspended from the following semester upon the recommendation of the head of the academic unit and shall be renewed once the previously failed final assessment has been successfully passed and/or the academic debt has been eliminated.
12. If, during the course of studies, the student changes his/her study programme, the decision on the continuity of the Scholarship shall be made by the Rector or a person authorised by the Rector.
13. The Scholarship shall be terminated:
- 13.1. if the student refuses the awarded Scholarship from the date specified in his/her application for the termination of the Scholarship, which shall be submitted to the academic unit in which he/she is studying;
 - 13.2. if the student refuses the vacant state-funded study place offered to him/her;
 - 13.3. by the decision of the Rector or a person authorised by the Rector, when the student fails to comply or improperly complies with the requirements of the Study Contract, the

- conditions of awarding the Scholarship, or otherwise violates the provisions of the University Statute or the Study Regulations;
- 13.4. if the student is found guilty and sentenced in accordance with the laws of the Republic of Lithuania;
- 13.5. if the student terminates his/her studies at the University voluntarily or in accordance with the procedure established by the University;
- 13.6. 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.
14. The termination of the Scholarship shall be indicated in the official note of the head of the academic unit.
15. If the student has refused the Scholarship, or if the Scholarship has been terminated in accordance with the procedure established by the University, the tuition fees shall continue to be paid in accordance with the Description of the Procedures for Payment and Refund of Tuition Fees at Vytautas Magnus University.
16. The Scholarship shall be personal (awarded to a specific person) and therefore cannot be transferred or awarded to another person.

IV. FINAL PROVISIONS

17. When making a decision on awarding the 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.
18. During their studies at the University, students shall be entitled to other types of concessions and scholarships; the conditions for granting them shall be set out in the relevant description of the procedure governing their award.
19. This Description shall be approved, amended, or revoked by the Rector's order.
20. Exceptions to this Description shall be applied by the decision of VMU Rector or his/her authorised person.
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