

APPROVED
By a decision No. SEN-N-40
of the Senate of Vytautas
Magnus university of
23 June 2021

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 procedure for awarding scholarships to students of all study modes and cycles, specifying the size of scholarships, the procedure for distribution and payment of funds.
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. mobility program scholarships;
 - 3.3. one-time scholarships;
 - 3.4. 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 granted the academic leave according to the following order:
 - 5.2.1. from the first day of the current month if the student is granted the academic leave before the 15th (fifteenth) day of the current month;
 - 5.2.2. from the first day of the consecutive month if the student is granted the academic leave 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 shall be suspended for the term specified in the order;
 - 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. 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.
7. All types of scholarships shall be awarded after having harmonised their size and amount with the Student Representative Council and shall be paid from the University’s scholarship fund in compliance with the Rector’s or his authorised representative’s order.

8. The student shall be informed about the award, the suspension or the termination of the scholarship on the student portal no later than within 15 calendar days from the date of the submission of the application for the scholarship award or the occurrence of circumstances due to which the scholarship is suspended or its payment is terminated. If the scholarship is not awarded upon request, the student shall be informed about it in person.
9. The scholarship shall be paid at the end of each calendar month (on the 25th day and later) by transfer to the student's personal bank account. In order for the awarded scholarship to be paid, the student must first provide his / her personal bank account number for the University on the student portal; if this is not possible, he / she must provide it for the University unit that is responsible for paying the scholarship.

II. PROCEDURES FOR ENCOURAGEMENT SCHOLARSHIP AWARD AND PAYMENT

10. Encouragement Scholarships shall be paid to the best students of full-time studies, part-time studies in academies that base their activities on *sui iuris* rights, in the first-cycle, second-cycle, integrated and professional study programs who are studying in 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 Study Regulations of the University.
11. Encouragement Scholarships shall be awarded according to the criteria set forth in this Description without a separate application of the student, except for the cases specified in paragraphs 12.2 and 15.2 of this Description, and shall be approved by the order of the Rector of the University.
12. The Encouragement Scholarship which equals to 3.75 (three point seventy five) 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:
 - 12.1. to students of first-cycle full-time and integrated studies whose average grade for the last examination session is 10.000 (ten);
 - 12.2. to students of second-cycle full-time and professional studies whose average grade for the last examination session is 10.000 (ten) and who have been actively participating in the scientific and (or) artistic activities related to the study program being studied. The decision on awarding the scholarship shall be made by the Rector upon the recommendation of the Student Scientific (Artistic) Activity Commission (hereinafter "Evaluation Commission"), which shall be formed by the Rector's order. To receive this scholarship, students shall submit an application to the Evaluation Commission at the beginning of the current semester together with a completed form of the list of publications that have been published or have been accepted for publication and information on the student's scientific or artistic activities, approved by the order of the Rector of the University, containing information on the last two calendar years.
13. Students of first-cycle full-time and integrated studies, except for students who have been awarded the University study scholarship to cover the tuition fee, shall be awarded the Encouragement Scholarship which equals to 2 (two) BSB in the following order:
 - 13.1. students in the first semester whose admission score equals to 8.500 (eight and a half) or is higher;

- 13.2. students of the second–fifth semester who are studying in all of the study programs of particular academic unit and particular academic year, and it shall be awarded to not less than 20% of students, taking into account the size of the available scholarship fund, including those students who have been awarded the Encouragement Scholarship in accordance with paragraph 12 of this Description and whose grade for the last examination session is not lower than 8.000 (eight);
- 13.3. students of the sixth–tenth semester shall be awarded the Encouragement Scholarship in proportion to the study programs, and it shall be awarded to not less than 20% of students, taking into account the size of the available scholarship fund, including those students who have been awarded the Encouragement Scholarship in accordance with paragraph 12 of this Description and whose grade for the last examination session is not lower than 8.000 (eight).
14. Students of second-cycle full-time and professional studies, except for students who have been awarded the University study scholarship to cover the tuition fee, shall be awarded the Encouragement Scholarship which equals to 2 (two) BSB in the following order:
 - 14.1. students in the first semester whose admission score equals to 9.500 (nine and a half);
 - 14.2. students of the second and subsequent semester shall be awarded the Encouragement Scholarship in proportion to the study programs, and it shall be awarded to not less than 20% of students, taking into account the size of the available scholarship fund, including those students who have been awarded the Encouragement Scholarship in accordance with paragraph 12 of this Description and whose grade for the last examination session is not lower than 9.000 (nine).
15. Students of first-cycle, second-cycle part-time studies and professional studies in academies that base their activities on *sui iuris* rights shall be awarded Encouragement Scholarships in the following order:
 - 15.1. Encouragement Scholarships of 1.3 (one point three) BSB shall be awarded to students of the first semester whose admission score in the first-cycle studies is higher than or equals to 8.500 (eight and a half), whose admission score in the second-cycle studies and professional studies equals to 9.500 (nine and a half), except for students who have been awarded the University study scholarship to cover the tuition fee;
 - 15.2. Encouragement Scholarships of 2.5 (two point five) BSB shall be awarded to students of the second and subsequent semester of the first-cycle studies whose average grade for the last examination session is 10.000 (ten); Encouragement Scholarships of 2.5 (two point five) BSB shall be awarded to students of the second-cycle and professional studies whose average grade for the last examination session is 10.000 (ten) and who have been actively participating in the scientific and (or) artistic activities related to the study program being studied. To receive this scholarship, students shall submit an application to the Evaluation Commission at the beginning of the current semester together with a completed form of the list of publications that have been published or have been accepted for publication and information on the student's scientific or artistic activities, approved by the order of the Rector of the University, containing information on the last two calendar years;
 - 15.3. Encouragement Scholarships of 1.3 (one point three) BSB shall be awarded to students of the second and subsequent semester of all of the study programs of particular academy that base its activities on *sui iuris* rights, except for students who have been awarded the University study scholarship to cover the tuition fee, and they shall be awarded to not less

than 20% of students, taking into account the size of the available scholarship fund, including those students who have been awarded the Encouragement Scholarship in accordance with paragraph 15.2 of this Description and whose grade for the last examination session in the first-cycle studies is not lower than 8.000 (eight), and in the second-cycle studies and professional studies equals to 9.000 (nine).

16. Students who are leaving for studies at universities abroad on exchange programs 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.
17. Students who have returned from their studies in exchange programs shall be awarded the Encouragement Scholarship on the basis of the competition procedures taking into consideration the study results achieved in the last semester at the university abroad, and the Encouragement Scholarship shall be paid from the date the results are approved in the University in the following order:
 - 17.1. from the first day of the current month if the student's study results achieved in the last semester at the university abroad are approved before the 15th (fifteenth) day of the current month;
 - 17.2. from the first day of the consecutive month if the student's study results achieved in the last semester at the university abroad are approved after the 15th (fifteenth) day of the current month.
18. Encouragement Scholarships shall be awarded two times a year and paid once a month:
 - 18.1. in spring semester—from February 1 to June 30;
 - 18.2. in autumn semester—from September 1 to January 31.

III. PROCEDURES FOR MOBILITY PROGRAM SCHOLARSHIP AWARD AND PAYMENT

19. In compliance with the Description of Mobility Program Scholarship Award Procedures, approved by the Rector, University Mobility Program Scholarships may be awarded and paid to:
 - 19.1. 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;
 - 19.2. 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 cooperation agreements or other exchange programs in which the University participates.

IV. PROCEDURES FOR ONE-TIME SCHOLARSHIP AWARD AND PAYMENT

20. One-time scholarships may be awarded to students of all study modes and cycles regardless of their tuition payment form.
21. One-time scholarship types, size and payment:
 - 21.1. The University honorary scholarships shall be awarded to especially distinguished students for their scientific, artistic, sport and (or) social activities representing the University. The scholarship shall be equal to 10 (ten) BSB and shall be awarded and paid in accordance with the Regulations of the University Honorary Scholarship Award, approved by the Rector;

- 21.2. A one-time Social Scholarship may be awarded to students who have lost one of their parents, who have had a baby born, who have had an accident, whose social conditions have changed. The scholarship shall be up to 4 (four) BSB and shall be paid not more than twice per semester:
- 21.2.1. In order to receive a one-time Social Scholarship, the student shall submit an application to the University unit administering one-time scholarships not later than in the current semester from the day of the occurrence of the circumstances specified in the application, submitting documents (their copies) substantiating the situation, as well as documents that may be requested by the University unit administering one-time scholarships;
- 21.2.2. After evaluating the application together with the submitted documents (their copies), the compliance of the documents (their copies) with the provisions of this Description, and after coordinating the application with the Student Representative Council of the University, the University unit administering one-time scholarships shall make a decision on the award and size of a one-time Social Scholarship.
- 21.3. 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 (five) BSB and shall be paid not more than twice per semester:
- 21.3.1. A one-time Encouragement Scholarship shall be awarded upon the reasoned recommendation of the Rector, the Vice-Rector, the Head of the academic or non-academic unit, or the Student Representative Council of the University;
- 21.3.2. After evaluating the recommendation for the award of the scholarship, its compliance with the provisions of this Description, and after coordinating the recommendation with the Student Representative Council of the University, the University unit administering one-time scholarships shall make a decision on the award and size of a one-time Encouragement Scholarship.

V. OTHER SCHOLARSHPS

22. According to the procedures determined by the Government of the Republic of Lithuania, students may be awarded a Special Program Scholarship from program competitive scientific research fund assets for a well-defined project or program research results and achievements in the areas of education and science.
23. 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:
- 23.1. in compliance with agreements between the University and other parties;
- 23.2. 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 Representative Council.
24. The University Rector's Nominal Scholarship may be awarded in other cases that are not indicated in this Description. The scholarship shall be awarded upon the reasoned recommendation of the Rector, the Vice-Rector, the Head of the academic or non-academic unit, or the Student Representative Council of the University. The size and frequency of the

scholarship payment shall be established by coordinating it with the Student Representative Council.

25. 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 Student Representative Council of the University and approved by the University Rector's order, may establish, award and pay other scholarships than specified in this Description.

VI. FINAL PROVISIONS

26. 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 Representative Council has approved it.
27. 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, ministries or other institutions of the Republic of Lithuania.
28. Students who have not been awarded a scholarship in accordance with the procedure established by this Description shall have the right to an appeal, which shall be submitted to the Rector in the form of a reasoned application not later than within 15 calendar days after the decision related to the award of the scholarship. The Rector's decision shall be final and not subject to appeal.
29. This Description shall enter into force upon its adoption by the Senate in coordination with the Student Representative Council.
30. The exceptions to this Description shall be applied by the Rector's order in coordination with the Student Representative Council.