

**DESCRIPTION OF PROCEDURE  
FOR AWARD OF MOBILITY SCHOLARSHIPS AT VYTAUTAS MAGNUS  
UNIVERSITY**

**I. GENERAL PROVISIONS**

1. The Description of Procedure for Award of Mobility Scholarships (hereinafter referred to as the “Description”) at Vytautas Magnus University (hereinafter referred to as the “University”) shall govern the award of scholarships to VMU students of all study cycles and modes (hereinafter referred to as “students”) who leave for:

- 1.1. partial studies (under VMU bilateral agreements [MoU]);
- 1.2. practical training in non-EU/EEA countries;
- 1.3. summer and winter schools and other short-term courses (granting credits);
- 1.4. mobility to strategic foreign higher education and research institutions (*Transform for Europe*, for students of double degree diploma programs).

2. The Description shall also govern the award of a scholarship for partial studies or practical training of students coming to VMU in accordance with the obligations provided for in VMU bilateral exchange agreements.

3. The scholarship for partial studies may be awarded for a period of not less than one semester and not more than one academic year. The scholarship for practical training may be awarded for a period of not less than one month and not more than three months.

4. For mobility to VMU strategic foreign higher education and research institutions, special summer/winter schools organized by foreign universities, short-term courses, participants shall receive fixed one-off payments. Students may apply to VMU International Cooperation Department (hereinafter referred to as the “ICD”) for a one-off scholarship to participate in their chosen summer/winter schools or short-term courses, providing reasonable motivation for the benefits of these courses, prices and other relevant information.

5. The scholarship award procedure shall be administered by the ICD.

**II. SCHOLARSHIP AWARD AND SELECTION PROCESS**

6. In response to the request from the ICD, VMU Rector shall form a selection commission (hereinafter referred to as the “Selection Commission”).

7. The selection of students shall be carried out each study semester in two stages:

7.1. Stage I – the assessment of the suitability of student applications and additional documents in the light of the requirements specified in the competition terms and conditions.

7.2. Stage II – a meeting of the Selection Commission shall be held, during which a decision on the selection of students shall be made. If necessary, students may be invited to participate in a meeting of the Selection Commission. The scholarship may be awarded only to high-achieving students (Section 11.2. of the Description) with no academic debts.

8. The ICD shall announce the scholarship competition terms and conditions, requirements and application deadlines for students on VMU website and shall circulate this information among faculties and departments.

9. Deadlines for the submission of applications may be adjusted in line with the admission deadlines set by partner foreign higher education institutions, organizations or companies:

9.1. The selection of students for study exchanges and practical trainings shall be announced twice a year with the possibility to announce an additional call for applications if necessary.

9.2. The competition for summer/winter schools and short-term courses shall be open throughout the year, within the limits of the allocated budget. Students who have submitted applications shall participate in the competition and receive the results by the 15th of the next month.

10. Students shall submit the following documents to the contacts specified in the competition terms and conditions by the date specified by the ICD:

- 10.1. a participant form;
- 10.2. final year students – a confirmation from the head of their department and supervisor that the student may leave while writing the final thesis;
- 10.3. a preliminary implementation plan for studies or practical training in a foreign higher education institution or other establishment, organization or institution;
- 10.4. other documents if specified in the competition terms and conditions.
11. The main selection criteria for awarding a scholarship shall be:
  - 11.1. compatibility of studies/research plan/practical training in foreign higher education institutions, establishments, organizations with VMU study program;
  - 11.2. the student's academic achievements (not less than 8):
    - 11.2.1. for the first and second cycle students – the average of the evaluations of the last two examination sessions; for students in the second semester – the average of the evaluations of the first examination session;
    - 11.2.2. for the second cycle students in the first semester – the score of admission to VMU;
    - 11.2.3. the third cycle students shall be assessed in the selection by taking into account the results of their research publications and other research activities regulated by the procedures in force at Vytautas Magnus University.
  - 11.3. motivation for studies, practical training or internship abroad;
  - 11.4. good knowledge of English or the language of the host country at a level not lower than B2;
  - 11.5. in individual cases, other, additional criteria may be specified.
12. The order of the selection criteria shall not be defined. The Selection Commission shall have the right to establish, publicly announce and apply a separate order of criteria, conditions and other additional criteria during the selection process.
13. When awarding a scholarship, priority shall be given to:
  - 13.1. students participating in the competition for the first time;
  - 13.2. students with higher academic performance and/or reasoned motivation.
14. The meetings and results of the Selection Commission shall be recorded in minutes and stored in accordance with the procedure established by Vytautas Magnus University.
15. The results of the selection shall not be subject to appeal.
16. Students shall be informed of the results of the selection by email.

### **III. AMOUNT, PAYMENT AND RETURN OF THE SCHOLARSHIP**

17. The scholarships for study exchange, practical training shall be paid in accordance with the following procedure:
  - 17.1. Part I – 80% of the scholarship amount shall be paid after the Financial Agreement has been signed between the student and Vytautas Magnus University before the period of study or practical training mobility.
  - 17.2. Part II – the balance of 20% of the scholarship shall be paid not earlier than one month before the end of the period of the study or practical training mobility.
  - 17.3. The scholarship for studies and practical training shall be calculated in full months and the remaining days (one month shall be considered as consisting of 30 days). In the case of an incomplete month of study or practical training mobility, the scholarship shall be calculated by dividing the monthly scholarship by 30 and multiplying by the number of days of the incomplete month (the final amount shall be rounded off to the nearest euro (whole number)).
  - 17.4. 100% of the scholarship amount shall be paid for a one-month practical training after the Financial Agreement has been signed between the student and VMU before the mobility period.
16. The scholarship for summer/winter schools, short-term courses and additional incentive scholarships shall be paid in a fixed amount of a one-off sum.
17. In cases where the approved (actual) mobility period is:
  - 17.1. shorter than that specified in the Financial Agreement, and the difference is more than 5 days, the scholarship shall be recalculated and reduced taking into account the reduced mobility period. If the difference is 5 days or less, the scholarship shall not be reduced.
  - 17.2. longer than that specified in the grant agreement, the scholarship may be awarded only if an amendment to the Financial Agreement has been signed with the student – the period of study/practical training has been extended. Amendments to the Financial Agreement can only be

made during the student's mobility period. If no amendments to the Agreement have been made (the period has not been extended), additional mobility days shall be considered as a period for which no scholarship shall be awarded.

18. Scholarship amounts:

<b>For study exchange:</b>	
For mobility to countries belonging to South Asia, East Asia, the Pacific region, the Middle East, North America, Latin America and the Caribbean	EUR 600 per month
For mobility to countries belonging to Europe (except for EU and EEA countries, Turkey, North Macedonia, Serbia), Central Asia and Africa	EUR 500 per month
<b>For international practical training:</b>	
For mobility to countries belonging to South Asia, East Asia, the Pacific region, the Middle East, North America, Latin America and the Caribbean	EUR 650 per month
For mobility to countries belonging to Europe (except for EU and EEA countries, Turkey, North Macedonia, Serbia), Central Asia and Africa	EUR 550 per month
<b>For other types of mobility:</b>	
For paid physical summer/winter schools and short-term courses attended by students without scholarships from organizers	EUR 600 (fixed one-off sum)
For virtually organized summer/winter schools and short-term courses	Not more than EUR 600
For mobility to strategic foreign higher education and research institutions	EUR 240 (additional fixed one-off sum payment added to Erasmus+ scholarship)

19. If the student fails to complete his/her studies, practical training, internship or fails to meet the requirements of the agreement, the unused scholarship, calculated according to the period, shall be returned to VMU.

20. If the student does not return from a foreign higher education and research institution, practical training, internship or other institution, and/or upon termination of his/her studies at VMU, the student shall return the total amount of scholarship awarded to him/her.

#### **IV. AWARDING A SCHOLARSHIP FOR INCOMING STUDENTS UNDER VMU BILATERAL AGREEMENTS**

21. According to VMU bilateral agreements with foreign higher education and research institutions, students coming for study exchange may be awarded a scholarship following the conditions and criteria provided for in the bilateral commitment.

#### **V. PROVIDING PROOFS OF THE PARTICIPATION IN STUDY MOBILITY BY STUDENTS**

22. VMU student who received a mobility scholarship shall submit the following documents to VMU within one month of his/her returning to studies:

22.1. in the case of study mobility, a *Period Statement* and an *Academic Transcript*;

22.2. in the case of practical training mobility, the original of the *confirmation of the host organization* about the mobility period;

22.3. in the case of summer/winter course mobility, a certificate of attendance/a certificate of participation and credits obtained;

22.4. all mobility participants shall submit the *Report of the Mobility Period*.

23. If necessary, the ICD may request the submission of other documents confirming the implementation of the mobility period and the terms of the Agreement.

## **VI. FINAL PROVISIONS**

24. This Description shall not apply to students participating in the Erasmus+ program of the European Union and receiving an Erasmus+ mobility scholarship.

25. This Description, its amendments and/or supplements shall be approved by the order of VMU Rector.

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VYTAUTAS  
MAGNUS  
UNIVERSITY  
MCMXXII

VYTAUTO DIDŽIOJO UNIVERSITETO  
REKTORIUS

ĮSAKYMAS  
DĖL NUOSTATŲ TVIRTINIMO

2022 m. kovo 10 d. Nr. 133<sup>a</sup>

Kaunas

1. T v i r t i n u Mobilumo stipendijų aprašą, pridedama (3 lapai).
2. P r i p a ž į s t u netekusiu galios 2018 m. rugsėjo 19 d. rektoriaus įsakymą dėl nuostatų tvirtinimo Nr.432.

Rektorius

Juozas Augutis