

APPROVED
by the Decision No. SEN-N-26
of 23 April 2025
of the Senate of Vytautas Magnus University

DESCRIPTION OF PROCEDURE FOR AWARDING SCHOLARSHIPS AT VYTAUTAS MAGNUS UNIVERSITY

I. GENERAL PROVISIONS

1. The Description of Procedure for Awarding Scholarships at Vytautas Magnus University (hereinafter referred to as the **“Description”**) shall regulate the procedure for awarding scholarships to students of all study modes and cycles, specifying the size of scholarships and the procedure for distribution and payment of funds.
2. Vytautas Magnus University (hereinafter referred to as the **“University”**) has the disposition of a scholarship fund formed from the state budget of the Republic of Lithuania and other funds intended for student support.
3. The following types of scholarships shall be awarded from the scholarship fund:
 - 3.1. incentive scholarships;
 - 3.2. mobility scholarships;
 - 3.3. one-time scholarships;
 - 3.4. other scholarships.
4. Students shall be entitled to receive scholarships of several types at the same time.
5. The payment of scholarships shall be suspended in the following cases:
 - 5.1. when a student is dismissed from the University;
 - 5.2. when a student is granted academic leave according to the following procedure:
 - 5.2.1. from the first day of the current month if the student is granted 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 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 procedure established in the Study Regulations of the University; in such a case, the scholarship payment shall be suspended for the period specified in the order;
 - 5.4. if a student refuses the awarded scholarship; in such a case, the scholarship payment shall be suspended for the period specified in the student's application;
 - 5.5. if a student violates the obligations specified in this Description and other legal acts that are related to scholarship award and payment.
6. After the return from academic leave, students may receive a scholarship if they meet the requirements according to which they were awarded scholarships for the current semester, but a scholarship shall not be paid for the period for which it was already paid before academic leave.
7. All types of scholarships, specifying their amount and number, shall be awarded in coordination with the Student Representative Council and shall be paid from the University's scholarship fund in accordance with the order of the Rector or his/her authorised representative.
8. Students shall be informed about the award, suspension, or termination of scholarships on the Student Portal no later than within 15 (fifteen) 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 individually.

9. Scholarships shall be paid no earlier than on the 25th (twenty-fifth) day of each month by transfer to students' personal bank account. To receive the awarded scholarship, students must first provide the University with their personal bank account details on the Student Portal; if this is not possible, the details must be provided to the University unit that is responsible for paying scholarships.

II. PROCEDURE FOR AWARDING AND PAYING INCENTIVE SCHOLARSHIPS

10. Incentive scholarships shall be awarded to the top-performing students of full-time studies, part-time studies in academies in the first cycle, second cycle, integrated, and professional study programmes who are studying in state-funded or non-state-funded places, who do not have academic debts and/or failing grades in their study courses, and whose number of credits of the last semester meets the minimum requirements set in the Study Regulations of the University.
11. Incentive scholarships shall be awarded on the basis of the criteria set out in this Description without a separate application from the student, except in the cases specified in Clauses 12.2 and 15.1 of this Description, and shall be approved by the order of the Rector of the University.
12. Incentive scholarships, which amount to 4 (four) Basic Social Benefits (hereinafter referred to as **"BSB"**) as approved in accordance with the procedure established by the Government of the Republic of Lithuania, shall be paid from the second semester of studies and shall be awarded to:
 - 12.1. students of the first cycle full-time and integrated studies whose average grade for the last examination session is 10.000 (ten);
 - 12.2. students of the 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 their study programme as representatives of the University. The decision on awarding the scholarship shall be made by the Rector upon the recommendation of the Student Scientific (Artistic) Activity Committee (hereinafter referred to as the **"Evaluation Committee"**), which shall be formed by the Rector's order. To apply for this scholarship, students shall submit data on their scientific, artistic, or other activities on the Student Portal at <http://studentas.vdu.lt> at the beginning of the current semester; their publications and patents must be registered in the University's Research Management System VMU CRIS, and points for publications, taking into account the author's contribution, shall be awarded in accordance with the classification of scientific and artistic output approved by VMU. Students who have been awarded a University scholarship to cover their tuition fee and who have not been awarded a 4 (four) BSI scholarship by the decision of the Evaluation Committee shall be granted a 2 (two) BSB scholarship.
13. For students of the first cycle full-time and integrated studies, except for students who have been awarded a University scholarship to cover their tuition fee, incentive scholarships of 2 (two) BSB shall begin to be paid from the second semester of studies and shall be awarded as follows:

- 13.1. incentive scholarships for students of the second–fifth semester shall be awarded collectively to students of all study programmes within the specific academic unit and the specific academic year, and they shall be awarded to not less than 25% of students, taking into account the size of the available scholarship fund, including those students who have been awarded the incentive scholarship in accordance with Clause 12 of this Description, whose average grade for the last examination session is not lower than 8.000 (eight);
- 13.2. incentive scholarships for students of the sixth–tenth semester shall be awarded proportionally according to the study programmes and shall be awarded to not less than 25% of students, taking into account the size of the available scholarship fund, including those students who have been awarded the incentive scholarship in accordance with Clause 12 of this Description and whose average grade for the last examination session is not lower than 8.000 (eight).
14. Students of the second cycle full-time and professional studies, except for students who have been awarded a University scholarship to cover the tuition fee, shall be awarded incentive scholarships of 2 (two) BSB from the second semester of studies, which shall be distributed proportionally according to study programmes and awarded to not less than 25% of students, taking into account the size of the available scholarship fund, including those students who have been awarded the incentive scholarship in accordance with Clause 12 of this Description and whose average grade for the last examination session is not lower than 9.000 (nine).
15. For students of the first cycle and second cycle part-time studies and professional studies in academies, incentive scholarships shall be paid from the second semester of studies and shall be awarded as follows:
- 15.1. incentive scholarships of 2.6 (two point six) 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); incentive scholarships of 2.6 (two point six) 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 their study programme as representatives of the University. To apply for this scholarship, students shall submit data on their scientific, artistic, or other activities on the Student Portal at <http://studentas.vdu.lt> at the beginning of the current semester; their publications and patents must be registered in the University's Research Management System VMU CRIS, and points for publications, taking into account the author's contribution, shall be awarded in accordance with the classification of scientific and artistic output approved by VMU. Students who have been awarded a University scholarship to cover their tuition fee and who have not been awarded a 2.6 (two point six) BSB scholarship by the decision of the Evaluation Committee shall be awarded a 1.3 (one point three) BSB scholarship;
- 15.2. incentive scholarships of 1.3 (one point three) BSB shall be awarded collectively to students of the second and subsequent semesters of all study programmes within the specific academy and the specific academic year, except for students who have been awarded a University scholarship to cover the tuition fee, and they shall be awarded to not less than 25% of students, taking into account the size of the available scholarship fund, including those students who have been awarded the incentive scholarship in accordance with Clause 15.1 of this Description and whose average grade for the last examination

session is not lower than 8.000 (eight) in the first cycle studies and equals to 9.000 (nine) in the second cycle and professional studies.

16. For students going to study at foreign universities under study exchange programmes, incentive scholarships shall be awarded for the first semester of studies on a competitive basis, taking into account their average academic grade for the last examination session at the University.
17. For students who have returned from their studies under study exchange programmes, incentive scholarships shall be awarded on a competitive basis, taking into account their academic results of the last semester at the foreign university, and shall be paid from the date the results are recognised by the University in accordance with the following procedure:
 - 17.1. from the first day of the current month if the student's academic results of the last semester at the foreign university are recognised by the University by the 15th (fifteenth) day of the current month;
 - 17.2. from the first day of the following calendar month if the student's academic results of the last semester at the foreign university are recognised by the University after the 15th (fifteenth) day of the current month.
18. Incentive scholarships shall be awarded twice a year and paid once a month:
 - 18.1. in spring semester—from 1 February to 30 June;
 - 18.2. in autumn semester—from 1 September 31 to January.

III. PROCEDURE FOR AWARDING AND PAYING MOBILITY SCHOLARSHIPS

19. In accordance with the Description of Procedure for Awarding Mobility Scholarships approved by the Rector, University mobility scholarships may be awarded and paid to:
 - 19.1. students of foreign higher education institutions who come to study at the University if the awarding of the scholarship is provided for in the inter-university cooperation agreement;
 - 19.2. University students who go abroad for partial studies, internships, traineeships, or other study-related purposes to foreign higher education or other institutions under bilateral cooperation agreements or other exchange programmes in which the University participates.

IV. PROCEDURE FOR AWARDING AND PAYING ONE-TIME SCHOLARSHIPS

20. One-time scholarships may be awarded to students of all study modes and cycles regardless of their tuition payment form.
21. Types, amounts, and payment of one-time scholarships:
 - 21.1. the University honorary scholarships shall be awarded to students who have demonstrated outstanding achievements in scientific, artistic, sports, civic, and/or social activities as representatives of the University. The University honorary scholarships shall amount to 10 (ten) BSB and shall be awarded and paid in accordance with the Regulations Governing the Awarding of University Honorary Scholarship 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 experienced a disaster, or whose social situation has changed. The scholarship shall be up to 4 (four) BSB and shall be paid not more than twice per semester:

- 21.2.1. to receive a one-time social scholarship, students shall submit an application to the University unit administering one-time scholarships no later than within the current semester from the day of the occurrence of the circumstances specified in the application, providing documents (copies thereof) substantiating the situation and any additional 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 (copies thereof) and the compliance of the documents (copies thereof) with the provisions of this Description, and taking into account all University support provided to the student, including scholarships paid, fee reductions made, and/or fees paid to the University, or support and/or scholarships from the state budget (through the Agency for the Protection of the Rights of Persons with Disabilities under the Ministry of Social Security and Labour of the Republic of Lithuania, the State Studies Foundation, etc.), in accordance with the procedure established by the institutions of the Republic of Lithuania, or from private legal or natural persons, the University unit administering one time scholarships, in coordination with the University Student Representative Council, shall decide on the award and amount of the one-time scholarship.
- 21.3. A one-time incentive scholarship may be awarded to students for their active participation in scientific, artistic, sports, and/or student social activities. The scholarship shall amount to up to 5 (five) BSB and shall be paid no more than twice per semester:
 - 21.3.1. a one-time incentive scholarship shall be awarded upon a reasoned recommendation of the Rector, the Vice-Rector, the head of an 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 and 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 amount of a one-time incentive scholarship.

V. OTHER SCHOLARSHIPS

- 22. In accordance with the procedure established by the Government of the Republic of Lithuania, students may be awarded special programme scholarships from programme competitive research funding for the results or achievements of a specific project, programme, or research in the area of education and science.
- 23. All funds received from private legal or natural persons shall be transferred to the University's bank account for remittances and shall be awarded and paid as nominal scholarships following this procedure:
 - 23.1. in accordance with the agreements concluded between the University and other parties;
 - 23.2. if private legal or natural persons have not specified the payment procedure, amount, and periodicity of the payment of such scholarships in the legal documents concluded with the University, the procedure for the awarding of such scholarships shall be established in coordination with the Student Representative Council of the University.
- 24. The University Rector's nominal scholarship may be awarded in other cases not provided for in this Description. The scholarship shall be awarded upon a reasoned recommendation of the

Rector, the Vice-Rector, the head of an academic or non-academic unit, or the Student Representative Council of the University. The amount of the scholarship and the periodicity of its payment shall be determined in coordination with the Student Representative Council of the University.

25. In accordance with a specific description of the procedure for awarding scholarships, which does not contradict the provisions of this Description and which has been coordinated with the Student Representative Council of the University and approved by the order of the University Rector, the University may establish, award, and pay additional types of scholarships other than those provided for in this Description.

VI. FINAL PROVISIONS

26. The unused portion of the scholarship fund from the state budget of the Republic of Lithuania may be allocated to other needs of the University only with the approval of the Student Representative Council.
27. Students may be awarded and paid doctoral student, social, and other scholarships from the state budget funds in accordance with 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 in this Description shall have the right to appeal by submitting a reasoned application to the Rector no later than within 15 (fifteen) calendar days from the date of the decision concerning 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.