

APPROVED by
the Council of Mykolas Romeris
University of 5 February 2026
Resolution No. 1UT-3

REGULATIONS OF THE STUDY INNOVATION PROMOTION FUND OF MYKOLAS ROMERIS UNIVERSITY

I. GENERAL PROVISIONS

1. The Regulations of the Fund for the Promotion of Innovation in Studies (hereinafter referred to as the Fund) of Mykolas Romeris University (hereinafter referred to as the University) shall regulate the use of funds for the improvement of the quality of studies by promoting the development, implementation and application of innovative and advanced study processes, teaching methodologies and tools, the internationalisation of studies and the recognition of excellence in teaching (mastery in teaching), the inclusion of sustainable development goals in the study process, the procedure for granting, using and accounting for the funds used.

2. These Regulations have been adopted in accordance with the Law on Science and Studies of the Republic of Lithuania, other legal acts of the Republic of Lithuania, the Statute of the University and other national legal acts.

3. The terms in the Regulations shall be used in the same way as they are defined in other legal acts of the University.

II. OBJECTIVE OF THE FUND AND ACTIVITIES FINANCED

4. The aim of the Fund is to improve the quality of studies by enhancing students' learning outcomes and satisfaction with studies, increasing the internationalisation of studies and the recognition of teaching excellence (mastery in teaching).

5. The Fund is set up to promote the following areas:

- 5.1. development of advanced teaching and learning methodologies and tools;
- 5.2. the internationalisation of studies and the participation of students in international activities;
- 5.3. development of students' research competencies in the preparation of final theses;
- 5.4. teaching excellence (mastery in teaching);
- 5.5. inclusion of the Sustainable Development Goals in the studies.

6. Activities financed by the Fund and their financing criteria:

6.1. Development and/or implementation of innovative teaching and learning methodologies and/or tools, especially digital ones: The Fund shall allocate funding for the development and implementation of innovative and advanced teaching and learning methodologies and tools or for the adaptation of existing methodologies and/or tools in the study programmes of the University.

6.2. **Innovation in study programmes:** The Fund shall support innovations aimed at changes in the structure of study programmes, enrichment of study programmes with new ways of presenting learning content, responding to the priorities expressed in the European Union's education policy (e.g. micro-credentials, European Degree Label (EDL), cumulative study programmes, etc.) and global trends, the incorporation of the Sustainable Development Goals into study programmes.

6.3. **Initiatives for the internationalisation of studies:** The Fund shall support initiatives aimed at the emergence and development of the international experience of students and lecturers in the study process, for example, the Modules of International Distance Learning/Learning based on cooperation with the University's international partners (COIL), and Blended Intensive Programmes (BIP) and other innovative and sustainable initiatives. These initiatives should provide teachers and students with the opportunity to develop intercultural competences, thus preparing them for an international career.

6.4. **Participation of students in international activities:** The Fund shall support students' participation in international conferences, workshops, competitions, hackathons, simulations (e.g., mock trials), debates, summer schools, studies at other universities under bilateral agreements, etc., which not only develops their professional and creative abilities, general competencies, but also promotes intercultural cooperation, generation of innovative ideas and the development of international relations.

6.5. **Development of students' research competencies in the preparation of final theses:** The Fund shall award a financial award once a year to students/alumni for the final theses of the University's professional bachelor's, bachelor's or master's studies selected by the faculties that have been prepared and defended and very well or excellently evaluated.

6.6. **Excellent teaching:** The Fund shall award a financial award to lecturers who:

6.6.1. apply student-centred learning¹;

6.6.2. use study innovations in the study process;

6.6.3. implement an international/intercultural dimension;

6.6.4. include sustainable development goals in study programmes, ensuring the updating of the content of study programmes so that students acquire competencies that allow them to sustainably solve the relevant problems of societal transformation;

6.6.5. have an excellent student rating.

6.7. **Acquisition of innovative learning tools and equipment:** The Fund shall finance the purchase of innovative learning tools and equipment, enabling study programmes to

¹ Student-centered learning is based on the student's active participation in the study process, promoting their involvement, independence, and critical thinking. Active study methods are applied in the study process which allow students to independently research, analyze and create knowledge, and the lecturer in most cases plays only the role of a leader and mentor of the study process.

improve students' study experience. These tools may include interactive digital platforms, AI-powered teaching assistants, virtual and augmented reality devices, collaboration software, etc.

III. FUND FORMATION AND MANAGEMENT

7. The Fund shall be formed by the Senate on the proposal of the Rector of the University.

8. Funds for the implementation of the Fund's activities shall be allocated from the University's funds approved in the annual estimate of income and expenditure, which shall be approved by the Council of the University. The accounting of the Fund's funds shall be carried out by the Finance Office.

9. The Fund shall be managed by the Committee of the Fund for the Promotion of Higher Education Innovation (hereinafter referred to as the Committee), which, in accordance with the established criteria, evaluates the applications and makes a decision on the selection of activities for the financing of the Fund.

10. The Committee shall consist of the following members: the Vice-Rector for Studies (Chairman of the Committee), the Chairman of the Study Commission of the University Senate, the Head of the Centre for Academic Affairs (hereinafter referred to as the CAA), the Head of the Strategic Partnership of the ERUA2 Project, the Head of the International Service, the representative of the lecturers appointed by the proposal of the University Union and the order of the Rector, and the delegated representative of the University Students' Representation. The functions of the Secretary of the Committee shall be performed by the responsible staff member of the CAA.

11. The form of the Committee's work shall be meetings at which decisions shall be taken by a majority of the votes of the Committee members present at the meeting, with the Chairman of the Committee having the decisive vote, provided that the votes of the Committee members are equally distributed. The meetings of the Committee shall be recorded in the minutes. If necessary, the Committee shall invite representatives of other departments of the University (e.g. the Information Technology Centre) to participate in its meetings.

12. The functions of the Committee in the management of the Fund shall be as follows:

12.1. to draw up and submit to the Senate of the University for approval the plan for the allocation of the Fund's funds for the current year according to the funded activities and the report on the activities of the Fund for the previous year. Before being submitted to the Senate, the plan and the report shall be approved by the Rectorate;

12.2. to provide for clarifying or supplementing the criteria for financing activities that do not substantially change the essence of the financing of activities;

12.3. to evaluate the applications submitted and select the activities to be financed by the Fund;

12.4. to monitor the activities financed by the Fund;

12.5. to take decisions to allocate funding from the Fund to selected activities;

12.6. to submit proposals for the improvement of the Fund's activities.

13. The functions of the Chairman of the Committee in the management of the Fund shall be as follows:

13.1. to participate in the process of the formation of the Fund;

13.2. to organise and chair meetings;

13.3. on the basis of the decisions adopted by the Committee, to prepare and sign submissions to the Rector to allocate funding from the Fund for selected activities, to conclude Agreements with the beneficiaries (Annexes 6-7 to the Regulations), to terminate the Agreements and to oblige the beneficiaries to repay the funds.

14. If not all the funds specified in the Fund's annual activities and budget allocation plan are used for the specific activities referred to in Subparagraph 6 of these Regulations, the Committee shall adopt a decision:

14.1. to finance another application for the same or another activity that has already been evaluated but has not been funded due to lack of funds;

14.2. to transfer unused funds to the next calendar year.

15. The administrative service of the Fund and the Committee is provided by the CAA.

IV. SUBMISSION AND EVALUATION OF APPLICATIONS

16. The following persons shall be able to participate and submit applications in the activities supported by the Fund:

16.1. teachers (individually or in groups);

16.2. students (individually, in groups or together with a lecturer or lecturers);

16.3. other employees of the University.

17. The CAA shall publish the information about the deadlines for submitting applications and evaluating for funding on the University's intranet, in the joint e-mail of students and lecturers, and in the University's newsletter in Lithuanian and English.

18. The evaluation of applications shall take place by means of a competition four times a year, until the end of each calendar quarter, with the exception of the evaluation of applications for the excellence of teachers, which takes place once a year until 30 June, the evaluation of applications for the development of students' research competencies through the preparation of final theses, which takes place once an academic year, and the evaluation of applications for the participation of students in international activities, which takes place according to the need to ensure expediency. All applications submitted no later than two weeks before the meeting of the Committee shall be evaluated.

19. Applicants shall submit applications detailing the compliance of the activities submitted for funding with the criteria for financing activities defined in Item 6 of these Regulations by filling in the relevant application form (Annexes 1 to 4 to the Regulations).

20. Lecturers and University staff shall submit applications through the electronic document management system edvs, students - by e-mail sif@mruni.eu the University CAA, which shall be responsible for registering applications and transmitting them to the Committee. The CAA shall assess the compliance of the applications received with the formal requirements and shall forward only those applications that correspond to the Committee's evaluation.

21. If an application for funding from the Fund is submitted by a member of the Committee, or if there are other circumstances that would indicate a possible conflict of interests (for example, if the application is submitted by a close relative of the member of the Committee), he or she shall not be able to participate in the evaluation of the relevant applications.

22. The Committee shall evaluate applications in accordance with the funding criteria set out in Item 6 of the Regulations. By decision of the Committee, an order on the allocation of funding shall be prepared.

V. ALLOCATION OF FUNDS

23. When funding the approved activities, their implementation shall be monitored by the Committee and the CAA, and shall only be allocated after the successful implementation of the activities of the previous phases or the achievement of the intended result.

24. Funding to University employees/lecturers for the activities provided for in Sub-paragraphs 6.1–6.3 of the Regulations shall be granted by order of the Rector of the University. Financing shall be paid in installments: 50 percent in advance together with the current month's salary, the rest – after reporting on the results. Funding for the activities provided for in Sub-paragraph 6.3 of the Regulations for the posting of a University employee/lecturer shall be allocated upon the submission of a request for a posting, in accordance with the description of the procedure for business trips, internships and leave permits of University employees.

25. Funding for lecturers provided for in Article 6.6 of these Regulations shall be appointed by order of the Rector of the University through the variable part of the salary.

26. Funding for students' participation in international activities (Sub-paragraph 6.4 of the Regulations) shall be allocated by order of the Rector of the University upon submission of an application prior to the start of the planned activity. The order shall specify the amount of funding to be granted and the types of costs to be reimbursed. Funding shall be paid in instalments: up to 80 per cent of the allocated amount in advance by the deadline specified in the Rector's order, and the remaining amount after submission of the activity report. Only expenses related to the event that were incurred no earlier than three months prior to the submission of the application and are properly documented shall be reimbursed.

27. Funding for the development of students' research competencies in the preparation of final theses (Sub-paragraph 6.5 of the Regulations) shall be allocated once a year to students/alumni for the final theses of the University's professional bachelor's, bachelor's or master's studies prepared and defended and evaluated very well or excellently in that academic year, selected by the faculties and submitted to the Committee. Each faculty shall submit one thesis from each study cycle to the Committee. Students' final theses for financial incentive shall be submitted together with the student's written confirmation, whereby the student shall undertake to present his/her final thesis publicly at the event "Science Week" organized by the University. Funding shall be granted to students by the order of the Rector of the University regarding the granting of a scholarship, to alumni – by the order of the Rector of the University regarding the granting of a benefit, which is taxed in accordance with the procedure established by legal acts.

28. Funding for the activity of acquisition of innovative learning tools and equipment (Sub-paragraph 6.7 of the Regulations) shall be allocated by paying for the acquisition of learning tools and equipment carried out by public procurement on behalf of the University within the limits of the amount allocated by the Fund for this purpose.

29. Funding for the activities shall be allocated by the order of the Rector of the University following the decision of the Committee to select the activities for the financing of the Fund on the basis of the proposal of the Chairman of the Committee.

30. The orders of the Rector of the University regarding the allocation of funding shall indicate the name of the funded activity, the recipient(s), the beginning and end of the activity, the expected result of the activity and the deadline for reporting for the performance results.

31. With funding for the activities provided for in Regulations 6.1.–6.4. an Agreement shall be concluded by the person(s) who received it, which provides that in the event that the planned result is not achieved, the funds received from the Fund shall be returned.

VI. USE AND MAINTENANCE OF THE FUND'S RESOURCES

32. The beneficiary shall be responsible for the use of the funding according to its intended purpose.

33. The timeliness, adequacy and monitoring of the results of the activities financed by the Fund, which are carried out in stages, shall be carried out by the CAA which informs the Committee on a quarterly basis of the results of the ongoing monitoring.

34. The acquisition of innovative learning tools and equipment (Sub-paragraph 6.7 of the Regulations) financed by the Fund shall be initiated by the Information Technology Centre of the University by means of public procurement.

35. The beneficiary of the financing, having received funds to carry out the activities specified in Sub-paragraphs 6.1–6.3 of these Regulations, shall, within the time limits specified in the Agreement, report on the use of the funds by submitting to the Committee, through the CAA, documents substantiating the achievement of the results and interim/final activity reports in the prescribed form (Annex 8 to the Regulations). Upon receipt of funds to carry out the activities specified in Sub-paragraph 6.4 of these Regulations, the beneficiary shall submit a report on students' participation in international activities (Annex 9 to the Regulations).

36. A beneficiary who, for important reasons, is unable to report on the funding received on time shall apply to the Committee with a reasoned request to postpone the deadline for the submission of the report. In all cases, the deadline for submitting the report shall not exceed 30 days after the deadline for achieving the performance defined in the Agreement.

37. A beneficiary who, for important reasons, fails to achieve the results on time shall apply to the Committee with a reasoned request for an extension of the term of its activities. The application shall indicate the reasons for which the result cannot be achieved on time, what measures will be taken to achieve the result and when the result is planned to be achieved. If the Committee satisfies the request of the beneficiary for the extension of the term of activity, an agreement on the amendment of the Agreement shall be concluded with the beneficiary.

38. If the Committee fails to approve the final report on the performance submitted by the beneficiary, the beneficiary shall return the full amount of support granted by the Fund to the University no later than within 30 days from the date of non-approval of the report. In such a case, the beneficiary shall not apply for the receipt of funds from the Fund for three calendar years from the date of adoption of the Committee's decision not to approve the final report on activities.

39. If the Committee does not approve the interim activity report, the remaining part of the Fund's resources to be disbursed shall not be paid to the beneficiary. In such a case, at the request of the beneficiary, the Committee shall decide on the extension of the term of activity. In the absence of such a request, the Agreement shall be terminated and the beneficiary shall be obliged to return to the University the full amount of support allocated to him by the Fund no later than within 30 days from the date of termination of the Agreement.

40. Appeals against the Committee's decisions shall be lodged in respect of procedural irregularities within 7 calendar days of the publication of the results. By order of the Rector of the University, an ad hoc Appeals Commission consisting of three members shall be formed to examine them. The Board of Appeal shall examine the appeal within 20 calendar days from the date of receipt of the appeal.

APPLICATION FORM

(For all activities, except for applications for teachers' excellence (mastery in teaching), applications for student participation in international activities, and applications for the development of students' research competencies in the preparation of final theses)

Applicant(s)	
Name of the activity	
Experience of the applicant(s) in the implementation of similar activities (up to 1000 characters without spaces)	
Problem/opportunity to be solved/realized after the implementation of the activity (up to 1500 characters without spaces)	
Explanation of why the activity is innovative (up to 1500 characters without spaces)	
Compliance with the University's strategic goals (up to 1000 characters without spaces)	
Activity's plan with deadlines	

Required resources and detailed estimate	
Expected results and quantitative and qualitative indicators for their evaluation (up to 2000 characters)	

APPLICATION FORM FOR TEACHING EXCELLENCE (MASTERY IN TEACHING)

Applicant(s)	
Lecturer who is proposed for the award	
Study subjects taught by the lecturer(s)	
Evidence* to support the lecturer's use of student-centred learning (up to 2000 characters without spaces) (annexes can be added separately)	
Evidence* that justifies that the lecturer applies study innovations in the study process (supplements can be added separately)	
Evidence* that justifies the inclusion of the Sustainable Development Goals in the study programmes by the lecturer (annexes can be added separately)	
Evidence* that justifies that the lecturer implements an international/intercultural dimension, e.g. classes are organised and/or conducted jointly with international partners or	

in partner institutions abroad with priority given to strategic partners (e.g. ERUA) (annexes can be added separately)	
Evidence that substantiates that at least 95% of students, according to the survey, would like this lecturer to continue teaching at the University	

*Possible evidence:

- Student survey results
 - Peer/reviewer observations and feedback
 - Teaching examples or videos
 - Student progress analysis
 - Alumni achievements
 - Examples of student projects or research
 - Innovative training strategies are used
 - New or updated parts of the study programme and their content
 - Use of virtual or interactive tools
 - Student feedback on the help of the lecturer
 - Directing students' theses or research
 - Participation in student activities
 - Participation of the lecturer in trainings, seminars
 - Applying feedback to improve lectures
 - Attention to the needs of different groups of students
 - IS Studios, Moodle data
 - Other
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**APPLICATION FORM FOR STUDENT PARTICIPATION
 IN INTERNATIONAL ACTIVITIES**

Applicant(s)	
Name of the activity	
An international event which you intend to attend or study at another University under a bilateral agreement (up to 1500 characters without spaces)	
Dates and duration of the event/study (up to 1500 characters without spaces)	
Academic and professional relevance of the event/study to the student (up to 1000 characters without spaces)	
Relevance and benefits of the event/studies for the University (up to 1000 characters without spaces)	
Student's role in the event (up to 1500 characters without spaces)	
Planned method of dissemination of the	

experience after the event/studies (up to 1500 characters without spaces)	
Compliance with the University's strategic goals (up to 1000 characters without spaces)	
Experience of the applicant(s) in the implementation of similar activities (up to 1000 characters without spaces)	
Resources needed and their financial justification	

**APPLICATION FORM FOR THE DEVELOPMENT OF STUDENTS' RESEARCH
COMPETENCES IN THE PREPARATION OF FINAL THESES**

Applicant	
Final thesis submitted in the selected category (tick one eligible option)	<input type="checkbox"/> in the category of the best professional bachelor's thesis <input type="checkbox"/> in the category of the best bachelor's thesis <input type="checkbox"/> in the category of the best master's thesis
Title of the thesis	
A study programme whose final thesis has been defended	
Date of defense of the final thesis	
Evaluation of the final thesis with points (only very good or excellent graded theses are accepted)	
Summary of the final thesis in Lithuanian, if the final thesis is prepared in English, the summary can also be in English (at least 200 and no more than 600 characters without spaces; the purpose and objectives of the final thesis, problem, object, results obtained and practical possibilities of application of the final thesis are indicated)	

<p>Evaluation of the best thesis selected by the faculty according to the following criteria:</p> <ul style="list-style-type: none">• Potential for publication in a scientific journal• Opportunity to present at the conference• Significance of the thesis for the University• Significance of the thesis for the region/country/international community• Practical applicability <p>Briefly justify the compliance of the selected best thesis with the above criteria (up to 200 characters without spaces)</p>	
<p>Is there a written confirmation from the student by which the student undertakes to present his/her final thesis publicly at the event "Science Week" organized by the University</p>	

CRITERIA FOR THE EVALUATION OF APPLICATIONS AND POINTS AWARDED TO THEM

Application type	Evaluation criteria	Amount of points awarded
All applications, except for applications for excellence of teachers, applications for student participation in international activities and applications for the development of students' research competencies in the preparation of final theses (up to 55 points)	<ul style="list-style-type: none"> • Operational innovation (up to 5 points) 	
	<ul style="list-style-type: none"> • Relevance of the activity for studies (up to 5 points) 	
	<ul style="list-style-type: none"> • Feasibility and clarity of the plan (up to 5 points) 	
	<ul style="list-style-type: none"> • Potential to transfer innovation to other study programmes (up to 5 points) 	

	<ul style="list-style-type: none"> • Impact of innovation on the attractiveness of studies (up to 5 points) 	
	<ul style="list-style-type: none"> • Durability of innovation (up to 5 points) 	
	<ul style="list-style-type: none"> • Accessibility of innovation for all students (with individual needs, international students, etc.) (up to 5 points) 	
	<ul style="list-style-type: none"> • Cost-effectiveness of activities (how efficiently resources (e.g. money, human resources, time) will be used to achieve the set goals or results) (up to 5 points) 	
	<ul style="list-style-type: none"> • Compliance with the University's strategic goals (up to 5 points) 	
	<ul style="list-style-type: none"> • Internationality of activities by prioritising cooperation with strategic foreign partners (e.g. ERUA) (up to 5 points) 	
	<ul style="list-style-type: none"> • Those participating in this type of activity for the first time are awarded an additional 5 points 	

	<ul style="list-style-type: none"> • According to the survey, at least 95 percent of students would like this lecturer to continue teaching at the University (mandatory to meet) 	
	<ul style="list-style-type: none"> • The lecturer applies the student-oriented learning: 	
<p>Applications for Teaching Excellence (mastery in teaching) (up to 35 points)</p>	<ul style="list-style-type: none"> - Creating an inclusive and respectful learning environment (e.g. Moodle) and continuous improvement of teaching (up to 5 points) - ability to involve students, well-structured lectures, lectures held outside the University, lectures given together with invited guests (up to 5 points) - A positive impact on students' knowledge, motivation or achievements is noticeable (attendance, student feedback (the following questions are evaluated: I have acquired useful competencies during the study of this subject; I am satisfied with the quality of the subject), students' progress, students' projects/research, 	

	<p>graduates' achievements) (up to 5 points)</p> <ul style="list-style-type: none"> - support for students outside of classes – counselling, career (mentoring) or academic support (up to 5 points) 	
	<ul style="list-style-type: none"> • Innovation in teaching - new methods, application of technology or creative presentation of teaching content (up to 5 points) 	
	<ul style="list-style-type: none"> • The taught subject meets the Sustainable Development Goals (up to 5 points) 	
	<ul style="list-style-type: none"> • Incorporates an international/intercultural dimension into the content of the study subject, classes are organised and/or conducted together with international partners or partner institutions abroad with priority given to strategic partners (e.g. ERUA) (up to 5 points) 	
<p>Applications for student participation in international activities (up to 35 points)</p>	<ul style="list-style-type: none"> • Academic and professional relevance to the student: links with the study programme, thesis or research, possibility to acquire additional knowledge or skills (up to 5 points) 	

	<ul style="list-style-type: none"> • Student's role in the event (priority – for speakers, contestants, organizers) (up to 5 points) 	
	<ul style="list-style-type: none"> • Event level (up to 5 points) 	
	<ul style="list-style-type: none"> • Impact and benefits for the University: Representation of the University, raising awareness (up to 5 points) 	
	<ul style="list-style-type: none"> • Plans to share experiences upon return (e.g., report, presentation to the community) (up to 5 points) 	
	<ul style="list-style-type: none"> • For those participating in an event of this kind for the first time, additional 5 points are awarded 	
	<ul style="list-style-type: none"> • Cost-effectiveness of the operating budget (how efficiently resources will be used) (up to 5 points) 	

UNIVERSITY EMPLOYEE/LECTURER'S AGREEMENT No.
Vilnius

Mykolas Romeris University (hereinafter referred to as the University), represented by the Vice-Rector for Studies, Prof. Dr. Natalija Kaminskienė, acting in accordance with the powers established by the Rector's Order No. 11-129 of 19 June 2024, and the name and surname of the University employee/lecturer (hereinafter referred to as the Applicant), born xxxx, passport No. xxx, hereinafter collectively referred to as the Parties, and each separately as a Party,

pursuant to Council Resolution No days..... month..... year..... on the approval of the Regulations of the Study Innovation Promotion Fund of Mykolas Romeris University and taking into account the minutes of the day of the Committee of the Study Innovation Promotion Fund (hereinafter referred to as the Committee) days..... month..... year..... and by the Order of the Rector of the University No. days..... month..... year..... The following agreement was concluded "On the allocation of support from the Fund for the Promotion of Innovation in Higher Education".

1. Subject-matter of the contract:

1.1. The applicant shall undertake to carry out the activity(s) day..... month..... year..... as provided for in Sub-paragraphs 6.1-6.3 of the Regulations of the Study Innovation Promotion Fund in the application submitted by the Applicant (hereinafter referred to as the Activity), and the University shall undertake to pay the Applicant for the Activities properly and timely performed by the order of the Rector of the University.... month..... year.... "On the allocation of funding" No

2. Procedure for payment for activities

2.1. Upon completion of the Activities, the Parties shall sign the act of transfer-acceptance of the implemented Activities, in which the University shall confirm the

proper implementation or non-implementation of the Activities. The University shall undertake to pay the Applicant for the properly and timely performed Activities by bank transfer within 30 (thirty) working days from the date of signing the Act of Transfer-Acceptance of Activities. If the planned result is not achieved or the Activities are not performed, the Applicant shall return the received support.

3. The applicant shall undertake:

3.1. To perform the Activities specified in Sub-paragraph 1.1 of this Agreement in a timely and proper manner.

3.2. The Applicant, having received funds for the Activities referred to in Sub-paragraphs 6.1–6.3 of the Fund's Regulations and in the Application submitted by the Applicant, shall report on the use of the funds by submitting to the Committee, through the Centre for Academic Affairs, an activity report prepared in the form specified in the Regulations, together with documents substantiating the achievement of the results within the established deadlines. The interim activity report shall be submitted on day month year; the final activity report shall be submitted on day month year.

3.3. If the Committee does not approve the Applicant's activity report, the Applicant shall return to the University the full amount of support allocated to him or her no later than within 30 (thirty) days from the date of non-approval of the activity report.

3.4. If the Applicant is unable to report on the received support on time due to important reasons, he or she shall submit a reasoned request to the Committee to postpone the deadline for submitting the activity report. In all cases, the deadline for submitting the activity report shall not exceed 30 (thirty) days after the deadline for achieving the performance specified in Sub-paragraph 1.1 of this Agreement.

3.5. An applicant who, due to important reasons, has not achieved the results of the Activities on time, shall submit a reasoned request to the Committee to extend the term of the Activities. The request shall state the reasons why the result cannot be achieved in time, the measures that will be taken to achieve the result and when the result is expected. If the Committee approves the Applicant's request to extend the term of the Activity, an amendment to this Agreement shall be concluded with the Applicant.

3.6. If the Committee does not approve the interim activity report, the remaining part of the Fund's funds cannot be disbursed to the Applicant. In such a case, at the

request of the Applicant, the Committee shall adopt a decision on the extension of the term of the Activity. In the absence of such a request, this agreement shall be terminated, and the applicant shall undertake to return to the University the full amount of support allocated to him from the Fund not later than within 30 (thirty) days from the date of termination of this agreement.

4. Liability of the parties:

4.1. If the Parties are unable to fulfill all or part of their obligations under this Agreement due to the following circumstances: natural disasters, blockades or other circumstances beyond the control of the University or the Applicant, the deadlines for the fulfilment of the obligations of the Parties shall be postponed for the period of such circumstances and their consequences. If the force majeure circumstances last for more than 3 (three) months, the Parties shall have the right to refuse to continue to perform their obligations under this Agreement, in which case the other Party shall not be entitled to claim damages.

4.2. A Party that is no longer able to continue to perform its obligations shall immediately notify the other Party in writing about the occurrence or non-occurrence of the above-mentioned circumstances; however, it shall do so no later than within 10 (ten) days from the occurrence of such circumstances. If a Party fails to notify the other Party of the force majeure circumstances within 15 (fifteen) calendar days, it shall lose the right to rely on the force majeure circumstances in the future.

5. Validity of the contract:

5.1. This Agreement shall enter into force on the date of its signing and shall be valid until the full fulfilment of the obligations of the Parties.

6. Confidentiality and processing of personal data

6.1 The Parties shall agree to keep confidential all information relating to this Agreement and its performance and shall not disclose such information to any third party without the prior written consent of the other Party, except for information that (a) is publicly available, (b) is required to be disclosed by law or competent authorities, or (c) is required to be disclosed for the proper performance of its obligations under this Agreement.

6.2. The Parties shall confirm that personal data obtained on the basis of the Agreement (hereinafter referred to as "personal data") shall be processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and Directive 95/46/EC (General Data Protection Regulation) is repealed.

6.3. Each Party shall process personal data only to the extent necessary for the proper performance of its obligations under this Agreement. The Parties shall not process personal data for any purpose other than the purposes specified in this Agreement.

6.4. The Parties shall undertake, upon request of the other Party, to provide the necessary information related to the processing of personal data in accordance with the requirements of this Agreement and legal acts if such information is necessary for the data processing operations carried out by the other Party or for the protection of the rights of data subjects.

7. Final provisions:

7.1. This Agreement shall be concluded in two copies of the same legal force, each copy addressed to each Party to the Agreement. In case of contradictions or discrepancies between the Lithuanian and English texts, the English text shall be preferred.

7.2. This Agreement shall be amended or terminated by mutual agreement of the Parties, by notifying each other in writing 14 (fourteen) days in advance and in accordance with the laws and other legal acts of the Republic of Lithuania.

7.3. Disputes arising from this Agreement shall be resolved by agreement of both Parties or, if an agreement fails, in accordance with the procedure established by the laws of the Republic of Lithuania.

7.4. The Parties to this Agreement shall undertake to duly notify each other about changes in the data of the Parties or bank account numbers in other cases as well.

8. Data and signatures of the parties:

UNIVERSITY

Mykolo Romerio universitetas / Mykolas Romeris University

Address: Ateities g. 20, Vilnius
Legal entity code 111951726
VAT payer code LT119517219
Tel. +370 5 2714 625
Bank Account No. LT09 7300 0100 0249 2697
Bank: AB bank "Swedbank"
Bank code 73000

Vice-Rector for Studies
Prof. Dr. Natalija Kaminskienė

APPLICANT:

Address:
Bank:
SWIFT:
Bank account No.:

NAME, SURNAME, SIGNATURE

STUDENT AGREEMENT No.

Vilnius

Mykolas Romeris University (hereinafter referred to as the University), represented by the Vice-Rector for Studies, Prof. Dr. Natalija Kaminskienė, acting in accordance with the powers established by the Rector's Order No. 1I-129 of 19 June 2024, and the name and surname of the University employee/lecturer (hereinafter referred to as the Applicant), born xxxx, passport No. xxx, hereinafter collectively referred to as the Parties, and each separately as a Party,

in accordance with Council Resolution No. days..... month..... year..... on the approval of the Regulations of the Study Innovation Promotion Fund of Mykolas Romeris University and taking into account the minutes of the day of the Committee of the Study Innovation Promotion Fund (hereinafter referred to as the Committee) days..... month..... year..... and by the Order of the Rector of the University No. days..... month..... year..... The following Agreement was concluded "Regarding the allocation of support from the Fund for the Promotion of Higher Education Innovations":

1. Subject-matter of the contract:

1.1. The applicant shall undertake to carry out the activity(s) day..... month..... year..... as specified in Clause 6.4 of the Regulations of the Study Innovation Promotion Fund (hereinafter referred to as the Activity) and in the application submitted by the Applicant, and the University shall undertake to pay the Applicant for the properly and timely performed Activities by Order No. of the Rector of the Universitydays..... month..... year..... "On the distribution of funding".

2. Procedure for payment for activities

2.1. Upon completion of the Activities, the Parties shall sign the act of transfer-acceptance of the implemented Activities, in which the University shall confirm the

proper implementation or non-implementation of the Activities. The University shall undertake to pay the Applicant for the properly and timely performed Activities by bank transfer within 30 (thirty) working days from the date of signing the Act of Transfer-Acceptance of Activities. If the planned result is not achieved or the Activities are not performed, the Applicant shall return the received support.

3. The applicant shall undertake:

3.1. To perform the Activities specified in Clause 1.1 of this Agreement in a timely and proper manner.

3.2. Upon receipt of funds for the Activities specified in Item 6.4 of the Fund's Regulations and in the application submitted by the Applicant, the Applicant shall report on the use of the funds by submitting to the Committee, through the Centre for Academic Affairs, an activity report prepared in accordance with the activity report form provided in the Fund's Regulations, together with documents substantiating the achievement of the results by day month year.

3.3. If the Committee does not approve the Applicant's activity report, the Applicant shall return to the University the full amount of support allocated to him or her no later than 30 (thirty) days from the date of non-approval of the activity report.

3.4. If the Applicant is unable to report on the use of the funds on time due to important reasons, he or she shall submit a reasoned request to the Committee to postpone the deadline for submitting the activity report. In all cases, the deadline for submitting the activity report shall not exceed 30 (thirty) days after the deadline for achieving the performance specified in Clause 1.1 of this Agreement.

3.5. An applicant who, due to important reasons, has not achieved the results of the Activities on time, may submit a reasoned request to the Committee to extend the term of the Activities. The request shall state the reasons why the result cannot be achieved in time, the measures that shall be taken to achieve the result and when the result is expected. If the Committee approves the Applicant's request to extend the term of the Activities, an amendment to this Agreement shall be concluded with the Recipient of the Application.

4. Liability of the parties:

4.1. If the Parties are unable to fulfill all or part of their obligations under this Agreement due to the following circumstances: natural disasters, blockades or other circumstances beyond the control of the University or the Applicant, the deadlines for the fulfilment of the obligations of the Parties shall be postponed for the period of such circumstances and their consequences. If the force majeure circumstances last for more than 3 (three) months, the Parties shall have the right to refuse to continue to perform their obligations under this Agreement, in which case the other Party shall not be entitled to claim damages.

4.2. A Party that is no longer able to continue to perform its obligations shall immediately notify the other Party in writing about the occurrence or non-occurrence of the above-mentioned circumstances; however, it must do so no later than within 10 (ten) days from the occurrence of such circumstances. If a Party fails to notify the other Party of the force majeure circumstances within 15 (fifteen) calendar days, it shall lose the right to rely on the force majeure circumstances in the future.

5. Validity of the contract:

5.1. This Agreement shall enter into force on the date of its signing and shall be valid until the full fulfilment of the obligations of the Parties.

6. Confidentiality and processing of personal data

6.1 The Parties shall agree to keep confidential all information relating to this Agreement and its performance and not to disclose such information to any third party without the prior written consent of the other Party, except for information that (a) is publicly available, (b) is required to be disclosed by law or competent authorities, or (c) is required to be disclosed for the proper performance of its obligations under this Agreement.

6.2. The Parties shall confirm that personal data obtained on the basis of the Agreement (hereinafter referred to as "personal data") shall be processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and Directive 95/46/EC (General Data Protection Regulation) is repealed.

6.3. Each Party shall process personal data only to the extent necessary for the proper performance of its obligations under this Agreement. The Parties shall not process personal data for any purpose other than the purposes specified in this Agreement.

6.4. The Parties shall undertake, upon the request of the other Party, to provide the necessary information related to the processing of personal data in accordance with the requirements of this Agreement and legal acts, if such information is necessary for the data processing operations carried out by the other Party or for the protection of the rights of data subjects.

7. Final provisions:

7.1. This Agreement shall be concluded in two copies of the same legal force, each copy addressed to each Party to the Agreement. In case of contradictions or discrepancies between the Lithuanian and English texts, the English text shall be preferred.

7.2. This Agreement shall be amended or terminated by mutual agreement of the Parties, by notifying each other in writing 14 (fourteen) days in advance and in accordance with the laws and other legal acts of the Republic of Lithuania.

7.3. Disputes arising from this Agreement shall be resolved by agreement of both Parties or, if an agreement fails, in accordance with the procedure established by the laws of the Republic of Lithuania.

7.4. The Parties to this Agreement shall undertake to duly notify each other about changes in the data of the Parties or bank account numbers in other cases as well.

8. Data and signatures of the parties:

APPLICANT:

Address:

Bank:

SWIFT:

Bank account No.:

NAME, SURNAME, SIGNATURE

REPORT FORM OF THE INTERIM/FINAL ACTIVITY

(For all activities, except for activities related to the excellence of teachers, regarding the participation of students in international activities and the development of students' research competencies in the preparation of final theses)

Sec. No.	Content of the report	Description
1.	Applicant(s)	
2.	Name of the activity. Describe the implemented activities (up to 1000 characters without spaces)	
3.	*Describe how the activity contributed to the solution of the problem or the realization of the opportunity (up to 1500 characters without spaces)	
4.	Provide what innovations have been implemented (up to 1500 characters without spaces)	
5.	Explain how the activities contributed to the implementation of the University's strategy, how they met the strategic goals (up to 1000 characters without spaces)	
6.	Describe how you succeeded/failed to meet the deadlines of the activity plan	
7.	Provide a description of the resources used and a detailed	

	actual estimate (compliance with plan)	
8.	*List the results achieved. Provide quantitative and qualitative indicators, their comparison with the planned ones (up to 2000 characters without spaces)	
9.	*Record observations on the quality of the implementation of the activity or the improvement of the process	

*Only for the final activity report

Date of submission of the report:

Signature: _____

**REPORT FORM OF THE STUDENT'S PARTICIPATION IN
INTERNATIONAL ACTIVITIES**

Sec. No.	Content of the report	Description
1.	Applicant(s)	
2.	Name of the activity. Describe the implemented activities (up to 1000 characters without spaces)	
3.	Describe the event/studies at another University. Highlight the results achieved (up to 1500 characters without spaces)	
4.	Provide the dates and duration of the event/study (up to 1000 characters without spaces)	
5.	Describe the academic and professional relevance of the event/study to you as a student (up to 1000 characters without spaces)	
6.	Describe the academic and professional relevance of the event/studies to the University (up to 1000 characters without spaces)	
7.	Describe your role in the event (up to 1500 characters without spaces)	
8.	Describe how and with whom you will share the experience after the event/studies (up to	

	1500 characters without spaces)	
9.	Explain how the event/studies contributed to the implementation of the University's strategy, how it corresponded to the strategic goals (up to 1000 characters without spaces)	
10.	Provide a description of the resources used and a detailed factual financial justification (compliance with plan)	

Date of submission of the report:

Signature: _____