

APPROVED  
by Decision No 1UT-18  
confirmed by the  
Council of Mykolas  
Romeris University on  
23 December 2022

## **REGULATIONS FOR GRANTING SCHOLARSHIPS AND STUDY SUPPORT AT MYKOLAS ROMERIS UNIVERSITY**

### **I. GENERAL PROVISIONS**

1. The Regulations of granting scholarships and study support (hereinafter – the Regulations) at Mykolas Romeris University (hereinafter - the University) stipulate the distribution, types, amounts of scholarships and support for studies, and the procedure for granting and payment thereof.

2. The Regulations have been prepared 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, resolutions of the Council and the Senate of the University.

3. Terms used in the Regulations:

3.1. scholarship – a non-repayable financial support for a student;

3.2. scholarship fund – the fund formed from state budget appropriations and the University's own funds;

3.3. academic unit - a faculty or institute, school, academy which is not part of the faculty;

3.4. head of an academic unit - the head of a faculty or institute, school or academy that is not part of it;

3.5. the Student and Staff Support Commission - a commission acting by order of the Rector and in accordance with the rules of procedure approved by the Rector, which shall make recommendations to the Rector on the awarding of one-time incentive or social scholarships as provided for in these Regulations;

3.6. study price - the price of studies in the respective study programme or field of science established and approved by the University Senate for 1 study year or semester;

3.7. international ambassador of the University (hereinafter - the international ambassador) - a student belonging to the network of International Ambassadors of the University and performing the representative, informative and other functions provided for in the Regulations of the network of International Ambassadors of the University;

3.8. patron (mecenat) - a private or legal person who has established a scholarship;

3.9. other terms are used in the Regulations as defined in the Statute of the University and other legal acts of the University.

4. Scholarships shall not be awarded:

4.1. to those with academic debt (s) other than social, single-time incentive scholarships, and patron scholarships, if the conditions for the award of a patron scholarship provide it;

4.2. on academic leave;

4.3. on the suspension of studies;

4.4. within a calendar year of the imposition of a disciplinary penalty;

4.5. to those who have already received incentive scholarships for the same period after returning from study suspension, academic leave or the termination of studies;

4.6. in other cases, stipulated by law.

5. Scholarship payments shall be terminated:

5.1. having deleted a student from the University's student lists;

5.2. by order of the Rector or head of the academic unit having imposed a disciplinary penalty;

- 5.3. on academic leave;
- 5.4. on the suspension of studies;
- 5.5. in other cases, stipulated by law.
6. The day for the payment of all scholarships shall be the 25th of each month.

## **II. TYPES OF SCHOLARSHIPS AND STUDENT SUPPORT AND THEIR GRANTING PROCEDURE**

### **Incentive scholarship**

7. Incentive scholarships are awarded to the best-performing students, both state-funded and non-funded, at the University's first and second cycle of studies.

8. Incentive scholarships may also be awarded to applicants for study at places not funded by the State of the first and second cycle of studies from target foreign countries, the list of which is approved by the Rector on the proposal of the Vice-Rector for Academic Affairs.

9. The incentive scholarship is equal to 1.5 basic social benefits (hereinafter - BSB).

10. The best-performing students in the academic unit are determined each semester by their learning outcomes - weighted average of the last session grades, which is at least 8.0 points. With a uniform weighted average of the last session, the overall weighted average of the ratings for the previous session is taken into account, and if it is the same, the entry score.

11. Taking into account state budget funds allocated for incentive scholarships, and by order of the academic department head - by Sept. 10th for the fall semester and by Feb. 10th for the spring semester, approve the number of scholarships for students according to cycles of studies. Incentive scholarships from the academic department scholarship fund are awarded by order of the academic department head, from the University personal funds scholarship fund by the Rector upon presentation by the academic department head. For students applying from abroad, the incentive scholarship from the University personal funds scholarship fund is awarded by the Rector upon presentation by the Vice-Rector for Academic Affairs.

12. Students, who have returned from partial studies abroad are awarded incentive scholarships having completed partial studies abroad and had grades for the semester recorded. The scholarship is paid for the period from the beginning of the semester.

13. The incentive scholarship is awarded twice a year: in the autumn semester - September-January, in the spring semester - February-June. The incentive scholarship is paid monthly.

14. Except in the case provided for in Article 8 of the Regulations, no incentive scholarship is awarded during the first semester of the first year of studies.

### **Support for doctoral students**

15. Support to a third-cycle state-funded student (doctoral student) of a full-time study form shall be granted in accordance with the procedure established by the Government of the Republic of Lithuania.

16. First-year doctoral students in permanent state-funded study places receive support of 19.0 BSB. Doctoral students in their second and subsequent doctoral years receive a grant of 22.0 BSB.

17. Doctoral support is granted once a year at the beginning of the doctoral year. Doctoral student support is paid monthly.

18. In the event of failure to implement the doctoral students work plan for a third-cycle state-funded student (doctoral student) of the full-time study form, the Rector shall order the suspension of study support for this doctoral student within 5 working days. Having determined that the doctoral students work plan is being resumed, the Rector shall, within 5 working days from the date of this circumstance, issue an order to resume the provision of study support to the doctoral student.

19. The Rector shall provide support to the doctoral student from the doctoral student scholarship fund.

### **Support for students of pedagogical study programmes**

20. Support for students of first cycle pedagogical study programs, upon completion of which a pedagogue's qualification is awarded, and vocational study programs (hereinafter - pedagogical study programs) shall be granted in accordance with the procedure established by the Government of the Republic of Lithuania.

21. Support shall be granted to students of pedagogical studies (hereinafter - students) studying in state-funded study places and without academic debts.

22. The amount of support for those who joined by May 1, 2020 is 3.05 BSB, from 1 May, 2020 is EUR 300 per month.

23. Support shall be granted twice a year, having received the state budget funds, upon the order of the Rector on the proposal of the head of the academic unit. Support is paid monthly throughout the academic year. Support is provided to students for the entire study period, but not longer than the planned duration of the study program.

24. If students have academic debts, the Rector shall immediately, but not later than within 5 working days from the day of establishment of this circumstance, make a decision to terminate the provision of study support for such students.

### **One-time incentive scholarship**

25. A one-time incentive scholarship can be awarded to a University student in first and second cycle studies:

25.1. due to student's initiative for research, civic and cultural activity or for exceptional achievements in research, civic or cultural activities, making the University better known;

25.2. can be awarded at the behest of the academic or administrative unit for active involvement in research, civic or cultural life or for exceptional achievements in research, civic or cultural activities, making the University better known;

25.3. due to a student's initiative for achievements in sports or being highly active in sports activities, making the University better known;

25.4. can be initiated by the Health and Sports Dept. for exceptional achievements in sports or active involvement in sports activities, making the University more well-known;

25.5. for very good grades and studies' results.

26. A one-time incentive scholarship is awarded for activities or achievements as outlined in point 25.1. of the Regulation, according to the following order:

26.1. the University student submits a motivational request for the one-time incentive scholarship to the head of the academic unit and lists the amount of the scholarship. Together with the request, an activity report listing cultural, research, or civic activities is submitted. If the request is submitted on the basis of exceptional achievements in the area of culture, research, or community activities, documents attesting to these achievements must be submitted;

26.2. the University student's request is registered at the academic department and will be considered after the academic department head submits for consideration with the proposed amount of the scholarship, not later than 7 (seven) calendar days forwards the request for consideration to:

26.2.1. the Student and Staff Support Commission, if the one-time incentive scholarship is awarded from the centralized scholarship fund and the University's personal scholarship fund;

26.2.2. the academic department's scholarship commission, if the one-time incentive scholarship is awarded from the academic department's scholarship fund.

26.3. the Student and Staff Support Commission, having considered the request, presents the proposal to the Rector, and the academic department scholarship commission, composed, by order of the academic department head, has at least one student representative from aforementioned academic department, and not less than three academic department staff - so academic department head would award a one-time incentive scholarship and indicates the amount of the scholarship;

26.4. A one-time incentive scholarship from the centralized scholarship fund or from the University's personal scholarship fund, is awarded by the Rector after a proposal by the Student and Staff Support Commission. A one-time incentive scholarship, from the academic department's scholarship fund, is awarded by the academic department head after a proposal by the academic department's scholarship awarding commission.

27. A one-time incentive scholarship for activities outlined in line 25.2 of the Regulations is awarded according to the following order:

27.1. an academic or administrative unit, having received the student's approval, proposes to the Student and Staff Support Commission, to award a one-time incentive scholarship and lists the proposed amount of the scholarship. The application must include documents indicating the student's activities or achievements.

27.2. the Student and Staff Support Commission, having considered the proposal, presents the Rector with a written request to award the one-time incentive scholarship and indicates the proposed amount of the scholarship;

27.3. A one-time incentive scholarship from the centralized scholarship fund or the University's personal scholarship fund is awarded by the Rector after a proposal by the Student and Staff Support Commission.

28. A one-time incentive scholarship for activities or achievements outlined in line 25.3 of the Regulations is awarded according to the following order:

28.1. the University student presents a request to the Health and Sports Department Head to award a one-time incentive scholarship and indicates the requested amount of the scholarship. A recommendation from the student sports club or a coach is submitted along with the request;

28.2. the University student's request is registered in the Health and Sports Department and the head of the department presents the request, where the proposed scholarship amount is listed, not later than 7 (seven) calendar days to the Student and Staff Support Commission for consideration;

28.3. the Student and Staff Support Commission, having reviewed the request, presents a proposal to the Rector to award a one-time incentive scholarship and indicates the amount of the proposed scholarship;

28.4. A one-time incentive scholarship from the centralized scholarship fund or from the University's personal scholarship fund is awarded by the Rector upon presentation by the Student and Staff Support Commission.

29. A one-time incentive scholarship for activities and achievements outlined in line 25.4. of the Regulation is awarded according to the following order:

29.1. the Health and Sports Department, having received the student's consent, proposes to the Student and Staff Support Commission to award a one-time incentive scholarship and indicates the proposed amount of the scholarship. Along with the written request, documents are attached attesting to the student's activities or achievements;

29.2. the Student and Staff Support Commission, having considered the request, presents it to the Rector for the awarding of a one-time incentive scholarship and indicates the amount of the proposed scholarship;

29.3. A one-time incentive scholarship from the centralized scholarship fund or the University's personal scholarship fund is awarded by the Rector upon presentation of the Student and Staff Support Commission.

30. A one-time incentive scholarship for very good grades as outlined in line 25.5. of the Regulation is awarded according to the following order:

30.1. A one-time incentive scholarship at the end of the calendar year can be awarded to students with the best marks, from the unused portion of the academic department's scholarship fund;

30.2. A one-time incentive scholarship from the academic departments scholarship fund is awarded by the head of the academic department upon presentation by the academic department's scholarship awarding commission.

31. The single-time incentive scholarship may be awarded for the first and second cycle students for outstanding achievements in sports, cultural and scientific activities promoting the name of the University, up to 8.0 BSB, as well as up to 3.0 BSB for active sports, cultural, scientific and social activities, promoting the name of the University.

32. The single-time incentive scholarship awarded to third-cycle students shall be awarded up to 30.0 BSB. The conditions and procedure for awarding single-time incentive scholarships to third-cycle students shall be approved by the Rector of the University.

33. The amount of single-time incentive scholarships for first and second cycle students per semester shall not exceed 8.0 BSB, and for third cycle studies - 30.0 BSB.

34. The single-time incentive scholarship for the same achievements may be awarded only once.

35. The single-time incentive scholarship shall not be granted to students who receive the memorial scholarship of Professor Mykolas Romeris.

### **Memorial scholarship of Professor Mykolas Romeris**

36. The memorial scholarship of Professor Mykolas Romeris is awarded to the University's first and second cycle state-funded and non-funded student for outstanding (in exceptional cases - very good) study results and exceptional achievements in sports, cultural, scientific or social activities.

37. The memorial scholarship of Professor Mykolas Romeris is 4.0 BSB.

38. The memorial scholarship of Professor Mykolas Romeris for the same achievements can be awarded only once.

39. The memorial scholarship of Professor Mykolas Romeris shall be awarded twice a year: autumn semester - September-January, spring semester - February-June. The memorial scholarship of Professor Mykolas Romeris is paid monthly.

40. The student who receives the memorial scholarship of Professor Mykolas Romeris shall not be granted additional incentive scholarship and one-time incentive scholarship for study results.

41. The memorial scholarship of Professor Mykolas Romeris shall not be awarded during the first semester of the first year of studies.

42. Proposals to the Study Commission of the Senate for nominations for the memorial scholarship of Professor Mykolas Romeris for the autumn semester by October and for the spring semester through March 1 are provided by academic councils of the University, the Students' Representative Body of the University, the local ELSA branch or the Student Scientific Society. Students may also directly offer their own nominations to the Senate of the University.

43. The following documents shall be submitted when applying for the memorial scholarship of Professor Mykolas Romeris:

43.1. a certificate of the student's learning outcomes;

43.2. characteristics of the student's outstanding achievements in sports, cultural, scientific and social activities;

43.3. copies of the student's published research papers;

43.4. recommendations of at least two University professors or associate professors;

43.5. other documents showing the student's academic, scientific, social, artistic and / or sports achievements.

44. Within 5 working days of the deadline for submission of proposals, the Study Commission of the Senate shall select up to 10 candidates for the memorial scholarship of Professor Mykolas Romeris and submit their list to the Senate.

45. The Senate awards the memorial scholarship of Professor Mykolas Romeris on the proposal of the Study Commission of the Senate.

### **International ambassador Scholarship**

46. The international ambassador scholarship is awarded to international ambassadors for the proper and responsible performance of their duties as defined in the University Regulations on the network of International Ambassadors.

47. The international ambassador's scholarship is up to 3.0 BSB

48. The amount of international ambassador scholarships per semester per student may not exceed 8.0 BSB.

49. The international ambassador Scholarship is awarded in January of each academic year for the autumn semester and in June for the spring semester.

50. The international ambassador, applying for the international ambassador scholarship, no later than January 10 or June 10 shall contact the responsible employee of the Communication and Marketing Centre, presenting a report on their activities.

51. The international ambassador scholarship is awarded by the Rector on the recommendation of the head of the Communication and Marketing Centre.

#### **Patron (mecenate) scholarship**

52. The patron scholarship may be awarded to the University student selected for the scholarship under the conditions laid down by the patron.

53. The patron scholarship can be single-time paid or periodic. The amount, method of payment and duration of the scholarship shall be determined by the patron.

54. If the recipient of the patron scholarship is a student selected in advance by the patron, the conditions for the award and payment of this scholarship shall be determined by a tripartite agreement between the Rector or his authorized person, the patron and the recipient of the scholarship.

55. The patron scholarship shall be established by a cooperation agreement signed between the patron and the Rector or his authorized person.

56. A competition may be organized for the patron scholarship. The competition shall be accompanied by documents proving the student's compliance with the conditions specified in the competition, in accordance with the requirements specified by the patron.

57. The exact date and place of the submission of documents and conditions of the specific competition shall be published on the University website.

58. If necessary, the documents submitted by the applicants for the scholarship shall be considered by a working group formed by the order of the Rector and consisting of an odd number of members. They may be representatives of the academic units, representatives of the Students' Representative Body, or, at the request of the patron, the patron himself or his representative. The working group shall act by a majority of its members present and voting.

59. The academic unit in which the recipient of the scholarship is studying shall provide information to the Academic Affairs Centre on the grounds for termination of the scholarship payment, and the Academic Affairs Centre shall inform the patron.

60. The patron scholarship shall be awarded by the Rector's order on the proposal of the head of the academic unit or the head of the working group as stipulated in Article 59 of the Regulations.

#### **Group coordinator scholarship**

61. Group coordinator scholarships may be awarded to students of the first and second cycle of professional studies for the proper and responsible role of the group coordinator as defined in the Regulations of the group coordinator.

62. The group coordinator scholarship is 0.5 BSB.

63. The group coordinator scholarship shall be paid by the order of the Rector on the proposal of the head of the academic unit.

64. The group coordinator scholarship shall be awarded and paid once a semester.

#### **Scholarship for warrant officers, group commanders, or deputy group commanders**

65. Scholarships may be awarded to students of state-funded and non-funded studies who are studying in the programme of Police Activities, Law and Police Activities or Law and State Border Protection who are duly and responsibly performing their respective duties.

66. The scholarship for a warrant officer is 0.4 BSB.

67. The scholarship for a group commander is 0.3 BSB.

68. The scholarship for a deputy group commander is 0.2 BSB.

69. The student receiving the scholarship for warrant officers, group commanders, or deputy group commanders shall not be awarded the group coordinator scholarship.

70. The scholarship for warrant officers, group commanders, or deputy group commanders shall be granted from the scholarship fund of the academic units by the order of the head of the academic unit, and from the University's own funds - by the order of the Rector.

71. Scholarships are awarded once a semester to students studying in state-funded places and paid monthly. Students studying in non-state-funded places are awarded a scholarship once a semester and the tuition fee is reduced by the amount of the scholarship.

### **Social scholarship**

72. The social scholarship may be awarded to a University student due to difficult material situation, death of relatives, illness, natural disaster and other special cases.

73. The social scholarship is between 2.0 and 30.0 BSB.

74. University students applying for the social scholarship during the autumn semester until September 14 and in the spring semester through February 14 submit an application for a social scholarship to the head of the academic unit specifying the purpose for which the social scholarship is required: to cover tuition fee, living or student accommodation. In the event of an accident or other emergency, students can apply at any time. In the application, the student shall provide the details of his / her personal bank account, except when applying for a social scholarship to cover tuition fee or living expenses in the student dormitory.

75. The application shall be accompanied by the following documents:

75.1. a certificate of the composition of the student's family;

75.2. a statement of the student's insured income for the last 3 months or a certificate of unemployment;

75.3. certificates about the last three months of received insured income or income from individual activities or certificates about unemployment of the student's parents (guardians) or spouse;

75.4. other supporting documents for the application.

76. University students, coming from abroad, along with the application submit documents issued by the Republic of Lithuania or documents issued in other countries, as outlined in the 75th point.

77. Applications of University students shall be registered in the academic unit and, on the recommendation of the head of the academic unit, shall be submitted to the Student and Staff Support Commission for consideration in the autumn semester not later than September 22 and in the spring semester, through February 22. The proposal of the head of the academic unit shall specify the amount of the social scholarship offered and the purpose for which it is proposed.

78. After examining the application, the Student and Staff Support Commission shall make a proposal to the Rector for the award of a social scholarship, taking into account family insured income, academic progress and other relevant circumstances, and funds for social scholarships in the University's estimates for the relevant year. The Student and Staff Support Commission may propose to the Rector to increase or decrease the amount of the social scholarship specified in the proposal of the head of the academic unit.

79. In the case of a social scholarship for a tuition fee or living allowance, the University Finance Office shall make a payment to cover the corresponding tuition fee. If the social scholarship is for a living, it is transferred to the student's personal bank account.

80. The social scholarship is awarded by the order of the Rector on the proposal of the Student and Staff Support Commission.

### **III. STRUCTURE OF THE SCHOLARSHIP FUND**

81. The scholarship fund shall consist of:

81.1. a centralized fund for the scholarship of the first and second cycle students;

81.2. scholarship fund of academic units;

81.3. doctoral scholarship fund;

81.4. scholarship fund of the University's own funds.

82. The centralized scholarship fund shall be composed of up to 20 per cent of State budget allocations for the promotion of state-funded students of the first and second cycle studies.

83. The scholarship fund of academic units shall comprise at least 80 per cent of State budget allocations for the promotion of state-funded students of the first and second cycle studies.

84. The share of incentive scholarships for excellence in learning shall be at least 80 per cent, and of single-time incentive scholarships up to 20 per cent part of the scholarship fund of the academic unit.

85. The share of the scholarship fund for each academic unit varies depending on the number of state-funded students enrolled in that academic semester. The portion of the scholarship fund allocated to the academic unit shall be distributed in proportion to the number of state-funded students in the first and second cycle.

86. The doctoral scholarship fund shall consist of state budget appropriations intended to promote third-cycle state-funded students.

87. The scholarship fund of the University's own funds shall be approved annually by the Council of the University while approving the annual estimate of income and expenses.

88. The detailed distribution of funds from the scholarship fund of the academic units to the academic units shall be approved by the Rector in the first week of each semester. These funds may be reallocated for other needs of the University with the approval of the Students' Representative Body.

89. State-funded students of the first and second cycle studies from the centralized scholarship fund shall be awarded:

89.1. the single-time incentive scholarship;

89.2. the memorial scholarship of Professor Mykolas Romeris.

90. State-funded students from the academic scholarship fund shall be awarded:

90.1. the incentive scholarship;

90.2. support for professional study programmes;

90.3. the single-time incentive scholarship;

90.4. the group coordinator scholarship.

91. Third-cycle state-funded students from the doctoral scholarship fund shall be awarded:

91.1. support for a doctoral student;

91.2. the single-time incentive scholarship;

92. The scholarship fund of the University's own funds shall be used for:

92.1. single-time incentive scholarship recipients of non-state-funded study scholarships;

92.2. the memorial scholarship of Professor Mykolas Romeris for non-state-funded scholarship recipients;

92.3. international ambassador scholarship;

92.4. the social scholarship;



92.5. the group coordinator scholarship recipients of state-funded study scholarships;

92.6. scholarships for warrant officers, group commanders, or deputy group commanders – state non-funded study scholarship recipients.

93. The patron scholarship shall be awarded and paid to the recipients of the scholarship from funds set aside for that purpose by institutions, sponsorship funds or private individuals.

#### **IV. FINAL PROVISIONS**

94. The scholarship is transferred to the student's personal bank account on the 25th of each month.

95. Other scholarships may be awarded to the University students in accordance with the legal acts of the Republic of Lithuania.

96. In the event of a conflict between these Regulations and the law of the Republic of Lithuania, the law of the Republic of Lithuania shall prevail.

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