

THE DESCRIPTION OF THE PROCEDURE FOR THE PAYMENT OF CONTRIBUTIONS OF MYKOLAS ROMERIS UNIVERSITY

I. GENERAL PROVISIONS

1. The Description of the Procedure for the Payment of Contributions (*hereinafter* the Description) of Mykolas Romeris University (*hereinafter* the University) establishes the conditions and procedures for the payment, refund, exemption from payment of contributions, reduction of contributions, and the organisation and control of payments directly connected to the implementation of the study programmes and not connected directly to the implementation of the study programmes.

2. The description has 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, the resolutions of the University Senate and the Council.

3. Key concepts:

3.1. **Academic unit** – faculty, school, academy;

3.2. **Head of Academic Department** – Head of Faculty, School, Academy;

3.3. **External student** – a person for whom a doctoral committee of the relevant scientific field has taken a decision to allow the acquisition of a doctoral degree externally;

3.4. **Listener** – a person studying in non-formal education programmes or separate study subjects (modules);

3.5. **Standard tuition fee** - the amount that indicates the maximum funding that may be allocated from the state budget for the year of admission to higher education to pay for the tuition fee established by the higher education institution in the state-funded study place;

3.6. **Student** – a person studying at the University in a study programme or in a doctoral programme;

3.7. **Student and Employee Support Commission** is a commission operating by the order of the Rector and in accordance with the Rules of Procedure approved by the Rector, which provides recommendations to the Rector regarding the exemption from the tuition fee or reduction of the tuition fee provided for in this Description.

3.8. **Tuition fee** – the cost of studies in the relevant study programme or field of study for 1 year or semester established and approved by the University Senate;

3.9. **Contribution** – payment of the tuition fee, the cost of the study credit and/or other fees directly related to and not related directly to the implementation of the study programme;

3.10. **Tuition credit cost** – the cost of one credit approved by the University Senate;

3.11. **Students of the study stream** are the flow of students of the same course studying in the same study programme of an academic department in the same form of study.

3.12. **Lithuanian citizen from abroad** – as provided for in the Law on Science and Studies of the Republic of Lithuania, it is a citizen of the Republic of Lithuania who has lived

abroad for at least 3 years, or a foreigner of Lithuanian origin, his children, grandchildren, great-grandchildren. A foreigner of Lithuanian origin is considered to be a foreigner whose parents or grandparents or one of the parents or grandparents are or were Lithuanians, and who considers himself to be Lithuanian and declares this in a written statement to the decision-making authority;

3.13. **State-funded place** – a place of study whose cost of studies is fully paid for by the state budget;

3.14. **Non-state-funded place** – a place of study whose cost of studies is not paid for by the state budget;

3.15. other terms are used in the Description as they are defined in the Statute of the University and other legal acts of the University.

4. Payments can be of the following type:

4.1. Payments directly related to the implementation of a study programme:

4.1.1. a tuition fee paid by a student studying in a non-state-funded study place, a student of additional studies or an external student;

4.1.2. a study subject (module) credit fee paid by a student or listener for the credits of the chosen study subject, including additional practice;

4.1.3. a fee for repeating of a study subject (module) paid by a student or a listener when repeating a study subject (module) in cases established by the Description of the Study Procedure of the University;

4.1.4. a course repeating fee paid by a student or listener who repeats the course in cases specified in the Description of the Study Procedure of the University;

4.1.5. a fee for retaking the final assessment, retaking the final exam or re-defending the final thesis.

4.2. Payments not directly related to the implementation of the study programme:

4.2.1. a registration fee – a fixed amount paid by the person invited to study;

4.2.2. an enrollment fee – a fee paid when applying for admission to the University in second and third cycles (including external studies), professional or additional studies;

4.2.3. a fee for the examination of the application to participate in the procedure for the assessment of competences acquired through non-formal and/or informal education and the recognition of competences;

4.2.4. a credit fee for credit recognition in the procedure for the assessment and recognition of competences acquired through non-formal and/or informal education; payment for the crediting procedure for the credits of the study subject;

4.2.5. a payment for the crediting procedure of the study subject (module);

4.2.6. Other contributions:

4.2.6.1. a payment for the issuance of a document copy;

4.2.6.2. a payment for the issuance of a certified copy of the description of the study subject (module);

4.2.6.3. a fee for a certificate to a person who has studied at the University;

4.2.6.4. a payment for certified copies of documents, extracts of orders;

4.2.6.5. a payment for providing information to a foreign institution in accordance with the submitted request;

4.2.6.6. a fee for sending documents by registered mail.

5. The amounts of fees directly related to the implementation of the study programme, with the exception of the fees for retaking the final assessment, retaking the final exam or

re-defending the final thesis is determined by the resolution of the University Senate. The fees for the retaking of the final assessment, the retaking of the final examination, repeated defence of the final thesis and the amounts of the fees not directly related to the implementation of the study programme is determined by the Order of the Rector of the University.

6. Citizens of the Member States of the European Union and the European Economic Area and their family members, regardless of their nationality, as well as those who have a permanent residence permit in the Republic of Lithuania, citizens of foreign states that are not members of the European Union or the European Economic Area, stateless persons and foreign Lithuanians pay for their studies in the same order as the citizens of the Republic of Lithuania.

7. If the amount of funding allocated by the state or from a project funds for the respective study programmes is below the cost of a respective study programme established by the University Senate, a contribution covering the costs related to the implementation of the study programme may be established, the amount of which is equal to the difference between the cost of studies established by the Senate and the available amount of funding.

II. PAYMENTS DIRECTLY RELATED TO THE IMPLEMENTATION OF THE STUDY PROGRAMME

Tuition fee

8. A tuition fee is paid by:

8.1. a student studying in a non-state-funded place of study;

8.2. a first-cycle student who has enrolled in a state-funded place, but has lost state funding in accordance with the procedure established by the legal acts of the Republic of Lithuania;

8.3. a student of the first or second cycle of studies, as provided for in the Law on Science and Studies, who is repeating studies in a study programme of the same or lower cycle, and if more than half of the credits of previous study programme have been acquired using state budget funds, except in cases established by the Government of the Republic of Lithuania;

8.4. a third cycle student, as provided for in the Law on Science and Studies, who is repeating doctorate studies, and if he or she has already studied for more than half of the duration of the doctoral study supported by the state budget funding;

8.5. an external student;

8.6. a student studying simultaneously in two or more degree-granting or professional study programmes of the same cycle, provided that his/her studies in one of these study programmes are financed by the state budget (the second and more study programmes are paid for), as provided for in the Law on Science and Studies;

8.7. a student who is studying in an additional study programme.

9. A student who has lost state funding in accordance with the procedure established by the legal acts of the Republic of Lithuania pays the tuition fee for the remaining study period, which shall be established in accordance with the rule of study stream established in Item 18 of the Description.

10. A student of the first and second cycles of studies, as well as a student of another higher education institution whose studies are financed by the state, has the right to change the study programme in the same group of study fields in the same or another state higher education institution in accordance with the procedure established by the Government of the Republic of Lithuania Resolution No. 540 of 28 June 2017 "Description of the Cases and Procedure for Changing the Study Programme and the Form of Studies while Maintaining State Funding", without losing the remaining part of the state study funding, not exceeding the standard tuition cost of such study programme.

11. When a natural or legal person agrees to pay the tuition fee, a tripartite patronage agreement is usually concluded between the Rector of the University or a person authorised by him/her, the patron and the student. The model form of the patron agreement is approved by the Order of the Rector of the University. In the absence of a patronage agreement, the head of the legal entity signs a letter of guarantee, which is submitted to the responsible employee of the Doctoral School of Social Innovation (*hereinafter* the Doctoral School). A letter of guarantee endorsed by the Head of the Academic Unit or the Head of the Science and Innovation Centre respectively is submitted to the Financial Service. The Financial Service issues an invoice according to a patronage's contract or a letter of guarantee. Employees of the Financial Service note the payments received for studies in the information accounting system according to invoices.

12. A student or a listener of the first and second cycles of studies or professional studies pays a tuition fee equal to the cost of one semester of study. A third cycle student pays a tuition fee equal to the annual tuition fee.

13. A student or a listener of non-state-funded first and second cycles of studies or professional studies transfers the tuition fee to the relevant University bank account within 15 calendar days from the beginning of the semester, and the student of the third cycle of studies within 15 calendar days from the beginning of his/her year of study. An external student must transfer the tuition fee to the relevant bank account of the University within 15 calendar days from the date of signing the external status contract.

14. An academic leave may be granted to a student of the first or second cycles of studies or professional studies or a student applying for an academic leave in autumn semester after 15 September and in spring semester after 15 February, if the student or listener has paid a tuition fee or a part of it calculated in accordance with the following rules:

14.1. if it is requested to grant academic leave in the autumn semester from 16 September to 30 September, and in spring semester – from 16 February to 28 February – the part of the tuition fee paid must be equal to 20 per cent of the tuition fee for the semester;

14.2. if it is requested to grant an academic leave in autumn semester from 1 October to 31 October, and in spring semester from 1 March to 31 March, the part of the tuition fee paid must be equal to 40 per cent of the tuition fee for the semester;

14.3. if it is requested to grant an academic leave in autumn semester from 1 November to 30 November, and in spring semester from 1 April to 30 April, the part of the tuition fee paid must be equal to 60 per cent of the tuition fee for the semester;

14.4. if an academic leave is requested in autumn semester after 1 December and in spring semester after 1 May, full semester tuition fee must be paid.

15. A student who has submitted an application for an academic leave and has not paid the tuition fee in full or in part in accordance with the procedure established in Item 14

of the Description, shall be expelled from the University as having failed to pay for his/her studies on time.

16. A student or listener of the first or second cycles or professional studies returns after an academic leave to the beginning of the semester during which the academic leave was granted. In this case, the student or listener must pay a tuition fee for the entire semester in accordance with the terms set out in Item 13 of the Description, except in cases when the academic leave did not extend 1 full year. If the academic leave did not extend 1 full year, the remaining part of the tuition fee is paid, calculated *mutatis mutandis* by applying the rules set out in Item 14 of the Description. The amount of the tuition fee upon the student's or listener's return from academic leave is calculated by applying the study stream rule set out in Item 18 of the Description.

17. A student of the first or second cycles or professional studies or a listener who resumes his or her studies after termination of studies as a paying student returns to study at the beginning of the semester during which the studies were discontinued. In this case, the student or listener must pay a tuition fee for the semester in accordance with the provisions of this Description. The amount of the tuition fee is calculated by applying the rule of study stream established in Item 18 of the Description.

18. A student or listener of the first and second cycles or professional studies who continues his or her studies after an academic leave (except in cases when an academic leave was granted due to illness, pregnancy and childcare or due to permanent compulsory initial military service) or who resumes studies after terminating paid studies and/or was transferred to a higher course after crediting of the results of studies, or a first cycle student who has lost state funding is subject to the same conditions of study financing as all students of the relevant study stream (study stream rule) in non-state-funded places.

19. The tuition fee reduced on the basis specified in Items 45, 46 or 54 of the Description is paid within 15 calendar days from the date of notification to the student or listener of the decision on the reduction of the tuition fee by the Order of the Rector of the University.

20. If the information system "Studies" does not show that the student, listener or an external student paid a study fee, the student, listener or external student shall, on his/her own initiative or upon the request of the responsible employee of the academic department or the Doctoral School by e-mail, provide information confirming the payment of the tuition fee (a payment statement or a copy of a bank transfer) within 7 calendar days from the e-mail request. The responsible employee of the Academic Unit or the Doctoral School, together with the employee of the Financial Service, checks the information provided for the payment of the tuition fee and makes adjustments to the relevant information systems.

21. A third cycle study student who has submitted an application for an academic leave to the Doctoral School must pay for the period of study before the date of signing of the Rector's Order on granting academic leave. The part of the tuition fee payable, proportional to the period studied, is calculated by the responsible employee of the Doctoral School.

Payment for the study subject credits

22. The fee for credits of the study subject (module) is paid by:

22.1. a listener who has chosen to study separate study subjects;

22.2. a student of the first or second cycle or professional studies or a listener of additional studies, who has chosen more credits in subjects than provided for in the study programme and/or has chosen more credits in subjects that are not financed by the state budget – for credits exceeding the number of credits of the subjects of the study programme;

23. The payment for the subject study credits is equal to the cost of the study credit multiplied by the number of credits of the subject of study.

24. The payment for the study subject credits is transferred to the relevant bank account of the University by:

24.1. a listener who has chosen to study individual study subjects within 15 calendar days from the date of concluding of the listener's contract;

24.2. a student of the first or second cycles of studies, a student of professional studies or a listener of additional studies for credits of study subjects provided for in Item 22.2 of the Description within 15 calendar days from the date of notification of the decision by the order of the head of the academic unit.

Fee for repeating a study subject (module)

25. A fee for repeating a study subject (module) is paid by a student or listener of the first or second cycles of studies, state-funded or non-state-funded studies of professional studies who repeat the study subject (module) in cases specified in the Description of the Study Procedure of the University.

26. A fee for repeating a study subject (module) is equal to the cost of the study credit multiplied by the number of credits of the study subject. When calculating the cost of a credit, the rule of study flow established in Item 18 of the Description is followed *mutatis mutandis*.

27. A fee for repeating a study subject (module) is paid to the relevant bank account of the University before the submission of the application for repeating the study subject (module). The student or listener submits information confirming the payment for repeating the study subject (module) fee (a payment statement or a copy of a bank transfer) to the responsible employee of the academic department along with the request for repetition of the study subject.

Fee for repeating the course

28. A fee for repeating the course is paid by a student or listener of the first or second cycles of studies, state-funded or non-state-funded professional studies, who repeats the course as specified in the Description of the Study Procedure of the University.

29. A fee for repeating the course is equal to the cost of the study credit multiplied by the number of credits of the study subjects studied by the student or listener repeating the course. When calculating the cost of the credit, the rule of study stream established in Item 18 of the Description is followed *mutatis mutandis*.

30. A fee for the repeating the course is paid to the relevant bank account of the University before the submission of the application for the repeating the course. The student or listener provides information confirming the payment of the fee for repeating the course (a statement of payment or a copy of a bank transfer) to the responsible employee of the academic unit along with a request for the repetition of the course.

Fee for retaking final assessment, final exam or repeated final thesis defence

31. A fee for retaking final assessment is paid by the student or listener who seeks to retake the final assessment as specified in the Description of the Study Procedure of the University. Fee for retaking the final exam is paid by the first-cycle student who has not taken or failed to pass the final exam of the final session. A fee for repeated defence of the final thesis is paid by the student of the first or second cycles of studies, or a student of professional studies who has not defended or failed to defend the final thesis during the final session and who resumed his or her studies after the suspension of studies or resumed his or her studies in accordance with the procedure provided for in the Description of the Study Procedure of the University.

32. The contributions specified in Item 31 of the Description is paid no later than within 14 calendar days before the date of the final assessment or final examination retake, or the date of repeated defence of the final thesis. The student or listener provides the information confirming the payment of the fee specified in this Item (a payment statement or a copy of a bank transfer) to the responsible employee of the academic unit along with a request to retake the final assessment or final examination, or to repeat a defence of the final thesis.

III. CONTRIBUTIONS NOT DIRECTLY RELATED TO THE IMPLEMENTATION OF THE STUDY PROGRAMME

Payment for the procedure for verifying the credits of the study subject

33. A student, a student of additional studies, who wishes to have the results of his/her previous studies at the University or other higher education institution under higher education study programmes credited, must pay the established fee for the crediting procedure of the study subject. This contribution does not apply to:

33.1. students credited with study results obtained through academic mobility programmes;

33.2. students who change the study programme and/or form of study at the University from full-time to part-time or vice versa;

33.3. students who are credited with the results of studies acquired at the University. This clause does not apply in the case when a student who has been expelled from the University due to a violation of academic ethics and has been admitted to the University in accordance with the general procedure requests to be credited with the results of studies acquired during previous studies.

34. A student or a listener of additional studies transfers the fee for the crediting procedure of the study subject to the relevant bank account of the University according to the payment invoice within 7 calendar days from the date of notification of the intending decision on the crediting of study subjects. The decision on the crediting of the study subject is approved by the head of the academic department upon receipt of the information confirming the payment of the fee for the crediting of the study subjects (a payment statement or a copy of a bank transfer) by e-mail.

Fee for the examination of the application to participate in the procedure for the assessment and recognition of competences acquired through non-formal and/or informal education

35. A person applying for the examination of the submitted application to participate in the procedure for the assessment and recognition of competences acquired through non-formal and/or informal education must transfer the fee to the relevant bank account of the University, and send the information confirming the payment (a payment statement or a copy of a bank transfer) by e-mail to the responsible employee of the Centre for Academic Affairs no later than before the date of submission of the application.

36. The fee for the examination of the application to participate in the procedure for the assessment and recognition of competences acquired through non-formal and/or informal education is not refunded to the person who submitted the application.

Fee for granting of credits in the procedure of assessment and recognition of competences acquired through non-formal and/or informal education

37. A fee for granting of credits in the procedure for the assessment and recognition of competences acquired through non-formal and/or informal education is calculated according to the number of credits of the subject (module) of studies credited. The person must transfer the payment for granting of credits in the procedure for the assessment and recognition of competences acquired through non-formal and/or informal education to the relevant bank account of the University, and send the information confirming the payment (a payment statement or a copy of a bank transfer) by e-mail to the responsible employee of the Centre for Academic Affairs no later than within 3 working days from the date of notification of the decision(s) taken by the Expert or the Group of Experts regarding the subject (module) of the study programme recognition of study results.

38. The payment for granting of credits in the procedure for the assessment and recognition of competences acquired through non-formal and/or informal education is not refunded to the person who submitted the application.

Other contributions

39. Other contributions provided for in Item 4.2.5 of the Description are paid by a person to the relevant bank account of the University and the information confirming the payment (a payment statement or a copy of a bank transfer) to the responsible employee of the academic department or the Doctoral School is sent.

IV. DEFERRAL OF TUITION FEES, ADMISSION OF INSTALMENTS, EXEMPTION AND REDUCTION OF CONTRIBUTIONS

Deferral of tuition fees and permission to pay in instalments

40. A student of the first and second cycles or of professional studies, or a listener of additional studies submits an application for payment of the tuition fee in instalments to the head of the academic unit within 10 calendar days from the beginning of the semester. A third cycle student and an external student submits an application for payment of the tuition fee in instalments or for the postponement of the tuition fee to the Vice-Rector for Science and Innovation within 10 calendar days from the admission to doctoral studies or from the beginning of the new academic year, and an external student – within 10 calendar days from the positive decision of the doctoral committee of the relevant scientific field regarding the

external procedure. Before submitting the application of a third cycle student or an external student to the Vice-Rector for Science and Innovation, it is endorsed by the head of the Doctoral School.

41. A student of the first or second cycles of studies or of professional studies, or a student of additional studies who has submitted an application for payment of the tuition fee in instalments makes payments in the following procedure: 60 per cent of the amount payable must be paid by 30 September in autumn semester and by 28 February in spring semester, 40 per cent – by 1 December in autumn semester and by 1 May in spring semester.

42. In exceptional cases, an individual schedule of payment of the tuition fee may be established for a student of the first or second cycles of studies, of professional studies or a student of additional studies, without applying the usual procedure for payment of the tuition fee. A student or a student of additional studies specified in this Item submits an explanatory request for payment of the tuition fee according to an individual schedule (*hereinafter* the application) together with documents confirming the exceptional circumstances, for which he or she is unable to pay the tuition fee in the usual manner, to the head of the academic unit within the time period specified in Item 40 of the Description. The application indicates the requested schedule of payment of the tuition fee. The decision on permission to pay the tuition fee according to the individual payment schedule is taken by the Vice-Rector for Studies, taking into account the submission of the head of an academic unit. The submission of the head of the academic unit indicates the requested schedule of payment of the tuition fee. When assessing the application, it is usually taken into account whether the deterioration of the material situation of the student (a student of additional studies) is related to the illness, loss, natural disaster or other special circumstances. If the tuition fee is allowed to be paid according to an individual schedule, the student or the student of additional studies pays the fee to the University in full by the end of the semester.

43. When a student submits an application for a reduction of the tuition fee, the payment of the tuition fee is deferred and the part of the tuition fee is paid within 15 calendar days from the date of notification of the decision to reduce the tuition fee. A student or listener whose application for exemption from tuition fees has not been granted pays the tuition fee within 15 calendar days from the date of notification of the decision not to exempt from tuition fees.

44. A student who has applied for a loan to pay the tuition fee may have the payment of all or a part of the tuition fee deferred. The student submits the application for the postponement of the tuition fee in accordance with the terms and procedure set out in Item 40 of the Description. The responsible employee of the academic unit or the Doctoral School shall indicate in the information system "Studies" the estimated date for the receipt of the state-supported loan and payment of the payment for studies. The payment for studies is paid upon receipt of the state-supported loan, but no later than by 1 December in autumn semester and by 1 May in spring semester.

Exemption from or reduction of tuition fees

45. The tuition fee can be reduced by up to 50 percent for students:

45.1. actively participating in the scientific activities of the University and not having academic debts. An active participant in the scientific activities of the University is

considered to be a student who, while representing the University, has won prizes, become a laureate or entered the top five in national scientific competitions;

45.2. actively participating in the cultural activities of the University and not having academic debts. An active participant in the cultural activities of the University is considered to be a student, a member of at least one of the University's art collectives, who, representing the University, has won prizes, become a laureate or has been in the top five in international or national music, dance, theatre competitions or festivals.

46. For a student of the first or second cycles of studies or professional studies not financed by the state, or a student of additional studies who is credited with the subject(s) previously studied at the University or other higher education institution under higher education study programmes, the tuition fee is reduced in proportion to the number of credits of the subject(s) credited. The tuition fee is calculated for the credits of the remaining study subjects according to the cost of one credit. If an external student concluded a student agreement with the University on the study of the doctoral subject(s) and paid the fee for the credits of the subject(s) before the start of doctoral studies at the University, the fee for external studies shall be reduced in proportion to the fee paid for the credits of the credited subject(s). This provision applies only to external students who have completed their external studies at the University no later than within 5 years from the expiry of the student's contract.

47. The following students may be fully exempt from the tuition fee:

47.1. a student who actively participates in the scientific activities of the University, who does not have academic debts, who, representing the University, has become a winner or a prizewinner of international scientific competitions or has entered the top five positions in international scientific competitions;

47.2. an employee of the University working at least part-time, studying at the first or second cycle of studies, in professional studies, or who has concluded a student agreement with the University, whose chosen studies are related to the duties performed by him/her at the University and the qualification upgrade is useful for the University;

47.3. a third cycle student or an external student who has been working at the University for at least last 10 months, or who has at least 10 months of work experience at the University in the last 2 years. The length of service specified in this provision shall also include the length of service of doctoral students or external students who worked at Marijampolė University of Applied Sciences prior to its reorganisation by way of connection to the University;

47.4. an external student, who has completed doctoral studies at the University and has fulfilled all the requirements for the defence of the dissertation, but has not defended it within the specified time and has submitted an application for permission to defend the dissertation externally no later than within 3 years from the date of exclusion from doctoral studies.

48. The tuition fee and fees mentioned in Items 4.2.1 – 4.2.5 of the Description may also be reduced or exempt from payment for the applicants or the first, second or third cycles University students in non-state-funded study places with no academic debts, on the following grounds:

48.1. by the Order of the Rector of the University, if it is provided for in the cooperation agreements signed by the University;

48.2. by the Order of the Rector of the University, according to the procedure approved by the Rector:

48.2.1. if an applicant or a student with no academic debts has been granted an asylum (a refugee status or a subsidiary protection) or a temporary protection in the Republic of Lithuania;

48.2.2. in order to increase the accessibility of high-quality university studies to citizens of developing countries and to enhance international aspect of University studies, to encourage applicants to study in joint or double degree programmes, to maximise the attractiveness of the University programmes and/or to attract talented students to the University.

49. An application for reduction or exemption of the tuition fee for the first and second cycles of studies, professional studies or additional studies is submitted to the head of the academic unit within 10 calendar days from the beginning of the semester; a student of the third cycle of studies submits it to the Vice-Rector for Science and Innovation within 10 calendar days from the admission to doctoral studies or from the beginning of the new academic year; an external student submits an application to the Vice-Rector for Science and Innovation within 10 calendar days from the positive decision of the doctoral committee of the relevant scientific field regarding the external procedure. The application of a third cycle student or an external student is endorsed by the head of the academic department.

50. A student, a listener or an external student who requests exemption from or reduction of the tuition fee on the basis of one of the grounds listed in Items 45 and 47 of the Description submits the following documents along with the application:

50.1. documents proving compliance with the relevant criteria;

50.2. the recommendation of the head of the study programme or the head of the dissertation, if Items 45.1 or 47.1 of the Description is invoked, the recommendation of the head of the Community Welfare Centre if an Item 45.2 of the Description is invoked, the recommendation of the head of the structural unit of an employment place if an Item 47.2 of the Description is invoked. The recommendation of the head of the structural unit justifies connectedness of the study programme chosen by the employee with the duties performed by the employee at the University.

51. The application of a student or a listener of the first and second cycles of studies or professional studies is registered in the academic unit and forwarded to the Student and Employee Support Commission for consideration by the recommendation of the head of the academic unit no later than within 20 calendar days from the beginning of the semester. The application of a third cycle student or an external student shall be registered at the Doctoral School and, upon the submission of the Vice-Rector for Science and Innovation, is forwarded to the Student and Employee Support Commission for consideration no later than within 5 working days from the date of receipt of the application. The application of a student or a listener who has started working at the University is registered in accordance with the procedure established in this Item and is forwarded to the Student and Employee Support Commission for consideration no later than within 5 working days from the date of receipt of the application.

52. The Students and Employees Support Commission submits a proposal to the Rector of the University to reduce the tuition fee or to exempt a student from the tuition fee, if the student, listener or external student meets the criteria for reducing or exempting from the tuition fee. A proposal of the Student and Employee Support Commission to exempt a

student or a listener who has started working at the University from the tuition fee on the basis provided for in Item 47.2 of the Description may be submitted to the Rector of the University only after the expiry of the established probationary employment period, indicated in Article 36 of the Labour Code of the Republic of Lithuania. A student or a listener is exempt from the tuition fee for the current semester, taking into account the period of employment while studying. Calculation of the amount of the tuition fee subject to exemption apply rules of Item 60 of the Description *mutatis mutandis* assuming that the application for termination of the study contract is equated to the commencement of the employment contract. The period of employment at the University also includes the probationary period.

53. A student, a listener or an external student who is exempted from the tuition fee on the grounds provided for in Items 47.2 or 47.3 of the Description, in accordance with a separate agreement between the University and the employee, reimburses the whole tuition fee covered by the University or a part of it counted for the period from the termination of the employment contract until the end of the semester, and in case of the third cycle studies – until the end of an academic year, if the employment contract with the University is terminated in accordance with Article 55 of the Labour Code of the Republic of Lithuania (Termination of an Employment Contract on the Initiative of the Employee without a Valid Reason).

**Exemption from tuition fees or reduction of tuition fees
of athletes studying at the University who have concluded sports activity
agreements with the University or who train sports in a sports club that has
concluded a cooperation agreement with the University**

54. An athlete studying at the University and has concluded a sports activity agreement with the University or trains in a sports club who has concluded a cooperation agreement with the University (*hereinafter* an athlete studying at the University), if it is provided for in the contract, may be exempt from the tuition fee or the tuition fee may be reduced.

55. An athlete studying at the University is obliged to strengthens the field of University sports, to promote the name of the University and to seek an academic advancement.

56. An athlete studying at the University is exempt from the tuition fee or the tuition fee may be reduced by the recommendation of the Head of the Wellness and Sports Department of the University Community Welfare Centre, upon receipt of a recommendation from the Communication and Marketing Centre (except for the first semester of studies), which explains how the athlete studying at the University fulfils his/her obligations to promote the name of the University.

57. An athlete studying at the University submits an application for exemption from the tuition fee or reduction of the fee to the Head of the Wellness Department of the University's Community Welfare Centre in autumn semester until 15 September, and in spring semester until 15 February. If the cooperation agreement of the sports activity or sports club with the University is concluded after the deadline for submitting the application, the athlete studying at the University must submit an application no later than within 15 calendar days from the conclusion of the agreement.

58. The Head of the Wellness and Sports Department of the University Community Welfare Centre no later than within 15 calendar days from the date of the receipt of the application, and upon receipt of the recommendation of the Communication and Marketing Centre referred to in Item 56 of the Description, after assessing the academic excellence and following the agreements specified in Item 54 of the Description, prepares a submission for exemption from the tuition fee or reduction of this fee.

59. An athlete studying at the University is exempted from the tuition fee or the tuition fee is reduced by the Order of the Rector of the University upon the recommendation of the Head of the Wellness and Sports Department of the Community Welfare Centre.

V. REIMBURSEMENT OF TUITION FEES

60. If a student of the first or second cycles of studies or professional studies, or a listener terminates the study agreement at his or her own request, the paid tuition fee shall be refunded in accordance with the following procedure:

60.1. if an application for termination of the study agreement is submitted before the beginning of the semester – 100 percent of the tuition fee is refunded for the semester in which the student or listener did not study;

60.2. if an application for termination of the study contract is submitted in autumn semester by 30 September, and in spring semester – by 28 February – 80 per cent of the tuition fee for the semester is refunded;

60.3. if an application for termination of the study contract is submitted in autumn semester from 1 October to 31 October, and in spring semester – from 1 March to 31 March – 60 per cent of the tuition fee for the semester is refunded;

60.4. if an application for termination of the study contract is submitted in autumn semester from 1 November to 30 November, and in spring semester from 1 April to 30 April - 40 per cent of the tuition fee for the semester is refunded;

60.5. if an application for termination of the study contract is submitted in autumn semester after 1 December and in spring semester after 1 May, the tuition fee is not refunded;

60.6. In cases where a student or a student of additional studies pays the tuition fee in installments, the part of the fee to be reimbursed is calculated from the established semester tuition fee.

61. A third cycle study student not funded by the state and who has been removed from the student lists at his or her own request shall be reimbursed part of the tuition fee for the period from the day of signing of the Order of the Rector of the University until the end of the student's year of study.

62. A student, a listener or an external student who has paid the tuition fee and, subsequently, is exempt from the tuition fee on the grounds set out in Items 47.2 or 47.3 of the Description, are reimbursed the tuition fee in full or part calculated *mutatis mutandis* by applying the rules of Item 60 of the Description, assuming that the request to terminate the study contract is equated to the beginning of the employment contract. The period of work at the University also includes the probationary period.

63. A student of the first or second cycles of studies, a student of professional studies or a listener who has been granted an academic leave is reimbursed the tuition fee in full or in part *mutatis mutandis* at his/her request in accordance with the rules of paragraph 60

of the Description. An application for a refund of a tuition fee or tuition fee is submitted along with an application for academic leave.

64. A student or listener of the first or second cycles of studies or professional studies who has submitted an application for termination of the study contract while on academic leave, is reimbursed the tuition fee in full or in part *mutatis mutandis*, applying the rules of Item 60 of the Description, if the tuition fee or part thereof has not been refunded in accordance with the procedure established in Item 63 of the Description.

65. A third cycle student of non-state-funded studies who has taken a place in state-funded studies on the competitive basis must pay a part of the tuition fee for the period studied. If a third cycle student who has won the competition for a vacant state-funded study place has paid the full cost of studies, he or she is reimbursed part of the tuition fee for the period not studied.

66. An application for the reimbursement of the tuition fee in full or in part is submitted to the head of the academic unit where the person has studied, in the case of third cycle students, to the Vice-Rector for Science and Innovation along with a request to be removed from the lists of students or listeners or together with an application for the granting of academic leave.

67. A person who has overpaid the tuition fee in full or in part for the period of study after removal from the lists of students or listeners submits a request to the University for reimbursement of this overpayment. The application for return of the overpaid contribution, endorsed by the head of the academic unit where the person studied, in the case of third-cycle students, endorsed by the Vice-Rector for Science and Innovation, is forwarded to the Financial Service, which verifies the validity of this request.

68. The tuition fee in full or in part is refunded by the Order of the Rector of the University upon the proposal of the head of the academic unit in which the student or listener is studying, and in case of third cycle students, by the Vice-Rector for Science and Innovation. The Order of the Rector of the University regarding the reimbursement of the tuition fee in full or part must be adopted no later than within 10 working days from the date of submission of the application to terminate the study contract or the date of acceptance of the order of the head of the academic department to grant an academic leave. The submission of the head of the academic unit and the Vice-Rector for Science and Innovation must indicate the legal basis for the reimbursement of the tuition fee in full or in part, the date of the student's or listener's request to be removed from the lists of students or listeners, or to grant academic leave, and the percentage of the tuition fee to be refunded calculated in accordance with the rules of Item 60 of the Description.

69. The part of the tuition fee to be refunded is calculated and paid by an employee of the Financial Service on the basis of the Order of the Rector of the University.

70. The tuition fee in full or in part shall be refunded within 7 working days from the date of passing the Order of the Rector of the University.

71. In cases of reimbursement of tuition fees in full or in part, the costs of the payment order are deducted from the refunded amount. The tuition fee in full or in part is returned to the payer's current bank account.

72. After returning the paid (overpaid) part of the tuition fee, the responsible employee of the Finance Service revises the declaration of expenses reducing the taxable income of the resident, if the contribution was paid in the year prior to the semester during which the studies were terminated.

73. In the event of death of a student, a listener or an external student, the proportion of the tuition fee calculated accordingly shall be returned to the person who accepts the inheritance after the person's death and who has submitted an application for the refund of the tuition fee addressed to the Rector of the University.

74. If a student of the first and second cycles of studies or professional studies is transferred to a place of state-funded studies (when the state-funded student is expelled from the University or terminates his/her studies), the part of the tuition fee paid by him or her shall be refunded by the Order of the Rector, after deducting the proportional part of the study fee for the period of study until the date of the order of transfer to a state-funded place. The Order of the Rector of the University specifies the period for which the tuition fee is to be reimbursed. The refundable tuition fee is calculated by the responsible employee of the Financial Service.

VI. FEES RECOVERY

75. The recovery of fees in full or in parts is carried out in accordance with the provisions of this Description, study agreements, as well as other internal acts of the University and legal acts of the Republic of Lithuania. The procedure for the management and recovery of debts for unpaid fees, insofar as it is not regulated by this Description, shall be established by the Order of the Rector of the University.

76. The amount of tuition fee (instalments) to be recovered shall be determined in accordance with the following procedure:

76.1. if a student (a listener) has not paid the tuition fee in full (in part) and the studies are terminated in autumn semester from 1 September to 30 September, 20% of the semester tuition fee is recovered in spring semester from 1 February to 28 February (29);

76.2. if a student (a listener) has not paid the tuition fee in full (in part) and the studies are terminated in autumn semester from 1 October to 31 October, in spring semester – from 1 March to 31 March – 40 % of the semester tuition fee shall be recovered;

76.3. if a student (a listener) has not paid the tuition fee in full (in part) and the studies are terminated in autumn semester from 1 November to 30 November, in spring semester – from 1 April to 30 April – 60% of the semester tuition fee is recovered;

76.4. if a student (a listener) has not paid the tuition fee in full (in part of the fee) and the studies are terminated in autumn semester after 1 December, 100% of the semester tuition fee shall be recovered in spring semester – after 1 May.

77. If a student or a listener had to pay a reduced tuition fee, the debt is calculated on the basis of such reduced tuition fee.

78. A student, a listener or an external student who has not paid the tuition fee is sent an invitation to pay the debt, indicating the deadline for payment of the tuition fee, in accordance with the procedure established by the Rector of the University

79. Upon receipt of an invitation to pay the debt and failing to pay the tuition fee by the deadline specified in the invitation, a student, a listener or an external student is expelled from the University as failing to pay for the studies on time.

80. Legal recovery of debts of students and former students at the University is carried out by the Legal Department of the Legal and Public Procurement Service, unless the University management decides to transfer the debt collection to a debt collection company or another person.

VII. REIMBURSEMENT OF THE TUITION FEE PAID FOR STUDIES

81. The reimbursement of the cost paid for studies shall be organised in accordance with the procedure established by Resolution No. 149 On the Implementation of the Republic of Lithuania Law on Science and Studies approved by the Government of the Republic of Lithuania on 1 March 2017. The University shall provide the relevant institutions with the information specified in the legal acts of the Republic of Lithuania necessary for the reimbursement of the cost paid for studies.

82. Persons specified in the Law on Science and Studies of the Republic of Lithuania are not entitled for reimbursement of the tuition fee.

VIII. TUITION FEE AND OTHER FEES PAYMENT AND ADMINISTRATION FOR FOREIGN NATIONALS

83. The provisions of this Description shall be applied to a citizen of a foreign state studying at a university, who is not included in the list of persons listed in Item 6 of the Description, insofar as the provisions of Part VII do not provide otherwise.

84. A citizen of a foreign state, who is not included in the list of persons listed in Item 6 of the Description, who applies for non-state-funded studies, in the first year of study, transfers the tuition fee for one year of study to the relevant bank account of the University according to the payment invoice within 15 (fifteen) days from the date of notification of the offer to study, unless the International Agreement of the University provides otherwise. The applicant must submit a receipt of the the tuition fee or a copy of payment order to the responsible employee of the Student Admission Centre, who, after verifying whether the tuition fee has been received, formalizes the admission of the foreign citizen by order of the Rector of the University and informs the International Service about it. The responsible employee of the International Citizenship Service submits to the Migration Department under the Ministry of the Interior of the Republic of Lithuania the documents necessary for obtaining a Temporary Residence Permit (*hereinafter* the LLG) and study.

85. A citizen of a foreign state, who does not fall into the list of persons listed in Item 6 of the Description, who applies for studies not financed by the state, may be allowed to pay the tuition fee for one year of study in installments during the first year of studies. The procedure and conditions of payment for studies in instalments shall be established by the Order of the Rector of the University.

86. In order to ensure the student's contractual obligations to the University, a foreign citizen who is not included in the list of persons listed in Item 6 of the Description, and who has come to study at the University, may additionally be required to pay a one-time deposit of up to EUR 500.

87. A citizen of a foreign state who is not included in the list of persons listed in Item 6 of the Description, and who has paid the tuition fee for one year, but who has not registered for studies and/or has not come to study in the first semester of studies, shall be refunded the full paid tuition fee, deducting the costs of the payment order, if the student has not received a temporary residence permit in the Republic of Lithuania and has informed about the Migration Certificate within 30 calendar days.the Department under the Ministry of the Interior of the Republic of Lithuania to issue an LLG by submitting an application to the

International Identity Service. The responsible employee of the International Nationality Service, after checking in the Lithuanian migration information system MIGRIS whether a temporary residence permit has not been issued to the person, shall forward the application to the Student Department of the relevant academic department, the responsible employee of which prepares the Order of the University Rector for deleting the applicant from the student lists and the refund of the tuition fee. In other cases, tuition fee equal to only one semester's fee is refunded, deducting the costs of the payment order. At the end of the first semester, all who have not registered for studies in due order, who have not come to study in the Republic of Lithuania, and/or who have not passed any exam of the first semester of studies, who have not obtained at least 12 ECTS credits during the first semester of studies are deleted from the student lists and the paid second semester fee for studies is refunded to them.

IX. INFORMATION, ISSUANCE OF CERTIFICATES ON PAID CONTRIBUTIONS

88. Information for a student or a listener regarding the payment of fees, reduction of tuition fees, exemption from tuition fees or refund is provided to the e-mail assigned by the University.

89. A student or a listener submits an application to the Financial Service in order to obtain a receipt regarding the fees paid for studies or contributions for credits of study subjects. Receipts shall be issued within 14 calendar days from the date of receiving of the application.

X. FINAL PROVISIONS

90. If there are any contradictions between this Description and the legal acts of the Republic of Lithuania, the legal acts of the Republic of Lithuania apply.
