

APPROVED

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DESCRIPTION OF THE PROCEDURE FOR AWARDING SCHOLARSHIPS AT KAUNO KOLEGIJA HIGHER EDUCATION INSTITUTION

CHAPTER I GENERAL PROVISIONS

1. The *Description of the procedure for awarding scholarships at Kauno kolegija Higher Education Institution* (hereinafter referred to as the Description) regulates the types of scholarships awarded to students at Kauno kolegija (hereinafter referred to as KK), the amount of a scholarship, the terms and conditions for awarding and paying scholarships, and the procedure for establishing a scholarship fund.

2. The following terms shall be used in this Description:

2.1. the **academic division** is a KK structural unit, the major field of activity of which is implementing studies and(or) carrying out scientific research, experimental development and art activities;

2.2. the **scholarship** is a single or recurrent payment awarded to KK students following the terms and conditions set out in the legislation of the Republic of Lithuania and(or) KK and this Description;

2.3. **incentive scholarship** is a scholarship awarded to students in each study programme of an academic division who have completed a semester with the best learning achievements in the same academic year;

2.4. the **nominal scholarship** is a scholarship awarded to students for outstanding achievements or merits in various fields of study, applied science and(or) art activities and other fields following the regulation of the specific nominal scholarship;

2.5. the **one-off scholarship** is a scholarship awarded to students for active cultural, scientific, social, and sports activities, promotion of information about the institution and granted in the cases of relatives' death, illness, and(or) other special instances;

2.6. the **targeted scholarship** is a scholarship awarded to students based on the terms of the agreement concluded between Kauno kolegija and other parties or the regulations for awarding a targeted scholarship;

2.7 **weighted average** is the average of learning achievements depending on the number of credits of study courses/modules and the evaluation scores obtained.

3. Other terms used in this Description shall be understood as defined in the *Law on Higher Education and Research* of the Republic of Lithuania, resolutions of the Government of the Republic of Lithuania, the *KK Statute* and other legal acts.

4. A KK student shall be entitled to a scholarship if he/she qualifies for a specific scholarship as set out in this Description.

CHAPTER II TYPES OF SCHOLARSHIPS

5. The following types of scholarships shall be awarded at Kauno kolegija:

5.1. incentive scholarship;

5.2. one-off scholarship;

5.3. nominal scholarship;

5.4. targeted scholarship.

6. Students may receive several types of scholarships at the same time unless otherwise provided by the legislation of the Republic of Lithuania.

SECTION ONE INCENTIVE SCHOLARSHIP

7. Incentive scholarships shall be awarded to students in each study programme of an academic division who have completed a semester with the best learning achievements in the same academic year.

8. The incentive scholarship may be awarded to students with a weighted average of between 10 and 8.00 scores in the previous semester.

9. Incentive scholarships shall be awarded to at least 10 per cent of the best-performing students.

10. The amount of the incentive scholarship shall be determined in terms of the basic social allowance (hereinafter referred to as BSA) and shall be 2.5 BSA.

11. If the weighted average of learning achievements of several students in one semester is the same, and incentive scholarships cannot be awarded to all students with the same weighted average, the incentive scholarship shall be awarded to those students whose weighted average of academic achievements was higher in the preceding semester (in the case of awarding a scholarship in the second semester of studies, a higher competitive score of admission to KK).

12. For a student who has returned after partial studies and(or) internship abroad and has no academic debts, the weighted average of learning achievements shall be calculated from the evaluation scores of the courses (modules) studied at the foreign institution. If the weighted average meets the above requirements, the student shall be awarded an incentive scholarship starting from the beginning of the current semester.

13. For a student whose examination session has been extended for justifiable reasons, the weighted average shall be calculated only after the deadline of the extended session. If the weighted average meets the above requirements, the student shall be awarded an incentive scholarship, which shall be calculated from the beginning of the current semester.

14. Incentive scholarships shall be awarded twice a year: in the spring semester, from February to June, and in the autumn semester, from September to January.

15. If a student terminates studies or is expelled from KK before the 15th of the current month, the payment of the incentive scholarship for that month shall be stopped; if after the 15th of the current month, the payment of the scholarship shall be stopped from the following month.

16. A student who receives an incentive scholarship and takes an academic leave or study break during the current semester shall receive the incentive grant until the end of the current semester.

17. Incentive scholarships shall not be awarded to students:

17.1. in the first semester of the first year;

17.2. who resume their studies or are admitted from other higher education institutions for one semester after resumption or admission;

17.3. during academic leave or a study break;

17.4. who have already received incentive scholarships for the same period;

17.5. who have academic debts;

17.6. who had financial debts for studies in the previous semester(s);

17.7. who have violated the requirements of the *KK Statute*, the *Code of Academic Ethics* and other legal acts regulating studies at KK and who have a valid reprimand; if the reprimand was imposed on the student during the semester, the payment of the scholarship shall be terminated as of the date of the order imposing the reprimand.

17.8. who repeat an academic course.

18. The academic division is responsible for the distribution of incentive scholarships to students following the terms and conditions laid down in this Section. Additional terms and conditions for allocating incentive scholarships may be imposed by order of the Dean of the academic division or their authorised person, with the approval of the President of the KK Students' Representative Council or their authorised person. The terms and conditions for awarding incentive scholarships imposed by order of the Dean of the academic division or their authorised person may not contradict

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this Description.

19. An incentive scholarship shall be awarded to a student by order of the Director on the proposition of the Dean of the academic division, with the approval of the President of the KK Students' Representative Council or their authorised person.

20. The payment of the incentive scholarship to a student shall be terminated by order of the Director or their authorised person on the proposition of the Dean of the academic division.

SECTION TWO ONE-OFF SCHOLARSHIP

21. All students are entitled to a one-off scholarship, regardless of whether they have received another one.

22. One-off scholarships may be awarded or granted:

22.1. for representing Kauno kolegija and(or) good results achieved in international and national competitions, participation in projects, exhibitions, scientific-practical (art) conferences (by giving presentations, preparing publications, submitting creative works), carrying out contracted activities, etc.;

22.2. for representing Kauno kolegija and(or) good results achieved in sports and cultural activities;

22.3. for representing Kauno kolegija and promoting the institution (during meetings with school leavers, study exhibitions, projects, etc.);

22.4. to academic group monitors, following the *Description of the activities of an academic group monitor*, by the resolution of the Dean of the academic division and with the approval of the President of KK Students' Representative Council or their authorised person;

22.5. in case of death of a family member (spouse, children, parent(s)/guardian(s));

22.6. in other objectively justified cases.

23. The amount of a one-off scholarship shall not exceed 9 BSA.

24. The sum of one-off scholarships per student per semester may not exceed 9 BSA for each of the activities referred to in Subparagraphs 22.1-22.3.

25. The amount of the one-off scholarship for the activity referred to in Subparagraph 22.4 shall be 2 BSA. The scholarship may be awarded once per semester.

26. The amount of the one-off grant in the cases referred to in Subparagraph 22.5 is 5 BSA. The student must submit an application and supporting documents within 3 months of the occurrence of the event.

27. The amount of the one-off scholarship in the cases referred to in Subparagraph 22.6 may not be higher than the amount specified in Paragraph 23 of the Description. The scholarship may be granted once per semester.

28. A one-off scholarship shall be awarded to a student by order of the Director or their authorised person on the proposition of the Students' Representative Council, the Dean of the academic division or heads of other KK units.

SECTION THREE NOMINAL SCHOLARSHIP

29. Nominal scholarships shall be awarded to the most advanced students in specific fields of activity in recognition of outstanding achievements or merits in those fields.

30. The criteria and principles for awarding nominal scholarships shall be laid down in the regulations of a specific nominal scholarship.

31. The regulation on a nominal scholarship, where it is awarded to students of several academic divisions, shall be approved by order of the KK Director. If the scholarship is awarded to students of a particular academic division only, the regulation is approved by order of the Dean of an academic division.

32. The amount of the nominal scholarship shall be specified in the regulation of the nominal

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scholarship.

33. The nominal scholarship shall be awarded by order of the Director or their authorised person following the procedure laid down in the regulation of the nominal scholarship.

SECTION FOUR TARGETED SCHOLARSHIP

34. The targeted scholarship shall be awarded by order of the Director or their authorised person following the terms and conditions of the agreements concluded by Kauno kolegija with natural or legal persons or other terms and conditions specified in the *Regulation on awarding a targeted scholarship*.

35. A targeted scholarship may be awarded for research and experimental development and art activities; high learning outcomes and results of practical activities; research in projects and programmes; other achievements in the fields of education, studies and science; and paying the tuition fee. A targeted scholarship may also be awarded due to the student's difficult financial situation and(or) in other objectively justified cases.

CHAPTER III FORMATION AND DISTRIBUTION OF THE SCHOLARSHIP FUND

36. Scholarships to the KK students shall be paid from the KK Scholarship Fund established for a calendar year.

37. The KK Scholarship Fund shall be composed of the following sources of funding:

37.1. state budget appropriations;

37.2. KK funds;

37.3. designated (project) funds;

37.4. sponsorship funds.

38. State budget appropriations allocated to the KK Scholarship Fund shall include State budget funds provided for in the *Law on Higher Education and Research* of the Republic of Lithuania for financing studies organised by science and study institutions.

39. The KK own funds of the Scholarship Fund shall consist of the KK income received as tuition fees; income from research, experimental development, and art activities; and income from the activities and services provided by KK.

40. Designated (project) funds shall include funds allocated by the European Union funds, international and foreign foundations, and other international organisations.

41. Sponsorship funds allocated to the Scholarship Fund shall include funds received by KK following the *Law on Charity and Sponsorship* of the Republic of Lithuania.

42. State budget funds may be allocated for incentive and one-off scholarships.

43. The KK own funds shall be used for paying incentive, one-off, targeted and nominal scholarships.

44. Other KK funds, i.e., designated (project) and sponsorship funds, shall be used for paying one-off, targeted and nominal scholarships.

45. The KK Scholarship Fund shall be calculated as follows:

45.1. from the state budget funds: based on the number of students enrolled in state-funded study placements on 1 September of the previous year, multiplied by the funds allocated to incentivise students and the number of students enrolled on 1 September of the current year multiplied by the funds allocated to incentivise students;

45.2. from KK funds: based on the number of students not funded by the state on 1 January of the current year, multiplied by the funds allocated to incentivise students;

45.3. from designated (project) funds: based on the regulations of the nominal and(or) designated scholarships, or the terms and conditions for using the funds as defined in the funding agreements concluded between Kauno kolegija and third parties;

45.4. from sponsorship funds: based on sponsorship agreements, considering the terms and

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conditions for using the funds set out in those agreements.

46. The funds allocated to incentivise students shall be calculated considering the amount of expenditure approved by order of the KK Director or their authorised person.

47. The KK Scholarship Fund shall be formed from the state budget fund and the KK funds in a calendar year after the approval of the annual income and expenditure estimates by the Kauno kolegija Council.

48. The KK Scholarship Fund shall consist of the scholarship estimates of the administrative and academic divisions, which are approved by the KK Director or their authorised person.

49. The scholarship estimate of the administrative division shall be formed from the following:

49.1. state budget fund: 2 per cent of the funds in the normative tuition fee financed by the state budget allocated to incentivise students;

49.2. and the accrual fund: 5 per cent of the accrual fund accumulated by KK.

50. The scholarship estimate of academic divisions shall be formed from the following:

50.1. state budget funds: based on the number of state-funded students of the academic division of 1 September of the previous year multiplied by the funds allocated to incentivise students and the number of students enrolled on 1 September of the current year multiplied by the funds allocated to incentivise students;

50.2. KK funds: based on the number of students in the academic division who are not funded by the state on 1 January of the current year, multiplied by the funds allocated to incentivise students;

50.3. designated (project) funds: based on the terms and conditions for using the funds as defined in the funding agreements concluded between Kauno kolegija and third parties;

50.4. sponsorship funds: based on sponsorship agreements, considering the terms and conditions for using the funds set out in those agreements.

51. The incentive scholarship estimate of an academic division shall be formed following the procedure laid down in Paragraph 50 and shall be divided into spring and autumn scholarship estimates:

51.1. the spring incentive scholarship estimate shall be calculated as follows: the sum of the funds allocated to scholarships for final-year students and the funds allocated to scholarships for students in other years of study, divided by 12 months and multiplied by 8 months. The spring scholarship budget shall be used to pay the January scholarships for the autumn semester of the previous year, and the spring semester scholarships shall be paid for February and June;

51.2. the autumn incentive scholarship estimate shall be calculated as follows: the sum of the allocations of the academic division for scholarships of the first-year and second-year students, divided by 12 months and multiplied by 4 months. The autumn scholarship estimate shall be used to pay the autumn semester scholarships from September to December.

CHAPTER IV FINAL PROVISIONS

52. The responsible staff of the academic division must submit a staff notification or draft an order on awarding scholarships to the Department of Finance Management and Accounting in the Document Management System (DVS) no later than the 20th of the current month. If the staff notification or draft order for awarding scholarships is submitted after the 20th of the current month, the scholarship shall be paid in the following month.

31. Scholarships shall be transferred to the bank account specified in the student's application for a scholarship.

32. Students who do not submit an application to transfer the scholarship to their bank account by the first day of the last month of the semester/year may have their scholarship terminated from the date of awarding the scholarship.

33. This Description shall be approved and may be amended by resolution of the Academic Council.

34. The Description shall enter into force on the day following its publication in the KK

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internal information system.

35. This Description shall be amended based on the resolutions of the Government of the Republic of Lithuania and orders of the Minister of Education, Science and Sports of the Republic of Lithuania on the procedure for awarding scholarships and granting other support to students.

36. In the event of changes in the provisions of the laws of the Republic of Lithuania and the resolutions of the Government of the Republic of Lithuania related to this Description, the provisions of this Description shall remain in force to the extent that they do not contradict the aforementioned normative legal acts of the Republic of Lithuania.

ENDORSED

President of the Kauno kolegija Students' Representative Council