

APPROVED
by the Resolution No. 5-3 of the Council
of the Lithuanian University of Health
Sciences on the 20th of June 2014

SPONSORSHIP REGULATIONS OF STUDENTS OF THE FIRST CYCLE, THE SECOND CYCLE AND INTEGRATED STUDIES AT LITHUANIAN UNIVERSITY OF HEALTH SCIENCES

CHAPTER I GENERAL PROVISIONS

1. The Sponsorship Regulations of Students of the First Cycle, the Second Cycle and Integrated Studies at Lithuanian University of Health Sciences (hereinafter – Regulations) regulate the sponsorship procedure of the students of the first and second cycle and integrated studies at Lithuanian University of Health Sciences (hereinafter – University).
2. The Regulations are not applied when the following are allocated for the University's students:
 - 2.1. incentive scholarships;
 - 2.2. nominal scholarships;
 - 2.3. onetime social scholarships;
 - 2.4. social scholarships.
3. The concepts used herein:
 - 3.1. **Financial support** – reimbursement of part of the tuition fee in order to help the students-welfare recipients and to motivate the best students.
4. The financial support cannot be allocated to the students, who have suspended their studies at University temporarily.

CHAPTER II FINANCIAL SUPPORT

5. The tuition fee may be reduced only with regard of students, who are not funded by the State, and whose evaluation mean of the last semester is not lower than total evaluation mean of the last semester of the University's students of the same year and study programme minus 10 percent.
6. The financial support granted for the University's student cannot exceed 50 percent of the tuition fee fixed in the study contract for all the study years in certain cycle. The employee appointed by the University's dean shall be responsible for evaluation of the amount of financial support granted for the student.
7. Criteria used to determine the reduction value of the tuition fee:
 - 7.1. for the University's students admitted by general procedure:
 - 7.1.1. the tuition fee is reduced up to 75 percent for orphans (persons under 25 years old, whose (adoptive) parents (one of the (adoptive) parents) are dead);
 - 7.1.2. the tuition fee is reduced up to 50 percent:
 - 7.1.2.1. for the students from multi-child families (persons under 25 years old, whose (adoptive) parents (one of the (adoptive) parents) are growing three and more (adoptive) children under 18 years old, as well as older children (under 25), if such children are studying in the full-time general education schools, professional or higher schools, and whose monthly income

- does not exceed the size of income supported by the State per each family member, as specified in the Government's decree No. 538 of the 05th of June 2008 "Regarding Verification of Size of Income supported by the State";
- 7.1.2.2. for the University's students, who are growing (adoptive) child (children), when both (adoptive) parents are the students of the first, second cycle or integrated studies, except for the cases when one of the (adoptive) parents is dead;
 - 7.2. for the foreign students admitted not by general procedure but according to the contract with the University (hereinafter – foreign students):
 - 7.2.1. the tuition fee is reduced up to 75 percent for orphans (persons under 25 years old, whose (adoptive) parents (one of the (adoptive) parents) are dead) during the studying period at University;
 - 7.2.2. the tuition fee is reduced up to 50 percent for the students, who are growing (adoptive) child (children), when both students are the students of the first, second cycle or integrated studies and live in Lithuania, except for the cases when one of the (adoptive) parents is dead.
 8. In other cases not specified herein the tuition fee may be reduced by the order of the University's Rector upon suggestion of the Commission indicated in the clause 11 herein.
 9. The total amount of reduced tuition fee applied for all the University's students cannot exceed 1,5 percent of all the anticipated University's income from the tuition fees for that particular semester.
 10. The total amount of reduced tuition fee applied for all the students of certain University's faculty cannot exceed 1,5 percent of all the anticipated income of certain University's faculty from the tuition fees for that particular semester.
 11. The total amount of reduced tuition fee applied for all the foreign students cannot exceed 1,5 percent of all the anticipated University's income from the tuition fees of foreign students for that particular semester.
 12. If the same number of the University's students satisfies the set criteria and there is no possibility to provide support to all the University's students, who satisfy the criteria, the priority shall be given to the University's students, whose evaluation mean of the last semester was higher.

CHAPTER III ALLOCATION PROCEDURE OF FINANCIAL SUPPORT

13. The applications for financial support shall be considered in the commission formed by the Rector's order (hereinafter – Commission) at least once in a semester. The applications for financial support shall be considered at least two weeks before the payment deadline of certain part of tuition fee.
14. The University's students shall submit the applications for financial support (Annex 1 hereto) to the deans of the University's faculties together with the documents, which would prove the circumstances specified in the clause 7 herein or compliance with one of the criteria listed in the clause 7 herein following the requirements of the chapter V of the present Regulations before the 15th of the first month of the semester.
15. The application for financial support have to be accompanied by the following documents in order to substantiate certain criteria:
 - 15.1. in order to substantiate the circumstance described in the paragraph 7.1.1 herein, the copy(-ies) of the death certificate(s) of the parent(s) shall be submitted;
 - 15.2. the University's students from the multi-child families shall submit the following:

- 15.2.1. certificate about family's composition (issued by municipality, eldership or service of residents' register);
- 15.2.2. documents, which would prove the family's income, issued by certain unit of the Board of the National Social Insurance Fund, or certificate that would prove that the monthly income of the family per one family member does not exceed the size of income supported by the State.
- 15.3. in order to substantiate the circumstance described in the paragraph 7.1.2.2 herein:
 - 15.3.1. copy(-ies) of the birth certificate(s) of the (adoptive) child (children) and copies of the documents that prove adoption (in case of adoption);
 - 15.3.2. certificate from the educational institution that proves that the other parent of the child is the student of the first, second cycle or integrated studies, or copy of the death certificate of the other parent of the child.
- 15.4. in order to substantiate the circumstance described in the paragraph 7.2.2 herein, the copies of the Lithuanian residence permits shall be submitted besides the documents listed in the clause 15.3 herein.
16. If the documents specified in the clause 15 herein cannot be submitted, some other documents, which prove certain circumstances, may be submitted.
17. When the University's deans assess the submitted applications for financial support and accompanying documents, they submit their recommendations for the University's service of economics and planning regarding allocation of financial support to the University's student together with the student's application and its annexes.
18. The University's deans shall submit their recommendations coordinated with the University's service of economics and planning regarding allocation of financial support to the University's student together with the student's application and its annexes to the Commission at least 5 work days before the Commission's meeting.
19. When the Commission examines the applications and recommendations of the dean of the University's faculty, it makes a decision regarding the application of the University's student. The decision regarding financial support shall be formalized by the order of the University's Rector.
20. The University's student shall be informed about the Commission's decision not to allocate the financial support in 5 work days after such a decision has been made.
21. The University's student shall be informed about the Rector's order to allocate the financial support in 5 work days after such an order has been passed.
22. If the University's student does not agree with the Commission's decision not to allocate the financial support, s/he is entitled to submit an appeal to the Commission solving Disputes between the Students, Administration and Other Employees (hereinafter – Commission solving Disputes) that may decide to return the application specified in the clause 14 herein for reconsideration or to submit it for the consideration of the University's Rector.

Annex 1 to the Sponsorship Regulations of Students of
the First Cycle, the Second Cycle and Integrated Studies
at Lithuanian University of Health Sciences

SAMPLE FORM OF THE APPLICATION FOR FINANCIAL SUPPORT

(student's name, surname, registration number)

(faculty, study programme, year, group)

(e-mail, phone number)

To the Dean of the Faculty of _____
of the Lithuanian University of Health Sciences

(dean's name, surname)

APPLICATION FOR FINANCIAL SUPPORT

(date)

I ask to reduce the tuition fee for the academic year _____ for the studies of the _____
semester because (the circumstances, which prove the right to support should be indicated)

I confirm that the provided information is true and correct.

Enclosed (*mark*):

- Copy(-ies) of the death certificate(s) of the parent(s);
- Copy(-ies) of the birth certificate(s) of the child (children);
- Copies of the documents that prove adoption;
- Certificate from the educational institution that proves that the other parent of the child is the student of the first, second cycle or integrated studies, or copy of the death certificate of the other parent of the child;
- Certificate about family's composition issued by municipality, eldership or service of residents' register (delete the unnecessary ones);
- Documents, which prove the family's income, issued by certain unit of the Board of the National Social Insurance Fund;
- Certificate that proves that the monthly income of the family per one family member does not exceed the size of income supported by the State;
- Other (*enter*)

(signature)

(name, surname)

Shall be filled by the Dean's office manager/ chief supervisor of the dean's office/ coordinator of study programmes of the unit of foreigners' studies of the Centre of International Relations and Studies:

The student was enrolled in year _____
Annual tuition fee according to the contract: _____

Financial support granted to the student during all years of studies (reduced tuition fee) in percent:

Semester	Reduction, %	Semester	Reduction, %
1 st year, fall semester		1 st year, spring semester	
2 nd year, fall semester		2 nd year, spring semester	
3 rd year, fall semester		3 rd year, spring semester	
4 th year, fall semester		4 th year, spring semester	
5 th year, fall semester		5 th year, spring semester	
6 th year, fall semester		6 th year, spring semester	

Financial support granted during the entire period of studies: _____ %

(office) (signature) (name, surname)

Faculty's dean:

I recommend to reduce the tuition fee by ___ percent for the academic year _____ for the studies in _____ semester.

(office) (signature) (name, surname)

Service of Economics and Planning:

(office) (signature) (name, surname)

Decision about financial support:

Amount due to reduction: _____ %
To pay for the semester: _____

Chairman of the Commission:

(office) (signature) (name, surname)