

APPROVED
Rector of the Lithuanian University of
Health Sciences2024
Order No. 2024-V-.....

LITHUANIAN UNIVERSITY OF HEALTH SCIENCES
PROCEDURE FOR THE SELECTION FOR AND AWARD OF THE INTEGRATION
INTERNSHIP SCHOLARSHIP FOR FOREIGN STUDENTS

I. GENERAL PROVISIONS

1. The Procedure for the Selection for and Award of the Integration Scholarship for Foreign Students at the Lithuanian University of Health Sciences (hereinafter referred to as the LSMU or University) has been developed in accordance with the Study Regulations of the Lithuanian University of Health Sciences (hereinafter referred to as the “LSMU” or “University”) and the Order of the Minister of Education and Science of the Republic of Lithuania of 19 April 2010 No. V-540 “On Approval of Recommendations for Second-Cycle Additional Internship” (as subsequently amended) and in accordance with the Order No. VE-195 of 10 October 2023 by the Director of the Education Exchanges Support Foundation, approved by the Description of the Procedure for Awarding Scholarships for Internship of the activity “ Supporting the Integration of Foreign Students” under the measure No. 12-003-03-04-01 designated for the progress of the Education Development Programme “Enabling Quality, International and Accessible Studies”.
2. The purpose of the Procedure for the Selection for and Award of the Integration Scholarship for Foreign Students (hereinafter referred to as the “Procedure”) is to establish the conditions for the selection of foreign students for integration internship (hereinafter referred to as the “integration internship”) and the award of the integration internship scholarship.
3. This Procedure establishes the provision of internships for the students (foreign nationals) enrolled in the first-cycle, second-cycle, and integrated study programmes at the internship facilities in Lithuania.
4. The students’ internship shall be carried out and submitted for assessment in accordance with the procedure “Organisation of Additional Internship at the Lithuanian University of Health Sciences” approved by the Order of the Rector of the University of Health Sciences of Lithuania No. V-227 of 25 March 2020.
5. The integration internship scholarship for foreign students is funded from the funds of the Economic recovery and resilience facility measure pursuant to the Order No. VE-195 of 10 October 2023 by the Director of the Education Exchanges Support Foundation, approved by the Description of the Procedure for Awarding Scholarships for Internship of the activity “Supporting the Integration of Foreign Students” under the measure No.12-003-03-04-01 designated for the progress of the Education Development Programme “Enabling Quality, International and Accessible Studies” (hereafter referred to as the “Description”).
6. Key terms used in the Procedure and definitions thereof:
 - 6.1. **Integration internship for foreign students** shall mean a practice placement, i.e. internship,

undertaken by a foreign student under an individual programme to acquire additional practical skills or to enhance existing practical skills, with the fixed scholarship allocated during the internship period.

6.2. **Student activity sheet** (hereinafter referred to as the “activity sheet”) shall mean the sheet reflecting the actual time taken by the student to complete the activities on each day during the reporting period (month) specified in the sheet template as set out in Annex 3 hereto (Annex 3 to the Procedure).

6.3. **Justifiable reason** shall mean documented circumstances that prevented the student from submitting the Student's Research Activity Report by the deadline: sickness certificate, official certificates issued by the police, court, other state authorities, certificate confirming the illness of family members, death of close relatives, certificate confirming the loss of property (due to fire, theft, natural disaster) (police or other competent authority).

6.4. **Duration of the integration internship for foreign students** is 2 months (between March and August of the current year). **Intensity** shall mean at least 20 hours per week, with duration of the internship reported in hours.

7. **Aim of the integration internship scholarship for foreign students** is to attract talented foreign nationals to work in Lithuania.

8. **Purpose of the processing of personal data** shall be the handling of the personal data provided in the application and agreement for the sole purpose of managing the application (awarding of the scholarship).

9. **Retention period** shall be 1 (one) year for personal data provided in the application, 10 (ten) years for personal data provided in the agreement.

10. **Legal basis for personal data processing** shall be the person's consent at the time of the submission of the application and the execution of the agreement.

11. The student shall provide his/her own personal data when applying for the scholarship and/or signing the scholarship agreement.

12. The processing of students' personal data shall be governed by Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation). The procedure for the enforcement of the rights of data subjects is regulated in the Regulations for the Enforcement of the Rights of Data Subjects at the Lithuanian University of Health Sciences, approved by the Order of the Rector of the Lithuanian University of Health Sciences No. 2021-V-0195 of 12 April 2021 “On the Approval of the Regulations for the Enforcement of the Rights of Data Subjects at the University of Health Sciences of Lithuania”.

II. SCHOLARSHIP AWARD COMMITTEE

13. The internship scholarships shall be awarded (terminated) by the decision of the University's Committee for the Award of Integration Internship Scholarships for Foreign Students (hereinafter

referred to as the “Committee”). The decision of the Committee shall be formalised by the respective order of the Rector of the University that shall be drawn up by the Student Affairs Office of the University.

14. The Committee shall be composed of:

14.1. one representative delegated by the Dean of each Faculty of the University;

14.2. one student representative from each Faculty of the University, delegated by the Student Union;

14.3. Head of Student Affairs Office or his/her delegated representative;

14.4. Head of the International Relations and Studies or his/her delegated representative.

15. The composition of the Committee shall be approved by order of the Rector of the University. Decisions of the Committee shall be adopted if voted “for” by a majority of the Committee members present at the respective meeting of the Committee by open vote. Each member of the Committee shall have one vote. The decision shall be deemed to have been adopted if there are more votes “for” than “against”. In the event of equal number of votes “for” and “against” (a tie), the Chairperson of the Committee shall have the casting vote.

16. Each member of the Committee shall evaluate the candidate using the evaluation form in Annex 2 hereto. The average score is calculated based on the scores provided by each Committee member on the evaluation form, and the result shall be considered as the candidate’s final score. If two candidates have the same final scores, and the result determines whether or not the scholarship is awarded, the decision shall be made in favour of the candidate with a higher average grade for the studies.

17. Subject to technical conditions, the Committee may also hold a meeting via by video-conference or other electronic means. In case a meeting is organised by video-conference or other electronic means, all the Committee members shall be provided with the possibilities to participate in the meeting.

18. The International Relations and Study Centre of the University shall submit the list of students applying for the internship scholarships to the Committee at least 3 (three) working days before the Committee meeting.

19. After each meeting, the Committee shall submit the lists of students who have been awarded the incentive scholarships to the Student Affairs Office, which shall prepare a draft order of the Rector of the University in accordance with the Document Management Procedure approved by the Rector of the University.

III. SCHOLARSHIP AWARDING PROCEDURE AND AMOUNT

20. The internship scholarships shall be awarded on a competitive basis.

21. The conditions, date, and time of the competition for the internship scholarship shall be published on the University's website and, if necessary, by other means at least 3 (three) weeks before the competition date.

22. The applications for the competition shall be submitted using the MS *SharePoint* form administered by the International Relations and Study Centre.

23. The application form shall contain the following information:

23.1. a free-form CV;

23.2. active involvement in student activities. The Committee may request to provide evidence of active involvement in the activities mentioned;

23.3. Lithuanian language proficiency level. The Committee may request to provide the documents confirming the specified language proficiency level.

24. The International Relations and Study Centre of the University shall verify compliance of the student

- who has applied for the internship scholarship with the requirements set out in the competition conditions in clause 36 herein.
25. If, in the course of the verification set out in Article 23 of the Procedure, the International Relations and Study Centre of the University finds that a student who has applied for the internship scholarship does not comply with the requirements set out in the competition conditions, the student shall not be eligible to participate in the competition. The International Relations and Study Centre shall inform the student of this decision by email provided by the University.
26. The International Relations and Study Centre of the University shall submit the applications received and verified in accordance with the criteria set out in clause 23 of the Procedure to the Committee.
27. The students who have submitted their applications shall be present in person at the meeting of the Committee and answer the questions addressed to them.
28. The following criteria shall be used for the award of the internship scholarship:
- 28.1. academic excellence. The scholarships shall be awarded to the students with the average grade of at least 8 at the relevant study cycle;
- 28.2. active involvement in student activities:
- 28.2.1. at the Student Union of the University;
- 28.2.2. in student scientific societies;
- 28.2.3. in various student organisations active at the University;
- 28.2.4. in the University's amateur groups;
- 28.2.5. representing the University at sports and/or culture events;
- 28.3. Lithuanian language proficiency level;
- 28.4. the student's motivation is assessed at the interview during the Committee meeting;
29. The Chairperson of the Committee shall notify the students of the competition results no later than 2 (two) working days after the end of the meeting by email provided by the University.
30. The student who has received the internship scholarship shall arrive at the Student Affairs Office of the University within 5 (five) working days upon the announcement of the competition results for signature of Annex 1 hereto.
31. The internship scholarship is EUR 650 (six hundred and fifty) per month. The scholarship amount shall be fixed for the entire period of the activity. Duration of the activity: 2 months.
32. The internship scholarship shall be awarded for a full month (if the cumulative duration of the monthly internship is at least 20 hours per week) and shall not be broken down into days.
33. The internship scholarship shall be awarded to a student with at least 20 cumulative hours of internship per week.
34. The internship scholarship shall be paid twice (2 times) during the period of implementation of the activity (2 months) per student: the internship scholarship for the first month of the internship shall be paid no later than the last day of the month of the internship; the internship scholarship for the last month of the internship shall be paid upon submission of the internship report in accordance with clause 5 of the Additional Internship Procedure approved by the Order of the Rector of the University of 25 March 2020 No. V-227.
35. The internship scholarship funded by the Foreign Students' Internship in Lithuania Programme may be awarded once per student.
36. Students wishing to participate in the internship scholarship competition shall meet the following criteria:
- 36.1. The student shall be a foreign student (a person holding citizenship other than the citizenship of the Republic of Lithuania) enrolled in the first-cycle, second-cycle, and/or integrated study programmes, starting from the third semester of studies.

36.2. The average grade at the respective study cycle shall be at least 8.

IV.FINAL PROVISIONS

37. The Procedure shall be approved and amended by the respective order of the Rector of the University.

38. The Procedure shall enter into force on the date of signing of the Order of the Rector of the University.

AGREEMENT ON THE AWARD OF INTEGRATION INTERNSHIP SCHOLARSHIP FOR FOREIGN STUDENTS

... 20... No....

Kaunas

The **Lithuanian University of Health Science** (hereinafter referred to as the “**Host Organisation**”), represented by _____, acting under _____, and **student** _____

(student's name, surname, name of study programme, study year, group, date of birth, permanent residence address)

(hereinafter referred to as the “**student**”)

hereinafter collectively referred to as the **Parties**, have entered into the following Agreement on the Award of Integration Internship Scholarship for Foreign Students (hereinafter referred to as the “**Agreement**”):

I. GENERAL PROVISIONS

1.1. This Agreement shall be concluded for the entire duration of the student's additional internship (hereinafter referred to as the "internship") with the Host Organisation, on the basis of the Additional Internship Agreement, which shall constitute an integral part of this Agreement:

1.2. additional internship agreement No. VKC6-13-_____

1.3. Internship duration: the internship shall start on..... and end on

(day, month, year) (day, month, year)

1.4. Internship scope: 2 months (during the period from March to August of the current year, the exact period is specified in clause 1.3 of this Agreement) (at least 20 hours per week);

1.5. the student shall be awarded the internship scholarship amounting to EUR 650 (*six hundred and fifty euros, 00 ct*) per month for a maximum of 2 months. The scholarship shall be paid if the internship has been completed in full (as specified in clause 1.3 of the Agreement) and if the internship report in the appropriate form, approved by order No V-227 of the Rector of the University on 25 March 2020, has been submitted no later than 5 working days after the date of completion of the internship as specified in clause 1.3 of the Agreement. The scholarship shall be paid by wire transfer into the student's bank settlement account specified in this Agreement.

1.6. Other conditions and procedures of the internship:_____.

(enter)

II. OBLIGATIONS OF THE PARTIES

2. The University hereby obliges to:

2.1. Pay the internship scholarship for the first month of the internship no later than the last day of the month of the internship; the internship scholarship for the last month of the internship upon submission of the internship report in accordance with clause 5 of the Additional Internship Procedure approved by the Order of the Rector of the University of 25 March 2020 No. V-227, in the amount fixed in clause 1.5 of

this Agreement, to the student's settlement account specified in this Agreement.

3. The student hereby obliges to:

- 3.1. Diligently carry out the tasks of the internship; in case of absence from the internship at the Host Organisation, the student shall immediately notify the internship supervisor, stating the reason and, in case of sickness, presenting the respective sickness certificate issued by the doctor.
- 3.2. Enter into the Additional Internship Agreement in accordance with the form approved by Order No. V-227 of 25 March 2020 by the Rector of the University within 20 working days from the entry into this Agreement.
- 3.3. Submit the activity sheet (Annex 3 of the Procedure for the Selection for and Award of the Integration Scholarship for Foreign Students at the Lithuanian University of Health Sciences) signed by the internship mentor by the 10th of the following month.
- 3.4. Comply with the procedure for organising the additional internship at the Lithuanian University of Health Sciences, approved by Order No. V-227 of 25 March 2020 by the Rector of the University.
- 3.5. Draw up the internship report in accordance with the procedure for organising the additional internship at the Lithuanian University of Health Sciences, approved by Order No. V-227 of 25 March 2020 by the Rector of the University and submit it to a member of staff of the Student Affairs Office within 5 working days of the end of the internship.
- 3.6. Participate in the internship for the full duration of the internship as specified in clause 1.3 of the Agreement.
- 3.7. Maintain the student status throughout the duration of the internship as specified in clause 1.3 of the Agreement.

III. PAYMENT OF EXPENSES AND PAYMENT PROCEDURE

4. The student shall be paid a scholarship during 2-month period (that shall fall within the period from March to August of the current year, the exact period of which is specified in clause 1.3 of this Agreement) in the amount of EUR 650 (*six hundred and fifty euros, 00 ct*) per month, the total amount of the scholarship equal to EUR 1,300 (*one thousand, three hundred euros, 00 ct*).
5. The funds provided for in clause 4 of the Agreement shall be transferred to the student's bank account specified in this Agreement.

IV. FINAL PROVISIONS

6. This Agreement may be amended only by written agreement of the Parties. Amendments to the Agreement shall constitute an integral part of this Agreement.
7. This Agreement shall be terminated:
 - 7.1. if the student is expelled from the educational institution, withdraws from studies, or is suspended from studies (including students on academic leave);
 - 7.2. in the event of a breach by either Party of its obligations under this Agreement;
 - 7.3. by agreement between the Parties, if such agreement is due to unforeseeable, objective and motivated reasons;
 - 7.4. in the event of failure by the student to enter into the Additional Internship Agreement within 20 working days from the date of this Agreement shall result in the termination of this Agreement, and the student shall be informed thereof.
8. If the student fails to comply with the requirements set out in clause 3 of this Agreement, or if the student terminates this Agreement on his/her own initiative, the scholarship shall be discontinued, and the student

shall repay to the University all or part of the scholarship already paid.

9. Either Party to the Agreement shall give the other Party to the Agreement at least ten (10) calendar days' notice of termination.

10. All disputes which cannot be resolved by the Parties to the Agreement in good faith and by agreement shall be settled in accordance with the procedure established by the laws of the Republic of Lithuania.

11. This Agreement shall enter into force on the date of signature of the Agreement by both Parties and shall remain in force until the obligations under this Agreement have been fulfilled.

12. This Agreement is executed in two original copies of the same legal effect, one (1) for each Party. The Agreement shall be executed by the exchange of manually signed copies of the Agreement between the Parties, one (1) for each Party.

V. DETAILS AND SIGNATURES OF THE PARTIES

THE HOST ORGANISATION

Lithuanian University of Health Sciences
Legal entity code 302536989

VAT payer code LT100005579315
A. Mickevičiaus St. 9, 44307 Kaunas

Phone: (8 37) 32 72 01

Email:
rektoratas@lsmu.lt

THE STUDENT

(name, surname)

(date of birth)

(residential address)

(phone number)

(email)

(bank name, bank code)

(settlement account number)

(position, name, surname, signature)

L.S.

(signature)

Date:

Date:

Annex 2 to the Procedure for the Selection for and Award of the Integration
Scholarship for Foreign Students at the Lithuanian University of Health
Sciences

EVALUATION FORM

Candidate's name:

Candidate's evaluation date:

Candidate's learning achievements are assessed on a 5-point scale		Evaluation of candidate's motivation (by three criteria)		Candidate's language proficiency in Lithuanian		
5	Average grade for the studies equal to or above 9.25	5	Excellent (excellently reasoned and justified)	5	Higher than level B2, where the supporting document has been submitted	
4	Average grade for the studies equal to or above 9.0	4	Very good (very well reasoned and justified)	4	Level B2 or equivalent, where the supporting document has been submitted	
3	Average grade for the studies equal to or above 8.75	3	Good (clearly reasoned and justified)	3	Level B1 or equivalent, where the supporting document has been submitted	
2	Average grade for the studies equal to or above 8.50	2	Average (sufficiently reasoned and justified)	2	Level A2 or equivalent, where the supporting document has been submitted	
1	Average grade for the studies equal to or above 8.25	1	Satisfactory (meets minimum requirements)	1	Level A1 or equivalent, where the supporting document has been submitted	
0	Average grade for the studies equal to or above 8.00	0	Unsatisfactory (significant deficiencies)	0	No document supporting the Lithuanian language proficiency	
Candidate's motivation evaluation			Overall motivation evaluation	Evaluation of learning achievements	Evaluation of the Lithuanian language proficiency	Total evaluation score
Reasonableness of the choice of internship place in Lithuania	Candidate's experience/skills/knowledge that will be put to practice at the internship place	The added value of the internship in Lithuania for the candidate's future career and personal development				

The Committee member who carried out the evaluation: _____
(name, surname, position, signature)

Annex 3 to Procedure for the Selection for and Award of the
Integration Scholarship for Foreign Students at the Lithuanian
University of Health Sciences

Place of internship:	Name					
	Department/ Clinic/Unit					
Student's data:	Name	<i>(enter)</i>				
	Surname	<i>(enter)</i>				
Reporting period		from	<i>(enter)</i>		to	<i>(enter)</i>

Student's summary activity sheet

--2024

(date of drafting)

Year	Month		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Number of hours		
2024		hrs																																	<i>(enter)</i>	

Completed by _____
(name, surname of the student's internship mentor)

(signature)

Date _____