



Approved: At the MFT meeting  
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## DESCRIPTION OF FUNDINGPROCEDURE FOR CONFERENCES OR INTERNSHIPS OF STUDENTS AND LECTURERS OF THE LITHUANIAN UNIVERSITY OF HEALTH SCIENCES FACULTY OF MEDICINE

*The Faculty of Medicine allocates funds to students and lecturers to improve their educational, professional, academic and general competencies. An opportunity is created to present the scientific work you have done, to get acquainted with the work done by students or scientists from other countries, innovative solutions, new technologies in the Republic of Lithuania and abroad. The Faculty of Medicine also encourages students and lecturers to participate in cultural exchanges, projects and other events promoting the name of the University and the Faculty of Medicine.*

### I. GENERAL PROVISIONS

1. This procedure establishes the procedure for reimbursement (financial support) of the expenses of students and lecturers of the Faculty of Medicine of the Lithuanian University of Health Sciences (hereinafter - LSMU) from the funds of the Faculty of Medicine.
2. Financial support can be granted to students of the Faculty of Medicine's first, second cycle and integrated study programmes.
3. Financial support can be given to lecturers (including research workers) working at the Faculty of Medicine.
4. Financial support can be awarded to a student:
  - 4.1 For participating in a scientific event presenting a scientific report (1 person)
  - 4.2 For participating in LSMU or representing the Faculty of Medicine at official events in the Republic of Lithuania or abroad.
  - 4.3 For participation in sports and cultural events, representing LSMU or the Republic of Lithuania.
  - 4.4 In other cases, representing LSMU and the Republic of Lithuania.
5. Financial support can be awarded to a lecturer:
  - 5.1. For participating in an educational event.
  - 5.2. For participation in a scientific event where LSMU is represented, but not for clinical purposes.
  - 5.3. For a short-term internship for educational purposes.
  - 5.4. For participating in the official reception on behalf of LSMU and the Faculty of Medicine.
  - 5.5. For the development of cooperation between the host institution and LSMU and the Faculty of Medicine, in the absence of the opportunity to use TRSC support or other programmes.
6. Support can be given to a student once during the study period or in parts, but not exceeding the maximum of 500 EUR. Cases not provided for in this document, related to the

representation of the Ministry of Education, the decision of the dean's office, are considered separately.

## II. FUNDING PROCEDURE

7. A student or a lecturer wishing to receive funding must apply to the Dean of the Faculty of Medicine no later than 30 calendar days until the day of departure or the start date of the event.
8. The student must submit to the Dean of the Faculty of Medicine:
  - 8.1. Request to the Rector for permission to leave.
  - 8.2. Application to the Dean of the Faculty of Medicine for permission to settle for missed lectures according to an individual schedule.
  - 8.3. Confirmation of a scientific report, the fact of accepted theses or an invitation/document inviting the student to a sport, cultural or state event.
  - 8.4. Detailed study information (study programme, course, progress).
  - 8.5. Coordination of the supervisor of the student's work (scientific or other) if there is none - by the vice-dean.
  - 8.6. Official reason for departure (event programme, invitation, thesis acceptance confirmation, etc.).
  - 8.7. The student's relationship with the faculty (whether affiliation with the Faculty of Medicine is indicated in theses, etc.).
  - 8.8. Thesis status – main speaker, first author, etc.).
  - 8.9. Documents supporting the preliminary amount.
9. The lecturer must submit to the Dean of the Faculty of Medicine:
  - 9.1. A document confirming that the event complies with the specified requirements of p. 5.
  - 9.2. Brief motivation why the event is important for the Faculty of Medicine or the study process.
  - 9.3. Documents of official admission to the event.
10. When going to scientific events, financial support is awarded by the decision of the Dean of the Faculty of Medicine.
11. When going to sports, culture or other important events of LSMU, financial support is granted by the decision of the Dean of the Faculty of Medicine, after additional mediation by the representative of the administration of the relevant area.
12. In order to resolve cases not provided for in the document, a commission consisting of two representatives of the dean's office and one student representative is established by the decision of the Dean of the Faculty of Medicine.

## III. REQUIREMENTS FOR RECEIVING FINANCIAL SUPPORT

13. Students must be advanced, have no academic debts for the 2nd year of study before the date of application.
14. Students' overall study average of all semesters and the last semester  $\geq 8$ .

## IV. SETTLEMENT

15. A student or a lecturer, having received funding, undertakes to:
  - 15.1. To present the necessary travel documents confirming the expenses to the accounting department.

15.2. Presents to the Dean of Faculty of Medicine a free-form report of up to 300 characters about the event or the conducted activities.

#### V. FINAL PROVISIONS

16. The procedure is approved and changed by the Dean's proposal, by the decision of the Council of the Faculty of Medicine.