

APPROVED BY
the Decision of the Council of the
Lithuanian Academy of Music and Theatre
of 16 June 2015 (Minutes No 6-TA)

PROCEDURE ON SUPPORT OF STUDENTS OF OF THE LITHUANIAN ACADEMY OF MUSIC AND THEATRE

I. GENERAL PROVISIONS

1. The *Procedure on Sponsorship of Students of the Lithuanian Academy of Music and Theatre* (hereinafter referred to as the 'Procedure') establishes, without limitations, the types of support and sponsors of students of the Lithuanian Academy of Music and Theatre (hereinafter referred to as the 'LMTA' or the 'Academy'), and governs the procedure for the distribution and use of financial resources of the Academy for student promotion.
2. The Procedure is drawn up in accordance with:
 - 2.1. The Standards and Guidelines for Quality Assurance in the European Higher Education;
 - 2.2. The Law of the Republic of Lithuania on Science and Studies (Official Gazette 2012, No 53-2639);
 - 2.3. The Resolution No 402 of the Government of the Republic of Lithuania of 13 May 2009 approving the Calculation of the Study Pricing for a Standard Study Field (a Study Programme Group), the description of the Procedure for Allocation of the State Budget Funds of the Republic of Lithuania for the Study Cost of State-funded Studies and the Description of the Procedure for Allocation of the State Budget Funds of the Republic of Lithuania for the Funding of Studies for Persons Admitted to Public Higher Education Institutions before 2009;
 - 2.4. The Statute of the LMTA (Official Gazette 2012, No 81-4232).
3. Students of the Academy shall be provided with academic and social assistance allocated to the financial support of students.

II. ACADEMIC ASSISTANCE

4. Academic assistance shall include:
 - 4.1. Dissemination of information on the study programmes and their changes in the LMTA;
 - 4.2. Consultations for students on issues of performance of studies;
 - 4.3. Consultations for students on career opportunities.
5. Dissemination of information on the study programmes and their changes in the LMTA shall include:
 - 5.1. Admission requirements;
 - 5.2. Awarded higher education qualifications;
 - 5.3. Artistic and scientific activities;
 - 5.4. The views of students, graduates and other interested parties on the quality of studies;
 - 5.5. Internal and external evaluation of study programmes;
 - 5.6. International studies.
6. Consultations for students on issues of performance of studies shall include:
 - 6.1. The academic schedule of studies;
 - 6.2. Enrolment for studies;
 - 6.3. Enrolment for the fields of minor studies;
 - 6.4. Enrolment for optional subjects;
 - 6.5. Crediting and assessment of learning outcomes;

- 6.6. Academic debts and their elimination;
 - 6.7. Academic mobility;
 - 6.8. Individual study plan;
 - 6.9. Creation (preparation), performance, delivery (defence), etc. of the final thesis.
7. Information on the study programmes, their changes and the performance of studies shall be provided by:
 - 7.1. Lecturers of speciality subjects (subjects of the major field of study), course leaders, heads of departments, employees of the dean offices, the dean of the faculty;
 - 7.2. Employees of the Study Information and Data Office;
 - 7.3. Employees of the Study Programmes Office;
 - 7.4. Employees of the International Relations Office;
 - 7.5. Employees of the Quality Management Office.
 8. In consulting students on career opportunities, their career management skills shall be developed, and the information on the practical training and potential employers shall be provided, meetings of Academy students, graduates and/or employers shall be arranged, etc.
 9. Consultations for students on career opportunities shall be provided by:
 - 9.1. The career coordinator of the Career and Competence Centre;
 - 9.2. Lecturers of speciality subjects (subjects of the major field of study), course leaders, heads of departments.
 10. The academic assistance provided for students referred to in Clauses 5 and 6 of this Procedure is regulated in the *Regulations of Studies of the Lithuanian Academy of Music and Theatre*.
 11. The Public Relations Office, together with the offices and the employees of the Academy referred to in Clauses 7 and 9 of the Procedure shall organise the publication and renewal of the information related to the academic assistance.

IV. FINANCIAL ASSISTANCE

12. Financial assistance shall include:
 - 12.1. Support provided by the State Studies Foundation (<https://www.vsf.lt/index.php>) (loans for studies and social scholarships for studies);
 - 12.2. Support for the disabled provided by the Department for the Affairs of Disabled (<http://www.ndt.lt/>);
 - 12.3. State scholarships for studies and practical training abroad administered by the Education Exchanges Support Foundation (<http://www.smpf.lt/lt>);
 - 12.4. Scholarships for studies, internships and practical training abroad provided by Nordplus and other programmes (e. g., DAAD, BAFF, Fulbright, etc.);
 - 12.5. Targeted scholarships for students in pedagogical education programmes;
 - 12.6. Support provided by other natural and legal persons and funds of the Republic of Lithuania and foreign countries;
 - 12.7. Support for students provided by the Academy.
13. Information about the support granted by the State Studies Foundation and the Department for the Affairs of Disabled, as well as targeted scholarships for students in pedagogical education programme shall be provided by the Study Information and Data Office of the LMTA.
14. The International Relations Office shall provide information about the support granted by the Education Exchanges Support Foundation. The methodology for the size and calculation of Erasmus scholarships and the payment procedure of Erasmus scholarships shall be regulated by

the *Procedure on organising Erasmus studies and practical training of the Lithuanian Academy of Music and Theatre*.

15. The International Relations Office shall provide information about scholarships for studies and practical training abroad under the Nordplus and other programmes.
16. The financial support provided by the Academy includes:
 - 16.1. Price reduction of studies for students who are paying tuition fees;
 - 16.2. Reduction of a dormitory fee;
 - 16.3. Promotion grants;
 - 16.4. Support for cultural, artistic, scientific, sports and public activities of students;
 - 16.5. Support for the activities of the representative office of the Students' Union of the Lithuanian Academy of Music and Theatre and other students' organisations.
17. The price reduction of studies for students who are paying tuition fees is regulated by *the Procedure for Payment, Refund and Recovery of Tuition Fees at the Lithuanian Academy of Music and Theatre*.
18. Reduction of a dormitory fee is regulated in the *Internal Rules of the Students' Dormitory of the Lithuanian Academy of Music and Theatre* and the *Procedure for Reduction of a Dormitory Fee of the Lithuanian Academy of Music and Theatre*.
19. Conditions for granting and paying promotion grants are regulated in the *Regulations of Scholarships of the Lithuanian Academy of Music and Theatre*.
20. Each year, the annual estimate of income and expenditure is approved by the Council of the Academy, which provides for the financing of activities of the Students' Union representative office of the LMTA and other students' organisations, as well as for the cultural, artistic, scientific, sports and public activities. The Senate of the Academy establishes the procedure of allocation of funds and accountability of funds used.

V. SOCIAL ASSISTANCE

21. Social assistance shall include:
 - 21.1. Psychological, sports, health support;
 - 21.2. Provision of dormitories.
22. Students may receive psychological support by:
 - 22.1. Participating in the information study days at the beginning of the year of studies,
 - 22.2. Taking part in the training organised by the Career and Competence Centre, which is led by qualified psychologists.
23. Students may receive sports support by:
 - 23.1. Using the gymnasium and sports tools of the LMTA,
 - 23.2. Participating in sports events organised by the Physical Education Centre: workouts, sporting competition, etc.
24. Health support for students shall be provided by the staff of the ENT (ear, nose and throat) medical office available in the Academy.
25. The provision of dormitories for students of the Academy is regulated in the *Internal Rules of the Students' Dormitory of the Lithuanian Academy of Music and Theatre*.

IX. FINAL PROVISIONS

26. This Procedure shall take effect from 1 July 2015.

27. The Procedure shall be amended by a decision of the Council of the LMTA.