APPROVED BY

Decree No. PP-60 of the Vice-Rector for

Studies of Kaunas University of Technology

of 23 June 2017

**REGULATIONS FOR THE PROCEDURE OF CO-FINANCING OF THE PARTICIPATION OF STUDENTS IN THE NATIONAL AND INTERNATIONAL EVENTS**

Regulations for the procedure of co-financing of the participation of students in the national and international events regulate co-financing of the participation of students in the national and international events from the Studies Foundation administered by the Vice-Rector for Studies\*.

1. **Sequence of actions of the student aiming to receive co-financing**:
	1. The student who wants to receive co-financing for the activities significant to Kaunas University of Technology (hereinafter – University), fills in a request (see appendix) and applies to the faculty's Dean or

Student Union;

* 1. The faculty's Dean or Student Union applies to the Director of the Student Affairs (hereinafter – SRD), confirms the relevance of the activities planned by the student and submits a reasoned request for co-financing of the participation in the event.
1. **Criteria for granting of co-financing for activities:**:
	1. A student is advanced; his/her grade point average of the last semester is at least 7;
	2. A head of the organisation / Dean or his/her authorised person provides a reasoned recommendation for the student's trip;
	3. A student provides a reasoned justification for the requested expenses;
	4. A student goes to an exhibition / tournament / event to present his/her activities / presentation, represent

the University at the regional / national / international level;

* 1. Participation in the event is significant to the University, it promotes the University's name and strengthens its image.
1. **The following cases are not financed by the Studies Foundation**:
	1. A visit is related only to the deepening of the knowledge in the study programme;
	2. A student, who has left, is only an external student;
	3. When co-financing of one student's trip requires more than a half of the Foundation's annual funds;
	4. When a student goes to the trip that forms political opinions or to the countries which political situation poses a threat to the student.
2. **Procedure of the financing of activities**:
	1. If Director of SRD makes a positive decision regarding the co-financing of activities, the student is awarded a one-off target scholarship from the Studies Foundation in the amount of up to 50% of all the event's expenses;
	2. In exceptional cases, 100% of the requested amount can be financed by the decision of the Director of SRD (highly significant events that have no other financing except for the Studies Foundation);
	3. One-off target scholarship is awarded after the performed activities.
3. **After the student receives co-financing, he/she undertakes to**:
	1. Purposely participate in the activities and represent the University;
	2. Provide feedback to the Director of SRD after the return from the training;
	3. Share good practice / experience with the University's community.

\*In exceptional cases, Director of SRD, with approval of the Vice-Rector for Studies, can grant financing to the student (-s) by not applying one or several of the above-mentioned regulations.