



GOVERNMENT OF THE REPUBLIC OF LITHUANIA

RESOLUTION

AMENDING RESOLUTION NO 149 OF THE GOVERNMENT OF THE REPUBLIC OF LITHUANIA OF 1 MARCH 2017 ON THE IMPLEMENTATION OF THE LAW ON HIGHER EDUCATION AND RESEARCH OF THE REPUBLIC OF LITHUANIA

26 July 2017, No. 642
Vilnius

The Government of the Republic of Lithuania hereby r e s o l v e s:

To amend Resolution No 149 of the Government of the Republic of Lithuania of 1 March 2017 on the implementation of the Law on Higher Education and Research of the Republic of Lithuania:

1. To amend the preamble and to read as follows:

Pursuant to Paragraph 1 of Article 42, Paragraph 1 of Article 44, Paragraph 10 of Article 52, Paragraph 13 of Article 53, Paragraphs 7 and 13 of Article 77, Paragraph 1 of Article 79 and Paragraph 4 of Article 83 of the Law on Higher Education and Research of the Republic of Lithuania, the Government of the Republic of Lithuania r e s o l v e s:’

2. To amend Paragraph 3 to be read as follows:

‘3. To approve the following enclosed:

3.1. The Description of the Procedure for Calculating the Price of Studies of the Standard Study Field or a Group of Study Programmes and Allocating the State Budget Funds of the Republic of Lithuania for Tuition Fee Payments in the State-Funded Study Places;

3.2. The Description of the Cases and Procedures for Changing the Study Programme and Study Form While Maintaining State Funding;

3.3. The Description of the Procedure for the Issuance, Adjustment and Withdrawal of the Authorisation to Conduct Studies and Study-Related Activities;

3.4. The Description of the Procedure for the Issuance, Adjustment and Withdrawal of the Authorisation to Conduct Study-Related Activities;

3.5. The Description of the Procedure for Reimbursing the Price Paid for the Studies.’

Prime Minister

Saulius Svernelis

Minister for Culture, substituting
Minister for Education and Science

Liana Ruokytė-Jonsson

APPROVED

Resolution No 149 of the Government of the Republic of Lithuania of 1 March 2017
(Version of Resolution No 642 of the Government of the Republic of Lithuania of 26 July 2017)

THE DESCRIPTION OF THE PROCEDURE FOR THE ISSUANCE, ADJUSTMENT AND WITHDRAWAL OF THE AUTHORISATION TO CONDUCT STUDIES AND STUDY-RELATED ACTIVITIES**CHAPTER I
GENERAL PROVISIONS**

1. The Description of the Procedure for the Issuance, Adjustment and Withdrawal of the Authorisation to Conduct Study and Study-Related Activities (hereinafter referred to as 'the Description') shall govern the procedure for submission and examination of documents to obtain the Authorisation (hereinafter referred to as 'the Authorisation') to conduct studies and study-related activities for state and non-state higher education institutions (hereinafter referred to as 'the Higher education institution') as well as foreign higher education institutions, the activities of which have been evaluated by the quality assessment agency for higher education institution listed in the European Quality Assurance Register for Higher Education, or an agency which is a full member of the European Association of Quality Assurance Agencies in Higher Education, branches established in the Republic of Lithuania (hereinafter referred to as 'the Branch'), the procedure for issuance, non-issuance, adjustment and withdrawal of the Authorisation, issuance of a duplicate Authorisation.

2. The definitions used in the Description are defined in the Law on Higher Education and Research of the Republic of Lithuania. The provisions of the Description shall apply to seminaries in so far as they do not conflict with the agreements between the Republic of Lithuania and the Holy See.

**CHAPTER II
PROCEDURE FOR SUBMISSION AND EXAMINATION OF DOCUMENTS, ISSUANCE AND NON-ISSUANCE OF THE AUTHORISATION**

3. In order to obtain the Authorisation, a Higher education institution or a Branch shall submit an application to the Ministry of Education and Science of the Republic of Lithuania (hereinafter referred to as the 'Ministry of Education and Science') in person, by registered post, by courier, by e-mail, signing it with a secure electronic signature, in the official language, comprising the following documents:

3.1. an application to issue an Authorisation indicating the name of the Higher education institution or the Branch, legal form, legal entity code of the Higher education institution or branch code, address of the registered office, telephone number, e-mail address, addresses of units located in other country or on the territory of other municipality, telephone numbers, position, name and surname of the head or person authorised by him who submitted the application, date of submission of the application;

3.2. a commitment to start the implementation of studies in at least 3 study fields (university) or 2 study fields (college) within twelve months from the date of issue of the

Authorisation and to implement at least half of the study programmes in the territory of the Republic of Lithuania;

3.3. A descriptions of new study programmes;

3.4. a description of the international level fundamental and applied research and experimental development and/or the intended development of professional arts to be conducted at the university, applied research, experimental development and/or professional arts to be conducted at the college;

3.5. a financial plan for the activities and a description of the measures envisaged to ensure commitments to students in the event of termination of the activities of a higher education institution or branch;

3.6. a description of the available and planned material resources for the purpose of conducting study and/or art activities;

3.7. a list and a description of the qualifications of the teaching staff and other staff of the higher education institution or branch to be employed for the purpose of the study and study-related activities and intentions or commitments presented by these persons in writing to participate in the study and study-related activities;

3.8. a description of the internal quality assurance system;

3.9. copies of the documents on the establishment of the higher education institution and/or the branch. In cases where copies of the documents on the establishment of the higher education institution or branch can be obtained from State Registers by the Centre for Quality Assessment in Higher education, the submission of these documents shall not be required.

3.10. the branch shall provide additionally:

3.10.1. a document issued by a competent authority proving that the foreign higher education institution operates legally and that new study programmes to be conducted by it are lawfully carried out in the country of origin;

3.10.2. a letter from the institution supervising the quality of studies of that foreign state regarding the supervision of the quality of the new study programmes to be conducted in the branch.

4. If the Ministry of Education and Science establishes that not all the documents indicated in Paragraph 3 of the Description have been submitted, the administrative procedure shall be suspended within three working days from the date of receipt of the documents by notifying the higher education institution or branch in writing and a time limit not exceeding twenty working days shall be fixed to remedy the shortcomings. If the shortcomings are not remedied by the Higher education institution or Branch within the prescribed time, the administrative procedure shall be terminated by informing the higher education institution or branch in writing thereof.

5. If the Ministry of Education and Science has established that all the documents indicated in Paragraph 3 of the Description have been submitted, it shall, within three working days of receipt of the documents:

5.1. send an acknowledgement of receipt of the documents to the higher education institution or branch, wherein the information specified in Paragraph 4 of Article 7 of the Law on Services of the Republic of Lithuania is indicated;

5.2. address the State Security Department, which shall, within thirty working days of receipt of this address, assess the higher education institution or branch and deliver an opinion if the planned activities of the higher education institution or branch may pose a threat to national security, or information about the activities of the higher education institution or branch in so far as it is related to national security interests, provided that the higher education or branch does not pose a threat to national security, and inform the Ministry of Education and Science thereof.

6. If the State Security Department provides information that the planned activities of a higher education institution or branch do not pose a threat to national security, the Ministry of Education and Science shall submit the documents indicated in Paragraph 3 of the Description to

the Centre for Quality Assessment in Higher Education within three working days of receipt of the report or information from the State Security Department.

7. If the State Security Department concludes that the planned activities of a higher education institution or branch may pose a threat to national security, the Minister of Education and Science shall adopt decision not to issue the Authorisation and shall inform the higher education institution or branch and the Register of Legal Entities within five working days.

8. The Centre for Quality Assessment in Higher Education shall, in accordance with its established procedure, with the help of experts, not later than within 4 months from the date of receipt of the application documents, assess the documents indicated in Paragraph 3 of the Description and determine whether the material base, qualified personnel are suitable for the implementation of planned study programmes, research and/or art activities, and the higher education institution or branch complies with the other conditions laid down in the Law on Higher Education and Research of the Republic of Lithuania necessary to ensure the quality of planned study programmes, research and/or art activities, as well as the compliance of the higher education qualifications presented with the requirements, prepare conclusions and submit them to the higher education institution or branch in accordance with the procedure established by the Centre for Quality Assessment in Higher Education.

9. A higher education institution or a branch shall have the right to lodge an appeal once with the Appeal Commission formed by the Centre for Quality Assessment in Higher Education (hereinafter referred to as 'the Appeal Commission') against the findings indicated in Paragraph 8 of the Description drawn up by the Centre for Quality Assessment in Higher Education within seven working days of the receipt thereof. The composition of the Appeal Commission shall not include civil servants and/or employees of the Centre for Quality Assessment in Higher Education. The Appeal Commission shall comprise one student - a member proposed by the Lithuanian Students' Union, two persons proposed by the Conference of Rectors of Lithuanian Universities, two persons proposed by the Conference of Directors of Lithuanian Colleges, two persons proposed by organisations uniting social partners from different higher education institutions. Members to the Appeal Commission shall be appointed for the maximum term of office of three years. A member proposed by the Lithuanian Students' Union shall be appointed for the maximum term of office of two years. A third of the members of the Appeal Commission shall be replaced on a yearly basis. The same person may be appointed as a member of the Appeal Commission for no more than two successive terms of office. The Centre for Quality Assessment in Higher Education must inform the Ministry of Education and Science about the submission of the appeal at least within two working days from the date of receipt of the appeal. The Centre for Quality Assessment in Higher Education shall forward the evaluation report to the Ministry of Education and Science within ten working days of the submission of the evaluation report to the higher education institution or branch without having received any appeal to the evaluation report.

10. The Appeal Commission shall examine appeals concerning the report of the Centre for Quality Assessment in Higher Education in accordance with its regulations approved by the Director of the Centre for Quality Assessment in Higher Education and shall adopt a decision, inform the higher education institution or branch and the Centre for Quality Assessment in Higher Education within twenty-two working days of the date of receipt of the appeal.

11. Once the Appeal Commission has decided not to satisfy the appeal, the Centre for Quality Assessment in Higher Education shall submit its report to the Ministry of Education and Science at least within two working days of receipt of the decision of the Appeal Commission. If the Appeal Commission has taken a decision to satisfy the appeal and instructs the Centre for Quality Assessment in Higher Education to re-evaluate the documents submitted by a higher education institution or a branch, the Centre for Quality Assessment in Higher Education shall, in accordance with the decision of the Appeal Commission, draw its final report and submit it to the

Ministry of Education and Science and to the higher education institution or branch within twenty-two working days of the date of receipt of the decision of the Appeal Commission.

12. The Minister of Education and Science shall, within twenty-five working days of receipt of the report of the Centre for Quality Assessment in Higher Education, adopt a decision on whether to issue or not to issue an Authorisation, inform the higher education institution or branch, the Register of Legal Entities and the Centre for Quality Assessment in Higher Education of the decision taken and, if a decision to issue the Authorisation has been taken, issue it. The Authorisation shall be sent to the higher education institution or branch by registered post or delivered to a person authorised by the applicant.

13. The Authorisation shall contain the following particulars:

13.1. The name of the authority which issued the Authorisation;

13.2. The title of the Authorisation;

13.3. Authorisation number;

13.4. the name of the higher education institution or branch, the legal entity code of the higher education institution or the code of the branch of the higher education institution of foreign state established in the Republic of Lithuania, the address of the registered office;

13.5. the legal form of the higher education institution or branch;

13.6. the type of educational activity of a higher education institution or branch;

13.7. the date of issue, adjustment of the Authorisation, if the Authorisation has been adjusted;

13.8. position, name, surname and signature of the official who issued the Authorisation, bearing the seal of the Ministry of Education and Science.

14. The Minister of Education and Science shall not issue an Authorisation in the cases referred to in Paragraph 5 of Article 42(of the Law on Higher Education and Research of the Republic of Lithuania.

CHAPTER III

WITHDRAWAL, ADJUSTMENT OF AUTHORISATION, ISSUE OF A DUPLICATE AUTHORISATION

15. The Minister of Education and Science shall withdraw an Authorisation in the cases specified in Paragraph 1 of Article 43 of the Law on Higher Education and Research of the Republic of Lithuania.

16. In the event of a change in the data specified in the Authorisation, the higher education institution or branch shall inform the Ministry of Education and Science within five working days of the change in the data, which shall issue the adjusted Authorisation within five working days from the date of receipt of the request. A higher education institution or a branch must submit a request to adjust the Authorisation and documents confirming changes in the data to the Ministry of Education and Science, either directly or through the Information Systems Interoperability System Portal of Public Administration Institutions (www.epaslaugos.lt; www.evaldzia.lt).

17. To obtain a duplicate of the Authorisation, a higher education institution or a branch must submit a request for the issue of a duplicate Authorisation to the Ministry of Education and Science directly or through the Information Systems Interoperability System Portal of Public Administration Institutions (www.epaslaugos.lt; www.evaldzia.lt). The Ministry of Education and Science shall adopt a decision on the issue of a duplicate Authorisation within five working days of receipt of this request and issue it on the basis of the data available to the Ministry of Education and Science concerning the higher education institution or branch.

18. The form of the duplicate Authorisation shall indicate the date of issue of the duplicate and shall bear the words “DUPLICATE” in the upper right-hand corner of the form. The duplicate Authorisation shall be sent to the applicant by registered post or delivered to his authorised person.

CHAPTER IV

FINAL PROVISIONS

19. The operating conditions of Authorisation holders shall be supervised by the Ministry of Education and Science or any other institution authorised by it.

20. The Ministry of Education and Science shall provide information on the issue, adjustment, withdrawal of the Authorisation to the Licence Information System and publish it on the website of the Ministry of Education and Science.

APPROVED

Resolution No 149 of the Government of the Republic of Lithuania of 1 March 2017
(Version of Resolution No 642 of the Government of the Republic of Lithuania of 26 July 2017)

A DESCRIPTION OF THE PROCEDURE FOR ISSUANCE, ADJUSTMENT AND WITHDRAWAL OF THE AUTHORISATION TO CONDUCT STUDY-RELATED ACTIVITIES**CHAPTER I
GENERAL PROVISIONS**

1. The Description of the Procedure for the Issuance, Adjustment and Withdrawal of an Authorisation to conduct studies-related activities (hereinafter referred to as 'the Description') shall govern the procedure for submission and examination of documents to obtain the Authorisation (hereinafter referred to as 'the Authorisation') to conduct study-related activities for the branch of a foreign higher education institution established in the Republic of Lithuania, legal entity, other organisations and their units, acting in accordance with international agreements (hereinafter referred to as 'the Applicant'), the procedure for issuance, non-issuance, adjustment and withdrawal of the Authorisation, issuance of a duplicate Authorisation.

2. The definitions used in the Description are defined in the Law on Higher Education and Research of the Republic of Lithuania. The provisions of the Description shall apply to seminaries in so far as they do not conflict with the agreements between the Republic of Lithuania and the Holy See.

**CHAPTER II
PROCEDURE FOR SUBMISSION AND EXAMINATION OF DOCUMENTS, ISSUANCE AND NON-ISSUANCE OF THE AUTHORISATION**

3. To obtain the Authorisation, the Applicant shall submit the following to the Ministry of Education and Science of the Republic of Lithuania (hereinafter referred to as the 'Ministry of Education and Science') in person, by registered post, by courier, by e-mail, signing it with a secure electronic signature, in the official language:

3.1. an application to issue Authorisation specifying the Applicant's name, registered address, e-mail address, telephone number, objectives of activities, period of activities, if it is limited, a register in which data about the Applicant are collected and stored, foreign higher education institution, the person who established it, the head, name and surname of the head, the person authorised by him/her, as well as position of a person who submitted the application, the date of submission of the application;

3.2. a document proving that a foreign higher education institution legally operates in the country of origin;

3.3. a document proving that the competent authority of a foreign state with jurisdiction over a higher education institution of a foreign state does not object to the Applicant conducting study-related activities in the Republic of Lithuania;

3.4. a document proving that the foreign higher education institution consents that the Applicant would conduct study-related activities in the Republic of Lithuania;

3.5. Copies of the founding documents of the Applicant in the Republic of Lithuania. In cases where copies of the founding documents of the Applicant can be obtained from state registers by the Ministry of Education and Science of the Republic of Lithuania, submission of these documents is not required.

4. Upon receipt of the documents submitted by the Applicant, the Ministry of Education and Science shall verify that all the documents referred to in Paragraph 3 of the Description have been submitted. If not all the documents indicated in Paragraph 3 of the Description have been submitted by the Applicant, the administrative procedure shall be suspended within three working days from the date of receipt of the documents by notifying the Applicant in writing and a time limit not exceeding twenty working days shall be fixed to remedy the shortcomings. If the Applicant fails to remedy the shortcomings within the prescribed time limit, the administrative procedure shall be terminated by informing the Applicant in writing.

5. If the Ministry of Education and Science has established that all the documents indicated in Paragraph 3 of the Description have been submitted, it shall, within three working days of receipt of the documents:

send an acknowledgement of receipt of the documents to the Applicant, wherein the information specified in Paragraph 4 of Article 7 of the Law on Services of the Republic of Lithuania is indicated;

address the State Security Department, which shall, within thirty working days of receipt of this address, assess the Applicant and deliver an opinion whether the planned activities of the Applicant may pose a threat to national security, or information about the activities of the Applicant in so far as it is related to national security interests, provided that the Applicant does not pose a threat to national security, and inform the Ministry of Education and Science thereof.

6. If the State Security Department provides information that the intended activities of the Applicant do not pose a threat to national security, the Minister for Education and Science shall constitute a commission (hereinafter referred to as 'the Commission') within three working days of receiving this information, which shall evaluate the documents referred to in Paragraph 3 of the Description and submit proposals to the Minister for Education and Science within five working days from the date of the establishment of the Commission.

7. If the State Security Department submits the conclusion that the intended activities of the Applicant may pose a threat to national security, the Minister of Education and Science shall take a decision not to issue the Authorisation within five working days of receiving this information and inform the Applicant and the Register of Legal Entities.

8. The Commission indicated in Paragraph 6 of the Description may invite representatives of the competent authorities and experts for the examination and evaluation of the documents specified in Paragraph 3 of the Description.

9. The Minister for Education and Science, having assessed the proposals of the Commission, shall take a decision whether to issue or not to issue an Authorisation within five working days and shall issue it after taking the decision to issue the Authorisation. The Authorisation shall be sent to the Applicant by registered post or delivered to the Applicant or his/her authorised person and the Register of Legal Entities shall be notified thereof.

10. The Authorisation shall contain the following particulars:

10.1. The name of the authority which issued the Authorisation;

10.2. The title of the Authorisation;

10.3. Authorisation number;

10.4. The name, legal entity code (code of the branch of higher education institution of the foreign state established in the Republic of Lithuania), legal form, address of the registered office of the Applicant;

10.5. The type of activity of the Applicant;

10.6. the date of issue, adjustment of the Authorisation, if the Authorisation has been adjusted;

10.7. position, name, surname and signature of the official who issued the Authorisation, bearing the seal of the Ministry of Education and Science.

11. The Minister of Education and Science shall not issue an Authorisation in the cases referred to in Paragraph 5 of Article 44(of the Law on Higher Education and Research of the Republic of Lithuania.

12. If a decision not to issue the Authorisation has been taken, the Minister of Education and Science shall notify the Register of Legal Entities and the Applicant within five working days of the date of the adoption of the decision, stating the reasons for the refusal to issue the Authorisation.

CHAPTER III

WITHDRAWAL, ADJUSTMENT OF AUTHORISATION, ISSUE OF A DUPLICATE AUTHORISATION

13. The Minister of Education and Science shall withdraw the issued Authorisation in the cases stipulated in Paragraph 7 of Article 44 of the Law on Higher Education and Research of the Republic of Lithuania.

14. The administrative procedures laid down in Paragraph 10 of Article 44 of the Law on Higher Education and Research of the Republic of Lithuania shall apply in the event of a change in the data specified in the Authorisation. The Applicant may submit a request for adjustment of the Authorisation and documents confirming the change in data to the Ministry of Education and Science, either directly or through the Information Systems Interoperability System Portal of Public Administration Institutions (www.epaslaugos.lt; www.evaldzia.lt).

15. In order to obtain a duplicate Authorisation, the Applicant may submit a request to issue a duplicate Authorisation to the Ministry of Education and Science either directly or through the Information Systems Interoperability System Portal of Public Administration Institutions (www.epaslaugos.lt; www.evaldzia.lt). The Ministry of Education and Science shall adopt a decision on the issue of a duplicate Authorisation within five working days from the date of receipt of this request and issue it on the basis of the data available to the Ministry of Education and Science concerning the Applicant.

16. The form of the duplicate Authorisation shall indicate the date of issue of the duplicate and shall bear the words “DUPLICATE” in the upper right-hand corner of the form. The duplicate Authorisation shall be sent to the Applicant by registered post or delivered to his authorised person.

CHAPTER IV

FINAL PROVISIONS

17. The operating conditions of Authorisation holders shall be supervised by the Ministry of Education and Science and any other institution authorised by it.

18. The Ministry of Education and Science shall provide information on the issue, adjustment, withdrawal of the Authorisation to the Licence Information System and publish it on the website of the Ministry of Education and Science.

APPROVED

Resolution No 149 of the Government of the Republic of Lithuania of 1 March 2017
(Version of Resolution No 642 of the Government of the Republic of Lithuania of 26 July 2017)

THE DESCRIPTION OF THE PROCEDURE FOR REIMBURSING THE PRICE PAID FOR THE STUDIES

CHAPTER I GENERAL PROVISIONS

1. The Description of the Procedure for Reimbursing the Price Paid for the Studies (hereinafter referred to as 'the Description') shall govern the reimbursement of all of the price actually paid for studies in one year or part thereof to the part of persons (hereinafter referred to as 'the persons') who have completed the study year with the best results of the first and second cycle or integrated studies in the non-state-funded places at Lithuanian higher education institutions and branches of higher education institutions of foreign states established in the Republic of Lithuania (hereinafter referred to as 'the higher education institutions').

2. Where the annual study price actually paid for the studies is higher than the normal price of studies, the person shall be compensated for a part of the annual study price equal to the normal study price. Where the annual study price paid for the studies does not exceed the normal price of studies, the person shall be reimbursed the full price actually paid for the studies.

3. Persons who, when compiling the list of persons who are offered to be reimbursed the price paid for the studies by the higher education institution, do not have academic debts, have fulfilled all the requirements for the study programme during the relevant year of study and have attained an excellent or standard level of achievement shall be entitled to reimbursement of the price paid for the studies, except for the persons indicated in Paragraph 4 of the Description. The price paid for the studies shall be compensated on the basis of a competition succession formed in accordance with the procedure laid down by the higher education institutions.

4. The following persons shall not be entitled to reimbursement of the price paid for studies:

4.1. indicated in Paragraph 2 of Article 80 of the Law on Higher Education and Research of the Republic of Lithuania (hereinafter referred to as the Law on Higher Education and Research);

4.2. who have received a scholarship in accordance with the provisions of the Description of the Procedure for Granting and Paying Scholarships approved by Resolution No 595 of the Government of the Republic of Lithuania of 29 May 2012 approving the Description of the Procedure for Granting and Paying Scholarships, for the period of study for which they received a scholarship;

who have received compensation for the part of the price paid for their studies in accordance with the provisions of the Description of the Procedure for Compensation of the Part of the Price paid by the Persons Who Completed Persistent Compulsory Initial Military Service or Basic Military Training approved by Resolution No 442 of the Government of the Republic of Lithuania of 18 April 2012 'On the Approval of the Description of the Procedure for Compensation of the Part of the Price paid by the Persons Who Completed Persistent Compulsory Initial Military Service or Basic Military Training', for study period for which they were granted compensation.

5. The price paid for studies in the current calendar year shall be reimbursed to persons who completed the year of study between 1 October of the previous year and 30 September of the current year.

6. The reimbursement of the price paid for the studies shall be administered by the State Studies Foundation (hereinafter referred to as 'the Foundation') and higher education institutions:

6.1. The Foundation (in accordance with the procedure laid down in the Description, the Director of the Foundation or the Board of the Foundation), when administering the reimbursement of the price paid for the studies, shall:

6.1.1. plan the need for funds to compensate for the price paid for studies;

6.1.2. determine the part of the funds allocated to the Foundation from the State budget of the Republic of Lithuania (hereinafter referred to as 'the State Budget') intended for the reimbursement for the price paid for studies (hereinafter referred to as 'the amount intended for the reimbursement of the price paid for studies'), the total number of persons who may be reimbursed for the price paid for studies, the number of such persons in each higher education institution and the number according to the specific study field of each higher education institution;

6.1.3. take a decision on granting the reimbursement of the price paid for the studies;

6.1.4. pay the allocated reimbursement of the price paid for the studies;

6.1.5. perform other functions provided for in the Description related to the reimbursement of the price paid for the studies.

6.2. Higher education institutions, when administering the reimbursement of the price paid for the studies:

6.2.1. draw up and submit to the Foundation a list of the persons who have completed the corresponding period of study in non-state-funded places, who are offered to be reimbursed for the price paid for their studies;

6.2.2. update the contact details of persons (e-mail address and telephone number) and provide them to the Foundation together with other information and data needed to administer the reimbursement of the price paid for the studies;

6.2.3. perform other functions indicated in the Description related to the reimbursement of the price paid for the studies.

7. At least twenty working days after the entry into force of the Resolution of the Government of the Republic of Lithuania on the allocation of appropriations from the State budget of the Republic of Lithuania by programmes of the respective year, the Board of the Foundation shall determine the amount intended for the reimbursement of the price paid for the studies, taking into account the State budget appropriations allocated for the performance of the functions of the Foundation and the need of funds to perform them. Reimbursement of the price paid for the studies shall be allocated up to the amount of the reimbursement of the price paid for the studies.

CHAPTER II

DRAFTING A LIST OF PERSONS WHO ARE REIMBURSED FOR THE PRICE PAID FOR STUDIES

8. The total number of persons eligible for reimbursement of the price paid for studies shall be determined on the basis of the data specified in Paragraph 12 of the Description and shall not exceed 10 % of the number of students who completed their first and second cycle or integrated studies between 1 October of the previous year and 30 September of the current year.

9. The number of persons eligible for reimbursement of the price paid for studies in each higher education institution shall be determined by apportioning the total number of persons eligible for reimbursement of the price paid for the studies in proportion to the number of students who completed their first and second cycle or integrated studies in each higher education institution from 1 October of the previous year to 30 September of the current year.

10. The number of persons eligible for reimbursement of the price paid for the studies shall be calculated in accordance with the procedure laid down in Paragraph 2 of Article 79 of the Law

on Higher Education and Research according to the specific study field of each higher education institution.

11. The total number of persons eligible for reimbursement of the price paid for the studies, the number of the following persons in each higher education institution or the number of persons according to the study field of a particular higher education institution shall be rounded down to a whole number, in accordance with the mathematical rules for rounding: if the digit after the last significant digit is 5 or more than 5, 1 shall be added to the last significant digit; if the digit after the last significant digit is less than 5, the last significant digit shall remain unchanged.

12. Until 10 October of the current year:

12.1. the higher education institutions shall fill in through the information system of the Foundation and submit to the Foundation the following:

12.1.1. information on the number of students who have completed the first and second cycle or integrated study programmes according to the study fields and programmes in the respective year of admission;

12.1.2. study data of persons entitled to reimbursement of the price paid for their studies at that higher education institution: the year of admission to higher education institution, the title of the study programme, the state code of the study programme, the study field, the form of study, the date of the beginning and the end of the year of study, the date of the beginning of the second part of the integrated study, the price actually paid for the studies or part thereof during the year (for each semester) (hereinafter referred to as 'the list of applicants');

12.2. The Centre of Information Technologies in Education shall provide the Foundation with information on the number of students enrolled in the study programmes of each study field in each higher education institution in the respective year of admission and the study prices and standard prices set by higher education institutions for the study programmes of that study field.

13. In the list of applicants, the details of the studies of persons shall be set out in a competition succession formed in accordance with the procedure laid down by higher education institutions. In accordance with this procedure, a list of Persons who are offered to be reimbursed for the price paid for studies shall also be compiled. The description of the procedure for constituting the competition succession shall be published on the website of the higher education institution at least on a working day following its approval.

14. Considering the information specified in Paragraph 12 of the Description and in accordance with other provisions of the Description, the Board of the Foundation shall determine the total number of persons eligible for reimbursement of the price paid for the studies, the number of such persons in each higher education institution and the number according to the specific study field of each higher education institution. The numbers determined by the Board of Foundation shall be communicated to the higher education institutions by 25 October of the current year at the latest by publishing this information on the website of the Foundation.

15. The higher education institutions shall submit to the Foundation a list of persons to whom reimbursement of the price paid for the studies is offered according to the form approved by the Director of the Foundation within seven working days of the publication on the website of the Foundation of the information specified in Paragraph 14 of the Description concerning the number of persons eligible for reimbursement of the price paid for the studies as determined by the Board of the Foundation. The higher education institutions shall compile this list through the information system of the Foundation, entering the names, surnames, personal identification numbers, e-mail addresses and telephone numbers of persons in the list of applicants.

16. In the list of persons offered to be reimbursed for the price of studies, the higher education institution shall enter, in each of the study fields of that higher education institution, the number of persons not exceeding the number of persons eligible for reimbursement of the price paid for the studies defined by the Board of the Foundation according to the specific study field of each higher education institution.

17. If the number of persons eligible for reimbursement of the price paid for the studies of the higher education institution is higher than the number of persons who may be eligible for reimbursement for the price of study in that study field, the remaining compensated places shall not be reallocated.

18. The Director of the Foundation shall approve the list of persons to whom the price paid for the studies is compensated at least within five working days after the expiry of the deadline for submitting lists of persons offered to be reimbursed for the price paid for studies.

19. If it transpires that a person on the list of persons offered for reimbursement of the price paid for studies does not meet the criteria set out in the Description for reimbursement of the price paid for the studies, the Director of the Foundation shall decide not to allocate the reimbursement of the price paid for the studies to that person. If this information becomes apparent after the reimbursement of the price paid to the person for the studies has been awarded, the Director of the Foundation shall take a decision to amend the list of persons to whom reimbursement is offered, expunging the person indicated therein from it. The Foundation shall inform the higher education institution of the decisions indicated in the paragraph herein at least the working day following the adoption of the decision.

20. In the cases indicated in Paragraph 19 of the Description, the higher education institution shall, within ten working days of the decision of the Director of the Foundation not grant the person the reimbursement of the price paid for the studies or to amend the list of persons to whom the price paid for the studies has been reimbursed, submit a request to the Foundation to include another person indicated in the list of candidates in the approved list, not exceeding the number of persons eligible for reimbursement of the price paid for the studies according to the specific study field of the higher education institution. The Director of the Foundation shall, within three working days of the date of receiving the information from the higher education institution, take a decision to amend the list of persons to whom reimbursement of the price of studies is offered by adding the indicated person into it.

21. Decisions taken by the Director of the Foundation to grant (not to grant) the reimbursement of the price paid for studies shall be communicated to the persons indicated in these decisions within three working days through the information system of the Foundation and by e-mail.

CHAPTER III

PAYMENT OF REIMBURSEMENT OF THE PRICE PAID FOR THE STUDIES

22. The person who was allocated the reimbursement of the price paid for the studies must electronically submit a request to the Foundation through the information system of the Foundation for reimbursement of the price paid for the studies of the form established by the Director of the Foundation (hereinafter referred to as 'the request') within fifteen working days from the date on which the notice indicated in Paragraph 21 of the Description was sent. In the cases set out in Paragraph 20 of the Description, the person must submit the request within seven working days of the adoption of the decision of the Director of the Foundation.

23. By 20 December of the current year at the latest, a person who has not submitted a request due to circumstances beyond his/her control (sickness, technical error or other unforeseen circumstances) shall submit to the Foundation a request to extend the deadline for filling in the request. Within three working days after receiving a request from a person to extend the deadline for filling in the request, the Director of the Foundation shall decide on the extension of the time limit for filling in the request. The deadline for filling in the request may be extended until 23 December of the current year at the latest. The person shall be informed about the decision taken by e-mail on the date of the adoption of the decision.

24. If the person to whom the reimbursement of the price paid for the studies has been granted fails to submit a request to the Foundation within the time limit prescribed in the Description, such person shall be deemed to have waived the reimbursement of the price paid for the studies and the compensation shall not be paid to him/her, except in the case specified in Paragraph 23 of the Description.

25. All reimbursement of the price paid for the studies shall be transferred to the account of a person indicated in the request at least within seven working days after the expiry of the deadline for submitting requests or, in the case indicated in Paragraph 23 of the Description when the person has been extended the deadline for filling in the request – from the submission of the request by the person.
