

APPROVED

By Order No. V-19 of the Director of  
Public Institution Vilnius Business College  
Dated February 6, 2026

## **DESCRIPTION OF THE PROCEDURE FOR INCENTIVING STUDENTS AND AWARDING SCHOLARSHIPS AT VILNIUS BUSINESS COLLEGE**

### **I. GENERAL PROVISIONS**

1. The description of the procedure for student incentives and scholarship allocation at Vilnius Business College (hereinafter referred to as the Description) regulates the objectives of the student incentive and scholarship system (hereinafter referred to as the Incentive System) at Vilnius Business College (hereinafter referred to as VBC or the College) general principles, scope of application, forms and conditions of student incentives, selection criteria for the specified discounts or scholarships, selection procedures, and the procedure for awarding and monitoring.
2. The purpose of the Incentive System is to motivate College students who strive for high academic results, actively participate in applied research and experimental development carried out at the College, community activities, represent the College at national and international level, and contribute to improving the quality of studies.
3. The incentive system at the College is implemented by applying discounts to tuition fees. Discounts on tuition fees can be of the following categories:
  - 3.1. 50% (fifty percent) discount on tuition fees;
  - 3.2. 30% (thirty percent) discount on tuition fees;
  - 3.3. 20% (twenty percent) discount on tuition fees.
4. Each academic year, the founder of the College decides on the Incentive System Fund (hereinafter referred to as the Fund), which is distributed proportionally for each semester of the current academic year.
5. Discounts on tuition fees under the Incentive System can only be applied for through a competition.
6. The competition for discounts on tuition fees (hereinafter referred to as the Competition) is announced by the Director of the College in accordance with this Description.
7. A student seeking to obtain the discounts provided by the Incentive System referred to in point 3 must meet the criteria set out in Chapter II of these Regulations.
8. The tuition fee discounts specified in point 3 shall apply to one semester of study. At the end of the semester, the student may reapply for the competition for discounts on tuition fees.
9. In addition to the discounts on tuition fees specified in point 3, students may be awarded one-off scholarships or other forms of incentives, which may be awarded for particularly significant student achievements in accordance with a separate procedure by order of the Director of the College.
10. Discounts provided for under the Incentive System shall be granted to a student once for the same period, the same achievements or for the same reasons.

### **II. INCENTIVE SYSTEM CRITERIA**

11. The criteria of the Incentive System, according to which a discount on tuition fees may be granted, are divided into 4 (four) main groups:
  - 11.1. **Academic achievements**
    - 11.1.1. The student has achieved outstanding results in studies and applied scientific activities: prepares and reads reports at the College's scientific conferences, publishes articles on behalf of the College,

conducts applied research under the guidance of a lecturer, participates in applied scientific activity projects.

### **11.2. Institutional representation and strengthening the College's reputation**

11.2.1. The student represents the College in international projects, scientific conferences, competitions, exhibitions, etc., and has achieved high results in this field;

11.2.2. The student participates in and wins (1st-3rd place) Olympiads and competitions;

11.2.3. The student represents the College in sports and cultural activities and achieves good results;

11.2.4. The student actively promotes the name of the College (participates in official meetings with schoolchildren, study exhibitions, projects, various initiatives, etc.).

### **11.3. Leadership and community spirit**

11.3.1. The student is actively involved in the activities of the College Student Council (hereinafter referred to as SC) and ensures the implementation of the SC's goals and plans (is an active member of the Student Council who initiates and organises events, represents the SC in other institutions, writes projects aimed at improving student activities or the study environment, organises other SA activities that contribute to the publicity and recognition of the College);

11.3.2. Demonstrates active student involvement in the activities of group leaders and cooperation with representatives of the College administration.

11.3.3. The student organises various College events or contributes to the organisation and coordination of events taking place at the College.

11.3.4. The student participates in the College Mentorship (Ambassador) Programme, i.e. is a mentor or ambassador;

11.3.5. initiates and leads post-lecture activities (interest clubs) at the College;

11.3.6. represents students on the College Academic Council or participates in other College management bodies, committees, commissions, etc.

### **11.4. Social and voluntary activities**

11.4.1. The student is active in social and voluntary activities (volunteering at College events and external initiatives);

11.4.2. The student actively participates in voluntary activities of other institutions, which increase the visibility of the College.

12. ***The mandatory basic criteria*** for all students who wish to participate in the competition for a discount on tuition fees are as follows:

12.1. The student **has no academic debts and** has fulfilled all the requirements of the study programme on time;

12.2. **The average grade for the current semester must be no less than 8.5.**

13. The student's academic results specified in points 12.1 and 12.2 of the Description are a mandatory criterion for participation in the competition. If a student does not meet these academic criteria (has academic debts, has not passed courses within the deadlines set in the study schedule, has repeated exams, has a semester average of less than 8.5), they cannot participate in the competition for a discount on tuition fees.

## **III. SELECTION AND EVALUATION PROCEDURE**

14. Students who meet the criteria listed in Part II of this Description shall submit applications to participate in the competition for a discount on tuition fees under the Incentive System within the deadlines specified in the Competition announcement. In the application, the student shall provide detailed and clear descriptions of their achievements in accordance with the criteria set out in Part II of this Description.

15. Together with the application, the student shall submit evidence of the achievements specified therein in accordance with the established criteria (hereinafter referred to as Evidence of Criteria): certificates, diplomas, recommendations, confirmations, publications, feedback from SA, etc.
16. Scope of evidence of criteria: results of **achievements in the previous semester** shall be submitted (the specific period shall be specified at the time of the announcement of the competition). When announcing the competition for the first time, evidence of criteria may be requested for the previous academic year or two semesters.
17. When assessing the achievements referred to in points 11.1.-11.4. as exceptional or significant results of activity, the scope and significance of the student's activity, the results achieved, their impact on the College and the validity of the evidence of activity provided shall be taken into account. Performance results shall be considered significant if their achievement exceeds the usual level of participation and meets the following criteria:
- 17.1. an award, prize or other official recognition has been achieved;
- 17.2. a project, initiative or event has been prepared and implemented that has had a clear and significant impact on the activities, visibility or community of the College;
- 17.3. the activity was carried out actively and continuously, rather than on a one-off basis;
- 17.4. the student's activity is substantiated by documents, including, but not limited to, certificates, confirmations, publications, recommendations or other objective evidence;
- 17.5. the activity has significantly contributed to the visibility and reputation of the College or to the improvement of the quality of studies.
18. The selection is carried out by *the Student Incentive and Scholarship Selection Committee* (hereinafter referred to as the Committee), formed by order of the Director of the College .
19. The Commission shall be composed of representatives of the administration, lecturers, student representatives delegated by the SA, but no fewer than 5 (five) members.
20. In its activities, the Commission shall be guided by the Law on Science and Studies of the Republic of Lithuania, the Statute of the College, the Study Regulations, and other normative legal acts regulating study activities.
21. In performing its functions, the Commission shall be guided by the principles of academic ethics, objectivity, impartiality, legality, reasonableness and fairness, collegiality, confidentiality, academic freedom and transparency.
22. The Commission has the right to request additional evidence of the Criteria or to clarify other information provided by the student when participating in the Competition.

#### IV. GRANTING OF DISCOUNTS ON TUITION FEES

23. A **50% (fifty percent) discount** on tuition fees is offered if the student meets the following criteria and requirements:
- 23.1. **The student's average grade** for the last semester of the current course **is not less than 9.5-10 points;**
- 23.2. The student **meets at least 5 other criteria** in four main criteria groups (Academic Achievement, Institutional Representation and Strengthening the College's Reputation, Leadership and Community Spirit, Social and Voluntary Activities). At least 1 criterion must be met in each criteria group.
24. A **30% (thirty percent) discount** on tuition fees is offered if the student meets the following criteria and requirements:
- 24.1. The student's **average grade** for the last semester of the current academic year **is not less than 9.0-9.49;**
- 24.2. The student **meets at least 3 other criteria** in four main criteria groups (Academic achievements, Institutional representation and strengthening the College's reputation, Leadership and community spirit,

Social and voluntary activities). The criteria must be met in different groups of criteria, i.e. they must not be repeated in the same group of criteria.

25. A **20% (twenty percent) discount** on tuition fees is offered if the student meets the following criteria and requirements:

25.1. **The student's average grade** for the last semester of the current academic year **is not less than 8.5-8.99;**

25.2. The student **meets at least 2 other criteria** in the four main groups (Academic Achievement, Institutional Representation and Strengthening the College's Reputation, Leadership and Community Spirit, Social and Voluntary Activities). The criteria must be met in different groups of criteria, i.e. they must not be repeated in the same group of criteria.

26. The decision to grant a specific discount on tuition fees shall be adopted by the Commission's protocol and formalised by an order of the College Director.

## V. FINAL PROVISIONS

27. All procedural issues not covered by these Regulations shall be resolved at meetings of the Student Incentive and Scholarship Selection Committee.

28. In cases not provided for in these Regulations, decisions shall be taken by the Director of the College on the recommendation of the Student Incentive and Scholarship Selection Committee.

29. These Regulations shall be approved and may be amended by order of the Director of the College with the approval of the Academic Council.

30. These Regulations shall enter into force on the date of their approval by order of the Director of the College.

APPROVED

Vilnius Business College Academic Council

at its meeting on 10 December 2025

Minutes No. AT(25)-04.

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