

FAQ about the Vilnius University Faculty of Medicine (VU MF) Student Mobility Scheme

— How should I get reimbursed for a research visit from the VU MF Student Mobility Fund?

The following documents should be submitted to the responsible person in the Department of the Research and Innovation:

- Application for a research visit (indicating the study programme and year, title and web-link of the event, venue of the event (city and country), dates of departure and return, title and type of presentation, and an estimate of expenditure)
- Event programme (if available)
- Confirmation of receipt of the presentation (copy of email from the organisers, certificate or other supporting document)
- Copy of the thesis of the presentation
- Publication of theses (if available at the time of submitting the application)
- Recommendation from the supervisor to present the research work
- Free-text justification and motivation for attending the event (implications for the candidate's skills, career, and prospects for continued research)
- Academic CV (including a list of publications and presentations)

The application is discussed **at the next Commission meeting** (meetings are held at least once every three months).

The student is informed of a positive decision by the Commission (if adopted).

The student fills in the application for a research visit in the Vilnius University Information System. If the positive decision by the Commission is subject to comments and reservations, the student confirms that he/she accepts these comments and reservations by signing the application.

The application is approved by order of the Dean of the Faculty, stating: dates and purpose of the research visit, name and venue of the event, and the amount of reimbursement.

On receipt of the Dean's order, the student undertakes to inform the lecturer on his/her own initiative about the approved application for the research visit, and coordinate activities with the lecturer in relation to the missed classes and/or tests.

Services required for the research visit are acquired, and the trip is organised/executed. Students should consult the Finance Department of Vilnius University for specifics on the eligibility of expenses and the documentation to be issued for the expenses incurred.

On return, the student justifies the expenses incurred by submitting a trip report and supporting documents to the Finance Department of Vilnius University.

- **In what cases can I get reimbursed for a research visit?**
- Expenses can be reimbursed from the VU MF Student Mobility Fund when the following criteria are met:
 - Presentation at an **international biomedical specialist organisation** event (visits to conferences for students or young researchers are **not reimbursed**)
 - Justification for **active and obvious student representation of the Faculty** in research
 - The student is the **presenting author**
 - The student **has not received funding** from the Student Mobility Fund in the last calendar year
- **Who decides whether I can get reimbursed for a research visit, and how?**
 - After assessing the applications, the decision is taken by common accord by the **Commission convened by the Dean's decision**, comprising at least three members, one of whom is a student representative. The Commission will assess whether the student is expected to actively and visibly represent the Faculty in research during the research visit. The scientific value of the student's work to be presented, previous research productivity and academic performance, motivation, the objectives of the research visit and the added value to the Faculty will be taken into account.
- **What costs cannot be reimbursed by the Faculty?**
 - Research visit-related expenditure financed by other institutions or the inviting organisation.
 - Professional qualification development courses, participation in events other than presentations.
 - Doctoral mobility for doctoral students.
 - Visits to student or young researchers' conferences
- **What costs can be reimbursed by the Faculty?**
- Detailed information about reimbursing the expenditures related to research visits is provided at: <https://www.vu.lt/studijos/isvykos>.

Types of reimbursable expenses:

- food allowances;
- costs of accommodation;
- the cost of travelling to and from the site(s) by all modes of transport, excluding taxis or Uber, etc.;
- local transport costs;
- the event registration fee or the event ticket;
- various other costs related to the research visit (processing of related documents, health insurance, accident insurance for the duration of the trip, baggage and luggage storage fees, costs of necessary vaccinations and medicines for contagious diseases, communication costs, currency exchange costs at credit institutions when this currency is used to reimburse the cost of the trip, etc.).

The estimated expenditure should indicate only the expenses that the student objectively expects to incur within the maximum amounts of [food allowances](#) and [accommodation](#) set by the legislation of the Republic of Lithuania.

- **What evidence is needed to get reimbursement?**
- You should keep original financial documents during the research visit **to support all the trip expenses**. As a natural person, all the financial documents are to be issued in your name.
- **What should I do when I return from a trip?**
- **Upon return, within five working days**, the **report** of the research visit must be submitted to the Finance Department of the VU Central Administration ([find the report form here](#)) and the expense documents (invoices issued to the travelling person, receipts, bank statements).

You can fill in the research visit report and submit the expense documents related to the trip:

1. By email ilma.jonaityte@cr.vu.lt (a qualified e-signature must sign the expense report and the attachments).
2. In person at the Finance Department of the VU Central Administration, Universiteto g. 3, Vilnius, Room 244, at the specified time: Monday-Thursday 8.00-15.30 (lunch break from 12.00 to 13.00).

For any other questions regarding reimbursement, please contact the Finance Department of the VU Central Administration.

- **How much reimbursement can I expect?**
- Around EUR 500 per student once a year.
- **What can be the duration of the research visit?**
- The period of the research visit must correspond to the duration of the conference, with one day's arrival and departure for the additional travel, except where the additional time is scheduled for a weekend, public holiday or vacation (expenses incurred during the additional period will not be reimbursed).

FAQs were prepared by the Department of Research and Innovation, Faculty of Medicine, Vilnius University.