



NEMZETI KUTATÁSI, FEJLESZTÉSI
ÉS INNOVÁCIÓS HIVATAL



KULTURÁLIS ÉS INNOVÁCIÓS
MINISZTERIUM



CALL FOR APPLICATIONS

for the University Research Scholarship Programme

announced by Moholy-Nagy University of Art and Design

and funded from the resources of the University Research Scholarship Programme

2024-2025 academic year

Date of publication of the call: 21 May 2024

Available at: <https://mome.hu/hu/egyetemi-kutatoj-osztondij-program>

The call has been announced on the basis of the preliminary opinion of the EKÖP Board issued on 14 May 2024.

Contents

1. Definitions	3
2. The purpose of the Call for Applications	3
3. The legal obligations of the higher education institution	3
4. Form and amount of the scholarship	4
5. Eligibility criteria and application categories	4
6. Grounds for exclusion	5
7. How the application procedure is conducted	6
8. The scholarship period	6
9. Submitting the application	6
10. Mandatory commitments	6
11. Evaluation criteria	8
12. Documents to be submitted	10
13. The supervisor's duties	10
14. Use of the scholarship and the rules of reporting	10
15. How the scholarship is funded	11
16. Checking the validity of the application against the formal requirements and remedying the deficiencies	11
17. Evaluation process	12
18. Renouncing or suspending the scholarship; termination of the scholarship recipient status; other provisions	13
19. Accounting of the institutional grant	14
20. Publicity	14
21. Other conditions	14
22. Complaints handling	14
23. Further information	15
Annexes	16
Annex 1: The supported programmes and organisational units	16

1. Definitions

CDP: the 2020 Cooperative Doctoral Programme, the 2021 Cooperative Doctoral Programme, the National Defence Sub-Programme of the 2021 Cooperative Doctoral Programme, the 2023 Cooperative Doctoral Programme, the Cooperative Doctoral Programme of the University Research Scholarship Programme

EKÖP: University Research Scholarship Programme

EKÖP Board: the body that makes proposals and prepares decisions based on the Government Decree

EKÖP-CDP: a Cooperative Doctoral Programme implemented as part of the University Research Scholarship Programme

Government Decree: Government Decree No. 24/2013 (II.5.) on national excellence in higher education

NRDI Fund: National Research, Development and Innovation Fund

NRDI Office: National Research, Development and Innovation Office

Scholarship recipient: an applicant who has been awarded a EKÖP scholarship

Applicant: a person who submits an application for the EKÖP

Sponsor: Moholy-Nagy University of Art and Design

2. The purpose of the Call for Applications

2.1. The Ministry of Culture and Innovation, through the National Research, Development and Innovation Office (hereinafter: the NRDI Office), provides funding from the National Research, Development and Innovation Fund (hereinafter: the NRDI Fund) to Moholy-Nagy University of Art and Design for the establishment and operation of the University Research Scholarship Programme, on the basis of Government Decree No. 24/2013 (II.5.) on national excellence in higher education.

2.2. The aim of the EKÖP is to ensure that new lecturers and researchers start working for higher education institutions and that innovative Hungarian businesses have a ready supply of research and development staff, and to involve the most talented students in higher education talent management.

2.3. The calls for applications announced in 2024 as part of the programme promote student and research excellence in higher education by supporting undergraduate, master's and doctoral students, as well as young lecturers and researchers who are engaged in successful research and creative activities at a higher education institution.

3. The legal obligations of the higher education institution

3.1. A higher education institution with a EKÖP budget must announce the call for EKÖP applications at all levels of education specified in the Government Decree, inasmuch as it offers courses at those levels.

3.2. EKÖP calls for applications are announced by the higher education institution and are published on its website. The higher education institution sends the EKÖP calls for

applications to the EKÖP Board and requests the latter's opinion at least 30 days before the date of publication.

3.3. The higher education institution conducts the entire electronic application procedure of the scholarship programme. Specifically, it reviews the applications, makes the funding decisions, prepares the contracts related to the scholarship programme, and pays the scholarships awarded through the call.

3.4. The higher education institution is also responsible for organising an event, at least once a year, for scholarship recipients and former scholarship recipients who have already obtained a degree.

3.5. The higher education institution shall prepare a professional and financial report on the tasks listed above by 30 November of every academic year for which a scholarship has been awarded. It shall submit this report to the NRDI Office and the EKÖP Board. The EKÖP Board will take into account the assessment of the professional and financial report when determining the EKÖP budget for the following year.

4. Form and amount of the scholarship

4.1. The grant can be awarded in the form of a scholarship, which will be paid by the sponsor to the bank account specified by the applicant in the application.

4.2. According to the Government Decree, the amount of the scholarship is **at least HUF 125,000 per month per person, but not more than HUF 250,000 per month per person.** The amount of the scholarships and the programmes, doctoral schools and organisational units supported are determined on the basis of the table in **Annex 1.**

4.3. The duration of the scholarship is:

- **Five months (1 September 2024 – 31 January 2025)**
- **Ten months (1 September 2024 – 30 June 2025)**

4.4. The scholarship recipients' status will be terminated if the legal relationship that serves as a basis for eligibility is terminated during the scholarship period or on the last day of the semester in which the scholarship recipient obtains their pre-degree certificate.

5. Eligibility criteria and application categories

This Call for Applications is open to natural persons who fully meet the following requirements, are under 45 years of age and have outstanding academic, professional or educational achievements. The Rector may waive the condition of the age limit if there are circumstances worthy of special consideration.

5.1. Undergraduate category

- the applicant must have an active student status in a BA programme mentioned in Annex 1, in any mode of study, and
- a weighted grade point average of at least 4.00 in both of the last two semesters they completed.

5.2. Postgraduate category

- the applicant must have an active student status in an MA programme mentioned in Annex 1, in any mode of study, and
- a weighted grade point average of at least 4.00 in both of the last two semesters they completed.

5.3. Doctoral category

- the applicant must be actively engaged in doctoral studies at one of the doctoral schools mentioned in Annex 1, in any mode of study.

5.4. Young lecturers and researchers category

- the applicant must be engaged in teaching and/or research activities at one of the organisational units mentioned in Annex 1, and
- the applicant must have obtained their pre-degree certificate in a doctoral programme but not yet obtained their degree, or obtained their degree within 5 years¹

5.5. The eligibility criteria must be met from the first day of the scholarship period. As another condition for each type of application, when entering into the scholarship contract, applicants must be able to prove the legal relationship on which their eligibility is based.

6. Grounds for exclusion

6.1. No scholarship can be awarded to an applicant:

- if it has been reliably established that at the time of submitting the application, they supplied incorrect, false or misleading information that would have had a material effect on the award decision, or made a statement to that effect;
- who is in receipt of a CDP scholarship during the period of the EKÖP scholarship;
- who fails to make the statements or submit the documents specified in the Call for Applications as conditions for the conclusion of the scholarship contract, or who withdraws the statements they have made;
- who participated in making or preparing the award decision.

6.2. An application cannot be supported if its implementation or the manner or result of its implementation:

- constitutes a criminal offence or an incitement to commit a criminal offence;
- violates a fundamental human or constitutional right;
- violates the dignity of the nation, or any national, ethnic, linguistic or other minorities, or the dignity of other nations and other fundamental interests of society, in particular if it is contrary to public order, public morals, or the requirement of the protection of families and minors.

6.3. If a person has been awarded both a EKÖP and a EKÖP-KDP scholarship, they have to decide which scholarship they want to receive.

¹ Pursuant to Section 10(2) of Government Decree No. 24/2013 (II.5) on national excellence in higher education, regarding the period mentioned in paragraph (1)(d), the higher education institution may exercise discretion provided the conditions laid down in Section 45(2) of Act CCIV of 2011 on National Higher Education (hereinafter: the National Higher Education Act) are met.

7. How the application procedure is conducted

7.1. The planned budget available for scholarships in the 2024-2025 academic year is HUF 21.120.000.

7.2. The applications submitted will be reviewed by experts appointed by the Rector, who will score the applications in the appropriate way and according to the criteria specified in this Call for Applications. The Rector will make a decision on the award of scholarships based on the ranking of the reviewed applications by **31 August 2024**.

7.3. There are certain grounds (e.g. the strategic goals of the institution, the Institutional Development Plan, key disciplines and key research topics) on which the Rector may deviate from the ranking established based on the expert assessment.

7.4. The institution will publish the award decision on its website.

7.5. The Sponsor must rate, accept or reject the final reports of the scholarship recipients.

8. The scholarship period

8.1. The scholarship period is the period specified in section 4.3 of the Call for Applications.

8.2. The applicant may, at their own risk, start to carry out the activities specified in their application earlier, before the award decision is made. Starting the activities specified in the application before the decision is made will not affect the length of the scholarship period or its start and end dates.

9. Submitting the application

9.1. Applications can be submitted between **21 May 2024 and 21 June 2024**.

9.2. The scholarship is an individual grant, which means applications must be submitted individually.

9.3. Applications must be submitted in the application section on the university's ClickUp platform: <https://forms.clickup.com/24417130/f/q94va-38915/5R0FFZGVQAZTVSTXRH>

10. Mandatory commitments

10.1. In each category, applicants agree:

- to carry out research activities under the supervision of a supervisor² (or in the category of young lecturers and researchers, independently), and to make the results of their academic research and development activities available to their sponsor during the scholarship period;
- to participate in the institution's EKÖP conference;
- to participate in tutoring and talent management at the higher education institution; and
- to promote the results of their research.

10.2. Undergraduate category:

² A person with an employment relationship or other work-related legal relationship as a lecturer or researcher who is engaged in teaching or research activities in the academic discipline of the scholarship recipient's research plan. If necessary, the networks of Students' Academic Associations (TDK) at higher education institutions can help applicants find a supervisor. Their contact details are available at <https://otdk.hu/intezmenyeknek/tdt-felelos>.

- to write a Students' Academic Association (TDK) thesis related to their research plan during the scholarship period, and to present it at a TDK conference organised by any higher education institution;
- to present the results of the research activities they carried out during the scholarship period at a EKÖP event within the institution and at an external (Hungarian/international) conference or other professional event;
- to actively participate in the coordination of at least one MOME event (open day, Education Exhibition, summer festivals, degree show, onboarding days, TPES, Best of MOME, MOME M8 Tutor Program etc.).

10.3. Postgraduate category:

- to write a Students' Academic Association (TDK) thesis related to their research plan during the scholarship period, and to present it at a TDK conference organised by any higher education institution;
- to present the results of the research activities they carried out during the scholarship period at a EKÖP event within the institution and at an external (Hungarian/international) conference or other professional event;
- if during their time as a scholarship recipient they use the opportunity provided in Section 53(3a) of the National Higher Education Act, i.e. during the final year of their studies in an MA programme they also participate in a preparation course that is part of a doctoral programme, they also agree
 - to earn at least four credits per semester that can be recognised in a doctoral programme;
 - to apply for a doctoral programme;
 - to pass the doctoral entrance examination.
- to actively participate in the coordination of at least one MOME event (open day, Education Exhibition, summer festivals, degree show, onboarding days, TPES, Best of MOME, MOME M8 Tutor Program).

10.4. Doctoral category:

- to carry out other research activities in addition to the research required for doctoral studies³;
- to publish⁴ at least one academic paper⁵ or have it accepted for publication by the publisher, and to present the results of the research activities carried out during the scholarship period at a EKÖP event within the institution and at an external (Hungarian/international) conference or other professional event.

³ The research funded under the scholarship can be related to the research required for doctoral studies, but it must be an additional research activity that can be clearly distinguished from the research for doctoral studies.

⁴ If publication has not taken place by the end of the scholarship period, a confirmation by the publisher/editor or the publisher's statement on accepting the submission for publication can also be accepted as proof of publication.

⁵ A paper, article, monograph, book or chapter of a book in Hungarian or in a foreign language, submitted to a Hungarian or international journal or publisher, which is related to the research activity undertaken in the research plan supported under this Call for Applications. Conference proceedings and other published studies are also accepted, and both print and electronic journals can be accepted.

10.5. Young lecturers and researchers category:

- to publish at least one academic paper or have it accepted for publication by the publisher, and to present the results of the research activities carried out during the scholarship period at a EKÖP event within the institution and at an external (Hungarian/international) conference or other professional event.

11. Evaluation criteria

- The applicant's academic or artistic achievements and excellence;
- the applicant's excellence in the field of innovation, in particular the fact that the applicant has industrial property rights;
- the excellence of the applicant's research plan (in particular its level of elaboration and feasibility, the academic importance and novelty of the topic, and the direct usefulness and utility of the research results); and
- whether the applicant's research plan is in accordance with the university's strategic goals and priorities (e.g. internationalisation, inclusiveness, social engagement, sustainability, incubation, knowledge transfer and technology transfer).

EVALUATION CRITERIA	SCORE
COMPETITION RESULTS (Achievements in the five years preceding the submission of the application)	maximum 220 points
The applicant was awarded the Pro Scientia/Arte Gold Medal by the National Council of Students' Academic Associations	50
The applicant was awarded 1 st place at the National Academic Conference of Students (OTDK)	50
The applicant was awarded 2 nd place at the National Academic Conference of Students (OTDK)	40
The applicant was awarded 3 rd place at the National Academic Conference of Students (OTDK)	30
The applicant authored an academic publication in a journal classified as Q1/Q2 according to the Scimago Journal Ranking and/or classified as 'A' or 'B' by the academic departments of the Hungarian Academy of Sciences	50

EDUCATIONAL AND ACADEMIC ACHIEVEMENTS	maximum 280 points
Professional references: portfolio, CV Academic and artistic activities carried out until the date of application: TDK or OTDK participation (participation in which the applicant was awarded a Pro Scientia Gold Medal/a place cannot be taken into account for this criterion); <ul style="list-style-type: none"> • activities in colleges for advanced studies; • academic/artistic awards, scholarships; • participation in professional and community activities, research and fieldwork; • academic outreach activities/promotion of the academic field; • academic or artistic achievements, international competitions; • publications (based on a list of publications; in the case of electronically uploaded publications, it is sufficient to provide the MTMT [Hungarian Science Bibliography] reference), other published articles, papers and studies; • professional presentations/exhibitions; • participation in national and international conferences and exhibitions; • other relevant activities. 	100
The applicant has a patent or a design right, of which they own at least 50%.	50
The applicant has a patent or a design right, of which they own 25-49%.	30
Research plan: the level of elaboration and feasibility of the research plan, the academic importance of the topic, novelty and strategic importance at national level, the direct utility and usefulness of the research results, publication/application opportunities, the planned timetable for the completion of the research, other recommendations related to the research topic (other than the recommendation from the supervisor), other commitments related to the research topic, communication plan for the dissemination of the results	100
TOTAL	maximum 500 points

12. Documents to be submitted

- **Application form** (signed and also as an Excel file);
- a fully completed **research plan** (based on the template attached to the application form). In the absence of a research plan, the application will be rejected, and a missing research plan cannot be submitted later
- documents in the form of a **portfolio** presenting the academic/artistic activities carried out up to the date of submission of the application;
- a completed and signed **applicant's declaration** (based on the template attached to the application form);
- a completed **letter of intent** from the host higher education institution (based on the template attached to the application form). The representative of the host higher education institution will sign the document once the application has been accepted;
- proof of academic results (if applicable).

Requirements for documents bearing a handwritten or electronic signature – the following can be accepted:

- documents authenticated by means of the identification-based document authentication service of the Client Gate (the Client Gate's AVDH service, available at <https://niszavdh.gov.hu/index>) or any other qualified electronic signature service with enhanced security features, or
- a scanned copy of a printed and signed document.

13. The supervisor's duties

13.1. During the scholarship period, the supervisor must provide assistance to the scholarship recipient in the implementation of their research plan. They must also maintain regular contact with the scholarship recipient and prepare a consultation report. The supervisor must also prepare a review, which will be included in the scholarship recipient's final report.

13.2. The supervisor must have a personal/online consultation with the scholarship recipient at least once a month in order to provide support for their research, as a proof of which they must prepare a consultation report, which will also be signed by the scholarship recipient and will be attached to the scholarship recipient's final report.

13.3. The supervisor is not entitled to any remuneration from the EKÖP budget.

14. Use of the scholarship and the rules of reporting

14.1. The full amount of the scholarship can be used freely, without an obligation to account for how it is spent.

14.2. Within **10 days** of the last day of the scholarship period specified in the scholarship contract, the scholarship recipient must submit a detailed **final report** to the sponsor about the implementation of the mandatory commitments set out in the call and the tasks undertaken in the research plan.

14.3. The sponsor will review the final report by **31 October 2025** at the latest.

15. How the scholarship is funded

15.1. The sponsor will enter into a contract with the scholarship recipients (hereinafter: the Scholarship Contract), which will set out the conditions and rules applicable to the payment of the scholarship. The payment of the scholarships to scholarship recipients can start once the Scholarship Contracts have been concluded. The Scholarship Contract can only be concluded if the scholarship recipient has a Hungarian tax identification number.

15.2. The scholarship recipient understands that according to points 4.12.1(c), 4.12.2 and 4.12.3 of Annex 1 of Act CXVII of 1995 on Personal Income Tax, the scholarship paid to them is exempt from personal income tax under Hungarian law.

15.3. In order to receive the scholarship, the applicant must have a bank account with a Hungarian financial institution on the date of the conclusion of the Scholarship Contract and until the termination of the scholarship recipient status.

16. Checking the validity of the application against the formal requirements and remedying the deficiencies

16.1. It is the sponsor's duty to accept the applications and to check them against the formal requirements.

16.2. Within ten days of receiving the application, the sponsor will notify the applicant that the application has been accepted and that the examination of its merits has begun, or in the case of its rejection without considering its merits, it will notify the applicant of the reason for the rejection and explain how they can submit a complaint.

If an applicant submits several applications under this call, the applications submitted later will be rejected without considering their merits (regardless of the outcome of the application submitted first).

16.3. In the following cases, the deficiencies cannot be remedied, and the application will be rejected without considering its merits:

- the applicant does not meet the requirements set out in section 5;
- the application is illegible or contains false or misleading information;
- the research plan is missing from the application.

16.4. If, when checking the application against the formal requirements, the sponsor finds that the application is incomplete, but the deficiencies are such that they can be remedied, thereby making the application formally acceptable, the sponsor will send an electronic notification to the applicant's email address provided in the application form, inviting the applicant to remedy the deficiencies – indicating the errors or deficiencies and the method of remedying them – within five working days of the date of the notification.

16.5. The application will be invalid if

- the applicant has not remedied the deficiencies, or has not remedied them in the manner or by the deadline specified in the relevant notification. If the application is invalid the sponsor will declare the application as such, and it will send an electronic notification

to the applicant on the rejection of the application without further examination, stating the reason for the invalidity.

16.6. The sponsor will notify the applicant of the result of the formal check by **1 July 2024** at the latest.

17. Evaluation process

17.1. At the request of the applicant, the sponsor will provide electronic access to the reviews, while preserving the anonymity of the reviewers.

17.2. The work relating to the EKÖP will be carried out under the supervision of the Rector and a professional manager appointed by the Rector.

17.3. The chief executive officer's powers to take on commitments also apply to matters relating to the EKÖP.

17.4. The EKÖP leader has appointed a EKÖP coordinator to coordinate the institutional tasks relating to the EKÖP and to liaise with the sponsor. The EKÖP coordinator uses the ekop@mome.hu email address for all communications relating to the Call for Applications.

17.5. MOME's Tenders and Development Directorate appoints an application officer to carry out the relevant tasks related to the EKÖP (in particular, to prepare a cost plan and any amendments to the cost plan, to help prepare the annexes to the Sponsorship Document and to prepare the financial report). The application officer works in close cooperation with the EKÖP coordinator.

17.6. The EKÖP coordinator prepares a list of the submitted applications and sends it to the Rector, the EKÖP professional manager and the experts invited to review the applications; the list will contain the following information: unique application identifier, the applicant's name, target group, budget, continued scholarship (yes/no), title of the research plan and the monthly amount of the scholarship in case of a successful application.

17.7. The experts invited to review the applications may carry out the review individually or in a committee.

17.8. Rules on conflict of interest: The Call for Applications is only open to natural persons who are not subject to the grounds for exclusion included in Section 6 of Act CLXXXI of 2007 on the Transparency of Support Provided from Public Funds, that is, the applicant

- (a) may not be involved in preparing or making the decisions during the application procedure;
- (b) may not be a disqualified public official; and
- (c) may not be a close relative of a person mentioned in points (a) and (b) (for the definition of close relatives see Section 8(1)(1)(1) of the Civil Code).

18. Renouncing or suspending the scholarship; termination of the scholarship recipient status; other provisions

18.1. Renouncing the scholarship

If the applicant or the scholarship recipient renounces their scholarship, they must immediately notify the sponsor in writing. From the first day of the month in which the notice of renunciation is given, the scholarship recipient will no longer be entitled to the scholarship, and the scholarship cannot be paid to them, but if it is paid, the scholarship recipient must repay this amount to the sponsor within 30 days of the renunciation, without further notice. Within 30 days of the date of the notice of renunciation, the scholarship recipient must submit a final report to the sponsor, which will be reviewed by experts invited by the sponsor. If the scholarship recipient fails to submit a report, or the report and the reasons for the renunciation are not accepted by the sponsor, the latter may propose the exclusion of the scholarship recipient for three years. The sponsor may also establish that the use of the previous payments of the scholarship was unauthorised. In the event of unauthorised use, the scholarship recipient must repay the amount of the scholarship affected by such use. The sponsor will reclaim any unduly paid scholarship from the scholarship recipient.

18.2. Suspending the scholarship

If long-term illness, pregnancy, the birth of a child, an extended stay abroad or other reasonable grounds prevent the application from being carried out in its original form, or if the scholarship recipient's student status is suspended (passive semester), but they intend to continue their research, they may suspend their scholarship recipient status for a period of at least two months but not more than five months (partial months cannot be approved). The request for suspension of the scholarship recipient status and, attached to it, the amended research plan, as well as the documents substantiating the reasons for the suspension must be submitted to the Rector, and the decision will be made by the sponsor, with the help of experts if necessary. If the scholarship recipient suspends their scholarship recipient status, they will not be entitled to scholarship payments during the period of suspension. If the scholarship has been paid for the period of suspension, the scholarship recipient must repay it to the Sponsor within 30 days, without further notice. The period of suspension of the scholarship recipient status will not extend the duration of that status.

18.3. Termination of the scholarship recipient status

18.3.1. Non-compliance

If the scholarship recipient fails to comply with the provisions of the Scholarship Contract, or does not comply with them in full, the sponsor may decide to withdraw the grant, and it may establish that the use of the previous payments was unauthorised. In the event of unauthorised use, the scholarship recipient must repay all amounts of the scholarship that were unduly paid to them. The sponsor will reclaim any unduly used scholarship from the scholarship recipient. The scholarship recipient status will be terminated on the day on which the written notification of the sponsor's decision to withdraw the grant is dated, and within 30 days of this the scholarship recipient must submit a final report on the implementation of the research activity to the Rector, which will be reviewed by experts invited by the sponsor.

18.3.2. Termination of the legal relationship on which eligibility is based

If the scholarship recipient's legal relationship based on which they are eligible for the scholarship is terminated during the scholarship period, their scholarship recipient status and consequently the payment of the scholarship will also be terminated. The scholarship recipient will not be entitled to the scholarship from the first day of the month in which the legal relationship is terminated. The scholarship recipient must repay the sponsor any unduly paid amounts. Within 30 days of the date of termination of the legal relationship on which eligibility is based (which is also the date of termination of the scholarship recipient status), the scholarship recipient must submit a final report on the implementation of the research to the Rector, which will be reviewed by experts invited by the sponsor.

18.4. Change of higher education institution and/or change of faculty or degree programme within a higher education institution

It is not possible to change the higher education institution, or the faculty or degree programme within a higher education institution, during the scholarship period. If the scholarship recipient changes their higher education institution, faculty or degree programme during the scholarship period, their scholarship recipient status will be terminated, any they will not be entitled to the scholarship awarded to them from the date on which the decision of the institution on the change of institution, faculty or degree programme becomes final. Within 30 days of the date of termination of the scholarship recipient status (the date on which the institution's decision becomes final), the scholarship recipient must submit a final report on the implementation of the research to the Rector, which will be reviewed by experts invited by the sponsor.

19. Accounting of the institutional grant

Accounting by the higher education institution is governed by the provisions of the sponsorship document issued by the NRDI Office to the higher education institution.

20. Publicity

In their communications and publications, the scholarship recipient must mention the University Research Scholarship Programme, the Ministry of Culture and Innovation and the National Research, Development and Innovation Fund, and , where the form of the communication permits, they should also include the official logo of the latter. The logo can be downloaded from www.nkfi.gov.hu.

21. Other conditions

By signing the relevant statements, the applicant and the supervisor give their consent to the processing of their personal data by the sponsor, the Ministry of Culture and Innovation and the National Research, Development and Innovation Office, in accordance with the provisions of those statements.

22. Complaints handling

22.1. No appeal may be lodged with any other body against the grant decision.

22.2. The applicant, or beneficiary, may submit a complaint to Moholy-Nagy University of Art and Design if the application procedure or the procedure of making the grant decision, issuing the sponsorship document, or paying or recovering the scholarship violated the law or goes

against this Call for Applications, the Sponsorship Document or the Scholarship Contract. Based on the above, no complaints can be submitted against the professional review of the applications.

22.3. Complaints may be submitted in writing within the time limit specified in the contested act or, in the case of an omission, within the time limit for legal remedies specified in respect of the omitted measure, or, failing this, within 15 days of receiving the notification or measure of the Moholy-Nagy University of Art and Design. No request for leniency may be submitted for a failure to comply with the time limit for submitting a complaint.

22.4. How to submit a complaint:

Complaints can be submitted by email to <ekop@mome.hu>.

22.5. The complaint must include the following:

- (a) the name, address, telephone number and email address of the complainant;
- (b) the act or omission that is the subject of the complaint;
- (c) the facts that serve as a basis for the complaint and the identification of the provision violated by the contested or omitted action.

22.6. The complainant will be informed of the decision made on the complaint by email. No further complaints can be submitted and no other remedies will be available against the decision made on the complaint.

23. Further information

23.1. The call and its annexes together constitute the application documentation and contain all the conditions for submitting an application.

23.2. The documents of the application package can be downloaded from the website of Moholy-Nagy University of Art and Design at: <https://mome.hu/hu/egyetemi-kutatoiosztondij-program>

23.3. For further information on the Call for Applications, applicants should contact:

Fruzsina Feigl
ekop@mome.hu
+36301464394

Annexes

1. The programmes, doctoral schools and organisational units that are supported
2. Research plan
3. Application form (in the application form, the applicant must indicate the field of study and academic discipline of their research topic, as well as the relevant field of training, based on the list available [here](#))
4. Applicant's declaration
5. Letter of intent of the institution
6. Scholarship contract

Annex 1: The supported programmes and organisational units

Category	Name of programme / Organisational unit	Monthly amount of scholarship
BA programme	MOME Academy	HUF 150,000
MA programme	MOME Academy	HUF 150,000
Doctoral programme	MOME Doctoral School	HUF 150,000
Young lecturers and researchers	MOME Academy, MOME Innovation Centre	HUF 150,000