When you conduct research that (a) requires direct contact with respondents   
and / or (b) include gathering data not available in the public domain, you should obtain approval from the Ethics Commission. Students should do this with the help of their supervisor.

(a) Each time a researcher conducts an interview or observation of other people (in particular, when he observes the group as part of it), there is *direct contact with the respondent*. An interview is always connected with recording the respondent's words in the form of audio, or audio and video recording, for later use in research work.

(b) Data not available in the public domain is data that is copyrighted or part   
of a private collection, the use of which requires written consent.

Grant coordinators and supervisors should ensure that students are fully aware of the ethical determinants of research by familiarizing themselves with the Ethical Principles   
of the Institute of European Studies.

The Research Ethics Commission calls on supervisors to be very careful about the conducting   
of empirical research by their students – especially in situations of special concern (involving minorities, minors, people with disabilities, as well as researching drug, alcohol, crime, sexuality related issues), or in the case of the unregulated legal status of respondents.

Whether your research requires approval by the Ethics Commission can be checked in detail by opening the Application form and looking at its first section. If the answer to at least one of the questions contained therein is "YES", you must complete the application and submit it to the Commission in the pdf or word version of the text document.

Students and PhD students carrying out research in consortia with partner universities, who have already received approval for their research from another university's ethics committee are subject to a simplified procedure, but also must apply and explain this in their application.