



Frequently Asked Questions

1. Who is required to obtain ethics authorisation for all research conducted at the Faculty?

If a research project only involves literature review or a systematic review/meta-analysis, no research ethics authorisation is required. Likewise, no research ethics authorisation is required for the analysis of publicly available material, e.g. website content, public posts. However, if the analysis of documents (also) containing personal data (e.g. historical or archival documents containing names of living persons or other personal data) is concerned, application for research ethics authorisation must be submitted.

In the Committee's experience, international publications and research proposals require authorisation.

For the purposes of the authorisation procedure, research activities carried out in the context of research methodology exercises (seminars, field exercises, collection exercises) as part of teaching activities and student data collection activities related to theses for undergraduate courses are not considered as research. In such cases, there is therefore no prior authorisation requirement.

2. Can students get ethics authorisation approval for their research?

Yes, they can. However, research ethics authorisation can only be granted to researchers holding an academic degree, so for student research, the student must apply for ethics authorisation on behalf of the supervisor/principal researcher. On the permit, the student's name will appear under the name of the Principal Investigator as a Participating Investigator.

3. Is it possible to apply for an approval for ongoing research?

The Committee can only issue a research ethics authorisation for data collection or other activities that may be authorised **before they have started**. No authorisation will be granted afterwards. However, it is possible to request approval for part of the research already underway.



4. How long does it take to get a decision?

The initial assessment takes approximately 2 months. We do not accept applications in December, and we do not accept or issue approvals in July and August.

In the case of missing information or where additional information is required, the time required for approval may be extended. This should be considered in the timing of planned research.

The Committee will meet once a month to discuss, among other items on the agenda, ethics applications for which further questions have arisen during the primary review.

5. When is it appropriate to ask for authorisation?

When the data collection instrument is ready, but data collection has not yet started (at least two months before the planned data collection).

6. What is personal data?

Personal data is any information relating to an identified or identifiable natural person (“Data Subject”). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, number, location data, an online identifier (e.g. NEPTUN code); or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person. Therefore, gender, age (except the exact date of birth), type of residence (except the exact address), type of employment/job (except if asked to name a specific job in a specific company, for example) are not personal data per se. If the subjects are contacted by e-mail or telephone, this contact information is also personal data (and its storage constitutes as processing), and the image and sound recording are also personal data. If the lead researchers request any data from the participants by e-mail, they must also ensure that these data/sensitive correspondences are deleted at the end of the research.

It should be considered whether the person can be identified from the anonymous responses (e.g. if we know that the participant is the director of institution X, then even if the response is anonymous, the person can be identified – so the information and data protection should be handled



accordingly, i.e. the data should be kept confidential). Particular care should be taken when using publicly available and accessible data (e.g. official, publicly available email addresses, public posts on social media, comments), as their handling raises a number of research ethics issues.

7. How can the Committee help in filling in the form?

On the Committee's website you will find a MOOC course on key research ethics information and a sample participant information leaflet and declaration. The templates are not forms, but examples of documents to be adapted to the specificities of the research to be authorised. Please use the form provided by us for the information on data management.

8. Where can personal data be collected?

Personal data cannot be collected in a shared (e.g. research group) account – email address, cloud storage, etc. – but only in the individual account or data storage media of the leading researcher or the named data processor. Personal data may be collected in any system separately from the research data (pseudonymous processing), to which only the Data Controller/processor named in the Privacy Statement has access. Anonymous research data can still be collected in shared accounts. Please note that anonymous data collection is not the same as pseudonymous processing: in the case of anonymous processing, no personal data or contact information is collected and stored, so the data of research participants cannot be subsequently identified.

9. What information should be provided to research participants?

Consent to participate in the research must be preceded by information about the research. If the research involves the processing of personal data, information on data management is also required. The two information documents should be separated. A form is provided for the Privacy Statement; please use it. For the participation information, we offer templates that need to be adapted to the specific characteristics of the research.



10. What information should be provided in the privacy notice?

The following information should be added to the Privacy Statement form: list all data collected and processed during the research (e.g. name, e-mail address, audio recording, etc.). If the data are processed only within ELTE's Faculty of Humanities, it is sufficient to indicate the name and contact details of the contact person (typically the leading researcher), and at the data processor field, you only need to indicate the software or platform used to collect/store the data, and, if applicable, in the case of the data being processed by an external processor, independent of the organisation, it needs to be indicated who processes the personal data solely on behalf of the Data Controller.

The information notice should also specify the platform, program, application used to collect and/or store personal data (e.g. Qualtrics, MsTeams, Zoom etc.).

11. What should you look out for when using credits/course points as an incentive in a research project?

It is important for the applicant to clarify whether, in the case of a course distribution, refusal to participate in the course will not adversely affect the student (e.g. whether he/she can obtain a suitable grade without participating in the research; whether, in the case of a course distribution in research, he/she can choose from another research to obtain a suitable grade). Refusal to participate in the course should not result in any form of disadvantage and/or negative discrimination against the student. Student participants are subject to the same ethical principles (information, consent, etc.) as any other participant.

12. Can non-anonymous data collection be carried out in other countries?

The Committee draws attention to the following points in the case of research carried out partly or entirely abroad. In the case of research conducted in a foreign location, with foreign research subject(s), the legal regulations of other country/countries may also apply and may differ significantly from those of Hungary; in the case of research conducted in collaboration with or within the framework of another university or research institution, the research ethics regulations



of that other institution(s) may also apply; the research ethics regulations and guidelines of foreign professional organisations are also relevant. It is the research supervisor's/leading researcher's responsibility to inform himself/herself about these and to ensure compliance with them, in addition to the relevant Hungarian and ELTE regulations. In this case too, the nature of the research topic (non-sensitive vs. sensitive) can be a strong determinant. In the case of research conducted by a qualified faculty member of the ELTE's Faculty of Humanities, but where the research itself is not conducted (in whole or in part) in Hungary, efforts should be made to obtain permission from the competent ethics committee of the country(ies) concerned.

13. What information should be included in the information and consent form for participation in the research?

The following information must be included in the text: the name and e-mail address of the person conducting the research (via Faculty of Humanities' e-mail address), the purpose of the research, the name of the person conducting the research (leading researcher), the persons responsible for the data (data handlers, processors), the method of the research (brief description, e.g. filling in a questionnaire using a given means and method, evaluating images according to given criteria using a given means and method, making an audio recording using a given means and method, etc.), the way the data are collected (pseudonymisation), the scope of the data collected, the exact duration of their processing and their use (e.g. in scientific publications, educational material) or location (e.g. password-protected drive), the length of the study, whether or not remuneration or other consideration is involved, mention of voluntary participation in the study, mention of the possibility of withdrawal/cancellation without limit and without consequences. Samples of the information and consent forms for participation in the study are available on the Committee's website.

14. What information cannot be omitted from the recruitment text?

Recruitment information should already indicate the institution where the research is taking place, but in the case of questionnaire-based anonymous research, the email address in the recruiter is not mandatory, as the link will take you to the information and consent form, which will include the contact details of the researcher. For qualitative or offline research, it is of course important to

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provide official contact email address(es) in the recruitment form, but this does not have to be personal, it can be a joint research team contact e-mail address (with an ELTE ending).

15. When will the forms be available in English?

First quarter of 2023.

16. What should I do if I want to do research on human remains from societies of the past?

The following sections of the Application are mandatory: sections 1-13, sections 16-17 and section 38.6.

The other questions must also be answered – either by ticking ‘no’ or by ticking ‘not relevant’.