



Policy

on the handling of research data at the Friedrich Schiller University Jena

20 december 2016



Preamble

Research data are an essential resource and an important product of science. Handling research data responsibly and openly is a determinant factor in ensuring good scientific practice and facilitates transparency and reproducibility of research results. Long-term archiving and open access to research data are essential prerequisites for the traceability and reuse of research data. The Friedrich Schiller University Jena (FSU) promotes and supports free and open access to research data and is committed to the principles of openly sharing knowledge, results, and technologies. The FSU supports its researchers with suitable services. Taking into account legal regulations, general guidelines and recommendations (e.g. DFG) as well as domain specific standards, the following principles are to be applied at the FSU for handling research data:

1. Definition of research data and research data management

According to the [Guidelines on the handling of research data of the DFG](#), research data might include measurement data, laboratory values, audiovisual information, interviews, texts, survey data, objects from collections, or samples that were created, developed or evaluated during scientific work. Methodical forms of testing, such as questionnaires, software, and simulations may also be regarded as important outcomes of scientific research and should therefore be considered research data.

Research data management covers the following areas: data management planning, data collection, storage and long-term preservation, data processing, preparation and documentation, quality assurance, and the provision and publication of data.



2. Responsibility for research data management

All members of the FSU involved in the generation, processing, and evaluation of research data are committed to active research data management in accordance with the rules of good scientific practice as well as other relevant regulations (e.g. from the community or funding organisation). Responsibility for research data management lies with each individual researcher but in particular, with the principle investigator(s) of the respective research activity. This responsibility also includes the obligation to instruct additional people (e.g. students and non-scientific staff) who are involved in a research activity on the adequate handling of research data.

3. Long-term archiving and publication

Research data management already starts with the planning phase of a research project. The FSU therefore urges all researchers, especially when applying for third-party funding, to examine the requirements, costs and means of storage, archiving and publication of research data at an early stage.

The FSU expects research data to be archived and made publicly available through national or international (domain-specific) data archives or repositories. This applies in particular to data that serve as a basis for scientific articles. It is the responsibility of the researcher to determine the time and the licensing conditions of the publication. The selection and processing level of the data to be published should allow others a reasonable reuse. When publishing research data, compliance with privacy laws, the protection of copyrights, and legitimate interests of third parties must be ensured.



Services provided by the Friedrich Schiller University Jena

The FSU supports research data management with dedicated services provided by the central service facilities (e.g. university computer centre, Thuringian university and state library, service centre for research and transfer, legal department). The Research Data Management Helpdesk serves as the central contact point for all researchers at the FSU.

The FSU strives to incorporate research data management into undergraduate and graduate curricula as well as doctoral studies, and offers targeted training courses for all FSU researchers.

More specific guidance on the implementation of this policy is provided in the "Guidelines and recommendations on research data management at the Friedrich Schiller University Jena".

Vorstehende Leitlinie wurde am 20. Dezember 2016 durch den Senat der Friedrich-Schiller-Universität Jena beschlossen.

Jena, den 20. März 2017



Prof. Dr. Walter Rosenthal

Präsident