

## **Guidelines of the TU Ilmenau for handling research data**

*The Senate of the TU Ilmenau approved the guidelines of the TU Ilmenau on the handling of research data in its 273rd session on November 1, 2016 and updated them in its 304<sup>th</sup> session on January, 14<sup>th</sup> 2020.*

### **Preamble**

Research data represent an essential basis of scientific knowledge. For this reason, the sustainable protection and provision of research data is essential for the transparency and verification of research as well as the scientific re-use. With this in mind, TU Ilmenau promotes the responsible use of research data to ensure good scientific practice.

### **What are research data?**

Research data are all data that arise in the course of research processes through measurements, simulations, experiments or surveys or are the results thereof. This includes research software source code. Depending on the scientific discipline and the research project, these data are generated, collected, processed and analysed in different ways and published or archived in different aggregation levels and formats/media types. All data is accompanied by documentation on the creation and processing of the data and the tools used to make the data available for subsequent use.

### **What does research data management mean?**

Research data management refers to the entire process of handling research data, which includes all steps from planning, generation, processing and use of the data to archiving or targeted deletion.

### **What are the guidelines for dealing with research data?**

The following guidelines are based on the recommendations of the DFG on safeguarding good scientific practice<sup>1</sup> and the principles for handling research data of the alliance of German science organisations<sup>2</sup>:

1. Members of the TU Ilmenau are obliged to prepare and document their research data appropriately and in accordance with the FAIR principles and to archive them on a long-term basis in accordance with good scientific practice. Responsibility for the management of research data lies with the respective heads of a research project.
- (2) The heads of a research project decide on the selection of the research data to be archived and on the place, time and legal conditions of archiving or possible publication, considering data protection and copyright aspects as well as subject-specific standards. In the interest of free access to publicly funded research, TU Ilmenau urges its members to publish all research underlying any scientific publication on a suitable platform. Those include trustworthy repositories, data centres and archives.
3. The TU Ilmenau recommends its members draw up a data management plan even before the start of a research project. Such a plan describes all relevant data generated in the course of a research project, the measures taken to ensure the quality, confidentiality and whereabouts of such data, as well as copyrights and rights of use. The particularities and standards of the respective scientific discipline must be considered.
4. The university management supports the implementation of these guidelines through central measures such as providing legal and organisational advice on all aspects of research data

management, offering a comprehensive range of workshops and training, establishing a platform for the publication of research data and providing access to electronic laboratory notebook software.

Ilmenau, 14 January 2020

Signed by

Prof. Dr. rer. nat. habil. Dr. h. c. mult.

Prof. h. c. mult. Peter Scharff, Rector, and the Chairman of the Senate

1 Deutsche Forschungsgemeinschaft, „Leitlinien zur Sicherung guter wissenschaftlicher Praxis: Kodex“ (September 2019), unter: [https://www.dfg.de/download/pdf/foerderung/rechtliche\\_rahmenbedingungen/gute\\_wissenschaftliche\\_praxis/kodex\\_gwp.pdf](https://www.dfg.de/download/pdf/foerderung/rechtliche_rahmenbedingungen/gute_wissenschaftliche_praxis/kodex_gwp.pdf).

2 Schwerpunktinitiative „Digitale Information“, „Grundsätze zum Umgang mit Forschungsdaten“ (Juni 2010), unter: <https://doi.org/10.2312/ALLIANZOA.019>.