

# Guidelines for handling research data at Paderborn University, dated 31/03/2022

## I. Preamble

Responsible handling of research data forms part of good research practice and is essential to ensure transparent research, scientific progress, and the dissemination of scientific knowledge. These guidelines are aimed at all research associates and members of Paderborn University, addressing them both as researchers in their own right and in their role as teachers and supervisors of young research talent.

## II. Definitions and scope

**Researchers** under these guidelines include all members and associates of Paderborn University who are active in research.

**(Primary) research data** means all data resulting from a research process. Depending on the research question, it is created and collated, processed, analysed, and in some cases published and archived, using a variety of methods. Research data thus arises in a variety of media types, aggregation levels, and formats in every scientific discipline. The range of data types reflects the diversity and methodological development of specialist scientific disciplines and research activities. Research data also includes algorithms and software for preparing, evaluation or presenting research findings. Research data may take various forms during the research project period (various versions of primary data, prepared data including negative and unclear results, shared data, published data) and be assigned various access authorisations, e.g. as open, restricted or non-public data.

**Research data management** covers the planning, recording, processing, documentation, storage and publication of said data. It ensures systematic access, reproducibility, re-usability and quality assurance for all of the research data underlying the scientific findings.

A **data management plan** documents information on the collection, collation, evaluation, storage, use and publication of the research data gathered for research projects and sets out the requirements for its integrity, confidentiality, and other conditions, e.g. laid down by third-party donors.

## III. Basic principles

With due regard to the German Research Foundation's code to ensure good research practice and to the guidelines and processes to ensure good research practice at Paderborn University, the following basic principles apply at Paderborn University regarding the replicability of research findings and re-use of research data:

Scientists secure publicly accessible research data and findings as well as the central materials underlying them and where relevant the research software used, in suitable form, and generally store it for a period of ten years. The retention period begins on the date on which public access is granted. Paderborn University advocates and promotes free access to research data that is not subject to any special non-disclosure (cutting-edge research, third-party-funded projects etc.), copyright (publications at conferences or in journals, third-party-funded projects etc.) or similar restrictions.

Paderborn University respects ethical, data protection, copyright and confidentiality concerns in its research data management process.

#### **IV. Responsibilities, rights and obligations**

**Researchers** are responsible for the research data management of their research activities. They are in particular required to ensure compliance with good research practice and specialist standards. They are also tasked with making students and doctoral candidates aware of how to suitably handle research data and with teaching subject-specific skills and standards.

The people responsible for a research project therefore document the research process and the tools and procedures used in an appropriate subject-specific form. They ensure that the research data underlying a publication is preserved and can be accessed in case of doubt.

In the event of doubt, any copyright or related rights to the data, in particular database right (section 87a of the Germany Copyright Act UrhG) remains with the people responsible for the project. This in particular includes the right to further use or publish the data. For data that forms the basis of protectable intellectual property, there is a basic obligation to submit a disclosure of invention as per sections 5, 42 no. 2 of the German Employee Inventions Act (ArbnErfG).

Any other contractual agreements, in particular those concluded as part of third-party-funded projects, remain unaffected.

**Paderborn University** supports its researchers and organisational units, and provides suitable means and resources for research promotion, research data management services, infrastructure operation, and employee qualification. It advocates compliance with recommendations for good research practice. To aid this, it provides information and documentation, undertakes monitoring, and offers qualification measures, support and advice. This is completed in accordance with current guidelines, agreements with third-party donors, internal statutes, codes of conduct, and other relevant guidance.

As standard, it develops mechanisms and provides services for storing, preserving and archiving research data, so that access to the data can be ensured for a period of at least ten years following completion of research projects. The university is involved in developing subject-specific standards for the re-use of research data and supports their implementation.

#### **V. Research data management as part of methodological training**

In order to ensure that high-quality research data management is sustainably integrated and developed, communicating the principles of good research practice and research data is incorporated into the training provided to young research talent.

#### **VI. Recommendations for implementing research data management**

In addition to these guidelines, Paderborn University has drawn up recommendations for implementing the guidelines and published them on the university website along with other information.

Paderborn, 31/03/2022

President of Paderborn University

Prof. Dr. Birgitt Riegraf