Research Data Management Policy of Leipzig University

Preamble

Leipzig University strives to generate, preserve and transfer knowledge. In this regard, handling research data responsibly serves the acquisition and dissemination of academic findings in the spirit of good academic practice. With this policy, Leipzig University establishes principles for the management of digital research data in particular, and defines responsibilities. The policy is intended to contribute to ensuring and expanding the quality, traceability and visibility of research conducted at Leipzig University.

Research data and research data management

In the context of this policy, research data means all data that is generated or processed during a process of scholarly investigation. Research data management encompasses all organisational and technical measures necessary to ensure responsible handling of research data throughout the data life cycle. These include generation, documentation, quality assurance, storage, access, archiving and reuse of data. Subject-specific standards as well as legal and ethical conditions must always be taken into account in research data management.

1: Scope

This policy is aimed at all staff and members of Leipzig University and essentially covers all research activities.

2: Principles

Leipzig University recognises the importance of research data management. Researchers at Leipzig University handle research data responsibly and in compliance with recognised academic standards. They take into account the FAIR Data Principles on the findability, accessibility, interoperability and reusability of research data.

In accordance with subject-specific standards and the specifications of research funders, the storage and long-term archiving of research data are carried out in recognised national or international research data infrastructures or in the IT infrastructure of Leipzig University.

Leipzig University promotes free access to research data, supporting its researchers in the publication of such data in compliance with legal and ethical parameters. Where possible, data publications should be available open access under public licences. They will be recorded in Leipzig University's research information system.

3: Responsibilities of researchers

All researchers are responsible for the management of their research data. To this end, they are required to draw up a data management plan as part of their research projects and to update it regularly. The data management plan follows the life cycle of research data, and documents (a) the data to be used and generated, (b) the necessary documentation, metadata and standards, (c) the storage location and required storage resources, (d) the time and duration of storage and reasons for restrictions, and (e) the organisation of access.

When managing research data, all researchers at Leipzig University comply with applicable laws on the protection of personal data and intellectual property. They take into account ethical principles, special regulations set out by external funders, and any confidentiality agreements with partners.

The principal investigators of a research project are responsible for ensuring that research data management in their working groups complies with subject-specific standards and for informing their members about the correct handling of research data. Specific requirements must be agreed with Leipzig University and, if necessary, funded additionally.

Section 4: Responsibilities of Leipzig University

Leipzig University undertakes to establish the prerequisites for fulfilling its requirements for the handling of research data. In order to preserve resources, it strives to keep the administrative and financial burden for researchers as low as possible by means of appropriate organisational and technical measures. Leipzig University implements and maintains a research data infrastructure that supports appropriate storage and the technical availability of digital research data to the extent feasible. In doing so, it also takes into account and uses infrastructural resources provided by researchers. It establishes the prerequisites for archiving sensitive research data in a secure storage service and publishing research data in an institutional or regional repository.

With its central institutions, Leipzig University supports researchers in the planning of research data management, in the collection, storage and publication of research data, in the formulation and maintenance of standards for the handling of research data, and in copyright, data protection and ethical matters relating to research data.

For this purpose, Leipzig University establishes and maintains training and advisory services tailored to the specific disciplines. This also includes the integration of research data management into teaching and doctoral training, especially when conducting research internships and preparing final theses.

5: Effective date

This policy shall enter into force on the day following its promulgation in the Official Announcements of Leipzig University.