Bauhaus-Universität Weimar

Guidelines for Handling Research Data

Preamble

The Bauhaus-Universität Weimar – represented by the members of the University Directorate and Senate – is committed to the responsible handling of research data in accordance with the principles of the Alliance of Science Organisations in Germany [1] and the guidelines of the German Research Foundation (DFG) [2]. In addition, the university is committed to finding ways of adequately translating these basic principles to artistic research and projects, provided that data is collected.

The Bauhaus-Universität Weimar strives for fundamentally free access to and long-term security of research data. The process of data collection should be comprehensible, traceable and reproducible. This promotes the recognition of research achievements of scientists, artists and designers as well as members of the Bauhaus-Universität Weimar.

Definition of Research Data and Research Data Management

Research data are data resulting from scientific and artistic research that are generated, collected, processed or analysed during the research process. These include the results of the research and any tools or procedures that may be required, which have been developed during the research process.

Research data management encompasses the entire planning, recording, processing, documentation, archiving and publication of research data.

Principles

On the basis of the »Guideline for Safeguarding Good Scientific and Artistic Practice at the Bauhaus-Universität Weimar« [3] and the recommendations of the DFG in its code of conduct »Guidelines for Safeguarding Good Scientific Practice« [4] , the following principles must be adhered to:

- The managers of a research project are obliged to introduce research data management in accordance with the principles of good scientific and artistic practice. All members of the project must be instructed in the handling of research data.
- Over the course of the research project, the source, type and processing of the research data shall be documented. Established methods and standards are to be applied and rights of use defined. The scientifically relevant research data should be retained for an appropriate period of at least 10 years at the original facility or in a repository.
- Research data should be published promptly according to the FAIR principles ("**F**indable, **A**ccessible, **I**nteroperable, **R**e-usable") in recognised archives and specialised repositories. Materials, information, methods applied and software used should be made available to the extent possible and reasonable [5] .

The Bauhaus-Universität Weimar supports scientists, artists and designers in all issues concerning the handling of research data.

Resolution of the University Management of 12 February 2020

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[1] http://doi.org/10.2312/ALLIANZOA.019

[2] http://www.dfg.de/download/pdf/foerderung/antragstellung/forschungsdaten/richtlinien_forschungsdaten.pdf

[3] https://www.uni-weimar.de/fileadmin/user/uni/dezernate/dfo/Dokumente_intern/sonstige_interene_ Dokumente/Richtlinien_guter_wiss_Arbeit14_2012.pdf

[4] https://www.dfg.de/download/pdf/foerderung/rechtliche_rahmenbedingungen/gute_wissenschaftliche_praxis/kodex_gwp.pdf

[5] When publishing research data, the protection of personal data, copyright and the legitimate interests of third parties must be respected, among other things.