Guideline for handling research data at the HTW Dresden

The Dresden University of Applied Sciences (HTW Dresden) focuses on application-oriented research that is closely related to teaching. The responsible handling of the research data generated in the research process in terms of good scientific practice is essential. Documented research data are essential for the traceability of scientific research methods and results as well as for the use in further research. Therefore, researchers, teachers and students at the HTW Dresden should be enabled to work with the available research data in an uncomplicated and secure way. In order to achieve this, structures for an efficient research data management at the HTW Dresden are being created, taking into account the specifics of the subject and organization as well as the legal and ethical requirements of various research projects and their cooperation partners.

The term research data covers all data that is generated, collected or used during the research process

Research data management includes all activities from planning a research project to the generation, collection, processing, storage, long-term archiving, publication and re-use of research data. This lays the foundation for reusability, reproducibility and compliance with qualitative standards.

The applicable guidelines are discussed below:

1. Researchers at the HTW Dresden should handle research data in all phases of the research process with care in accordance with good scientific practice and document them under consideration of legal, especially contractual aspects.

2. It must be ensured that research data remain usable in the long term throughout their complete life cycle. Compliance with the "Principles of Good Scientific Practice" and the applicable data protection regulations is crucial for this. The responsibility for the management of all collected data lies with the project leaders.

3. The HTW Dresden ensures that its members are supported in the implementation of research data management. For this purpose, service and consulting offers are developed in cooperation with the faculties, which can also make use of external service providers.

4. In order to ensure the traceability, completeness and integrity of the research project, the project leaders are motivated and provided with infrastructural support to set up a research data management plan at the beginning of a research project This plan documents the course of the project, the results, the tools used and the procedures applied.

5. The anchoring of a subject-specific, structured handling of research data in the study programs of the faculties is particularly promoted by the HTW Dresden.

6. In the interest of further developing research, the HTW Dresden supports scientists in making the generated research data freely accessible in national and international archives according to subject-specific standards. In doing so, the rights of the authors or their cooperation partners and the data protection rights of the persons concerned must be respected.

The guideline was passed by the Senate on 29.5.2018.

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