

Guideline for Handling Research Data at HTW Dresden

At the University of Applied Sciences Dresden (HTW Dresden), we conduct research primarily focused on application and closely linked to teaching. The responsible handling of the research data generated in the research process is essentially required in terms of good scientific practice. For the reproducibility of scientific research methods and results, as well as for follow-up research, documented research data is indispensable. Hence the researchers, teachers and students at HTW should be given the chance to work with the available research data within a simple and secured framework. In consideration of the technical and organisational specifics, as well as legal and ethical requirements of various research projects and those of their cooperation partners, HTW Dresden is creating structures for an efficient research data management.

The term 'research data' subsumes all data that are generated, collected or re-used during the research process.

Research data management includes all activities from the planning of a research project to generating, collecting, processing, storing, and long-term archiving research data up to their publication and provision for use. This provides the basis for usability, reproducibility and compliance with qualitative standards.

The guidelines applicable in the process are the following:

1. Researchers at HTW Dresden handle research data carefully in all phases of the research process in accordance with good scientific practice and document the data in compliance with legal and in particular contractual aspects.
2. Research data must remain usable over the long term during their complete lifecycle. For this purpose, the observation of the "Principles of Good Scientific Practice"¹ and the applicable data protection regulations are essential. In this regard, project managers have the responsibility for managing all collected data.
3. HTW Dresden supports its members during the implementation of research data management plans. In that account internal and external service and consulting offers will be developed in cooperation with the faculties.

¹ Hochschule für Technik und Wirtschaft. Verfahrensordnung zur Einhaltung der Regeln einer guten wissenschaftlichen Praxis der Hochschule für Technik und Wirtschaft Dresden. 2013.

4. To assure reproducibility, completeness and integrity of the research project, the project managers are encouraged and supported by the infrastructure to set up a research data management plan in the beginning of a research project. It documents the course of the project, its results as well as tools and methods applied.
5. HTW Dresden particularly supports the establishment of a discipline-specific, structured research data management in the degree programmes of the faculties.
6. To stimulate research progress, HTW Dresden supports scientists in making the generated research data freely accessible in national and international repositories according to discipline-specific standards. Thereby, the rights of the authors and their cooperation partners respectively as well as the data privacy rights of data subjects must be considered at all times.

The Guideline was adopted by the Senate on 29th May 2018.

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