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Bochum University of Applied Sciences
The President / The Chancellor
Administration Section 5 – Spr

07.06.2022

Guidelines 'Data Policy of Bochum University of Applied Sciences on the Handling of Research Data'

of 7. June 2021

On the basis of Section 2 Subsection 4 Sentence 1 of the Higher Education Act (*Hochschulgesetz*) in the version of the announcement of 16 September 2014 (Official Gazette of North Rhine-Westphalia p. 547), as last amended by Article 2 of the Act Amending the Act on Art Academies (*Gesetz zur Änderung des Kunsthochschulgesetzes*) and the Act Amending Other Provisions in Higher Education (*Gesetz zur Änderung weiterer Vorschriften im Hochschulbereich*) of 25 November 2021 (Official Gazette of North Rhine-Westphalia, p. 1209a), the Executive Board of Bochum University of Applied Sciences issues the following guidelines:

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Preamble

Research data form the basis of each and every research project. They are necessary for the traceability and reproducibility of research processes and the results they generate. Research data have a long-term benefit for research and science and the potential for extensive replication and dissemination in society. Here, universities of applied sciences have a key role to play. They are a crucial player in research and transfer activities and can thus anchor the use of research data in society over the longer term. In this way, the research and transfer activities of the universities of applied sciences form the basis for an open knowledge society.

The management of Bochum University of Applied Sciences is conscious of this key role and acknowledges the fundamental importance of research data and their documentation for maintaining high-quality research and scientific integrity, and is committed to the recognized standards in this regard. Further, university management acknowledges that research data count as a central component for intensifying transfer activities.

Section 1 Scope of Application

- (1) The principles set down in these guidelines for the handling of research data shall apply for all researchers at Bochum University of Applied Sciences.
- (2) In the case of third-party funded and collaborative projects, this Data Policy shall, as far as possible, be taken into account. Specific agreements with providers of third-party funds and cooperation partners concerning research data management shall take precedence over these guidelines.
- (3) University management additionally recommends for collaborative projects that the handling of research data is explicitly taken into account in project-specific cooperation agreements.

Section 2 Definitions

- (4) Research data subsume all data that are the object, work steps or result of research processes. Research data are generated in the context of the respective research question and using different methodological research techniques. Depending on the research question and the tools and methods used, research data are processed, collected, analysed, evaluated and ultimately utilised, published and/or archived. To that effect, research data are part of every academic discipline and found in a wide variety of formats, forms, types and levels of aggregation.
- (5) Research data management ensures the quality, access, replication and reproducibility of all research data. This includes planning the research project as well as the collection, processing, documentation and retention of the research data.

Section 3 Principles

- (1) Taking into account the “Guidelines for Safeguarding Good Scientific Practice” of the German Research Foundation and the “Ordinance Governing Conduct and Measures to Safeguard Good Scientific Practice at Bochum University of Applied Sciences” of 9 May 2022 (Official Notice No. 1136) as well as the “Rules of Procedure of the Commission of Inquiry on Good Scientific Practice” of 9 May 2022 (Official Notice No. 1136), as last amended, the following principles for handling research data shall apply at Bochum University of Applied Sciences:

1. In accordance with the “Guidelines for Safeguarding Good Scientific Practice”, all researchers at Bochum University of Applied Sciences are obliged to store research data securely, prepare them commensurately, document them adequately, safeguard them appropriately and, as far as legally possible, retain them over the longer term. Insofar as the research data are personal data within the meaning of Art. 4 General Data Protection Regulation (GDPR), researchers are obliged to carry out all data processing in a manner compliant with data protection, i.e. in line with the General Data Protection Regulation (EU) 2016/967 and the North Rhine-Westphalia Data Protection Act. Responsibility for fulfilling these obligations shall lie with the respective researchers leading the research project.
 2. The collection, processing, analysis and evaluation of research data shall follow the respective scientific standards and rules of the academic discipline in question. To that effect, the research techniques, methods, tools and research processes used shall be documented in a transparent manner. It is the responsibility of all researchers at Bochum University of Applied Sciences to introduce and implement corresponding processes.
 3. Skills in working with research data and research data management are to be developed. For this purpose, Bochum University of applied Sciences promotes academic training opportunities.
 4. The University management welcomes the publication of research data and recognizes the processing of research data for reuse as well as reusable scientific software developed in this context as a scientific achievement.
 5. Taking into consideration and in conformance with intellectual property rights and intentions concerning exploitation, and provided that no third-party rights, legal provisions or other property rights prohibit it, university management recommends that research data are furnished with a free licence and made openly available, insofar as this is legally possible.
 6. University management recommends that research data which form the basis of a publication are deposited in a suitable repository or archiving system and/or published.
- (2) Bochum University of Applied Sciences provides access to basic research data services and thus enables appropriate storage and technical availability of digital research data. Specific requirements must be agreed on and if necessary, additionally financed. In addition, Bochum University of Applied Sciences promotes the provision of advisory services, qualification offers and codes of conduct for compliance with the principles formulated here.
- (3) Any obligations formulated here do not include the area of data protection law for which the appointed official data protection officer of the university is responsible and processed. Paragraph 1 sentence 1 number 1 remains unaffected.

Section 4 Update

If necessary, the principles formulated here will be updated by 2023 at the latest.

Section 5 Entry into Force

These guidelines shall enter into force on 1. July 2021. They shall be published in the Official Notice of Bochum University of Applied Sciences.

Issued on the basis of the resolution of the Executive Board of Bochum University of Applied Sciences of 13. June 2021.

Bochum, 27. June 2021
The President

Bochum, 27. June 2021
The Chancellor

(Professor Jürgen Bock)

(Markus Hinsenkamp)