Research Data Policy of Tampere University of Technology

The importance of open science and research has become highlighted in the continuously changing world of universities and research. A key goal is to publish any research findings, research data and the methods applied to enable free access and use for all within the limits set by research ethics and the juridical operating environment. More and more research financiers and the Ministry of Education and Culture require that the research findings achieved through publically-funded research are openly published.

In accordance with its strategy (2016–2020), Tampere University of Technology (TUT) is committed to internationalization and it promotes the openness of science and research. With its research data policy, the University supports open access to digital research materials and thereby promotes high-quality research, facilitates innovation activities and secures the implementation of good research practices.

On 25 February 2015, TUT’s President set up a project to prepare the research data policy of Tampere University of Technology. A working group chaired by Vice President for Research Ulla Ruotsalainen was appointed to implement the goals set for the project.

The working group prepared a document: the Research Data Policy of Tampere University of Technology. The policy outlines the university-level principles and policies related to the collection, storage, use and management of research data.

The working group published a draft version of the policy on the university intranet and welcomed related comments. Discussions on the preparation of the research data policy were also had in various forums within the University: the Management Group, the Science Council and the Academic Board. The working group processed the comments received and, as commissioned, prepared a proposal for the Research Data Policy of Tampere University of Technology for the President.

The preparatory project for the research data policy is hereby closed and the Research Data Policy of Tampere University of Technology approved as appended (Appendix 1). In the future, the University will also require that a data management plan is prepared as per the policy. The implementation plan for the research data policy will continue to be specified and the processes and services related to research data management further developed after the project. The library will be responsible for coordinating this development work, which will be carried out in cooperation with the different administrative units of Tampere University of Technology. During the development work, care will be taken to ensure that the university community is provided a good opportunity to influence the contents of the processes and services to be implemented.

(signature)  (signature)
Markku Kivikoski    Riitta Lähdemäki
President           Library Director

Appendix 1. Research Data Policy of Tampere University of Technology

Distribution: Deans
Professors
Heads of department
Faculty managers
Appendix 1. Research Data Policy of Tampere University of Technology

Tampere University of Technology (TUT) aspires to promote high-quality research, facilitate innovation activities and secure the implementation of good research practices by supporting open access to digital research materials with its research data policy.

This research data policy applies to all digital research materials and derivatives generated, used and processed during research activities at TUT.

1. Tampere University of Technology (TUT) upholds and raises awareness of good data management practices across the University. Adherence to the principles of good data management is expected of all members of the university community.

2. All members of the university community are expected to comply with the research ethical guidelines when managing and opening research materials. They must also ensure the security of all confidential information and maintain data security and data protection in accordance with the applicable laws, good scientific conduct and the University’s rules and regulations.

3. The University provides training and orientation on the principles of good research data management to the members of the university community, including students. The University requires that data management plans are prepared and provides related training, assistance and data management support throughout the research lifecycle. Relevant training is incorporated both into curricula and professional development programmes.

4. Data management plans must address the collection, processing and ownership of data, the right to use data and related terms and conditions, the long-term preservation reuse, publishing and intentional destruction of data, and especially the associated resource needs. In addition, the plans must address the processing and storage of personal information and other sensitive materials. All data that is stored must be accompanied by metadata that describes the structure of the data and how it was created. This metadata must always specify the owner of the research materials and any legal restrictions imposed on the reuse of research data.

5. The University provides researchers and research groups with a research data infrastructure, which includes software, tools and services that support the management, use, accessibility and sharing of data, along with resources for storing, computing and processing. This data infrastructure is built and developed in collaboration with national and international parties while taking their services, infrastructures and information security into consideration.

6. The University offers support for identifying and resolving any legal issues concerning background materials and research materials and for negotiating related contracts. Principal Investigators are responsible to ensure that the necessary contracts, pertaining to the ownership of and access to materials used in connection with or arising from research, are prepared at the earliest possible stage to protect the research work.

7. By default, all research materials arising from the University’s activities and associated with published research findings are openly accessible. All materials must be retrievable and citable. The authors and TUT must be appropriately acknowledged when the materials are reused. The University may impose a fee and restrictions on the reuse of data sets that have been processed for the use of stakeholders representing industry or society.
Research materials: Research materials refer to data sets generated, processed and used in scientific research and used as the basis for research findings. In addition to data, research materials include information describing the context, contents and structure of the data, along with its lifetime management and processing.

Data management plan: A data management plan describes how research materials are obtained, used and stored during the research process and how their reuse can be enabled after the project.

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