

## **Guidelines for research data management planning for PhD students at the University of Ljubljana**

The purpose of developing a Data Management Plan (DMP) is for PhD students to consider, from the very beginning of their research careers, how the data collected or generated in the course of their PhD research will be preserved and made accessible to others.

Researchers are accustomed to dealing with research data in accordance with the recommendations and norms of their scientific communities, which in most cases enables permanent access and re-use of research data by the research team or project collaborators.

In an open science environment, there are numerous forms of support available for researchers to manage their research data according to the FAIR (Findable, Accessible, Interoperable, Reusable) principles. Templates and online tools are available to help you plan how to collect, document, organise the preservation, archiving and sharing or publishing of data.

You can use the template annexed to these guidelines to prepare the DMP, or you can use a different template depending on the specificities of your science or discipline. Please consult your supervisor or mentor.

In accordance with Article 50 of the Rules and Regulations for Doctoral Studies at the University of Ljubljana (applicable to the generation of doctoral students enrolled from the academic year 2021/2022 onwards), research data produced and collected for the purposes of a doctoral dissertation must be published or otherwise made available in a way that makes it findable, accessible, interoperable, and re-usable and re-evaluable. The doctoral student starts thinking about the DMP at the beginning of their doctoral studies. They shall draw up a draft DMP at the latest before submitting the application for approval of the doctoral dissertation proposal to the Member of UL Senate (last indent of Article 36(1)), shall keep it up-to-date and supplement it during the course of the research (Article 43(1)), and shall submit the final version of the DMP together with the completed doctoral dissertation (Article 45(1)(12)).

### **DMP template**

To help you start, we have prepared a template for the DMP for PhD students (see below).

In the phase of preparing your DMP, you can consult [Science Europe's](#) key guidelines on DMP, which provide a wealth of recommendations for both researchers and DMP reviewers, and Science Europe's DMP template (in Slovenian and English). This follows the general requirements for good research data management, which represent minimum standards regardless of the scientific discipline, while allowing for additional guidance to be defined according to the specific needs of each discipline and taking into account national or local legislation.

Answers to the questions in the attached template are expected to be brief and concise.

## Data management plan (DMP)

DMP Draft - when submitting your doctoral dissertation proposal

<p><b>Name of the doctoral student:</b></p> <p><b>Doctoral programme and scientific field:</b></p> <p><b>Proposed title of the doctoral dissertation:</b></p>
<p><b>Type of data and methods used for data collection or production</b></p> <ol style="list-style-type: none"><li>1. What data will be collected or produced?</li><li>2. How will new data be collected or produced and/or how will existing data be re-used for the purposes of your doctoral thesis?</li><li>3. Will you be dealing with sensitive data? If yes, how will you ensure compliance with ethical requirements when producing and/or creating data?</li></ol>
<p><b>How data will be stored and protected during research for a doctoral thesis</b></p> <ol style="list-style-type: none"><li>1. How will data be stored?</li><li>2. If you will be dealing with sensitive data, how will you keep it safe and secure? (Move to the next question if not applicable)</li></ol>
<p><b>Long-term data availability and storage</b></p> <ol style="list-style-type: none"><li>1. In which data repository will you store the data for the long term after the completion of the research work and make it accessible in accordance with the requirement of Article 50 of the Regulations on Doctoral Studies of the UL?</li><li>2. Do you plan to restrict access to the data for a certain period? If yes, please explain the reasons for this (e.g. for intellectual property or patent protection, or other reasons).</li></ol>

## Data management plan (DMP)

DMP - at the presentation of the results of the research or at the submission of the doctoral dissertation

<p><b>Name of the doctoral student:</b></p> <p><b>Doctoral programme and scientific field:</b></p> <p><b>Title of the doctoral dissertation:</b></p>
<p><b>Type of data and methods used if new data was collected or produced</b></p> <ol style="list-style-type: none"><li>1. What data have you collected and/or produced?</li><li>2. How did you collect and/or produce new data and how did you use existing data for your doctoral thesis?</li><li>3. Have you been dealing with sensitive data? If yes, how have you ensured compliance with ethical measurements when collecting and/or producing data?</li></ol>
<p><b>How the data was stored and protected during research for a doctoral thesis</b></p> <ol style="list-style-type: none"><li>1. How did you store the data?</li><li>2. If you have worked with sensitive data, how have you ensured that it was kept safe and secure? (Move to the next question if not applicable)</li></ol>
<p><b>Long-term data availability and storage</b></p> <ol style="list-style-type: none"><li>1. In which data repository will you store the data for the long term after the completion of the research work and make it accessible in accordance with the requirement of Article 50 of the Regulations on Doctoral Studies of the UL?</li><li>2. Do you plan to restrict access to the data for a certain period? If yes, please explain the reasons (e.g. for intellectual property or patent protection, or other reasons).</li></ol>