



LUND UNIVERSITY  
Faculty of Science

## SYLLABUS

Date  
11 May 2020

Reg. Nr.  
U 2020/493

### **Syllabus for the course How to take care of your data: Introduction to practical data management, NNG006F** *Swedish title: Ta hand om dina data: introduktion till praktisk datahantering*

The course syllabus was confirmed by the Faculty board for graduate studies 11 May 2020. The course is in the third cycle and amounts to 2 credits.

*The course syllabus is formally approved in Swedish. This is a translation.*

#### **Learning outcomes**

On completion of the course, participants shall be able to:

##### *Knowledge and understanding*

- Explain the basics of data description (metadata), data curation and data citation.
- Demonstrate an increased awareness about data management, data curation and provenance relevant for data publication and data re-use.
- Describe the application of the FAIR principles in management of the data resource.
- Present what is needed to make data available according the FAIR Data principles.
- Explain the basic principles of a Data Management Plan.

##### *Skills and abilities*

- Prepare a basic data management plan.
- Prepare a basic relevant description and documentation of data.
- Upload data and data documentation to a repository

##### *Judgement and approach*

- Evaluate juridical and possibly ethical aspects of research data.
- Motivate the relevance of data curation and provenance.
- Relate to international standards for metadata and data documentation.

#### **Course content**

The course is an introduction to the management of research data and today's developments around data management planning, data collection, data curation and data publication. Also, aspects of data documentation (metadata) standards, data citation and juridical aspects of research data are included. The course will follow the data principles referred to as "FAIR Data Principles" (Findable, Accessible, Interoperable and Reusable, <https://www.force11.org/group/fairgroup/fairprinciples>). Exercises and assignments will focus on best practices for day-to-day research data management, preparation of a realistic data management plan, and preparing data for publication including making data publicly accessible and findable.

#### **Teaching**

The course consists of lectures, exercises, assignments and seminars. Students will work with exercises in group, as well as with individual assignments. The course schedule aims

to be concentrated in time, but the whole course should not exceed a period of 2 months. Active participation is required, and attendance at all lectures and exercises is mandatory.

**Assessment**

Examination of the course is based on fulfilment of the assignments, oral presentations and on the presentation of a written data management plan

**Grading scale**

Possible grades are 'Pass' and 'Fail'. For a grade of 'Pass' the student must pass all assignments and oral presentations, and pass the presentation of the written data management plan.

**Language of instruction**

The course is given in English.

**Entry requirements**

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**Additional information**

Course literature will be published articles. Books relevant for the course may be used, and will then be freely available either as e-books or through the library.