

APPROVED  
by Resolution No. S-2016-9-3  
of 18 October 2016  
of the Senate of Vilnius University

## VILNIUS UNIVERSITY GUIDELINES FOR THE MANAGEMENT OF RESEARCH DATA

### I. GENERAL PROVISIONS

1. The aim of the Vilnius University Guidelines for the Management of Research Data (hereinafter the 'Guidelines') is to set out the principles of research data management at Vilnius University (hereinafter the 'University'), in accordance with the requirements of institutions sponsoring research or other sources.
2. The Guidelines shall apply to University employees and students working on projects of the University or carried out at the University, or participating in other University activities related to the conduct of research. The Guidelines are recommended for all research at the University.
3. The Guidelines have been prepared in accordance with the Republic of Lithuania Law on Higher Education and Research, the Statute of Vilnius University, taking into account the Guidelines on Open Access to Scientific Publications and Data approved by Resolution of the Research Council of Lithuania No. VIII-2 of 29 February 2016, the Guidelines on Data Management in Horizon 2020 of 16 February 2016 adopted by the European Commission. and other relevant legal acts.
4. Terms used:  
**Research data management plan** means a document on the collection, storage and accessibility of research data, which sets out what will be done during and after the research to ensure that the data is stored safely and securely; how and under what conditions it will be made available for re-use, unless there are conflicting legal, ethical or security reasons; when and how it will be made available to other users; what standard metadata will be used to describe it; how the resulting data will be managed and updated; which data will be intended for long-term and which for short-term storage, indicating, in the latter case, when and how the data will be destroyed.  
**Sponsoring institution or other source** means an entity, including the University, that provides funding or other support for the research.

### II. GUIDELINES FOR THE MANAGEMENT OF RESEARCH DATA

5. Research data management plans shall be prepared in accordance with the requirements of the sponsoring institutions or other sources.
6. Costs incurred for the implementation of research data management plans may be covered by the sponsoring institutions or other sources.
7. Research data shall be deposited in the National Open Access Research Data Archive Information System (MIDAS) enabling their repeated use, unless otherwise specified by the sponsoring institution or other source.
8. Research data shall be openly available, except where:
  - 8.1. there is a need to protect the results of research with a view to using the research data for commercialisation or industrial development purposes;
  - 8.2. opening up research data is incompatible with confidentiality requirements;
  - 8.3. opening up research data would be contrary to personal data protection requirements;
  - 8.4. opening up research data would hinder the achievement of the project's objectives;
  - 8.5. there are other legitimate reasons for not opening up research data.

9. It is recommended that publicly available research data be given a Digital Object Identifier (DOI).
10. It is recommended to link research data to relevant research results.
11. The legitimate interests of research data subjects are protected and safeguarded.
12. The University can provide researchers with the services and infrastructure required to manage research data, subject to necessity and availability.
13. Exclusive rights to use or disseminate research data may not be transferred to publishers or their authorised persons, unless this would be contrary to contractual obligations to the sponsoring institution or other source or other entity.

### **III. FINAL PROVISIONS**

14. The Guidelines shall be reviewed and, if necessary, updated at least once every five years.
15. The Guidelines shall be made publicly available on the websites of the University and/or its units.
16. The Guidelines shall be amended by a resolution of the Senate of the University, with recasting them.
17. The documents implementing the Guidelines may be adopted by an order of the Rector or their authorised Pro-Rector.