



PUBDATA COLLECTION POLICY CRITERIA FOR THE ACCEPTANCE, CURATION AND MAINTENANCE OF RESEARCH DATA

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Character and purpose of PubData services

The Leuphana research data repository PubData (<https://pubdata.leuphana.de>) functions as an institutional repository. Operated by the Media and Information Centre (MIZ) of Leuphana University Lüneburg, PubData considers its most urgent task to collect, preserve, process and, if possible, provide research data and contextual materials from scientific research. This will be implemented in such a way that the reproducibility of the research results based on the research data and the re-usability of these research data and materials can be enhanced and carried out in the sense of "good scientific practice" (according to the [DFG Code of Conduct \(2019\)](#)) and in accordance with the [FAIR principles](#).

Criteria for the acceptance of research data into the PubData archive and repository

1. Object

The focus of the inventory development and maintenance lies on research data in digital form. More specifically, research data is understood to be all digital data and materials that are the subject of a research process, are created during a research process or are its result. Characteristics vary according to scientific disciplines.

2. Provenience

As an institutional repository, PubData is limited to research data and materials from research projects relating directly and indirectly to Leuphana University Lüneburg. Any research results from other sources are only accepted in the repository by arrangement and in exceptional cases.



3. Content- and discipline-specific reproducibility and re-usability

Research data should be submitted in accordance with "good scientific practice" following the objective to be able to comprehend and reproduce the research results by using the data, at best in their entirety. This implies adequate documentation, contextualization and description of the data by providing appropriate information, metadata and relating materials, in such a way that third parties not involved in the creation and processing of the data are able to interpret and use the provided data and materials.

4. Technical and formal requirements

The MIZ only accepts data into its inventory that have successfully passed a technical and formal data ingest check. The check includes the criteria of freedom from viruses, functionality and readability, completeness, unambiguous naming and structuring as well as file format selection. Representing FAIR Data, PubData only provides non-proprietary or common file formats (see PubData File Format Policy Research Data).

5. Legal prerequisites

The MIZ only accepts, preserves and provides data for which the legal requirements are satisfied by compliance with all legally relevant aspects (e.g. data protection, copyrights and neighbouring rights, patent rights, licenses, etc.). This has to be proven by submitting suitable documents such as informed consent forms, regulatory approvals, contractual (usage) agreements. The data depositor is responsible for the legal conformity regarding the intended purpose of use of the data and guarantees this by accepting the PubData Agreement for the Archiving of Research Data or the PubData Agreement for the Publication and Archiving of Research Data including the permission to use for the MIZ. Acting responsibly, the MIZ reserves the right to randomly check the legal conformity of the intended purpose of use and, if necessary, even to refuse the acceptance of these data into the inventory or to remove them.



Consequences in case of non-compliance with the PubData criteria

Data that do not satisfy one or more of these criteria may be rejected or removed from the inventory. Each individual submission and dataset is reviewed by the PubData curation team. If there is a need for clarification on any of these criteria, an attempt will first be made to resolve the issues by contacting the data depositor.

Guaranteed archiving services

The archiving of submitted data and materials is organized in accordance with the official Leuphana Archiving Directive for Research Data (“Leuphana Archivierungsrichtlinie Forschungsdaten”). The MIZ ensures the professional preservation and provision of research results through standardized checking routines and curation procedures. This guarantees a consistent inventory along with the high-quality preparation and description of research results.

The Leuphana guidelines, policies and agreements referenced in this document can be found in the download area at the [PubData Guidelines Overview](#).