zeppelin university

bridging
business culture politics

Zeppelin University
Open Science Policy

Approved by the Senate on 7th December 2022

Content

Preamble

Zeppelin University (ZU) supports the principles of Open Science and thus the open accessibility and re-usability of the entire scientific process based on digitalization to create new potentials of scientific knowledge[1]. Open Science at ZU includes open access publishing, Research Data Management (RDM), scientific communication, as well as free software. To ensure the free availability of scientific materials for scientific purposes, it is recommended to provide such materials - whenever possible - with open licenses (e.g. Creative Commons licenses) and persistent identifiers (e.g. DOI). The applicable law on copyright and related rights[2] must be observed.

ZU recommends its scientists to follow the principles of Open Science explained in this policy and actively supports them in doing so. The Research Support Office (Open Science Manager) is the focal point for questions and information on Open Science and provides advice and support. For questions regarding the institutional repository "ZUdoc" as well as the Open Access Publication Fund of ZU, the University Library is available.

Open Access Publishing

Open Access means that scientific information and publications are available free of charge and without technical restrictions on the internet[3]. ZU supports the demand for Open Access in science policy based on the Berlin Declaration of 2003[4] and the recommendations of the German Council of Science and Humanities of 2022[5]. An Open Access Publication Fund is available to support the financing of Open Access publication costs for primary publications that cannot be financed, for example, through contracts with publishers or within third-party funded research projects. ZU invites its authors to publish - after expiration of the embargo period - in its institutional repository "ZUdoc" and thus to make use of their right of secondary publication. This way, the publications are available to all interested parties worldwide free of charge.

ZU explicitly emphasizes that the highest possible scientific standard is the ultimate goal for all publications produced at the university. For this reason, it has committed itself to the DFG Guidelines for Safeguarding Good Scientific Practice (DFG Codex), which have been implemented at ZU within the framework of the "Regulations for Safeguarding Good Scientific Practice". This requirement applies to Open Access publications as it does to all other publications. In this context, the present policy represents a recommendation. The places of publication are selected independently suitable publication opportunities are equally accessible to all authors, and financial and human resources are used wisely[6].

[1] https://ag-openscience.de/mission-statement/ (accessed: 18th November 2022)
[2] https://www.gesetze-im-internet.de/englisch_urhg/index.html (accessed: 18th November 2022)
[3] https://en.unesco.org/open-access/what-open-access (accessed: 18th November 2022)
[4] https://openaccess.mpg.de/Berlin-Declaration (accessed: 18th November 2022)
[5] https://www.wissenschaftsrat.de/download/2022/9477-22_en.html (accessed: 18th November 2022)
[6] https://www.wissenschaftsrat.de/download/2022/9477-22_en.pdf?__blob=publicationFile&v=22 (accessed: 18th November 2022)

Research Data Management guidelines (RDM)

Research data refers to all (digital) data generated during scientific research[7]. Depending on the discipline, data can be available in different types and formats (e.g. survey data, interview transcripts, behavioral data, physiological measurements, financial data, objects from collections, audiovisual information or software). Data belong to the research achievements of the scientists at ZU.

Research Data Management (RDM) includes the planning of data collection, data preparation, data documentation, and the secure storage and accessibility of data, which is documented in the data management plan and is an integral part of every research project. Templates can be found on The Open Science Framework[8].

Responsible handling of research data is of fundamental importance for their reusability along with the comprehensibility and reproducibility of research results. This contributes significantly to the preservation, production and quality of scientific knowledge. Therefore, ZU promotes a sustainable RDM in the sense of good scientific practice, which is oriented towards the FAIR principles of 2016 and thus ensures that research data are **f**indable, **a**ccessible, compatible with applications or workflows for evaluation, storage and processing (**i**nteroperable) as well as **r**e-usable[9]. This refers to the principles for handling research data of the Alliance of Science Organizations of 2010[10] as well as to the guideline for handling research data of the German Research Foundation (DFG) of 2015[11]. Attention should be given to the concretization of the requirements for handling research data in DFG funding proposals[12] from 2022.

In general, the following applies at ZU:

1) Responsible for the RDM are the scientists who collect and evaluate the data, namely the persons involved in a scientific project, PhDs, postdocs, professors. The RDM must be carried out according to the respectively recognized subject-specific standards.For example, refer to the subject-specific recommendations on handling research data provided by the DFG[13].
2) Scientists should make their research data publicly accessible as early as possible in subject-specific data repositories[14] and in the institutional repository "ZUdoc". The respective legal regulations as well as the requirements of the respective funding bodies

[7] https://www.forschungsdaten.info/praxis-kompakt/glossar/#c269821 (accessed: 18th November 2022)
[8] https://www.cos.io/products/osf (accessed: 18th November 2022)
[9] https://www.go-fair.org/fair-principles/ (accessed: 18th November 2022)
[10] https://gfzpublic.gfz-potsdam.de/rest/items/item_2949914_3/component/file_2949913/content (accessed: 18th November 2022)
[11] https://www.dfg.de/download/pdf/foerderung/grundlagen_dfg_foerderung/forschungsdaten/leitlinien_forschungsdaten.pdf (accessed: 18th November 2022)
[12] https://www.dfg.de/en/research_funding/announcements_proposals/2022/info_wissenschaft_22_25/index.html (accessed: 18th November 2022)
[13] https://www.dfg.de/en/research_funding/principles_dfg_funding/research_data/recommendations/index.html (accessed: 18th November 2022)
[14] E.g., the GESIS provided SowiDataNet/datorium. Or Open Science Framework. Note: A worldwide overview of research data repositories is provided by Registry of Research Data Repositories (accessed: 18th November 2022)

for the publication of research data must be observed.

3) To ensure data protection, the Basic Data Protection Regulation of the European Union (DSGVO), the Federal Data Protection Act of the Federal Republic of Germany (BDSG) and – provided that the ZU acts sovereignlywithin the scope of the loan – the State Data Protection Act of Baden-Württemberg (LDSG) are used. To ensure data security, research data at ZU is saved on secure servers – ZU server and institutional repository "ZUdoc". The secure ZU server is located in Friedrichshafen and can only be accessed from the internal network. Back-ups are performed several times a day.
4) The long-term archiving of research data is ensured by the institutional repository "ZUdoc".

Scientific communication

ZU aims to communicate scientific findings actively and openly to society, politics, business and culture. The Department of Communication at ZU supports and promotes appropriate scientific communication through various channels and formats.

Free Software

ZU recommends its scientists to pre-test free software for use in their own research works. They are supported in this by the Information Technology department. To guarantee the freedom of research, the decision about the use of software is of course up to the scientists.