

APPROVED

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of the Senate of Vilnius University (wording of
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of the Senate of Vilnius University)

VILNIUS UNIVERSITY GUIDELINES FOR THE MANAGEMENT OF RESEARCH DATA

CHAPTER 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 studying persons who work on University projects or on projects carried out at the University, or participate in other University activities related to the conduct of research. The Guidelines shall be followed when carrying out research at the University, with the exception of preparing final theses.

3. The Guidelines have been prepared in accordance with the Vilnius University Open Science Policy Guidelines approved by Resolution of the Senate No. SPN-12 of 22 February 2022 "On the Approval of the Vilnius University Open Science Policy Guidelines" and other legal acts of the University and the Republic of Lithuania. The Guidelines have been prepared taking into account the documents of the European Commission and the Research Council of Lithuania regulating the area of research data management.

4. Terms used in the Guidelines:

4.1. **Open content licence** means a document defining the conditions for the use of intellectual property content, allowing to use, rework, distribute, and make a work publicly available with little to no restrictions.

4.2. **"FAIR" data principles** mean principles complying with which ensure that the research data is findable, accessible, interoperable and reusable.

4.3. **Research data** means data, except for scientific publications, that is collected or prepared in the implementation of research activities and used as evidence in research or universally recognised by the scientific community as necessary to validate research conclusions and results.

4.4. **Research data management plan** means a document on the collection, storage, and accessibility of research data, which sets out the following: 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 reuse, unless there are conflicting legal, ethical, or security reasons; when and how it will be made available to other users; what 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 when and how the data will be destroyed).

4.5. **Sponsoring institution or other source** means an entity, including the University, that provides funding or other support for the research.

4.6. Other terms used in the Guidelines shall be understood as they are defined in the legal acts referred to in Item 3 of the Guidelines.

CHAPTER II RESEARCH DATA MANAGEMENT

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 processed in line with the “FAIR” data principles.

8. If the sponsoring institution or other source does not provide otherwise, research data, taking into account and having assessed the circumstances indicated in Item 9 of the Guidelines, and enabling their reuse, shall be deposited in the National Open Access Research Data Archive Information System (MIDAS) or another repository, which:

8.1. applies technical and organisational measures to ensure the security, integrity, authenticity, and long-term retention of the published research data;

8.2. enables providing access to research data, granting it an open content licence and adhering to applicable legal and ethical restrictions;

8.3. allows metadata and other information necessary to be able to reuse such data to be provided alongside research data.

9. The decision on the volume and composition of research data being deposited shall be taken by its author(s), taking into account the nature of the data and legal and ethical factors, such as:

9.1. personal data protection;

9.2. intellectual property of third parties;

9.3. protection of professional, commercial, or state and official secrets;

9.4. assurance of national security and defence, law enforcement and public safety.

10. Research data, in the composition and volume that its author(s) deems (deem) to have long-term value to research or the public, shall be retained for no less than 10 years after the research has ended. Research data shall be retained in such a form that it is then possible to check and replicate the outcomes of the research during which the data was collected.

11. The metadata of data sets deposited to be retained in a depository shall be open and remain accessible after the data has been destroyed.

12. Publicly available research data shall be published with open content licences, and its metadata – with a public domain tag or under equivalent conditions.

13. Publicly available research data or its metadata (when only metadata is being made open) shall be assigned persistent identifiers (PIDs, e.g. DOI, Handle, etc.).

14. Publicly available research data shall be published with metadata that is as detailed as possible and/or with additional documentation, so that all information necessary for the reuse of the research data is accessible. The description and/or documentation of a data set is recommended to contain at least the following metadata:

14.1. data author(s);

14.2. data set name;

14.3. institution(s) that conducted the research;

14.4. institution(s) that funded the research;

14.5. research area and/or field;

14.6. keywords and a short description of the data set, including a description of the method of obtaining data and the tools used for this purpose;

14.7. persistent identifier(s) assigned to data;

14.8. rules for the use of data;

14.9. date of start and completion of the research;

14.10. other organisations related to the research;

14.11. other research outcomes related to data (e.g. publications, patents, software).

15. The legitimate interests of research data subjects shall be protected and safeguarded. Personal data used for research purposes shall be processed in accordance with the legal acts of the Republic of Lithuania and the University.

16. The University can provide researchers with the services and infrastructure required to manage research data, subject to necessity and availability.

17. 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.

CHAPTER III FINAL PROVISIONS

18. The Guidelines shall be reviewed and, if necessary, updated at least once every five years.

19. The Guidelines shall be made publicly available on the websites of the University and the University's units related to research data management.

20. The University documents implementing the Guidelines shall be approved by an order of the Rector or their authorised Pro-Rector.
