

This is the publication of the document “Student Data Agreement”.

This document is part of a group of three documents that are used by the Modelling Human Environmental Interactions Group at the Institute of Geographical Sciences, Freie Universität Berlin (Germany) for complying with the Freie Universität’s “Statutes for Safeguarding Good Research Practice”*, Section 9 Usage rights, paragraph (1): “Regulations on rights to use research results are to be produced at the earliest possible date and documented in writing.”

Related documents are:

- Researcher Data Agreement (<http://dx.doi.org/10.17169/refubium-46356>)
- Research Data Management Plan of the Modelling Human-Environment Interactions Research Group, Freie Universität Berlin (<http://dx.doi.org/10.17169/refubium-46357>)

* <https://www.fu-berlin.de/en/sites/gwp/informationen/satzung/index.html>

Authors:

Piquer-Rodriguez, Maria ¹⁺,  <https://orcid.org/0000-0001-8181-5049>

Reitzug, Sophia¹,  <https://orcid.org/0009-0008-4785-9863>

Hübner, Andreas²,  <https://orcid.org/0000-0001-7342-9789>

Asef, Esther²,  <https://orcid.org/0000-0003-2411-4953>

¹ Institute of Geographical Sciences, Freie Universität Berlin, Germany

² University Library, Freie Universität Berlin, Germany

⁺ Corresponding author: maria.piquer-rodriguez@fu-berlin.de

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Student Data Agreement

Version 1.0, February 2025

Between the Modelling Human Environmental Interactions Group at Freie Universität Berlin, represented by Jun.-Prof. Dr. María Piquer-Rodríguez, Institute of Geographical Sciences, Freie Universität Berlin, Malteserstraße 74/100, 12249 Berlin, hereinafter referred to as the "MHEI Group",

And [Name of Student], hereinafter referred to as the "Student".

Date: [Date]

Background:

The MHEI Group at Freie Universität Berlin establishes rules for its Masters and Bachelors students that write their thesis within the MHEI Group in accordance with Freie Universität Berlin's Research Data Policy¹ and "Statutes for safeguarding good scientific practice (GWP statutes)"². The handling of research data by students must be in accordance with the cited regulations.

Legal aspects and fairness:

The ownership of usage rights of research products, including research data (this means e.g.: interview transcripts, quantitative results of the thesis), may be regulated in project funding agreements, cooperation agreements, or research permissions. Additionally, the rights and standards applicable to the persons and groups, if any, who form the object of the research also apply. With this agreement, we want to specify the interests, rights and obligations of members of the MHEI Group. It may be necessary to carry out further individual assessments of cases where ownership of the intellectual property in relation to the data is vested solely in the *Student* and/or specific research institutions. Any possible legal conflicts between previous agreements and the Research Data Agreement must be reviewed before signing this agreement. In case of conflicts of interest between the Student and the Head of the MHEI Group, e.g., on the use of research data or the publication of data, attempts will be made to find a fair solution for all parties.

Agreement:

1. Collaboration with the MHEI group:

- 1.1. The *Student* grants the MHEI Group the non-exclusive right to use, and store, the data generated for research purposes.
- 1.2. The *Student* will receive data from members of the MHEI group via the FU-Box when necessary. There will be no access to the MHEI Group's data networks.
In general, the Research Data Management Plan for the MHEI group acts as a guideline on how to handle research data.

¹ Freie Universität Berlin. 2021. „Research Data Policy of Freie Universität Berlin“.

<https://doi.org/10.17169/refubium-32141>

² Freie Universität Berlin. 2024 "Statutes for Safeguarding Good Research Practice". <https://www.fu-berlin.de/en/sites/gwp/informationen/satzung/index.html>.

2. Confidentiality:

- 2.1. The *Student* shall maintain the confidentiality of any sensitive or proprietary information belonging to the Research Group that they may come across during their tenure.
- 2.2. The handling of personal data is covered by the EU's General Data Protection Regulation (GDPR)³, defined in more detail in Germany by the supplementary regulations of the Federal Data Protection Act (BDSG), the data protection legislation of the Länder (LDSG), and specialized legislation (e.g., legislation for schools or statistics). The *Student* who deals with personal data must comply with these fundamental legal requirements (Art. 2 (1) GDPR)³. It might be necessary to anonymize certain research data. Sensitive personal data needs to be encrypted when transferring or storing. Consent forms for interviews are also a common way to ensure compliance with data protection regulations. The *Student* should use the existing MHEI consent forms as a reference. Personal data has to be obtained and processed in such a way that, as far as possible, it can be used in accordance with this agreement or in anonymized form.

3. Publication and Acknowledgment:

- 3.1. Any publication or presentation of the data generated by the *Student* as a member of the MHEI Group shall acknowledge the MHEI Group's contribution and the MHEI Group's ownership of the data when applicable.
- 3.2. The MHEI group should acknowledge the *Student's* contributions to data generation when reusing the *Students* data.
- 3.3. The MHEI Group supports open and FAIR data⁴. Research data, including materials, information, methods, and software used to obtain research results should be made publicly available in reasonable time. The workflow established to produce project results should be reasonably documented together with published data.
- 3.4. The *Student* and MHEI Group members shall decide together whether, at which time and to what extent project results will be publicly available. They are guided by Freie Universität Berlin's Research Data Policy⁵ and "Statutes for safeguarding good scientific practice (GWP statutes)"⁶ as well as by guidelines of the project's funding agency.
- 3.5. Preferred repositories for data publications are domain specific (see re3data and consult with your project leader and/or Freie Universität Berlin's research data management team).
- 3.6. Licenses for the data publication: licenses should be chosen according to the principle "as open as possible, as restricted as necessary"; FU recommends CC0 or CC BY in its Research Data Policy⁷.
- 3.7. The MHEI group supports the CARE principles⁸. CARE stands for Collective benefit, Authority to control, Responsibility, and Ethics. The concept aims to empower Indigenous People, strengthen control for improved discovery, access, use, reuse, and attribution in data landscapes.

³ Official Journal of the European Union. 2016. "General Data Protection Regulation (GDPR)". <https://gdpr-info.eu/>

⁴ GO FAIR, FAIR Principles <https://www.go-fair.org/fair-principles/> (access: 11.04.2024)

⁵ Freie Universität Berlin. 2021. „Research Data Policy of Freie Universität Berlin“. <https://doi.org/10.17169/refubium-32141>.

⁶ Freie Universität Berlin. 2024. "Statutes for Safeguarding Good Research Practice". <https://www.fu-berlin.de/en/sites/gwp/informationen/satzung/index.html>.

⁷ Creative Commons. N.d. "About Creative Commons". <https://creativecommons.org/share-your-work/cclicenses/>.

⁸ Carroll, S, et al. 2020. "The CARE Principles for Indigenous Data Governance". Data Science Journal, 19: XX, pp. 1–12. DOI: <https://doi.org/10.5334/dsj-2020-042>

4. Backup of Data:

- 4.1. When storing the *Students* data on the MHEI Trove archive, the following folders should be used: *[data]*, *[thesis]*, *[script]*, *[figures]*, *[references]*. The student should prepare the data and then send it zipped to the MHEI group which will then store it on the groups Trove backup.
- 4.2. An important part of making sure that data can be shared and reused is organizing and annotating data folders in a sensible way. Documentation deposited alongside data files should enable users to understand how the research was carried out and the meaning of the data. The naming of the folders and data created follows the naming agreements of the MHEI Group: snake_case, name_date_version (only if more than one version per day exist, then _v01, _v02, _final can be added to the file name). The date follows the YYYYMMDD structure.

5. Retention of Data:

- 5.1. The *Student* agrees to provide the MHEI Group with a copy of the data generated during their tenure before leaving the group. The *Student* agrees to transfer the organized and core thesis data (i.e., key input and pre-processed data) in a zipped format to the MHEI Group leader to ensure further use and a secure storage of the data.
- 5.2. The Data has to be retained in the premises of the MHEI Group for up to 10 years after transferring the data to the MHEI group without prior explicit consent. In compliance with the statutory provisions, the data can be retained for longer. Otherwise, the data should be deleted.

6. Deletion of Data

- 6.1. If data is agreed to be deleted (by means of a data agreements) the deletion should be recorded in a deletion protocol ([GWP Satzung FUB 2024 EN page 5](#)).

7. Termination:

- 7.1. This agreement shall terminate upon mutual agreement by both parties.

I, [Name of Student], hereby acknowledge that I have read, understood, and agree to abide by the terms and conditions outlined in this Data Agreement between myself and the MHEI Group. By signing below, I confirm my acceptance of the data ownership, usage rights, confidentiality, and other provisions detailed herein. I understand that my compliance with these terms is essential to the successful collaboration between myself and the MHEI Group. My signature below serves as my commitment to fulfill the obligations outlined in this agreement.

Signatures:

Date

Place

[Signature of MHEI Group Leader]

[Signature of Student]

[Printed Name of MHEI Group Leader]

[Printed Name of Student]