
To: PhD students and their promotors and advisors at FNWI
From: Arjen P. de Vries
Portfolio holder for RDM at FNWI
Re: Research Data Management (RDM) in PhD thesis
Date: January 20th, 2020

This memo informs all PhD students and their promotors and advisors at FNWI, the Faculty of Science of the Radboud University, on how to address the new requirement in the Radboud University PhD regulations to include a Research Data Management (RDM) paragraph in your PhD thesis.

This ruling applies to all PhD theses submitted for defense and takes effect immediately.

Background

Since January 2019, every research institute at Radboud University has specified their institute RDM policy, often accompanied by specific guidelines on how to implement this policy. You find the up-to-date list of RDM policies online at ru.nl/rdm/vm/policy-documents/, as well as the name of the Data Steward at your institute. If you have not yet read the RDM policy of your institute, please do so immediately; and feel free to contact your Data Steward for assistance where needed.

Very early into 2020, the university is expected to mandate (in updated PhD regulations) that every submitted manuscript includes a so-called RDM paragraph. This memo prescribes a default template on how to address this requirement for PhD research carried out at FNWI, through a mandatory RDM appendix in every PhD manuscript.¹

PhD thesis: appendix on RDM

Include an appendix titled 'Research Data Management' with the following contents:

- A declaration that *This thesis research has been carried out under the institute policy of ...*; add details for the responsible institute, and include a reference to the URL where the policy and additional guidelines, if applicable, can be found; mention the date of last access.
- Either a *list of persistent identifiers for datasets, and corresponding chapters in*

¹Please take note that we do not wait for the final PhD regulations to have been approved and updated, but require the RDM appendix in every PhD thesis submitted.

the thesis; this list includes a separate DOI (or an alternative persistent identifier that guarantees durable access to the data), for every dataset deposited in RIS (or elsewhere), or an explicit statement that no data or code has been produced (to make clear the list of datasets is empty).

We want to point out that the PhD candidate should not replicate the institute policy and/or guidelines in their RDM appendix, but simply refer to the relevant documents, thereby declaring that those have been followed. Likewise, we do not require specific statements about the findability, interoperability and reusability aspects of the deposited datasets.

Every thesis should include an appendix conforming to this template. If no datasets or code have been produced, the appendix will just include the declaration line, and the statement that the list of datasets is empty. If RDM plays a larger role in the thesis, e.g. when reproducibility has been studied as part of the research, the manuscript naturally elaborates on RDM in the corresponding chapters, but the document is still expected to include this appendix.