

## Data Management Training for PhD students – Psychology and Education & Child Studies

This course is organized by the Institute of Psychology for all new PhD students. The course touches upon all aspects of data management, with examples drawn from the practice of social science research. A senior researcher will clarify the policy of the Institute of Psychology and add personal notes and advice. After the first session, participants will write their own data management plan, and then present it to the group during the second session. This will provide an opportunity for participants to exchange their experiences of writing their plan and receive feedback on their plan from the Data Librarians.

### *Content*

The course touches upon the following topics:

- Policy requirements for writing a data management plan
- What is FAIR data: Findable, Accessible, Interoperable, Re-usable
- Characteristics of different types of data and the implications for data management
- How to deal with sensitive data according to GDPR procedures
- Storing your data securely and sustainably and taking measures to reduce risks
- Making it possible for others to interpret your data sets
- Data sharing, including issues that concern ethics, privacy, informed consent, etc.
- Publishing data and archiving it for long-term access (Dataverse system)
- Data Management Plan: the contents and its purpose.
- Open Science and the Open Science Community Leiden

### *Learning objective*

Participants will become aware of the importance of sound data management; they will learn about requirements and be able to manage their own data according to standard procedures and best practices common in their field of research. Participants will write a data management plan, that conforms to university regulations, in which they will describe the principles behind their methods for data management.

### *Target group*

**PhD students within 6 months after the start of their project.**

Please note: this is a tailor-made mandatory training for all new PhD students from the Institute of Psychology. Please be aware that the combined course Data- and Project Management for PhD students – offered by HRM - partly overlaps with this training. PhD students interested in project management skills are advised to participate in the Project Management Skills for Doctoral Research Training provided by the HRM department.

### *Trainers*

Data Librarians: Joanne Yeomans, MA and Dr. Fieke Schoots, University Libraries Leiden

Member of staff: Prof. dr. Sander Nieuwenhuis, Cognitive Psychology

### *Format*

The training consists of two group sessions, assignments and online material that can be studied individually. The two sessions will take 4 and 2 hours respectively. The overall time investment for PhD students will be 14 hours (0,5 erts).

### *Program*

The course takes place twice a year, in Spring and Autumn. For information on the dates, contact Prof. Dr. Sander Nieuwenhuis.

#	Contents	When?
1.	<b>Preliminary assignment will be circulated 2 weeks prior</b>	<i>Before the workshop</i>
2.	<b>Session 1: Workshop</b> - Introduction on Research Data Management and 'FAIR' data - Institute of Psychology Data Management Protocol and Dataverse - Dealing with personal data, ethical and privacy issues - Open Science Community Leiden - Data Management Plan: topics and exercises	<i>Date to be announced</i>
3.	<b>Assignment</b> PhD students write a data management plan according to the Psychology template provided	<i>Between workshop &amp; presentations; deadline 2 weeks before Session 2</i>
4.	<b>Session 2:</b> PhD students present their data management plans	<i>Date to be announced</i>

### *Practical information*

This workshop will be held at the Pieter de la Court Building or in an online classroom if necessary. The workshop will be in English. There is an interval of roughly six weeks in between the sessions, which is used to prepare a data management plan. The Institute of Psychology will take care of planning, selection and invitations.