

Monash University Policy

Policy Title	Research Data Management Policy
Date Effective	1 December 2017
Review Date	2 December 2020
Policy Owner	University Librarian
Category	Academic Quality and Standards
Version Number	1.3 (<i>Administrative amendment effective 19 October 2023</i>)
Content Enquiries	researchdatapolicies@monash.edu
Scope	All Monash University staff, adjuncts, affiliates, visitors and students engaged in research ('researchers') in all disciplines, irrespective of their location; and All research data, regardless of format, and subject to the provisions of any relevant contracts or funding/collaboration agreements
Purpose	The purpose of this policy is to ensure that research data in any form is stored, retained, made accessible for use and reuse, and/or disposed of, according to legal, statutory, ethical and funding bodies' requirements
POLICY STATEMENT	

Monash University acknowledges that research data management must be consistent with relevant legislation, codes and guidelines. This policy and its associated procedures first and foremost support its commitment to comply with the Australian Code for the Responsible Conduct of Research (2018) ('the Code'). The Code states that all individuals and institutions engaged in research have a responsibility to manage research data well, by addressing ownership, storage and retention, and access, over and beyond the end of the research project.

In addition to the Code, this policy is guided by the Monash University Information Management Principles. Monash University also supports the guidelines and initiatives designed to improve access to publicly funded research data, including the recommendation of the OECD Council concerning Access to Research data from Public Funding (2021).

Monash University recognises significant value in the data generated by its large investment in research. Research data is valuable to researchers for the duration of their research and may have ongoing value. Durable research data is essential to justify, and defend when required, the outcomes of the research. Research data may also have value for other researchers or the wider community.

Monash University is committed to achieving research data management standards for secure data retention, and to optimising the benefits of research through collecting, storing and making research data accessible in such a way that it can be used in future by members of the community. The management of research data should be compatible with the University's commitment to the highest ethical standards in research, protecting the rights, dignity, health, safety and privacy of the community, including research subjects, and with its commitment to the welfare of animals and the integrity of the environment.

Monash University recognises that access to research data can raise the research profile of individuals and institutions, increase returns on public investment, promote open inquiry and debate, and enable innovative uses of data that may not have been foreseen by the researchers at the time of its creation.

To optimise research outcomes, data must be stored, retained, documented and/or described, made accessible for use and reuse, and/or disposed of, according to legal, statutory, ethical and funding bodies' requirements. Research data must be retained according to the periods specified in the Code and archives

and records legislation. In general, the minimum retention period for research data is five years post publication: however, the specified period can vary depending upon the discipline and type of research.

Research data must be disposed of according to Monash retention and disposal guidelines. The Code stipulates that research data, records and primary materials must be stored safely and securely, and where possible and appropriate, allow access and reference.

Research data management is a shared responsibility. Researchers, academic units and central administrative units should work in partnership to implement good practice.

While this policy and associated procedures establish the minimum requirements for all Monash staff, adjuncts and visitors, additional requirements may be imposed on staff at the Malaysian campuses, where required by local legislation.

Supporting Procedures	Research Data Management: HDR Candidates Procedures Research Data Management: Staff, Adjuncts and Visitors Procedures	
Responsibility for implementation		
Status	Updated 1 May 2017	
Approval Body	Academic Quality and Standards policies Name: Academic Board Meeting: 6/2010 Date: 24-November-2010 Agenda item: 14.1	Operational policies Name: Date:
Endorsement Body	Academic Quality and Standards policies Name: Monash Research Committee Meeting: 7/2010 Date: 26-October-2010 Agenda item: 6.1	Operational policies Name: Date:
Definitions		
Legislation Mandating Compliance	Australia Monash University (Vice-Chancellor) Regulations Part 5 <i>Privacy legislation, including:</i> Privacy and Data Protection Act 2014 No.60 (VIC) Health Records Act 2001 (Vic) Freedom of Information Act 1982 (Vic) Malaysia <i>Intellectual property legislation including:</i> Patents Act 1983 (Act No. A291 of 1983, as last amended by Patents	

	(Amendment) Act 1993) Patents Act 1983 (Act 291, as amended up to Act A1264) Copyright Act 1987 (Act 332, as at 1 January 2006) <i>Privacy legislation:</i> Personal Data Protection Act 2010
Related Policies	
Related Documents	