



Universität Potsdam

Open Science Guidelines of the University of Potsdam

Version 1.0, May 2023

These guidelines were approved by the Senate of the University of Potsdam on May 10, 2023.

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The Open Science Guidelines of the University of Potsdam were developed by a working group of the Senate Commission for Research and Young Academics (FNK) and approved by the Senate on 10.05.2023. The guidelines are published here with minor editorial changes.

1. Preamble

The term Open Science encompasses strategies and processes that aim to make consistent use of the opportunities offered by digitization to make all components of the research process as openly accessible, replicable, and reusable as possible over the internet. Open Science ought to thereby open up new opportunities for scholarship, society, and industry when dealing with scientific findings.¹

The University of Potsdam pursues Open Science as an integral part of good scientific practice as well as in its pursuit of excellence and has laid down this fundamental goal standard in various documents. In some fields, Open Science is already lived practice and substantial progress has been made; other fields are at the beginning of this process.

The coherent display, targeted development, and integration of all areas of action as well as the development of synergies are the main objectives of the University of Potsdam's Open Science Guidelines. Both researchers and instructors in the faculties and qualified technical staff in supporting campus departments are responsible for this process.

¹ [Open Knowledge Foundation \(OKF\) Deutschland: Definition von Open Science \(2023\)](#)

2. General Conditions

An awareness of the opportunities and necessities of Open Science and the resulting demands, which are both addressed to and formulated by the scholarly community, has grown significantly in the past decade.

Based on various initiatives, there are now clear recommendations at the global level^{2,3}, as well as corresponding recommendations and activities at the level of the European Community^{4,5}, and the Federal Republic of Germany^{6,7}. The state of Brandenburg has adopted a digitization program^{8,9} and developed various initiatives in the areas of "Open Access"¹⁰ and "Research Data Management"¹¹.

To this end, the University of Potsdam implemented the German Research Foundation's (DFG) "Guidelines for Safeguarding Good Research Practice", which came into effect in August 2019, and the Senate adopted a new version of the statute "Scholarly Self Regulation – Rules for Safeguarding Good Research Practice at the University of Potsdam"¹².

The transition to a lived "principle of Open Science" requires a cultural change within scholarly communities. This cultural change adapts to the specific needs and possibilities of different disciplinary cultures. The University of Potsdam is shaping this process of cultural change responsibly, taking into account the perspectives of its diverse professional and institutional communities.

² [Open Science - Perspektiven aus Deutschland auf die Erarbeitung der geplanten Empfehlung der UNESCO \(2020\)](#)

³ [UNESCO Recommendation on Open Science \(2021\)](#)

⁴ [The EUA \[European University Association\] Open Science Agenda 2025 \(2022\)](#)

⁵ [Science Europe - Conference on Open Science \(2022\)](#)

⁶ [DFG-Positionierung „Wissenschaftliches Publizieren als Grundlage und Gestaltungsfeld der Wissenschaftsbewertung“ \(2022\)](#)

⁷ [DFG-Positionierung „Open Science als Teil der Wissenschaftskultur“ \(2022\)](#)

⁸ [Gemeinsame Digitalisierungsagenda des MWFK Brandenburg und der brandenburgischen Hochschulen \(2021\)](#)

⁹ [Digitalprogramm des Landes Brandenburg \(2022\)](#)

¹⁰ [Open-Access-Strategie des Landes Brandenburg \(2019\)](#)

¹¹ [Forschungsdatenstrategie für das Land Brandenburg \(2022\)](#)

¹² [Amtliche Bekanntmachungen der Universität Potsdam 2022, Nr. 3, Seiten 26-34](#)

3. Basic Principles

The University of Potsdam has chosen a **comprehensive approach** derived from the core of Open Science and incorporating all fields of scholarly practice and transfer. Broad access to knowledge, the participation of individual actors and their communication are central parts of an open society. The University therefore proceeds according to the Open Science principle of acting **as open as possible** and **as closed as necessary**.

1. The **principle of freedom of teaching and research** guaranteed by the Basic Law remains unaffected by Open Science. Open Science supports academic freedom, including by offering a greater range of publication options and better control over intellectual property.
2. The **safeguarding of good research practice**¹³ and the concomitant responsible approach to research are explicit components of Open Science and the ongoing commitment of the University of Potsdam. The procedural rules and principles necessary for this can be found in the section "Areas of Action".
3. Open Science's underlying **principles of transparency and reproducibility** enable an efficient research process. A shared body of knowledge among actors as well as the fundamental accessibility of research results promote the continuity of research and enrich the creation of knowledge. The accessibility of research results is linked to a sustainable use of resources in medium and long-term research processes.
4. Open Science guarantees the **protection of researchers' and instructors' intellectual property** and **prevents the misuse of, and the affords appropriate protection for, data**.
5. All members of the university are entitled to appropriate **information, qualification, and support** in the area of Open Science. The University therefore provides topic-related information, points out opportunities and risks, and offers targeted assistance and support.
6. The University of Potsdam recognizes Open Science practices in the **evaluation of research** performance as part of its internal research evaluation and hiring procedures.

4. Areas of Action

Open Science as a basic principle of scholarly research and education develops and evolves through the combination of various areas of action. The university encourages its members to act according to Open Science principles and creates corresponding incentives.

¹³ [Wilkinson, M.D. et al. \(2016\): The FAIR Guiding Principles for scientific data management and stewardship. Scientific Data 3: Article #160018.](#)

- **Open Access** enables free and unrestricted access to scholarly publications. As of 2015, the University of Potsdam had signed the Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities¹⁴ and adopted an Open Access strategy¹⁵. Various models for the open access publication of results based on their disciplinary cultures and specific working contexts are available to researchers. The University Library (UB) supports researchers in this process by offering consultations and publication services, as well as a publication funds¹⁶.
- Wherever possible, research data should be published as **Open Research Data** in accordance with the FAIR principles, although a restriction on open metadata is possible for sensitive data. Researchers can use established discipline-specific data repositories for this purpose or interdisciplinary public or university-owned platforms. The Research Data Policy and the Guidance for Handling Research Data describe this in detail.¹⁷ The University Library and the Center for Information Technology and Media Management (ZIM) support the entire process of research data management.
- Software developed during research should be made accessible as **Open Research Software** according to FAIR principles whenever possible. Various public as well as university-owned software repositories can be used for this purpose. The research data policy and recommendations for handling research data also include the area of research software.¹⁸
- Detailed descriptions of the research methods used (e.g. analysis regulations) should be published as **Open Methods** (e.g. pre-registration) where possible.
- Methods of **Open Evaluation** such as open peer review and alternative metrics enable the transparent and nuanced evaluation of research results. On the one hand, researchers can thereby understand the quality and impact of their work in a suitable way and classify it according to their respective disciplinary culture. On the other hand, these afford them the opportunity to make their own contributions visible within the scholarly culture of research evaluation.
- Researchers can contribute to Open Science by publishing their academic and didactic teaching and study materials as **Open Educational Resources (OER)**¹⁹ and make them available for re-use.
- **Citizen Science** and Public Engagement promote the active involvement of individuals interested in the research process and are elements of Open Science. Researchers open up

¹⁴ [Berliner Erklärung über den offenen Zugang zu wissenschaftlichem Wissen \(2003\)](#)

¹⁵ [Open Access Strategie der Universität Potsdam \(2015\)](#)

¹⁶ [Open Access veröffentlichen in Universitätsbibliothek / Universitätsverlag \(2023\)](#)

¹⁷ [Forschungsdaten-Policy und Handlungsempfehlungen zum Umgang mit Forschungsdaten \(2019\)](#)

¹⁸ [ibid](#)

¹⁹ [The 2019 UNESCO Recommendation on Open Educational Resources \(2022\)](#)

suitable topics for discussion and processing with a broad audience. The Press and Public Relations Department offers support in organizing and communicating these activities.

- The term **Open Infrastructure** covers the resources and services that enable the implementation of the aforementioned areas of action. The university supports open and scholarly-owned infrastructure, which is increasingly networked and cooperatively run. ZIM and the University Library support researchers in the use of open infrastructures and contribute to their maintenance and further development. To this end, they offer an up-to-date, broad range of services for researchers and participate in cooperative and third-party funded projects.

5. Support

The promotion and furtherance of Open Science practices and structures requires support that does justice to the openness and dynamics of Open Science. An overview of support and consultation services is available on the university's central Open Science website:

<https://www.uni-potsdam.de/openscience/>

The Commission for Research and Young Academics (FNK) is responsible for managing and supporting Open Science activities. Faculties are to appoint contact persons to communicate the topic of Open Science among their own faculty in cooperation with the specialist staff in the university's supporting departments.

At the recommendation of the Commission for Research and Young Academics (FNK), the President will issue concrete measures for the implementation of these guidelines.

These guidelines are to be reviewed and, if necessary, adjusted by the Presidential Board no later than three years following their adoption.

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