DATA MANAGEMENT PLAN

DATA REGARDING THE PROJECT	
Data of the non-competition project	NAWA Project entitled "Supporting the institutional capacity of Polish universities through creation and implementation of international study programs" (no. POWR.03.03.00-00-PN16/18), implemented under Measure: 3.3 Internationalization of Polish higher education, Operational Program Knowledge Education Development
Name of the NAWA programme	**SPINAKER - International Intensive Programmes**
Agreement or Project number	BPI/SPI/2021/1/00020/U/00001
Name of the Beneficiary	*Adam Mickiewicz University, Poznań*
Project Title	**Mittels Kulturgüterrecht jenseits von Stereotypen (SteReOKultur)**

1. Data formats, data quality and consistency control will be implemented in accordance with the rules specified in the Ordinance of the Council of Ministers of November 9, 2017, on the National Interoperability Framework, minimum requirements for public registers and exchange of information in electronic form and minimum requirements for ICT systems (Journal of Laws of 2017, item 2247).
    If necessary, texts will be obtained through:
    – digitizing printed texts (when digitized copies do not exist),
    – converting pdf and other files to text using OCR and appropriate software (to be saved and stored on an external drive).

2. Data obtained within the framework of the project SteReOKultur will be stored in xls, doc, docx, pdf, txt, jpg, png, ai, eps files. Type of data: text or data. The size of the data obtained should not exceed 10 GB.

3. The metadata will be created in accordance with international standards, e.g., Digital Curation Centre. It will contain information such as the origin of the data, ORCID, the title and keywords. The metadata will be saved in the file formats that can be easily opened with any text editor. Research data will be organized in proper folders assigned to particular research objectives, in a software-specific manner.
    To follow the FAIR principles: Findable, Accessible, Interoperable and Reusable all samples will be assigned a unique identifier and this code will be consistent across the whole project SteReOKultur. Research data will be accompanied by metadata saved in Dublin Core format (Title, Author/ Creator, Subject and Keywords, Description, Publisher, Other Contributor, Date, Resource Type, Format, Resource Identifier, Source, Language, Relation, Coverage, Rights Management).
    The he personal data inspector (PDI) is the Adam Mickiewicz University of Poznań. The PDI is responsible for the organization of metadata.

4. The PDI will be responsible for overall quality assurance. Data will be obtained by qualified team members. The quality will also be ensured by applying the methodology standards recognized in

social sciences. Where translations are undertaken, quality will be assured by employing a professional translator. The methods used to collect, analyze, and process the data may affect its quality, as the quality of digitized images is dependent on the standard of the scanner. OCR inaccuracies can be reduced by using appropriate software with high resolution. The application of this software will reduce the risk of inaccuracies.

5. Data and metadata will be stored and backups will be performed regularly. The PDI will be responsible for the security of data storage. Backups will be regularly created and uploaded on pendrive locked at the Adam Mickiewicz University of Poznań.
    According to the Fair principles, the obtained data can be 'reusable' i.e., potentially used for other research in the future. The excerpted frequency lists and the keywords will be stored on an external drive.
    The project SteReOKultur will not generate sensitive data and access to data of other kinds will be controlled by the project data steward, with the legal and technical support of the Adam Mickiewicz University of Poznań. Access to the collected data by individuals involved in the implementation of the project SteReOKultur will be determined by the PDI.
    Security measures applied at parties include: anti-virus software, hardware firewall, IDS / IPS system, disk array, emergency power supply system (power generator, UPS).

6. Collection, storage and processing of any personal data will be performed in accordance with Regulation of the European Parliament and the Council (EU) 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation); the Act of 10 May 2018 on the Protection of Personal Data (Polish Journal of Laws of 2019, item 1781) and the Regulation no. 11 of the Rector of 16 April 2019 on the implementation of the security policy of personal data and the instruction on ICT system management in the Adam Mickiewicz University of Poznań, as well as under the supervision of the Personal Data Inspector of the Adam Mickiewicz University of Poznań.
    Intellectual property rights belong to academic staff involved in the project SteReOKultur and respectively the regulations of the Adam Mickiewicz University of Poznań and the requirements of the Polish National Agency For Academic Exchange (NAWA). If necessary, the PDI will consult the legal representative of the Adam Mickiewicz University of Poznań or NAWA so that all the legal requirements in this respect will be adhered to.

7. The results of the project SteReOKultur conducted within the project as well as data worth storing (e.g., for more extensive or other research based on it) will be stored. The selection of data will be performed by the PDI. The following data will be stored: bibliography, text, films, photos, presentations, tools for the gamification. Data will be uploaded to the repositorie of the Adam Mickiewicz University of Poznań or the RepOD.

8. Data management is within the capacity of the PDI. PDI responsibilities include collecting data, verifying data quality, creating back-up copies, describing metadata.
    Archiving of metadata collected in the project SteReOKultur does not carry any financial burdens, as the datasets created in the project will be insignificant.