

**NMN010F, How to take care of your data:
Introduction to data management, 3 credits**

*Ta hand om dina data: Introduktion till
datahantering, 3 högskolepoäng*

Third Cycle/Forskarnivå

Confirmation

This course syllabus was confirmed by The Research Programmes Board at the Faculty of Science 8 October 2025. The course is in the third cycle and amounts to 3 credits.

The course syllabus is formally approved in Swedish. This is a translation.

Learning outcomes

The overall aim of the course is to provide a basic understanding and skills in research data management. The course is based on the principle of “FAIR Data” (Findable, Accessible, Interoperable and Reusable), and participants learn how to collect, organise, describe, store, publish, make available and cite data, as well as how to write a data management plan.

On completion of the course, participants shall be able to:

Knowledge and understanding

- Describe the meaning of the research data lifecycle, including important concepts such as metadata, data publication and data citation
- Explain the meaning and application of the FAIR principles in research data management
- Describe the basic principles of a data management plan

Competence and skills

- Organise, describe and document data
- Use international standards for metadata and data documentation
- Make data available via appropriate repositories
- Make a data management plan

Judgement and approach

- Justify the importance and relevance of proper data management
- Evaluate data management practices within your own field in accordance with the FAIR principles

Course content

The content is organised into modules, each focusing on a specific concept, tool or general aspect of research data and its management.

The course covers:

- Data collection
- Metadata and data documentation
- Data organisation
- Data publication
- Open data and the FAIR principle
- Data management plan

Forms of instructions

Teaching consists of lectures, seminars and exercises combined with individual assignments, including a data management plan that is also presented orally.

Forms of assessment

Examination takes the form of written assignments and an oral presentation of the data management plan. Attendance at scheduled course sessions is compulsory. To pass the course, participants must attend at least 80% of scheduled course sessions and have all course assignments approved.

Grades

Possible grades are Pass and Fail.

Language of instruction

The course is given in English.

Necessary prior knowledge

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Additional information

Participants are expected to be sufficiently advanced in their research process to know what type of data they will be working with.