



Protocol on leaving a research department

We hereby confirm by mutual consent the following arrangements:

(Name of the Department)

(Name of the Head of the Department)

(Name of the leaving researcher)

1) Storage of Research Data¹

1.1. Research notebooks

Original research notebooks are handed in the presence of

(Name of a witness)

The research notebooks are stored

(Name of Department)

The research notebooks are stored without sealing.

The research notebooks are stored in sealed envelopes. For consultation, they can be unsealed in the presence of both parties or, if this is not possible due to absence of one party, in the presence of an official witness, e.g. from the faculty administration.

Copies of research notebooks are stored by the researcher in the new department. Data safety is ensured.

Room for further comments:

1.2. Digital data, samples and data deletion procedures

Data produced in projects _____
(Name of projects)

¹ Leitlinien zum Umgang mit Forschungsdaten (DFG, 2015): *Zu Forschungsdaten zählen u.a. Messdaten, Laborwerte, audiovisuelle Informationen, Texte, Surveydaten, Objekte aus Sammlungen oder Proben, die in der wissenschaftlichen Arbeit entstehen, entwickelt oder ausgewertet werden. Methodische Testverfahren, wie Fragebögen, Software und Simulationen können ebenfalls zentrale Ergebnisse wissenschaftlicher Forschung darstellen und sollten daher ebenfalls unter den Begriff Forschungsdaten gefasst werden.*

are stored on the Servers of the department _____
(Name of department)

according to data protection rules.

Backups of these data are stored on an external hard drive and stored:

(Place of storage)

Room for further comments (including i.e. sample repositories):

Data deletion procedures are discussed and documented. Responsible for implementation is:

(Name of person in charge)

2) Future access to and use of Raw Data

Access to the here listed raw data is guaranteed to the leaving researcher.

(Name of person in charge)

For final analysis and publication of the above-mentioned research projects, necessary demographic information is made available.

3) Agreements on authorship for publications in progress²

If data generated by the researcher are to be published, he or she is involved in the decision regarding the authors list according to the contribution and the rules of the DFG. This also holds for manuscripts, which are currently under revision.

The correspondence should be sent to the following e-mail address: _____

Room for further comments:

Tübingen, Date _____

Signature Head of Department: _____

Signature leaving researcher: _____

Signature witness: _____

² DFG Kodex zur Sicherung der guten wissenschaftlichen Praxis, LL 14 (DFG 2019): All genuine, identifiable contributions to the content of research publications of text, data or software of the above-listed projects should be considered. All authors have to agree on the final version of the work to be published.)