

University Data Commons Policy

(29 June 2023)

This policy establishes the guidelines and procedures for managing, sharing, discovering, and preserving research data within the University of the Philippines Data Commons (UPDC). The UP Data Commons aims to facilitate collaboration, open access, and effective data management among researchers and is managed by the UP Center for Intelligent Systems (CIS). The UPDC is a shared resource that will also be accessible to other universities and colleges collaborating with the University of the Philippines.

The UPDC provides a secure and reliable data repository where researchers can store their digital research data. The repository ensures the long-term preservation and accessibility of research data. Researchers can easily upload their research data to the Data Commons, organizing it into datasets or collections based on research projects, themes, or disciplines.

To enhance data discovery and understanding, researchers will be required to provide comprehensive metadata and documentation for datasets. This includes details about the data's origin, collection methods, variables, and associated protocols. Researchers can collaborate on datasets within the Data Commons, enabling multiple contributors to work on the same data, make revisions, and track version history. The UP Data Commons will have a common framework to enable version control, citation counts, embargo policies, and, as much as practicable, customized metadata records.

By default, the data will be under open licenses that determine how others can use, reuse, or distribute the data in accordance with the [UP Open Data Policy](#), promoting open access and collaboration while respecting intellectual property rights. The UPDC adheres to data protection and privacy regulations, including the [UP Data Privacy](#) policies. Compliance with ethical guidelines, such as obtaining consent for human subject data, is prioritized. Researchers retain data ownership, subject to legal, contractual, or funding agency obligations. All individuals granted access to the research data center must acknowledge their understanding and agreement to comply with this policy.

The Data Commons integrates with other research tools, citation managers, and academic platforms to enhance data discovery, citation management, and collaboration. Interoperability with existing systems and standards promotes seamless data sharing. Data retention and preservation plans are established, considering regulatory requirements, funding agency guidelines, and the value of the data for future research. Long-term preservation mechanisms, such as data repositories or archives, are encouraged.

To monitor and ensure adherence to this Policy, a UP Data Commons Coordinating Committee shall be formed and will be responsible for coordination, training and promotion of the proper use of the UPDC. The UP Data Commons Coordinating Committee shall be composed of the UP CIS Deputy Director for Facilities (who will serve as chair), the Dean from UP School of Library and Information Studies or their representative, and a representative from each CU as appointed by their Chancellor. This policy will be reviewed and/or updated periodically to ensure its effectiveness, alignment with legal and regulatory changes, and compatibility with evolving technologies and research data management practices.