

UWA Profiles and Research Repository

Guidelines for Dataset Submitters

The following guidelines for use are prepared for the purposes of ensuring users of the [UWA Profiles and Research Repository](#) (“Repository”)

Definitions

In these guidelines these words have the following meanings:

Data means raw data including data files;

Dataset means the data and the metadata;

DOI means the digital object identifier is a unique alphanumeric string assigned by the DataCite registration agency to identify content and provide a persistent link to its location on the Internet. UWA assigns a DOI when your dataset is published and made available electronically;

Open Access for data means making research datasets freely available via the Internet, permitting any user to read, download, copy, distribute, print, search, or link to the datasets, crawl them for indexing, pass them as data to software, or use them for any lawful purpose, without financial, legal or technical barriers other than those inseparable from gaining access to the internet itself;

Metadata means the description of the data; and

Submitter has the meaning given in clause 4 below.

Trusted User has the meaning given in clause 4 below.

Background about the Repository

1. The Repository is owned and operated by the University of Western Australia ABN 37 882 817 280 (“UWA”).
2. The Repository is an Open Access institutional repository of research datasets and other research outputs.
3. The Repository accepts research datasets produced at UWA and supports UWA’s [Research Integrity Policy](#).

Process for submitting Data into Repository

4. Data may only be deposited by UWA staff members or UWA enrolled students or by a UWA staff member's nominated authorised delegate ("Submitter" or "Trusted User").

5. The UWA Library vets metadata before uploading to the Repository for:

- relevance to the scope of the Repository
- the assignment of Creative Commons Licences to each data file
- any identifying metadata that could breach privacy
- valid layout and format, and
- the exclusion of spam.

6. When the Submitter sets the "Status" of a dataset submission to "For Validation", the UWA Library will validate the dataset, and the metadata is immediately publicly discoverable.

7. Dataset files can be assigned the following accessibility by the dataset submitter:

- Campus – restricted to specific IP range;
- Backend; or
- Public – no restriction.

Dataset files marked "Campus" and "Backend" are subject to restrictions determined by the dataset owner.

8. Data can be deposited at any time, but should not be made publicly visible until any publishers' or funders' embargo or assessment period has expired.

9. UWA strongly recommends Submitters assign the appropriate license to their data, especially if the dataset files are publicly accessible. If a Submitter does not assign a licence to your data, you may be rendering it unusable to others. You will be prompted to assign a license during the file upload process. For further information on data licences see the [Creative Commons Australia suite of licenses](#).

10. The UWA Library cannot guarantee the immediate upload of larger dataset files (>2GB). File size limits are dependent on the current storage capacity of the Repository. Large dataset files must be zipped in a folder (.zip or .7zip) and this folder must also contain a readme.txt file which stipulates the assigned license for reuse.

Content of Data

11. By uploading their data, Submitters warrant:

- the dataset file they submit is their own work or they have express written permission granted to them by the dataset owners to enable other people to reuse the dataset;
- there are no confidentiality or privacy issues that prevent the data from being shared; and
- the dataset file was ethically collected and complies with the UWA Office of Research Guidelines (<https://www.research.uwa.edu.au/staff/human-research/guidelines>) along with the [National Statement on Ethical Conduct in Human Research 2007 - Updated 2013](#); the [Australian Code for the Responsible Conduct of Research](#); and the [AIATSIS' Guidelines for Ethical Research in Australian Indigenous Studies \(GERAIS\)](#).

12. Observance of all copyright on the dataset file is the responsibility of the Submitter.

13. Accuracy and correctness of data is the responsibility of the Submitter.

14. Software-specific data files and formats. The Submitter must provide details of the software and version required to re-use the data in the description. The UWA library takes no responsibility for vetting data files derived from discipline-specific software.

Citations

15. To ensure that a dataset is cited correctly, Submitters should include the following in their metadata:

- All persons associated with the dataset and their appropriate contributor roles;
- Title and full bibliographic details;
- A DOI (if already minted for the dataset) or URL for the original metadata page;
- An original copyright statement ; and
- A [Creative Commons Australia License](#).

16. Only persons who are assigned “creator” roles will be added to the automatically generated citation in the Repository portal. All other roles (e.g. owner, editor, data collector, data manager etc.) will not appear in the Dataset citation.

17. The [Intellectual Property Policy](#) applies to content in the data submitted to the Repository.

DOI assignment

18. Submitters must ensure that if a DOI for the Dataset has been assigned elsewhere, that it is included when creating the Dataset record. If the DOI field is left blank, a new DOI will be minted for the Dataset by UWA administrators.

19. Submitters cannot delete or make major edits to the dataset once it has been assigned a DOI and published. Minor edits include spelling errors. Additional file uploads are not permitted after publication of the dataset. If necessary, an updated or new version of a dataset may be deposited ensuring that:

- the description of the earlier version is edited to include reference to the newer version's URL/DOI;
- the most recent version is clearly identified; and- the new dataset record receives a separate DOI.

20. The UWA Library takes no responsibility for misinterpretation of datasets which have been edited after a DOI has been minted for them.

Takedown

21. It is the user's responsibility to ensure compliance. The repository does not monitor compliance. However, if the repository becomes aware of any non-compliance then the user will be notified and the relevant authority notified.

22. The UWA Library will review any take-down requests and UWA may request further information or undertake its own internal review of the request.

23. Where determined by UWA to be reasonably necessary, data, metadata or datasets may be removed from the Repository, such reasons may include:

- Fraud and corruption as outlined in the Fraud and Corruption Policy <https://www.hr.uwa.edu.au/policies/policies/conduct/fraud-guidelines>
- Intellectual property violation or plagiarism as described in but not limited to the [Intellectual Property Policy](#);
- Breach research conduct as outlined by but not limited to the [Research Integrity Policy](#); the [Code of Ethics and Code of Conduct](#); the [Acceptable Use of IT Policy](#); the Professional and Consultative Work Policy;
- National Security;
- privacy or ethics as outlined in the [Research Integrity Policy](#); or
- Falsified research.

24. The dataset will continue to appear in the UWA Research Repository even after the staff member or student leaves the University of Western Australia.

Metadata

25. Please be aware that all metadata is publicly available.

26. You may use hyperlinks to link to the Repository, its pages and the content held within it without prior written consent providing the relevant page is displayed in the same form without any amendment or framing.

27. The library manages and permits access to metadata for reuse and harvesting into services such as the Australian Research Data Commons' (ARDC) Research Data Australia (RDA) service.

Preservation

28. To meet with the retention and preservation requirements of the [Western Australian Disposal Authority](#) (WAUSDA) and the [Information Retention Policy](#), we recommend speaking with the UWA Records and Management Services before submitting any dataset. The Repository is a data sharing and discovery platform only and does not necessarily meet these requirements.

29. UWA does not guarantee the continued readability and accessibility of the dataset. It is the responsibility of the Submitter to ensure migration to new file formats where necessary. New versions of an existing dataset should be uploaded as a new dataset record and can be linked to show that they are related.

30. UWA undertakes regular backs up its files in the Repository according to current best practice.

Role of UWA

31. Whilst UWA uses its best efforts to maintain the Repository, it is unable to ensure continuous accessibility. UWA is not responsible for any delay or inability to access the Repository or any dataset, the modification or alternation of any data or other content on the website, or any delays, interruptions, inaccuracies, errors or omissions or cession of services, or hardware or software failure.

32. UWA does not guarantee the readability of some unusual file formats.

33. UWA takes no responsibility for the quality and accuracy of individual metadata and dataset files which are submitted into the Repository.

General

34. Queries related to the Repository may be forwarded in writing to help-repository@uwa.edu.au

35. These guidelines were most recently updated in August 2021 and UWA may amend them from time to time.

Relevant Acts and Enterprise Agreements

There are a number of Commonwealth and State Acts relevant to members of this University. While the University has policies, guidelines, awards and agreements that reflect this legislation, such Acts take precedence over any internal policies or practices (including this Code). Relevant examples of this legislation are —

UWA Policy

- Research Integrity Policy
- [Information Retention Policy](#)
- Information Protection Policy
- [Code of Ethics and Code of Conduct](#)
- [Acceptable Use of IT Policy](#)
- Professional and Consultative Work Policy
- Fraud and Corruption Policy
- Intellectual Property Policy

State Legislation

- Acts Amendment (Lesbian and Gay Law Reform) Act, 2002 (WA)
- Animal Welfare Act, 2002 (WA)
- Corruption, Crime and Misconduct Act, 2003 (WA)
- Criminal Law Amendment Act, 1892 (WA)
- Disability Services Act, 1986 (WA)
- Environmental Protection Act, 1986 (WA)
- Equal Opportunity Act, 1984 (WA)
- Financial Management Act, 2006 (WA)
- Freedom of Information Act, 1992 (WA)
- Gender Reassignment Act, 2000 (WA)
- Industrial Relations Act, 1979 (WA)
- Industrial Training Act, 1975 (WA)
- Minimum Terms of Employment Act, 1993 (WA)
- Occupational Safety and Health Act, 1984 (WA)
- Public Interest Disclosure Act, 2003 (WA)
- State Records Act, 2000 (WA)
- Surveillance Devices Act, 1998 (WA)
- The University of Western Australia Act, 1911 (WA)
- Worker's Compensation and Injury Management Act, 1981 (WA)

Commonwealth Legislation

- Age Discrimination Act, 2004 (Cth)
- Australian Human Rights Commission Act, 1986 (Cth)
- Copyright Act, 1968 (Cth)
- Disability Discrimination Act, 1992 (Cth)
- Disability Standards for Education Act, 2005 (Cth)
- Fair Work Act, 2009 (Cth)
- Gene Technology Act, 2000 (Cth)
- National Greenhouse and Energy Reporting Act, 2007 (Cth)

- Privacy Act, 1988 (Cth)
- Racial Discrimination Act, 1975 (Cth)
- Sex Discrimination Act, 1984 (Cth)
- Superannuation Act, 1976 (Cth)
- Taxation Act, 1953 (Cth)
- Telecommunications Act, 1997 (Cth)
- Workplace Gender Equality Act, 2012 (Cth)

University Enterprise Agreements

- The University of Western Australia Academic Employees Agreement 2017 (or as amended or replaced from time to time)
- The University of Western Australia Professional and General Employees Agreement 2017 (or as amended or replaced from time to time)
- The University of Western Australia Child Care Employees' Collective Agreement 2015 (or as amended or replaced from time to time)
- The University of Western Australia ELICOS Teachers Agreement 2018 (or as amended or replaced from time to time).

Please note that this list is not exhaustive and other Acts may apply in some circumstances.