BMS Student Data Registration Form

Version 2.0

24 August 2022

*This form is for students to fill out before they hand in their data to the supervisors. A filled form should be submitted together with the data and/or thesis/report to the supervisor.*

**General information**

|  |  |
| --- | --- |
| Name of student |  |
| Student number |  |
| Faculty abbreviation |  |
| Section abbreviation |  |
| Supervisor(s) |  |

**Student project information**

|  |  |
| --- | --- |
| Title of the thesis |  |
| Description of the study/research |  |
| Thesis duration |  |
| Other students involved in this study |  |
| Data collection method  (can be copy-pasted from your thesis at the end of the project) |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Files**  List all the data files here, including the key file for pseudonymization and informed consent if applicable. Different versions of the same data considered as one file. | **File name**  Think to give a meaningful name of the data file and add date and version numbers to the file name. List the file name of the first version if multiple versions exist. | **Data type**  E.g., video/audio recordings, transcripts, analysis syntax, key file, readme file, etc ) | **Collecting/ generating date**  In case secondary data is used, please provide information about the access information, e.g. URL. | **File format**  E.g., .docx, .pdf, .txt, etc. You can check the suffix of the file in the folder for the format.  Please use [preferred format](https://dans.knaw.nl/en/file-formats/) to ensure data accessibility in the long-term. | **Software/tools**  thatare needed to open/process/visualize the data. | **Number of versions**  Keep multiple versions, use v1.0, v2.0, …, vx.0 for major changes, vx.1, vx.2, …, vx.x for minor changes. | **Description**  Give a good description of the data. | **Storage location**  Decide together with your supervisor. | **Personal data (Yes/No)**  Check whether you have personal information in your data, read more about [personal data](https://www.utwente.nl/en/bms/datalab/research-data-and-gdpr/guidelinespersonal/) here. |
| *Example* | *SmartEnergy\_EneConsSurvey\_V3\_20201214* | *survey* | *Generated on 14-12-2020* | *.pdf* | *Adobe* | *4* | *This file contains data from a survey which investigated the effect of human behavior on energy consumption in 1998-2020 in the Netherlands. 15 questions are included in this survey.* | *UT data archive Areda:*  *Folder<JSmit>/*  *Folder<SmartEnergy>/*  *Folder<Survey>/*  *Folder<SurveyRawData>* | *Yes* |
| *Example* | *AnalysisScriptsSmartEnergy\_20201216* | *Analysis scripts* |  | *.txt* | *R* | *1* | *This file contains the scripts for all the analyses used in this research: ANOVA, t-test, regression & person regression* | *UT data archive Areda:*  *Folder<StudentData>/Folder<JSmit\_2019>/*  *Folder<SmartEnergy>/*  *Folder<Survey>/*  *Folder<Analysis>* | *No* |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |

**Data information**

\* Add more rows to the table if you have more data files.