



# “Data Steward” Certificate Program at the University of Vienna Online Information Event

April 16, 2025

# Agenda

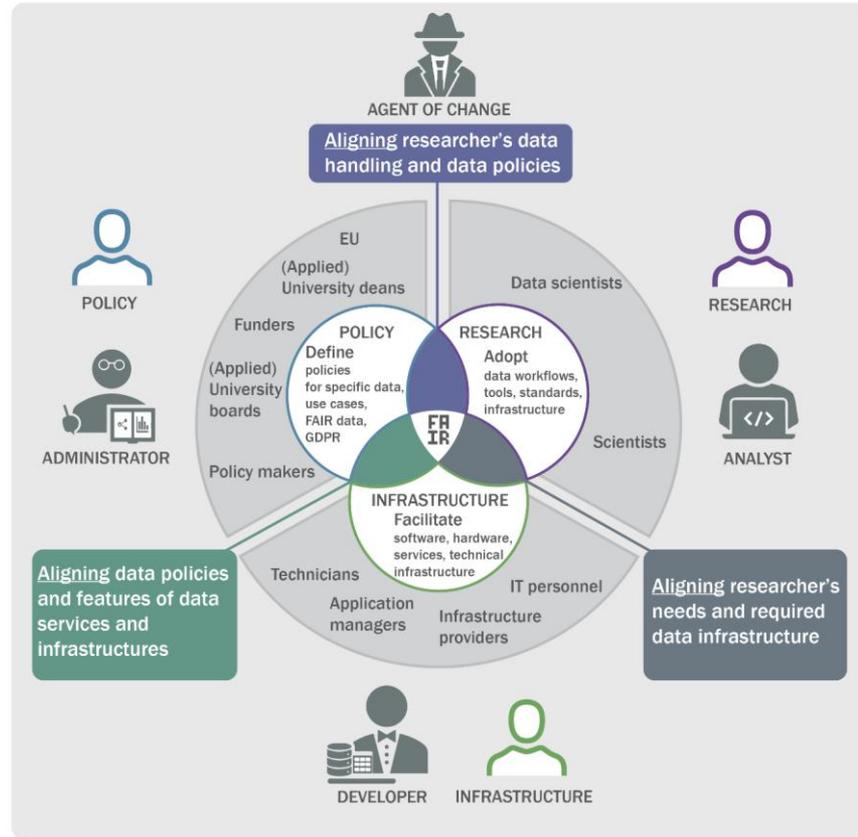
- Data Stewards: Role, Tasks, Competences
- “Data Steward” Certificate Program
  - Basics
  - Target Groups and Admission Requirements
  - Modules and Content
  - Course Dates
- Q & A

Who are Data Stewards and why do research institutions need them?

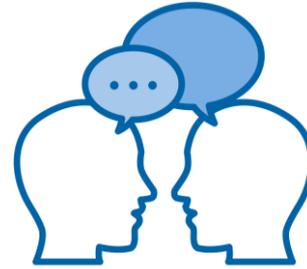
# Data Stewards: Role



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Networking and collaborating (inter)nationally



Providing advice and support to researchers

Designing and delivering training



Data Stewards:  
Task Areas

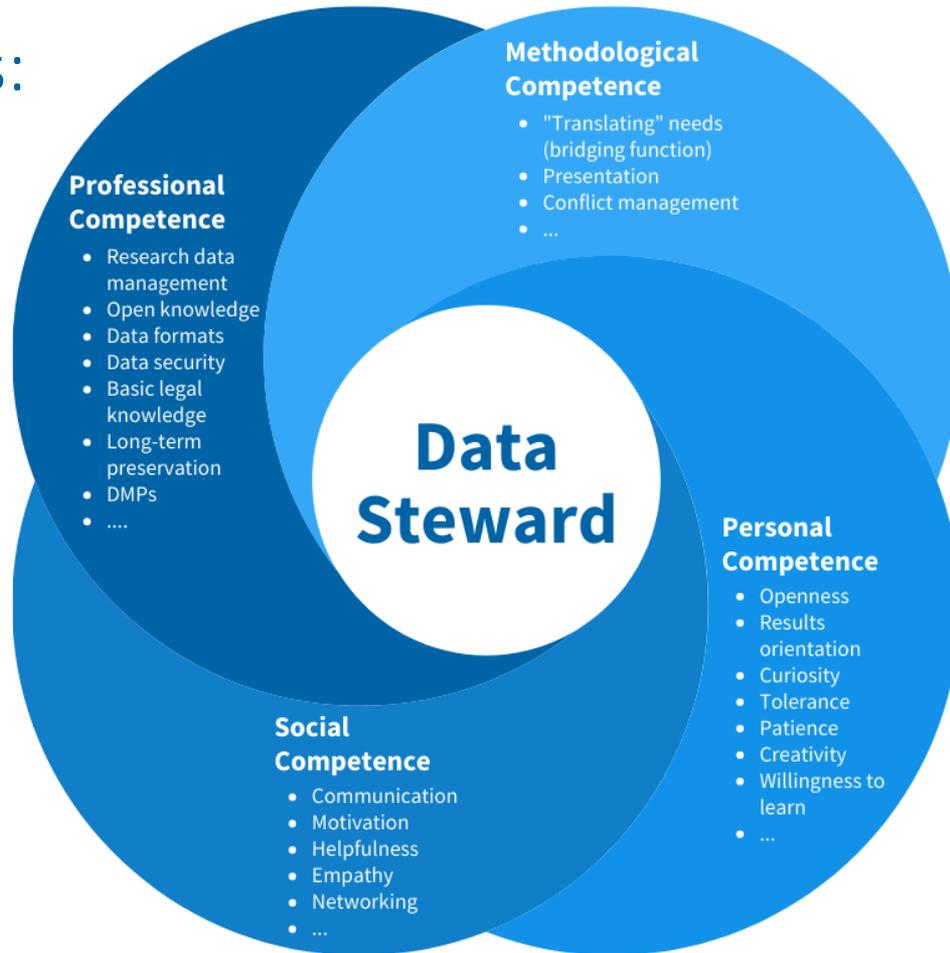


Conducting needs-assessments and requirements engineering



Bridging the gap between researchers and support staff

# Data Stewards: Competences



# Data Steward Certificate Program



Competence  
Acquisition



Peer-to-Peer Learning



Community

# Data Steward Certificate Program : The Basics

- Part-time further education program based on the certificate course “[Data Librarian](#)”, on the results of the [FAIR Data Austria project](#) and similar courses (such as [DataTrain](#) or [Zertifikatskurs FDM](#) in Germany)
- **Academic degree:** Certificate of the University of Vienna
- **Language:** English
- **Duration and scope:** 2 semesters/15 ECTS credits
- **Target groups:** Researchers and research support staff
- **Costs:** 2950 €

GOAL: To upskill existing staff and prepare new hires for the challenging role of data stewards



Academic Director:  
**Prof. Claudia Plant**

# Target Groups and Admission Requirements

- **Target Groups**

- Researchers, PhD students
- Research support staff (such as library, IT ...)

- **Admission Requirements**

- University entrance qualification examination or a completed apprenticeship + several years of relevant work experience
- OR a completed Master's degree / diploma degree program + English language skills (min. B2)

In English  
or  
German

Application:

- Application form
- Motivation letter
- Resume
- School/University certificates and diplomas
- Optional: Recommendation letter from employer

## Data Steward



## Your registration in three steps

- 1 Fill out the form below and upload your documents.
- 2 Check your details in the second step and confirm the sending of your application for admission with "Next".
- 3 You will receive a confirmation email within a few minutes (if not, please check your spam folder or contact our program management).

## Communication & Media

### Data Steward

Content and objectives

Dates

Lecturers and Experts

Qualification profile

Mailinglist

Online Information Event

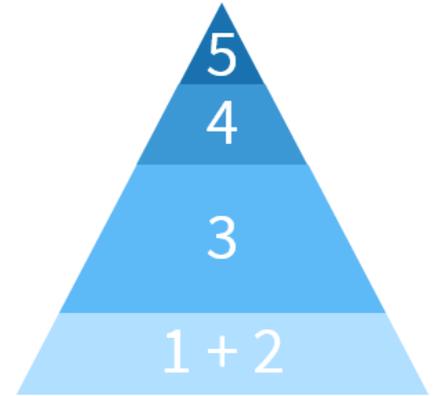
Application

### Follow Postgraduate Center

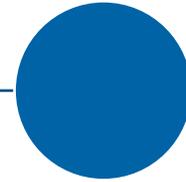
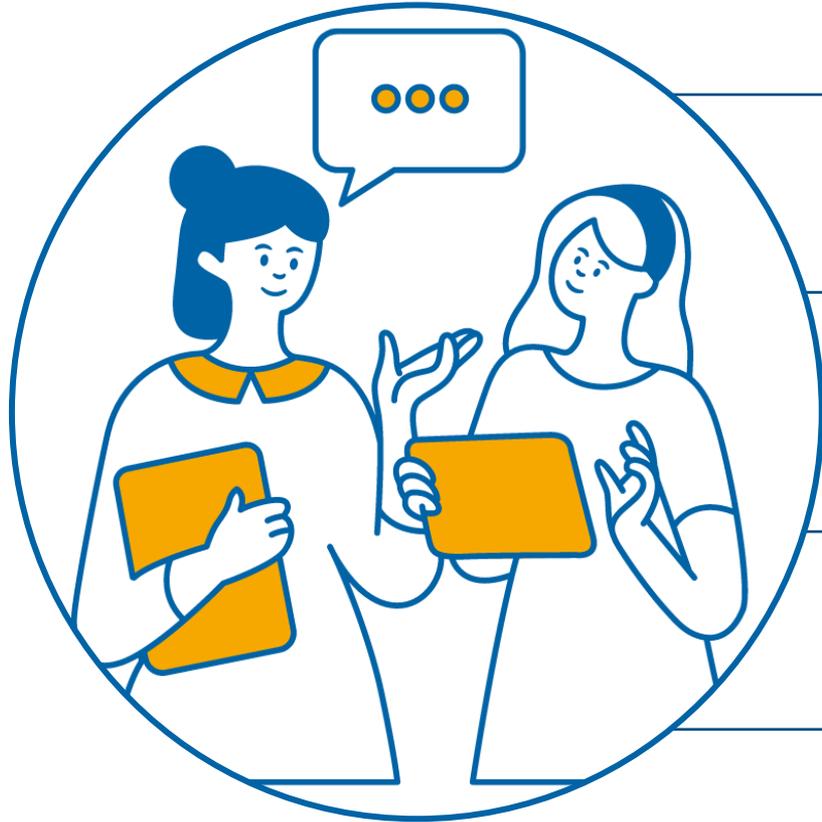


# Modules

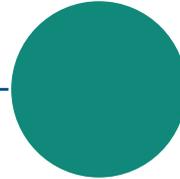
- **Module 1 (2 ECTS) in Vienna:** Basics of Research Data Management and Open Science
- **Module 2 (3 ECTS) online:** Basics of IT und Data Science
- **Module 3 (6 ECTS) online:** FAIR Research Data in the Life Cycle
- **Module 4 (2 ECTS) online:** Research Data Management Support
- **Module 5 (2 ECTS) online:** Data Stewardship in Practice: Project Work



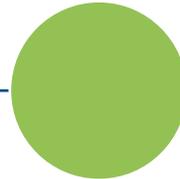
# Teaching



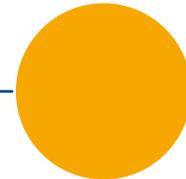
Researchers and  
RDM support staff



(Inter)national perspectives:  
Austria, Spain, The  
Netherlands, Belgium,  
Estonia and Germany



Hands-on workshops and  
self-study phases



Practical (elective)  
assignments

# Module 1: Basics of Research Data Management and Open Science

Introduction to:

- Research data management
- Good scientific practice and research integrity
- Open Science
- Cost estimation and financing models
- Legal and ethical aspects
- Role and tasks of data stewards at research institutions



# Module 2: Basics of IT and Data Science

Introduction to:

- Data science and data-driven research
- Machine learning
- Database systems

Basics of programming (based on the [Carpentries](#) curriculum):

- Unix Shell
- Git and GitHub
- Working with Python



# Module 3: FAIR Research Data in the Life Cycle

Research data life cycle:

- Project management and funding landscape
- Data management plans (DMPs)
- Data organization and curation
- Metadata and research data documentation
- Data visualization
- Data security and storage
- Repository management and long-term preservation
- Interoperability and data migration
- Data reuse (incl. legal requirements)



# Module 3: FAIR Research Data in the Life Cycle/2

Discipline-specific approaches to data stewardship in the:

- Natural and life sciences
- Humanities
- Social sciences
- Technical sciences



# Module 4: Research Data Management Support

- Developing research data management support services
- Designing and delivering training
- Conducting needs-assessments and requirements engineering



# Module 5: Data Stewardship in Practice: Project Work

Individual or group project applying the acquired skills and knowledge to data stewardship practice, such as:

- Advising strategy
- Training course
- Educast (educational video)
- Needs-assessment for a specific target group
- Board game
- Research data management policy
- ...



# Course Dates

## Module 1: In Vienna

- 4-8 lessons per day
- 1 lesson = 45 minutes
- Start: Monday 10 am
- End: Friday 12.30 pm

## Modules 2-4: Online

- 6-8 lessons per day
- 1 lesson = 45 minutes

Attendance is mandatory  
80 % per module!

Date	Module	Location
13.-17.10.2025	Module 1: Basics of Research Data Management and Open Science	in Vienna
13.-14.11.2025 11.-12.12.2025	Module 2: Basics of IT and Data Science	online
15.-16.01.2026 12.-13.02.2026 12.-13.03.2026 09.-10.04.2026	Module 3: FAIR Research Data in the Life Cycle	online
07.-08.05.2026	Module 4: Research Data Management Support	online
May-July 2026	Module 5: Data Stewardship in Practice: Project Work	online

# The First Three Years ...

## First Round 10/2022-09/2023

- 25 participants from 10 countries
- **Research disciplines:** Arts and humanities, social science, natural and life sciences, computer science ...
- **Current positions:** Librarians, data stewards, researchers ...

## Second Round 10/2023-09/2024

- 26 participants from 12 countries
- **Research disciplines:** Arts and humanities, social science, natural and life sciences, law ...
- **Current positions:** Librarians, data stewards, researchers ...

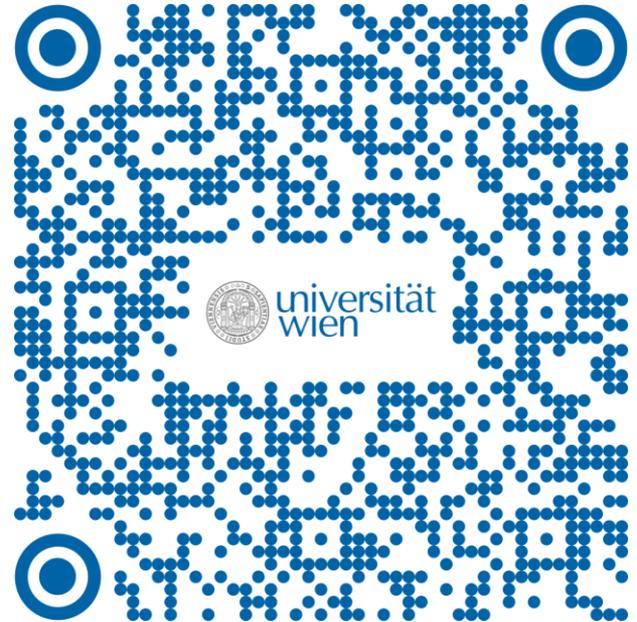
## Third Round 10/2024-09/2025

- 28 participants from 16 countries
- **Research disciplines:** Arts and humanities, social science, natural and life sciences, library and information science ...
- **Current positions:** Librarians, data stewards/managers, researchers, project managers ...

“I was very impressed by the quality of the instructors, the organization and the material presented.”

“All of the presenters were well prepared and at the top of their respective field.”

Want to become a  
research data steward?  
Apply by June 30, 2025!



[Certificate course "Data Steward" website](#)