

A STUDENT'S GUIDE

TO THE DATA GALAXY

This summary presents the main findings of a questionnaire survey conducted among CZU students in their 2nd through 5th years, conducted in March 2026. The responses show where students find working with research data understandable, where they encounter difficulties, and what kind of support they would most appreciate in their studies and their own research. These findings will help improve the tools, services, and support available at CZU.

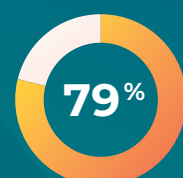


823
responses

61 % Bachelor's degree students
39 % Master's degree students

96 %
work with digital data

PLANNING AND ORGANISATION



are working with or plan to work with data for the thesis or project



have a formal plan
5 % use specialised DMP tools

51 % do not plan their data work



establish an organisational structure for managing data

73 %
organise files by project or subject

40 %
add descriptions or version labels

32 %
use consistent file-naming conventions



- Plan your work with data from the start
- Use templates and guides for data management

- Name files consistently and manage versions

- Organise files by project
- Back up your data regularly

COLLECTION AND PROCESSING



70 %
use existing databases and online resources



37 %
rely on their own data collection in the field or in the laboratory



47 %
draw on automated or digital sources



39 %
conduct social research



use specific mechanisms to ensure the accuracy and quality of data

49 %
use standard procedures and methodologies

45 %
consult with advisors

38 %
perform regular checks and cleaning



work with sensitive data
do not work with sensitive data
are unsure



record information about data
store information about data

46 % do not record information about data

9 % are unsure

WHAT DO THOSE WHO WORK WITH SENSITIVE DATA DO?



63 %
anonymise or pseudonymise data



43 %
store data in secure locations



23 %
collect and archive informed consent forms



15 %
encrypt data



6 %
do not address the protection of sensitive data



- Carefully select and evaluate data sources
- Document provenance, methods, and processing of data

- Protect personal and sensitive data (anonymisation, secure storage, informed consent)

- Check data quality regularly

STORAGE



79%

use multiple storage solutions



95%

save data on their personal laptop or school computer



54%

use university storage/OneDrive/Teams/SharePoint/NAS



38%

use portable devices, such as USB drives or external hard drives



- Follow the 3-2-1 rule: 3 copies of data, 2 types of media, 1 backup stored outside the office or home

- Use the recommended trusted environments for storing and backing up data

- Pay attention to data documentation and metadata

- Back up regularly

SHARING



25% share data

75% do not share data



10% share data

90% do not share data



Cloud services and email are the most common methods of internal sharing



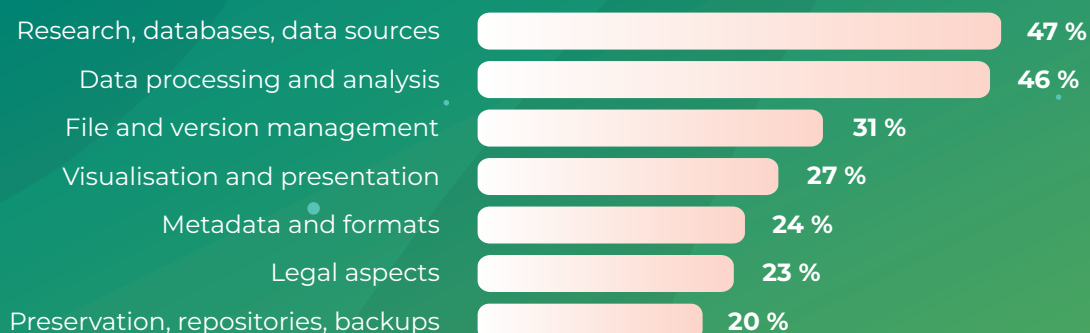
Email is the most common method of external sharing



- Share data as openly as possible, and close as necessary
- Comply with data protection and copyright legislation
- Use institutionally recommended tools and platforms for sharing

SUPPORT

What do students need?



- Use available support promptly
- Participate in training sessions, workshops, and webinars organised by the Open Science Centre

openscience@lib.czu.cz

Created with the financial support of the project Increasing the quality and efficiency of the educational process and strategic management at CZU in Prague, CZ.02.02.XX/00/23_022/0009069.



Spolufinancováno
Evropskou unií



Ministerstvo
školy, mládeže
a tělovýchovy

