

## **LIVES Doctoral Program,**

**Be ready to tackle the data deluge:  
*Essential skills in quantitative and  
qualitative data management***

**Géopolis, Lausanne, Switzerland, May 26-27, 2015**

## ■ ■ General information

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<b>Dates:</b>	May 26-27, 2015
<b>Location:</b>	Université de Lausanne Bâtiment Géopolis CH-1015 Lausanne
<b>Costs:</b>	Participation, lodging and meals are free of charge for speakers and registered participants.  Participants will be reimbursed for transportation costs at the rate of the ½ CFF/SBB fare in 2 <sup>nd</sup> class.

Good data management is fundamental for high quality research. While many PhD students are acquiring the skills to collect and analyse data, there is a deficit of training in handling and managing the research data they produce.

From the early stage of the research design, through to the later stages of analysis and data storage, good data management equates to efficient research and the saving of time and resources. Furthermore, it is a prerequisite for data sharing, a practice that is increasingly required by journal publishers and funding agencies.

Our two-day workshop, which combines both presentations and interactive activities, will provide PhD students with practical skills directly applicable to their own research. Drawing on a wide range of data – both quantitative and qualitative – the workshop will address the following key aspects of data management:

- Data handling (e.g., file organisation and data storage and security)
- Documentation
- Informed consent and ethics
- Anonymisation
- Transcription
- Data preparation

By the end of the workshop, participants will know how to apply various data management best practices in their own research, and will be able to work more efficiently and effectively with data individually or as part of a research team, where data are often co-produced and shared.

## ■ ■ Schedule, May 26, 2015 (Room, 2152)

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### **Welcome**

08.45 – 9.00 Coffee and registration

### **Part I: Introduction to data management**

09.00 – 09.30: Becoming a data management expert

09.30 – 10.15: Planning for your data  
10.15 – 10.30: *break*

**Part II: In-depth topic: data handling**

10.30 – 12.00: Data handling in theory  
12.00 – 13.00: *Lunch*  
13.00 – 14.00: Data handling in practice

**Part III: Data management crash course (part I)**

14.00 – 15.00: Informed consent  
15.00 – 15.30: *break*  
15.30 – 16.00: Transcription  
16.00 – 16.30: Data preparation  
16.30 – 17.00: Data counselling (optional)  
17.00: Close of day 1



**19h00 Dinner Altogether**

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**■ ■ Schedule, May 27, 2015 (Room, 2152)**

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**Part I: In-depth topic: data documentation**

09.00 – 10.00: Data documentation in theory  
10.00 – 11.00: Data documentation in practice  
11.00 – 11.15: *break*

**Part II: Data management crash course (part II)**

11.15 – 12.30: Anonymisation of qualitative data  
12.30 – 13.30: *Lunch*  
13.30 – 15.00: Anonymisation of quantitative data  
15.00 – 15.30: *break*  
15.30 – 16.00: Post-Use & re-use

**Part III. Wrap-up**

16.00 – 16.45: Developing a long-term data strategy  
16.45 – 17.00: Conclusion  
17.00: End of the workshop

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**■ ■ List of speakers**

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**■ ■ Coordination of the ProDoc LIVES**

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