CERTIFICATE OF ADVANCED STUDIES (CAS)

Research Data Stewardship

TARGET AUDIENCE

Professionals providing advice and support to researchers in the field of research data management: data stewards, other data professionals, researchers, information management specialists, librarians, research support staff, etc.

ORGANISATION

Faculty of Social and Political Sciences, University of Lausanne (UNIL)

In collaboration with:

- Swiss Centre of Expertise in the Social Sciences (FORS)
- University of Teacher Education, State of Vaud (HEP Vaud)
- University of Applied Sciences Western Switzerland (HES-SO)
- Swiss Institute of Bioinformatics (SIB)
- University of Geneva (UNIGE)
- University of Zurich (UZH)
- Zurich University of Applied Sciences (ZHAW)

INTRODUCTION

Nowadays, not only research projects generate large and complex datasets, but the sharing and reuse of information resulting from research work constitutes one of the foundations of contemporary science. In such a context, how to handle data throughout a research project according to best practices and standards?

By empowering scientists to manage and share their data properly, Data Stewards have emerged as a new sought-after professional profile in the landscape of research. Able to holistically address a wide range of questions related to legal frameworks, ethics, data protection, IT tools and security, FAIR and CARE principles or Open Research Data, they play an important role throughout the entire data lifecycle, supporting each stage from initial collection to final preservation and dissemination.

OBJECTIVES

- To develop a solid knowledge on methodological, technical, ethical, legal, and data security aspects of research data management.
- To promote best practices at each stage of a research project to properly plan, collect, organize, document, store, share, preserve and reuse data.
- To be able to support and advise researchers for the management of their research data at every stage of the data lifecycle.
- To understand the institutional research environment, including the principles of Open Science and Open Research Data, and their implications for data management.
- To understand the role, responsibilities, and positioning of Data Stewards within an institution, and develop the ability to communicate about them.

Research Data Stewardship

Certificate of Advanced Studies (CAS)

PROGRAMME

The Certificate of Advanced Studies in Research Data Stewardship consists of a compulsory core curriculum of three modules, followed by a certification module depending on the chosen orientation.

Core module 1

RESEARCH DATA MANAGEMENT: BACKGROUND, GENERAL INFORMATION AND LEGAL FRAMEWORK

26-27 March, 23-24 April, and 7-8 May 2026

6 days of teaching (42h of teaching + approx. 58h of personal work)

Objectives:

- To understand the principles of Open Science and Open Research Data, and their implications for research data management, including legal, ethical, and security considerations.
- To develop a solid knowledge of the best practices in data management, to provide researchers with informed guidance throughout the research and data lifecycle – covering aspects such as the role of Data Stewards, Data Management Plans, and FAIR principles.
- To identify and evaluate suitable data infrastructures, distinguishing between storage, archiving, and sharing solutions, and advising researchers on how to enhance the value, accessibility, and reuse of their data.

Module and lesson leaders: René Schneider (HEG, HES-SO Genève), Georg Lutz (FORS, UNIL), Carmen Jambé (UNIL), Melanie Röthlisberger (UZH), Mikhaël Salamin (UNIL), Pablo Diaz (UNIL), Fabio Molo (UZH).

Core module 2

VISIBILITY OF ACTIVITIES AND NETWORKING

21, 22 and 28 May 2026

3 days of teaching (21h of teaching + approx. 54h of personal work)

Objectives:

- To understand the institutional research environment, including policies, organizational structures, and strategic challenges.
- To know the roles related to research data management, particularly the role, responsibilities, and positioning of Data Stewards within the institution.
- To be able to communicate about Data Stewardship, including the institutional policy and the support and services offered.

Module and lesson leaders: Carmen Jambé (UNIL), Gérard Bagnoud (UNIL), René Schneider (HEG, HES-SO Genève), Melanie Röthlisberger (UNIL).

Core module 3

ADVISORY AND TECHNICAL SUPPORT

11 and 12 June 2026

2 days of teaching (14h of teaching + approx. 36h of personal work)

Objectives:

- To acquire or reinforce technical skills necessary to support and advise researchers in using IT tools.
- To know how to use current file format standards and metadata schemas effectively.
- To be able to apply best practices for documenting and organizing data to ensure quality, completeness, consistency, and long-term preservation.

Module and lesson leaders: Auriane Marmier (FORS), Martin Grandjean (UNIL), Thé Van Luong (UNIL).

Certification module (to choose from)

Participants must choose one of the orientations, which reinforces the knowledge covered in the core modules according to the specific needs of that orientation.

TRANSDISCIPLINARY ORIENTATION

Independent work on the certificate project, with 7 hours of coaching sessions organised between June and Sept. 2026.

Module content:

- Strengthen the knowledge gained in the core modules and reflect on its application in professional practice.

Assessment:

- Dissertation and poster on a freely chosen topic.

Module leader: René Schneider (HEG, HES-SO Genève)

BIOLOGY AND MEDICAL SCIENCES ORIENTATION

27-28 August, and 10-11 September 2026

Module content:

- Best practices for biology and life sciences data: FAIR principles, DMP/RDM, etc.
- Technical skills: introduction to Linux/Unix and Git, metadata, and documentation.
- Data sharing and reuse via specialised databases and institutional repositories.

Assessment:

- Exercise and synthesis assignment.

Module leader: Vassilios Ioannidis (SIB)

SOCIAL SCIENCES AND HUMANITIES ORIENTATION

24 September, 1, 8, and 9 October 2026

Module content:

- Best practices for humanities and social sciences data: DMP/RDM, data ethics, etc.
- Documentation, informed content, and anonymization.
- Data sharing, reproducibility and reuse.

Assessment:

- Exercise and synthesis assignment.

Module leaders: Alexandra Stam (FORS), Auriane Marmier (FORS), Rita Gautschy (DaSCH)

CURSUS

The **Certificate of Advanced Studies** (CAS) in **Research Data Stewardship** represents 300 hours:

- **3 core modules** (77 hours of teaching + 148 hours of personal work).
- **1 certification module** to choose from:

  Transdisciplinary Orientation
  (7 hours of coaching + approx. 68 hours of personal work)

  Biology and Medical Sciences Orientation
  (28 hours of teaching + approx. 47 hours of personal work)

  Social Sciences and Humanities Orientation
  (28 hours of teaching + approx. 47 hours of personal work)

CERTIFICATION

Participants who successfully complete the course will receive a **Certificate of Advanced Studies** (CAS) in **Research Data Stewardship**, delivered by the **University of Lausanne**, with **12 ECTS credits**.

formation continue UNIL EPFL

From March to October 2026

6,000 Swiss francs *
**Payment in instalments possible*

UNIL-EPFL Campus,
Lausanne (Switzerland)

Online registration
Registration deadline:
December 12, 2025

Number of participants is limited

Certificate of Advanced Studies
(CAS) in Research Data Stewardship
12 ECTS credits

LEARN MORE

ACADEMIC DIRECTOR

- **Prof. Georg Lutz**, Faculty of Social and Political Sciences, University of Lausanne & Director of the Swiss Centre of Expertise in the Social Sciences (FORS)

SCIENTIFIC COMMITTEE

- **Gérard Bagnoud**, Director of Information Resources and Archives Department (UNIRIS), University of Lausanne & Open Science Coordinator
- **Marielle Guirlet**, Programme Coordinator & Specialist in research data management, Information Resources and Archives Department (UNIRIS), University of Lausanne
- **Vassilios Ioannidis**, Director of the FAIR Data Management Unit, Vital-IT group, Swiss Institute of Bioinformatics
- **Carmen Jambé**, Head of the "Research Data" sector and of the network of research data specialists, Information Resources and Archives Department (UNIRIS), University of Lausanne
- **Prof. Georg Lutz**, Faculty of Social and Political Sciences, University of Lausanne & Director of the Swiss Centre of Expertise in the Social Sciences (FORS)
- **Prof. René Schneider**, Chairman of the Department of Information Science, Geneva School of Business Administration (HEG-Genève), HES-SO
- **Alexandra Stam**, Director of Data Management Services (DMS), Swiss Centre of Expertise in the Social Sciences (FORS)

CONTACT

Marielle Guirlet, Programme Coordinator:
cas-datastewardship@unil.ch

ADMISSION REQUIREMENTS

- Hold a bachelor's or master's degree from a Swiss or foreign university (HEU), from a University of Applied Sciences (HES), or another title deemed equivalent by the Steering Committee, and
- Have a minimum of 2 years of professional experience in research or in a field related to the CAS

REGISTRATION

Admission on file to submit to Formation Continue UNIL-EPFL.
Fill in the online registration form and upload your CV, a letter of motivation, and copies of the most recent or highest-level diplomas.

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