

## INFORMATION AND INSTRUCTIONS

This introductory page provides you with some basic explanatory information about the **simplified easySHARE application procedure** and gives brief instructions on how to complete the Statement concerning the use of easySHARE data for teaching purposes (hereinafter referred to as "easySHARE Teacher Statement"), which you will find on page 2 of this document.

For more information on how to apply for access to the SHARE data and to register as a SHARE user please visit the "[User Registration](#)" section of our website.

### What is the simplified easySHARE application procedure?

This application procedure addresses SHARE users who want to use the easySHARE data for teaching purposes. It does not replace regular user registration but provides a convenient way of registering several course participants as regular SHARE users at the same time.

Furthermore, it offers course instructors ('teachers') the opportunity to directly provide participants of their course/s ('students') with the data and make copies of the data set available to them. I.e., teachers are granted the right to distribute the easySHARE data to their students by means of an exception to the prohibition of disclosure.

*Please note: For scientific publications it is recommended to use the main distribution of SHARE. If easySHARE is used for scientific analyses and publication please carefully study the documentation and the Stata program that extracts and generates easySHARE from the main distribution of SHARE.*

### Who can make use of this simplified application procedure?

All registered SHARE users with a scientific affiliation who aim to use easySHARE for teaching purposes can make use of the simplified application procedure.

### How to make use of the simplified application procedure?

1. Read the relevant parts of the [SHARE Conditions of Use](#) carefully (details on page 2).
2. a) Fill out and sign the easySHARE Teacher Statement (provided on page 2).

*Please attach a list with the students' names and email addresses (cf. page 3). This will substantially simplify and speed up the processing of your request.*

- b) Instruct all first-time SHARE users participating in the course/s to fill out and sign the [SHARE User Statement](#) (available on the SHARE project's website), collect the statements and provide the SHARE Research Data Center with these statements within 14 days after the submission of the easySHARE Teacher Statement.
3. Send all documents via email or mail to the SHARE Research Data Center. Contact details are provided at the end of the easySHARE Teacher Statement (see next page).

### How will applicants know if an application was successful?

After submission of the application, it will be processed at the SHARE Research Data Center and an answer will be provided via email (normally within a few working days). Upon acceptance of the credentials, the teacher may make use of the exception to the general prohibition of disclosure and distribute the easySHARE data to the students participating in his/her course/s.

The students who are first-time SHARE users will be registered individually after receipt of their SHARE User Statements provided by the teacher.

## **STATEMENT CONCERNING THE USE OF *easySHARE* DATA FOR TEACHING PURPOSES**

All teachers who want to make use of the simplified *easySHARE* application procedure can apply by completing the following form.

*Please note: This application does not replace the regular user registration. Registration as SHARE user is a necessary prerequisite to make use of the procedure.*

### **Personal and professional details** (if handwritten: please use capital letters)

Last name, first name/s: .....

Email address: .....

Scientific affiliation: .....

Course/s: ..... No. of participants: .....

### **Teacher's Declarations**

Current registration status: (please tick appropriate option)

- I confirm that I am a registered SHARE user and have been granted access to the data on basis of my scientific affiliation indicated above.
- This is a first-time application: My SHARE User Statement is attached.

***I hereby apply for the exception to the general prohibition of disclosure for teaching purposes with regard to the *easySHARE* data.***

*Please note: Apart from this exception, the use of *easySHARE* data is subject to the SHARE Conditions of Use in the same way as all other SHARE data.*

- I hereby acknowledge and agree to the special conditions that apply to the simplified *easySHARE* application procedure for teaching purposes as laid down in **Section 7** of the **SHARE Conditions of Use** (available in the currently valid version at <http://www.share-project.org/data-access/share-conditions-of-use.html>).

I confirm that I understand that:

- I may distribute *easySHARE* data to students for teaching purposes only
- I am obliged to ensure that all students I provide with *easySHARE* data either are successfully registered as SHARE users already or have filled out and signed the SHARE User Statement individually before I provide them with the data
- I am obliged to collect all SHARE User Statements of first-time SHARE users participating in my course/s named above and to provide them to the SHARE Research Data Center no later than 14 days after the date of the submission of my *easySHARE* Teacher Statement.

Signature: .....

Date: ..... Place: .....

***Please return this statement, the SHARE user statements of students not yet registered and the course participants list to:***

*SHARE Research Data Center, c/o CentERdata, P.O. Box 90153, 5000 LE Tilburg, The Netherlands; or by email to: [share-rdc@uvt.nl](mailto:share-rdc@uvt.nl)*

## COURSE PARTICIPANTS LIST

*Please note that attaching a full list with the students' names and email addresses will substantially simplify and speed up the processing of your request and the registration of the students as SHARE users.*

**Teacher and date of request** *(if handwritten: please use capital letters)*

Full name: ..... Date: .....

**Course title and timeline [start-end]** *(if handwritten: please use capital letters)*

..... [ .....

**Student's names and email addresses** *(please use the following text box to provide the information or attach the list in another form to your easySHARE Teacher Statement)*