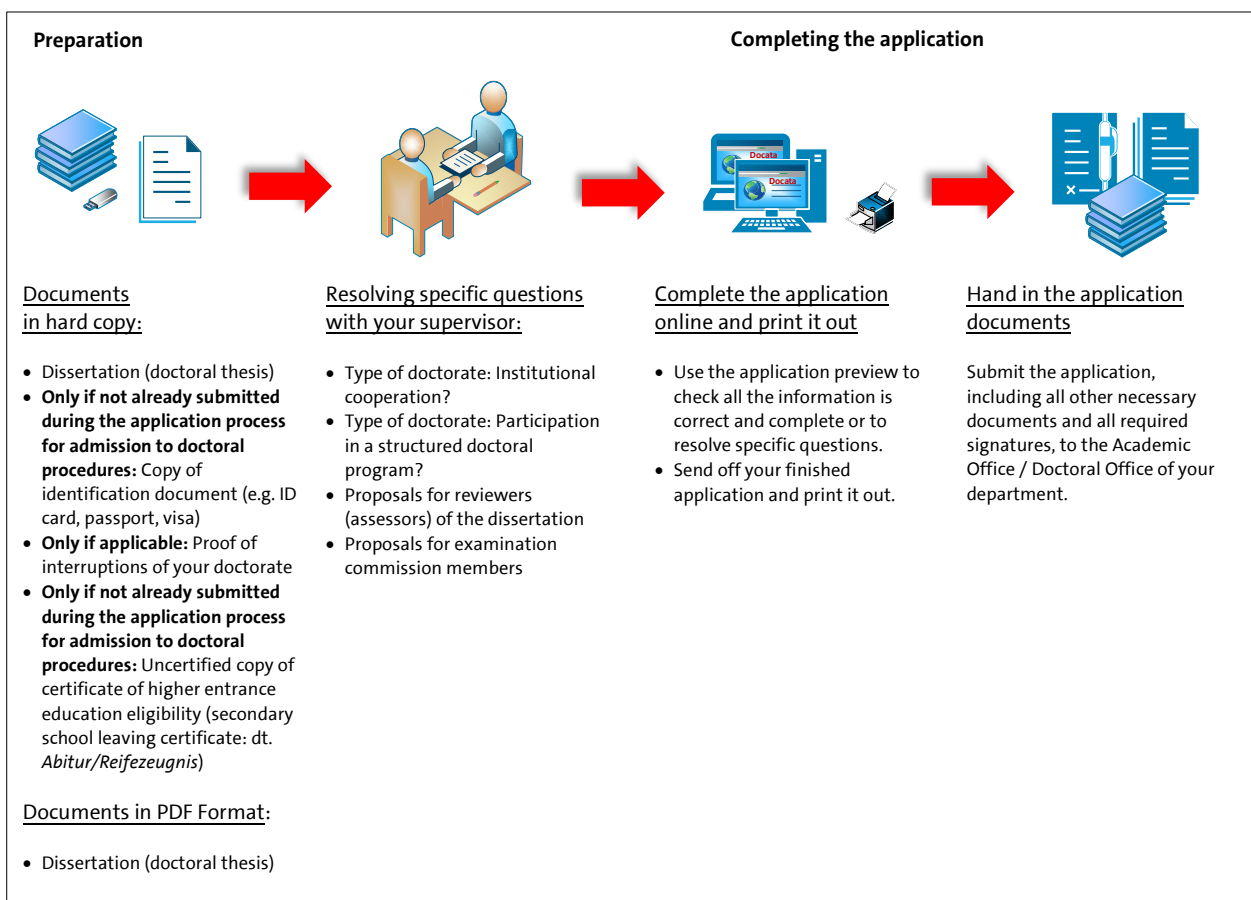


Doctoral Examinations: FAQs

How to apply online for your doctoral examination using Docata Application to open the doctorate proceedings



Please note:

- Submit your application to open the doctoral (examination) procedure using Docata.
- Do you have forgotten your Docata login details?
 - **Password:** Please request a new password.
 - **Username:** If your admission application (the beginning of your doctoral studies) was submitted before December 2017, your username is: "firstname_lastname." If your admission application was submitted after 1 December 2017, your username is the email address used for Docata correspondence.
- You can find information about doctorate proceedings via the [MIN PhD gateway](#) or on the website of your department.

Preparing your Docata application:

- In the course of the Docata application process, you will be asked to provide information based on some of the documents listed in the following. After completing the online application, you have to submit your application including all other necessary documents and all required signatures in hard copy to the Academic Office / Doctoral Office of your department:
 - Dissertation (doctoral thesis)
 - Only if not already submitted during the application process for admission to doctoral procedures:** Copy of identification document (e.g. ID card, passport, visa)
 - Only if applicable:** Proof of interruptions of your doctorate
 - Only if not already submitted during the application process for admission to doctoral procedures:** Uncertified copy of certificate of higher entrance education eligibility (secondary school leaving certificate: dt. *Abitur/Reifezeugnis*)
- **Please note:** The dissertation has to be uploaded in PDF Format (max 20 MB) in the course of the application to open the doctorate proceedings in Docata. The upload of your dissertation is mandatory.
- In the course of your application, you will need to provide precise details¹ on the following areas of your doctoral studies:
 - Type of doctorate (i.e. in or without cooperation with another institution)
 - Interruptions to your doctoral studies (e.g. parental leave)
 - Research stays abroad as the following: field studies, experiments, research, field trips, summer schools, method courses, language courses (related to the doctoral studies), conferences/sessions and workshops
 - Participation or membership in a graduate school, a research training group (dt. *Graduiertenkolleg*) or a structured doctoral program
 - Financing your doctoral studies
- In the course of your application, you will need to answer the following questions, which you may need to discuss with your supervisor beforehand:
 - Type of doctorate: Have your doctoral studies involved a form of cooperation?
N.B.: This applies in the case of institutional cooperation involving a contract or other agreement. Further information about the Docata option list can be found below.
 - Have you undertaken research stays abroad during your doctoral studies? (e.g. field studies, experiments, research, field trips, summer schools, method courses, language courses (related to the doctoral studies), conferences/sessions and workshops)?
 - Since your admission, have you joined one or more structured doctoral programs?
Examples: graduate program in the Department of Chemistry, graduate school in a Collaborative Research Center (CRC), HPI Graduate School, CUI Graduate School, IMPRS for Ultrafast Imaging & Structural Dynamics, etc.
N.B.: In Docata you can find a pick list with all current structured programs. The information you provide will need to be confirmed by the relevant graduate school coordinator / departmental head.
 - Are you submitting a cumulative dissertation?
 - Have you been employed by Universität Hamburg during your doctoral studies?

¹ Universität Hamburg is legally required to collect this information on behalf of the state statistical office.

- You should nominate two reviewers (assessors) and put forward proposals for the members of your examination commission. Be sure to discuss your proposals with your supervisor and observe the relevant provisions in the [doctoral degree regulations](#).
- Alongside the doctoral degree regulations, please also consult the Bylaws for Safeguarding Good Scientific Practice and Avoiding Scientific Misconduct at Universität Hamburg. You can find there regulations [here](#).

How to apply using Docata

The following pages provide a guide to the various stages of the application.

| Application to open the doctorate proceedings | | | | | | | | | | | | | | | | | |
|--|---|------------------|--------------------|---------|---------|-----------|-----------|-----------------|-------------------|-----------------------|----------------|------------------|-------------|-------------|-------------|---------|---------|
| <p>Application to open the doctorate proceedings - Personal data</p> <p>Your personal data (e.g. first name, surname, date of birth, place of birth) must correspond to the personal data indicated in your identification document (e.g. ID card, passport, visa). If some of the fields with a grey background include incorrect data, please contact your Academic Office / Doctoral Office or docata-min@uni-hamburg.de.</p> <p>Gender* <input checked="" type="radio"/> male <input type="radio"/> female <input type="radio"/> diverse</p> <p>Title <input type="text" value="Dipl.-Ing."/></p> <p>First name <input type="text" value="Maxi"/></p> <p>Surname <input type="text" value="Testperson"/></p> <p>Name affix <input type="text"/></p> <p>Name of birth <input type="text"/></p> <p>Date of birth <input type="text" value="11/03/1983"/></p> <p>Place of birth <input type="text" value="Flores"/></p> <p>Country of birth <input type="text" value="Guatemala"/></p> <p>Citizenship* <input type="text" value="Guatemala"/></p> <p>Dual Citizenship <input type="text" value="Germany"/></p> <p>Cancel Save and close Back Next</p> | <p>Page: Personal data</p> <p>If you have a dual citizenship, please provide details of this under 'Dual Citizenship'. If you have changed your name, please contact your Academic Office / Doctoral Office and submit a respective identification document.</p> | | | | | | | | | | | | | | | | |
| <p>Application to open the doctorate proceedings - Main mailing address</p> <p>Please choose the main mailing address that should be used for postal communication during your doctorate proceedings.</p> <p>Correspondence address* <input type="text" value="Teststr. 53, Raum 0100, 20146 Hamburg, Argentina"/></p> <p>Cancel Save and close Back Next</p> <hr/> <p>Application to open the doctorate proceedings - Phone / email contact</p> <p>We require at least one phone number and one email address so that the Academic Office / Doctoral Office can reach you in urgent cases. You may also provide further telephone numbers/email addresses.</p> <p>Phone numbers Add number</p> <p>Number* <input type="text"/> <input type="text" value="not specified"/> Delete</p> <p>Email addresses Add email address</p> <p>Verified email contacts have a grey background. You cannot "Delete" your main corresponding email address; all others may be deleted, if needed. In case you only indicated one email contact this one is set as your corresponding email automatically. In the next step, you may change your corresponding email address.</p> <p>Cancel Save and close Back Next</p> | <p>Page: Mailing address, main mailing address, phone / email contact and main email address</p> <p>Please check and update your contact details. Be sure to enter a mobile number in case we need to contact you during the doctoral procedure. You can change these details after creating the application.</p> | | | | | | | | | | | | | | | | |
| <p>Application to open the doctorate proceedings - General information on the doctorate</p> <p>You were admitted to doctoral procedures in the doctoral subject indicated below; the doctoral degree regulations stated below apply for your doctoral procedures. If you want to open your doctorate proceedings according to doctoral degree regulations other than those indicated below, please contact your Academic Office / Doctoral Office.</p> <p>Concerning "Pursued academic title": The MIN Faculty awards the academic degree of "Doctor of Science" (dt. <i>Doktorin oder Doktor der Naturwissenschaften</i>, abbreviated: Dr. rer. nat.). In exceptional cases (Health Sciences, Cosmetic Sciences), the faculty awards the academic degree "Doctor of Philosophy" (abbreviated Dr. phil.).</p> <p>Doctoral regulation <input type="text" value="Doctoral Degree Regulations MIN Faculty (2010)"/></p> <p>Doctoral subject <input type="text" value="Mathematics"/></p> <p>Scientific field <input type="text" value="Discrete Mathematics"/></p> <p>Pursued academic title* <input type="text" value="Dr. rer. nat."/></p> <p>Cancel Save and close Back Next</p> | <p>Page: General information on the doctorate</p> <p>Doctoral subjects at the MIN Faculty:</p> <table border="1"> <thead> <tr> <th>Doctoral subject</th> <th>Faculty Department</th> </tr> </thead> <tbody> <tr> <td>Biology</td> <td>Biology</td> </tr> <tr> <td>Chemistry</td> <td rowspan="3">Chemistry</td> </tr> <tr> <td>Health Sciences</td> </tr> <tr> <td>Cosmetic Sciences</td> </tr> <tr> <td>Earth System Sciences</td> <td>Earth Sciences</td> </tr> <tr> <td>Computer Science</td> <td>Informatics</td> </tr> <tr> <td>Mathematics</td> <td>Mathematics</td> </tr> <tr> <td>Physics</td> <td>Physics</td> </tr> </tbody> </table> <p>When selecting the 'pursued academic title', please note:</p> | Doctoral subject | Faculty Department | Biology | Biology | Chemistry | Chemistry | Health Sciences | Cosmetic Sciences | Earth System Sciences | Earth Sciences | Computer Science | Informatics | Mathematics | Mathematics | Physics | Physics |
| Doctoral subject | Faculty Department | | | | | | | | | | | | | | | | |
| Biology | Biology | | | | | | | | | | | | | | | | |
| Chemistry | Chemistry | | | | | | | | | | | | | | | | |
| Health Sciences | | | | | | | | | | | | | | | | | |
| Cosmetic Sciences | | | | | | | | | | | | | | | | | |
| Earth System Sciences | Earth Sciences | | | | | | | | | | | | | | | | |
| Computer Science | Informatics | | | | | | | | | | | | | | | | |
| Mathematics | Mathematics | | | | | | | | | | | | | | | | |
| Physics | Physics | | | | | | | | | | | | | | | | |

- **Dr. rer. nat.** applies to the following doctoral subjects: Biology, Chemistry, Health Sciences, Earth System Sciences, Computer Science, Mathematics and Physics.
- **Dr. phil.** applies to the following doctoral subjects: Cosmetic Sciences und Health Sciences.
- **Ph.D.** applies to the following doctoral subjects, however **only** upon request and **upon successful completion of doctoral studies in a course program ("Promotionsstudiengang")**: Biology, Chemistry, Earth System Sciences, Computer Science, Mathematics and Physics.

Page: Type of doctorate

Doctoral studies involve a form of cooperation **only when this cooperation is institutional and involves a contract or other agreement.**

Note on the option list:

Doctorate without cooperation
This applies when your research will be conducted at an institute or other establishment at Universität Hamburg, even if you have taken an (external) employment that is unrelated to your research project/your doctoral studies.

Doctorate in cooperation with another university in Germany
This only includes cooperation involving formal, institutional arrangements. It does not apply when a supervisor or reviewer (assessor) at another German university has played a role in your doctoral studies without a formal, institutional arrangement.

Doctorate in cooperation with a foreign/non-German university, binational doctorate (Cotutelle)
This must involve a contractual arrangement according to § *Joint doctorates with foreign institutions* of the doctoral degree regulations of the MIN Faculty that apply for your doctoral procedures. It does not apply when a supervisor or reviewer (assessor) at a university abroad has played a role in your doctoral studies without a formal, institutional arrangement.

Doctorate in cooperation with a university of applied sciences
This only includes cooperation involving formal, institutional arrangements. It does not apply when a supervisor or reviewer (assessor) at a university of applied sciences has played a role in your doctoral studies without a formal, institutional arrangement.

Doctorate in cooperation with a non-university research institute
This applies when you work within a non-university research institution as part of your doctoral studies and must involve a contractual cooperation agreement. You can find the non-university cooperation partners of the MIN Faculty [here](#).

Doctorate in cooperation with industry (industry-sponsored doctorate) or other institution
This applies when you work in the research department of a company or other organization as part of your doctoral studies or when your doctoral studies are undertaken in connection with a research contract from a company or other organization and you have a contract or other written agreement.

Page: Interruptions of your doctorate

Have your doctoral studies been interrupted at any time? This includes maternity leave (pregnancy) / paternal leave, child care, other family reasons, illness, etc.

| <p>Application to open the doctorate proceedings - Research stays</p> <p>The Universität Hamburg is required to report to the Federal and State Statistics up to 3 stays abroad that you undertook during your doctorate and that are related to your doctoral studies.</p> <p>In this section here, details on the following research stays abroad can be given: field studies, experiments, research, field trips, summer schools, method courses, language courses (related to the doctoral studies), conferences/sessions and workshops.</p> <p>Please give details on your research stays abroad here. Please note: Should you give details on more than 3 research stays abroad here, we will report your longest 3 research stays abroad to the Federal and State Statistics.</p> <p>List of research stays</p> <table border="1"> <thead> <tr> <th>Purpose of research stay</th> <th>Period</th> <th>Country</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>experiments</td> <td>01/01/2017 - 31/03/2017</td> <td>Guatemala</td> <td>Edit</td> <td>Delete</td> </tr> <tr> <td>field studies</td> <td>01/12/2017 - 31/12/2017</td> <td>Guatemala</td> <td>Edit</td> <td>Delete</td> </tr> </tbody> </table> <p>Do you want to add a (further) research stay? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Cancel Save and close Back Next</p> | Purpose of research stay | Period | Country | | | experiments | 01/01/2017 - 31/03/2017 | Guatemala | Edit | Delete | field studies | 01/12/2017 - 31/12/2017 | Guatemala | Edit | Delete | <p>Page: Research stays</p> <p>We are required to collect this information on behalf of the state statistical office. You can find useful hints about the type of funding in the following.</p> |
|--|--------------------------|-----------|---------|--------|--|-------------|-------------------------|-----------|------|--------|---------------|-------------------------|-----------|------|--------|--|
| Purpose of research stay | Period | Country | | | | | | | | | | | | | | |
| experiments | 01/01/2017 - 31/03/2017 | Guatemala | Edit | Delete | | | | | | | | | | | | |
| field studies | 01/12/2017 - 31/12/2017 | Guatemala | Edit | Delete | | | | | | | | | | | | |
| <p>Application to open the doctorate proceedings - Research stays</p> <p>Purpose of visit* <input type="text" value="Choose One"/></p> <p>Period from* <input type="text"/> to* <input type="text"/></p> <p>Name of hosting institution <input type="text"/></p> <p>Country* <input type="text" value="Choose One"/></p> <p>Type of mobility* <input type="text" value="Choose One"/></p> <p>Funding* <input type="text" value="Choose One"/></p> <p>Please indicate the funding that mainly applies.</p> <p>Cancel Save and close Back Next</p> | | | | | | | | | | | | | | | | |

Note on the option list about the type of funding:

EU program (funded by EU)

This includes all European education programs, currently Erasmus+ (2014-2020):

- Erasmus+ SMS (Erasmus+ Student Mobility program);
- Erasmus+ SMP (Erasmus+ Internship Mobility);
- European funding programs for other partner countries (dt. *EU-Drittstaatenprogramme / Drittlandprogramme*) (EU-China, EU-USA, EU-Kanada, etc.);
- Scholarships funded by a National Agency (e.g. COMENIUS).

No program ("free mover")

This includes following funding possibilities for example:

- Self-financing, i.e. free movers;
- Financing through the private sector without a funding program (e.g. individual financial support through a company); international internship (remunerated or not remunerated) without a funding program.

Program funded by non-public funds

This includes following funding possibilities for example:

- Scholarships funded by private higher education institutions (home or partner higher education institution);
- Scholarships funded by private foundations (z. B. Bayer Foundations, Joachim Herz Foundation, Stiftung Mercator);
- Funding programs of national or international companies (z. B. SpeedUp der BWM Group, NextGen Scholarship for Study in the US, Rotary Club Scholarships).

Other program funded by public funds

This includes following funding possibilities for example:

- Scholarships funded by state higher education institutions (home or partner higher education institution);
- Scholarships funded by public foundations (i.e. foundation funded by public funds) (e.g. Studienstiftung, Friedrich-Ebert-Stiftung, etc.);
- DAAD scholarships (e.g. Promos, ISAP, Carlo-Schmid-Programm, FIT weltweit, Go East Sommerschule, IAESTE, etc.);
- Auslands-BAföG;
- Deutschlandstipendium.

Application to open the doctorate proceedings - Type of doctorate

Participation or membership in a graduate school, a research training group (dt. Graduiertenkolleg) or a structured doctoral program.

List of participations or memberships

Program

Do you want to add (further) programs, schools or groups? Yes No

Cancel Save and close Back Next

Page: Type of doctorate

After being admitted to your doctoral studies did you join a structured doctoral program or leave such a program early? If so, please select the program from the list. If you have conducted your doctoral studies in more than one graduate program, please provide details of the additional graduate programs. All of the information you provide will be entered into your application and will need to be confirmed by a signature of the relevant graduate program coordinator.

Application to open the doctorate proceedings - Funding

The Universität Hamburg aims to support doctoral candidates in the best possible way. For this purpose, it is vital to know the conditions that our doctoral candidates face. Important aspects are the financial situation as well as time constraints due to extra occupational employment. Please help us by giving details on your financial situation during your doctoral proceedings. **Details about employment at Universität Hamburg are mandatory.** All other information is voluntary and is solely used for anonymized statistics.

List of fundings

| Type of funding | Title | Employer/funding organisation | Period | Hours per week | |
|--------------------------------|-------------------|-------------------------------|-------------------------|----------------|-------------|
| Employment Universität Hamburg | Wiss. Mitarbeiter | - | 01/01/2017 - 31/12/2019 | - | Edit Delete |

Do you want to add (further) fundings?

Type of funding* Employment Universität Hamburg External employment Scholarship Other funding I don't want to add (further) data

Cancel Save and close Back Next

Page: Funding

We are required to collect this information on behalf of the state statistical office. Were you employed by Universität Hamburg during your doctoral studies? If so, please provide details here.

Application to open the doctorate proceedings - Reviewers (Assessors)

Please propose at least two individuals who can review (assess) your doctoral dissertation. Please note that you can propose more than two reviewers (assessors)*. Should you have any doubts, please discuss your suggestions beforehand with your supervisors or your Academic Office / Doctoral Office. The relevant provisions can be found in your doctoral degree regulations; see [FAQ](#) for further information.

*The distinction "summa cum laude" for the dissertation can only be granted when at least three reviews (assessments) were submitted (see your doctoral degree regulations for further details). At least one review (assessment) must be made by an external reviewer (assessor). This reviewer (assessor) must be appointed unanimously by the departmental doctoral committee. This reviewer (assessor) should not have carried out a joint project or publication with either the supervisor of the dissertation or the doctoral candidate within the last five years.

Reviewer [Add reviewer](#)

1. Reviewer [Delete](#)

Last name, first name*

Institution*

In case of external reviewers, please provide an institutional address.

Phone number

In case of external reviewers, please provide a phone number.

Email*

Member of examination commission

Please note that the competent doctoral committee will appoint the reviewers (assessors).

Cancel Save and close Back Next

Page: Reviewers (Assessors)

The regulations about the researchers who may/can be appointed as reviewers (assessors) of a dissertation can be found in your [doctoral degree regulations](#). Please read carefully the regulations on assessment to ensure that the researchers you propose to review (assess) your doctoral dissertation comply with the requirements of your doctoral degree regulations.

Application to open the doctorate proceedings - Examination data

If a date for the examinations (i.e. disputation/oral defense) is already known, please give details about date, time and place.

Type of Examination*

Public Yes No Not specified

Language*
The oral defense must be held in a language that complies with your doctoral degree regulations.

Date
if known

Time
if known

Place
if known

Cancel Save and close Back Next

Page: Examination data

Should your oral defense be held in private (due to patent-related legal issues, for example)? If so, please choose **No** under 'Public.'

Language of oral defense:

- The doctoral candidate may choose to do the oral defense in either German or English.
- The departmental doctoral committee decides upon request by the doctoral candidate whether an oral defense can be conducted in another scientific language.

Application to open the doctorate proceedings - Members of the examination commission

Please propose your examination commission members. Should you have any doubts, please discuss your suggestions beforehand with your supervisors or your Academic Office / Doctoral Office. The relevant provisions can be found in your doctoral degree regulations; see [FAQ](#) for further information.

List of examination commission members

| Members | Role | | |
|-----------------------------|-----------------------------|------|--------|
| Prof. Dr. Max Mustername | chair | Edit | Delete |
| Prof. Dr. Maxi Testnachname | deputy chair / minute taker | Edit | Delete |
| Dr. Max Testnachname | member | Edit | Delete |

Would you like to add (more) examination commission members? Yes No

Cancel Save and close Back Next

Page: Members of the examination commission

The regulations about the researchers who may/can be appointed as members of your examination commission can be found in your [doctoral degree regulations](#). Please read carefully the regulations on examination commission to ensure that the researchers you propose to be members of your examination commission comply with the requirements of your doctoral degree regulations.

Application to open the doctorate proceedings - Member of the examination commission

Name of commission member*

Role

Institution*
In case of external commission members, please provide an institutional address.

Phone number
Please provide a phone number in case of external commission members!

Email*

Cancel Save and close Back Next

Application to open the doctorate proceedings - Upload thesis

Please upload your dissertation in PDF format (max 20 MB) here. The upload of your dissertation is mandatory here; only after uploading the dissertation, you can continue and finish this application. However, please note that you have to hand in the dissertation along with all other required documents to the Academic Office / Doctoral Office.

File* Keine Datei ausgewählt.

Cancel Save and close Back Next

Page: Upload thesis

The upload of your dissertation in the course of your application to open the doctorate proceedings is mandatory. Your dissertation has to be in PDF format and should not exceed 20 MB.

Application to open the doctorate proceedings - Documents checklist

Please note: Please see further information about the application procedure provided on the [website](#) of your department. It could be the case that further documents must be submitted.

The following documents must be submitted to your Academic Office / Doctoral Office:

Checklist

Documents

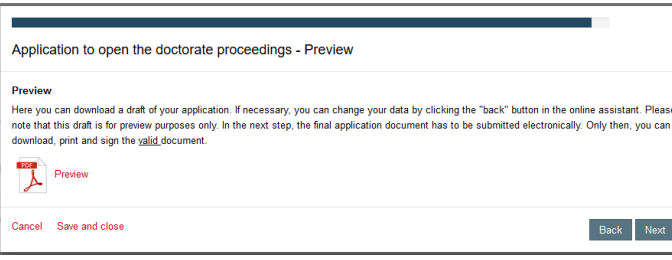
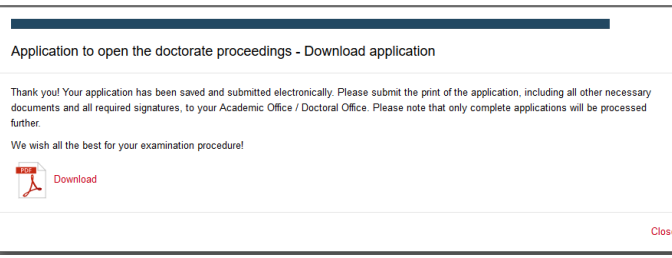
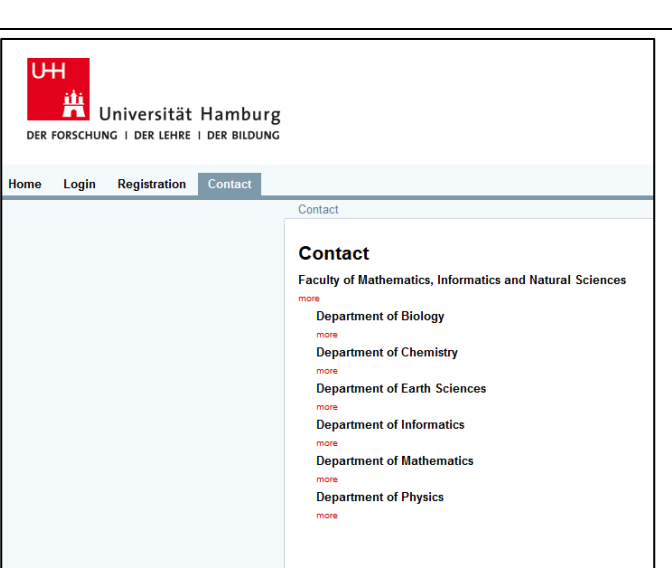
- Print of online application to open the doctorate proceedings including all required signatures
- Dissertation (doctoral thesis)
- Only if not already submitted during the application process for admission to doctoral procedures: Copy of identification document (e.g. ID card, passport, visa)
- Only if applicable: Proof of interruptions of your doctorate
- Only if not already submitted during the application process for admission to doctoral procedures: Uncertified copy of certificate of higher entrance education eligibility (secondary school leaving certificate: dt. Abitur/Reifezeugnis)

Cancel Save and close Back Next

Page: Documents checklist

The documents listed here must be submitted to your Academic Office / Doctoral Office.

Please see further information about the submission of the dissertation provided on the [website](#) of your department. It could be the case that further documents must be submitted.

| | |
|--|--|
|  | <p>Page: Preview</p> <p>Please use the application preview to check all the information is correct and complete.</p> |
|  | <p>Page: Download application</p> <p>Please submit the print of the application, including all other necessary documents and all required signatures, to the Academic Office / Doctoral Office of your department. Please note that only complete applications will be processed.</p> |
|  | <p>Contact data</p> <p>The contact data of your Academic Office / Doctoral Office can be found under 'Contact' or on the website of your department.</p> |