

FAKULTÄT FÜR MATHEMATIK, INFORMATIK UND NATURWISSENSCHAFTEN

Applicant FAQ

Electronic application with Docata: the online application for admission to doctoral procedures



Please note:

- Docata is not an application platform. Please register only if you already got a confirmation of
 academic supervision obtained by a researcher invested with the right to supervise at the MIN Faculty
 (see doctoral degree regulations of the MIN Faculty).
- If you are still searching for a supervisor, you can have a look for further information about the MIN Faculty in the MIN PhD gateway.
- The first step of the application for admission to doctoral procedures is registering in Docata. The data collected with Docata will be used in the further admission process; so please ensure that those are correct.

Preparing your Docata application:

- In the course of the Docata application process, you will be asked to provide information based on 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:
 - Certified copies or uncertified copies along with original documents of your degree certificates*

 (e.g. bachelor's and master's degree): certificate of academic degree, transcript of records, diploma supplement (if issued)
 *If your degree certificates are issued in another language than German or English, please submit a certified translation (in
 - German or English) of your degree certificates.
 Supervision agreement (see further information and respective forms provided on the <u>website</u> of your department)
 - □ Uncertified copy of certificate of higher entrance education eligibility (secondary school leaving certificate: dt. *Abitur/Reifezeugnis*)
 - □ Research project outline (see <u>https://www.promovieren.uni-hamburg.de/min/promotion/pdf-</u> promotion/formular-zulassung-forschungsskizze.pdf)
 - □ Copy of identification document (e.g. ID card, passport, visa)
 - □ Curriculum vitae
- 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: Will your doctoral studies involve a form of cooperation?
 <u>N.B.</u>: 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.
 - Type of doctorate: Will you participate in a structured doctoral program?
 <u>Examples:</u> 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.

<u>N.B.</u>: In Docata you can select from a list of all currently offered structured doctoral programs. The information you provide will need to be confirmed by the relevant graduate school coordinator / departmental head.

- □ Beside to your supervisor, are there any other researchers who will support you during your research work (e.g. further supervisors)?
- □ Are you planning to submit a monograph or a cumulative dissertation?
- □ Are you employed by Universität Hamburg during your doctoral studies?
- 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 those <u>here</u>.

How to apply using Docata

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

Registration in Docata

You will receive an email with a link after registration. So, check your email immediately after registration. Please click on the link and set a password. Afterwards you can login and fill out the application for admission to doctoral procedures.

Please consider the following for the registration: The personal data (e.g. first name, surname, date of birth, place of birth) that you provide during the registration must correspond to the personal data indicated in your identification document (e.g. ID card, passport, visa).

Application for admission to doctoral procedures - Personal data		Page: Personal data	
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Application for admission to doctoral procedures - Information on the doctorate The MIN Faculty awards the academic degree of 'Doctor of Science'' (dt. Doktorin oder Doktor der Naturnissenschaften, abbreviated: Dr. ter. nat.). In exceptional cases (Health Sciences, Cosmetic Sciences), the faculty awards the academic degree 'Doctor of Philosophy' (abbreviated: Ph. D.) upon successful completion of doctoral studies in a course program (Promotionsutileingang). This request should be made during the application to open the doctorate proceedings, however at the latest until the oral defense (disputation). The Doctoral Degree Regulations can be found here. Doctoral subject Faculty. Faculty/Department* Department of Mathematics * Doctoral subject* Mathematics * Scientific field Discrete Mathematics *	doctorate
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<u>Doctorate in cooperation with industry (industry-sponsored doctorate) or other institution</u> This applies when you work in the research department of a company or other organization as par	rt of your doctora

	to doctoral procedures - Type of doctorate	Page: Type of doctorateWill you participate in a structured	
List of participations or members Program Do you want to add (further)	duate school, a research training group (dt. <i>Graduiertenkolleg)</i> or a structured doctoral program. hips O Yes	doctoral program? If so, please select the program from the list.	
programs, schools or groups?	Back Next	If you will conduct your doctoral studies i 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 ne to be confirmed by a signature of the relevant graduate program coordinator.	
		Page: Supervisor(s)	
Please indicate who supervises you applicant FAQ and your doctoral deg ist of supervisors Add superviso I. Supervisor Delete	to doctoral procedures - Supervisor(s) r doctoral thesis work. By clicking the link "Add supervisor", you can add further supervisors, if applicable. See gree regulations for further information about the supervision.	The regulations about the researchers when may/can be appointed as supervisors, consupervisors or chairs of the panel of	
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		Page: Dissertation	
Application for admission	to doctoral procedures - Dissertation	Please enter under 'Start of the doctoral project' the date of actual start of the wo on your doctoral project. This could be th	
Start of the doctoral project* anguage*	Choose One Choose One Please make sure that the language is selected according to the doctoral degree regulations applying to your doctoral procedures. If you have any questions, please contact the Academic Office / Doctoral Office of your	start date of your employment contract scholarship. The dissertation is to be written in	
ype of dissertation	department. not specified Please indicate how you currently intend to submit your dissertation.	another scientific language.	
ancel Save and close	Back Next	A cumulative dissertation consists of the individual papers published for example journals, an introduction and text which	
		interprets, assesses and discusses the papers published and their relationship.	
		Further requirements for cumulative dissertations are specified by the departmental doctoral committee.	

Application for admiss	ion to doctoral procedures - Course of studies	Page: Course of studies
	our course of studies. You can add further studies on the next page.	Please indicate chronologically all periods of studying (including practical and sabbatical semesters) that you spent at
Subject*	Choose One	national and international universities (higher education institutions). Details on
Time course of studies		
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Date of completion*		or are pursuing at another higher
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Pursued degree*	Choose One 💌	5
	See applicant FAQ for further information about the option list.	of Universität Hamburg should not be
Result of study*	Choose One 💌	provided here, but rather under 'Previous
Final grade*		•
	Please state your final grade exactly as stated in your degree certificate.	doctoral studies'.
	ror an uncertified copy along with original documents of your degree certificates (e.g. bachelor's and master's degree) in al Office. If your degree certificates are issued in another language than German or English, please submit a certified ish) of your degree certificates.	
Cancel Save and close	Back Next	

Note on some fields and the option list:

The option lists are in accordance with the requirements for reporting official statistics and are quite long. The following helpful hints can facilitate the work of applicants when completing the online application:

University details

- In case of German universities: Please enter first the location of the respective higher education institution under 'Institution' (e.g. *Freiburg*); this shortens the option list to the higher education institutions in the respective city/place.
- In case of universities abroad: If a course of study has been completed outside Germany, please provide the
 official name of the respective higher education institution under 'Name of university' and the official name of
 the city/place under 'Place'.
- In case of universities abroad: There are only the two options *University in a foreign country* and *Fachhochschule* under 'Type of institution'.

Details on subjects

• Please enter the name of your subject or a part of the name under 'Subject' (e.g. *Mathematics* or *Mathe*); this shortens the option list.

Details on time course of studies

- Please enter the beginning (under 'from') and the termination (under 'to') of your enrollment at the respective higher education institution, i.e. you have to provide the time during which you have been enrolled as a student in the respective higher education institution.
- Please enter under 'Date of completion' the date of completion of your degree (dt. *Prüfungsabschluss*). This is the date of the determination of the final grade which is usually stated in your degree certificate.

Details on result

- Please enter first under 'Pursued degree' the type of your degree (e.g. Bachelor or Master) and the type of
 institution (e.g. Universität or just uni) and select then the type of pursued degree (z. B. Bachelor at Universities first degree). Another example is Master at Universities consecutive master studies. Please note: The list of
 pursued degrees is mainly in German.
- Helpful hints to the type of pursued degree:
 - In the German education system, a difference between two types of master's degrees can usually be made:
 - consecutive master's degree program (dt. konsekutives Masterstudium): this is a master's degree program (including a final examination) <u>after</u> a bachelor's degree as a first degree.
 - "secondary" master's degree program (dt. "weiterführendes" Masterstudium): this is a master's degree program (including a final examination) <u>after</u> another degree such as a master's degree or <u>after</u> a bachelor's degree as a second degree.
 - A consecutive master's degree program (or consecutive master studies) serves to deepen the knowledge gained during the bachelor's degree program. Thus, a bachelor's degree in the same or a similar subject is a requirement for admission to a consecutive master's degree program.
 - Depending on the focus of the respective program, a "secondary" master's degree program can be a postgraduate degree (dt. *Aufbaustudium*), complementary studies (dt. *Ergänzungsstudium*), extension studies

(dt. Erweiterungsstudium), additional postgraduate studies (dt. Zusatzstudium), further education studies (dt. Weiterbildungsstudium) or a second degree (dt. Zweitstudium).

- First degree (dt. *Erststudium*): Students who are enrolled and primarily attend a higher education institution and who have not successfully completed a first degree or have failed the final examination of a first degree are students in a first degree or first study (dt. *Erststudium*).
- Second degree (dt. *Zweitstudium*): This is a degree pursued after a successful completion of a first degree. However, the first successfully completed degree is/was not a requirement for admission to the second degree.
- **Postgraduate degree (dt.** *Aufbaustudium*): This is a degree pursued after a successful completion of a first degree. The first successfully completed degree is/was usually a requirement for admission to the second degree program. Postgraduate studies or degrees usually serve to deepen and supplement the knowledge gained during the first degree.
- Complementary studies (dt. *Ergänzungsstudium*): Range of studies (e.g. study program, study units, courses/classes) for graduates of an already completed degree program qualifying the graduate to enter a profession. These range of studies should have another focus than those of the first degree program completed and serve to supplement the knowledge gained during the previous degree so that the graduates of these complementary studies or degrees receive another qualification (different from the qualification obtained within the first degree or study) to enter a profession.
- Additional postgraduate studies (dt. Zusatzstudium): These are one-year or two-years study programs for
 graduates of an already completed degree program qualifying the graduate to enter a profession. These
 additional postgraduate studies should have the same focus than those of the first degree program completed
 and serve to supplement the knowledge gained during the previous degree (e.g. special studies offered by
 universities for graduates of universities of applied sciences (dt. Fachhochschulen)).
- Doctoral studies (dt. Promotionsstudium): Doctoral students are students who are enrolled in a higher education institution and are completing their doctoral studies in this institution.
- Further education studies (contact studies) (dt. *Weiterbildungsstudium (Kontaktstudium)*): Range of studies (e.g. study program, study units, courses/classes) of a higher education institution for people of an already completed degree program in the past and people who have work experience in a certain field. In both cases, the aim of these studies is to offer a refreshment of the knowledge gained during the previous degree and/or the practice and/or to give the possibility to review work-based experience taking into account recent scientific development in the certain field.
- **Consecutive master's degree or consecutive master studies (dt.** *konsekutives Masterstudium*): The requirement for admission to a consecutive master's degree program is the completion of a bachelor's degree program in the same or a similar subject. The standard period of study is usually 5 years (including both the completion of the bachelor's and master's degree).
- Extension studies or exam repetition for grade improvement (e.g. in case of the free attempt rules) (dt. Weiterstudium bzw. Prüfungswiederholung zur Verbesserung der Prüfungsnote (z. B. bei Freiversuchsregelung ("Freischuss"-Regelung))): The free attempt rules (dt. Freiversuchs- oder Freischussregelung) provide incentives to students to complete their studies as early as possible. It enables students to repeat the final exam with the aim of a grade improvement.
- Please state your final grade under 'Final grade' exactly as stated in your degree certificate. In case of degrees completed abroad: A conversion into the German grade system is **not** required here.

University details			
Period	from* 01/01/2018 III to* 31/12/2018		
Conducted at*	○ Universität Hamburg () another institution () not specified		
Country*	Austria		
Name of university*	Testuniversität		
Place*	Wien		
Type of institution*	university in foreign country		
Result*	aborted		
Description			

Page: Previous doctoral studies

According to your doctoral degree regulations, you are obligated to give details if a doctoral procedure has been or is being pursued at another higher education institution or in another faculty of Universität Hamburg. Please use this page to do so.

Note on some fields and the option list:

The option lists are in accordance with the requirements for reporting official statistics and are quite long. The following helpful hints can facilitate the work of applicants when completing the online application:

Details on period

- Please enter the beginning (under 'from') and the termination (under 'to') of your enrollment at the respective higher education institution, i.e. you have to provide the time during which you have been enrolled as a doctoral student in the respective higher education institution.
- If your doctoral procedure is being pursued, please enter under 'to' the date on which you complete the online application for admission to doctoral procedures and select the option *still ongoing doctoral procedure* under 'Result'.

University details

- In case of German universities: Please enter first the location of the respective higher education institution under 'Institution' (e.g. *Freiburg*); this shortens the option list to the higher education institutions in the respective city/place.
- In case of universities abroad: If a course of study has been completed outside Germany, please provide the
 official name of the respective higher education institution under 'Name of university' and the official name of
 the city/place under 'Place'.
- In case of universities abroad: There are only the two options *University in a foreign country* and *Fachhochschule* under 'Type of institution'.

Page: Documents checklist
The documents listed here must be submitted to your Academic Office / Doctoral Office. Please see further information about the application procedure provided on the <u>website</u> of your department. It could be the case that further documents must be submitted.
Da za Draviaw
<i>Page: Preview</i> Please use the application preview to check all the information is correct and complete.
<i>Page: Completion</i> 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.

Universität Hamburg Der Forschung Der Lehre Der Bildung		<i>Contact data</i> The contact data of your Academic Office Doctoral Office can be found under	
Home Login Registration Contact		'Contact' or on the <u>website</u> of your	
	Contact	department.	
	Contact Factuly of Mathematics, Informatics and Natural Sciences Toppartment of Biology Toppartment of Chemistry Toppartment of Chemistry Toppartment of Earth Sciences Toppartment of Informatics Toppartment of Informatics Toppartment of Mathematics Toppartment of Physics Top		