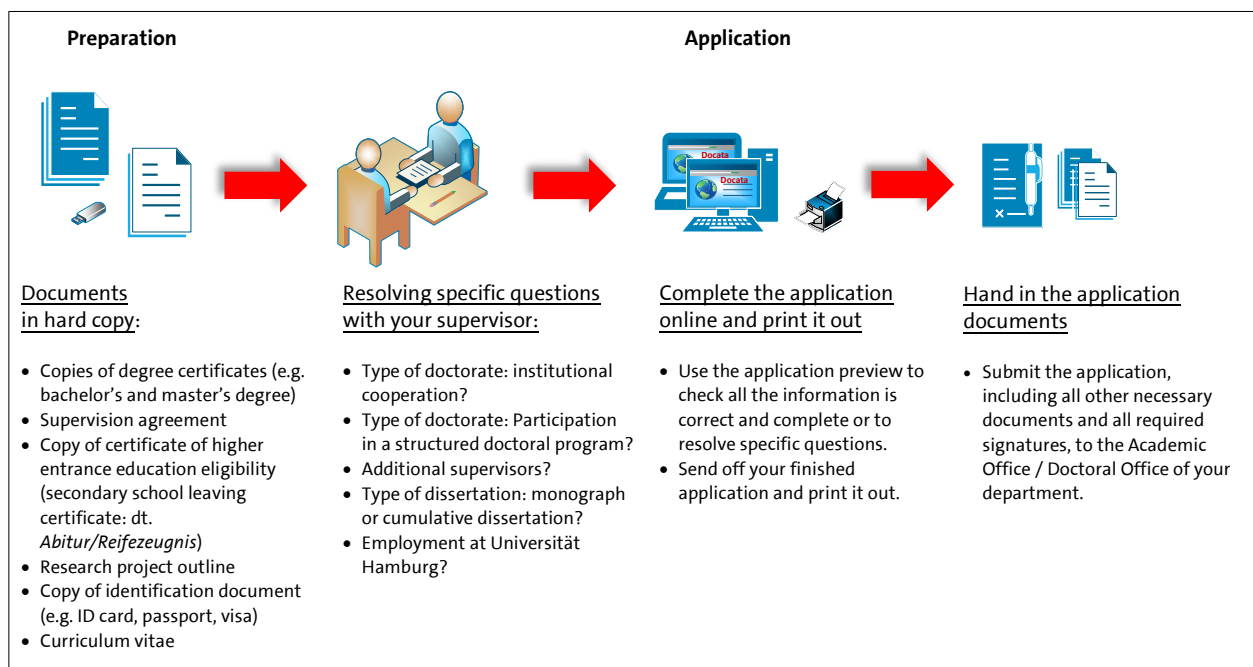


Applicant FAQ

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 [website](#) of your department)
 - ☐ Uncertified copy of certificate of higher entrance education eligibility (secondary school leaving certificate: dt. *Abitur/Reifezeugnis*)
 - ☐ Research project outline (see <https://www.promovieren.uni-hamburg.de/min/promotion/pdf-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?
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.
 - ☐ Type of doctorate: Will you participate in a structured doctoral program?
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 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 [here](#).

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	
<div><div>Application for admission to doctoral procedures - Personal data</div><div><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 the Academic Office / Doctoral Office of your department 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></div></div>	<p>Page: Personal data</p> <p>If you have a dual citizenship, please provide details of this under 'Dual Citizenship'.</p>
<div><div>Application for admission to doctoral procedures - Main mailing address</div><div><p>Please choose the main mailing address that should be used for postal communication during your doctoral studies. Please note, postal communication works faster with your working address.</p><p>Correspondence address* <input type="text" value="Teststr. 53, Raum 0100, 20146 Hamburg, Germany"/></p><p>Cancel Save and close Back Next</p></div></div>	<p>Page: Mailing addresses, main mailing address, phone / email contact und main email address</p> <p>You can log in to Docata at every time and change or add details about your address, phone and email. Please keep your contact details always up to date, because only this way you can receive important information during the doctorate.</p>
<div><div>Application for admission to doctoral procedures - Phone / email contact</div><div><p>Please provide details on how the Academic Office / Doctoral Office can reach you in urgent cases. We require at least one email address. You may also provide telephone numbers and further email addresses.</p><p>Phone numbers Add number</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></div></div>	

Application for admission to doctoral procedures - Type of doctorate

Please state here whether your doctoral studies will involve a form of cooperation. This **applies** in the case of **institutional cooperation** involving a contract or other agreement.

See [applicant FAQ](#) for further information about the option list.

Please select the type of doctorate that presumably applies to your doctorate here:

Type of doctorate*

[Cancel](#) [Save and close](#) [Back](#) [Next](#)

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: Type of doctorate

Will you participate in a structured doctoral program? If so, please select the program from the list.
If you will conduct 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.

Page: Supervisor(s)

The regulations about the researchers who may/can be appointed as supervisors, co-supervisors or chairs of the panel of supervisors can be found in your [doctoral degree regulations](#). Please read carefully the regulations on supervision to ensure that the researchers you propose for the supervision of your dissertation comply with the requirements of your doctoral degree regulations.

Page: Dissertation

Please enter under 'Start of the doctoral project' the date of actual start of the work on your doctoral project. This could be the start date of your employment contract or scholarship.
The dissertation is to be written in German, English or, upon request, in another scientific language.
A cumulative dissertation consists of the individual papers published for example in 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 admission to doctoral procedures - Course of studies

Please provide details about your course of studies. You can add further studies on the next page.

University details

Conducted at*
☐ Universität Hamburg
☐ another institution

Subjects

Add subject

Subject*

Choose One

Should you not find your subject in the list, please choose the nearest option or select "not specified".

Delete

Time course of studies

Period

from*

to

Date of completion*

Result

Pursued degree*

Choose One

See applicant FAQ for further information about the option list.

Result of study*

Choose One

Final grade*

Please state your final grade exactly as stated in your degree certificate.

Please submit a certified copy or an uncertified copy along with original documents of your degree certificates (e.g. bachelor's and master's degree) in your Academic Office / Doctoral Office. 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.

Cancel

Save and close

Back

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Page: Course of studies

Please indicate chronologically **all** periods of studying (including practical and sabbatical semesters) that you spent at national and international universities (higher education institutions). Details on doctoral procedures that has been pursued or are pursuing at another higher education institution or in another faculty of Universität Hamburg **should not be provided here, but rather under 'Previous doctoral studies'**.

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) after 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) after another degree such as a master's degree or after 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

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(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.

Application for admission to doctoral procedures - Previous doctoral studies

University details

Period from* 01/01/2018 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

Cancel Save and close Back Next

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'.

Application for admission to doctoral procedures - 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 for admission to doctoral procedures including all required signatures

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)

Supervision agreement

Uncertified copy of certificate of higher entrance education eligibility (secondary school leaving certificate: dt. Abitur/Reifezeugnis)

Research project outline

Copy of identification document (e.g. ID card, passport, visa)

Curriculum vitae

Only if applicable: Statement attesting that you have previously applied for a doctorate at another higher education institution or in another faculty of Universität Hamburg (including details on the application)

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

Application for admission to doctoral procedures - Preview

Preview

Here you can download a draft of your application. If necessary, you can change your data by clicking the "back" button in the online assistant. Please note that this draft is for preview purposes only. In the next step, the final application document has to be submitted electronically. Only then, you can download, print and sign the valid document.

 Preview

Cancel Save and close Back Next


Page: Preview

Please use the application preview to check all the information is correct and complete.

Application for admission to doctoral procedures - Completion

Download application

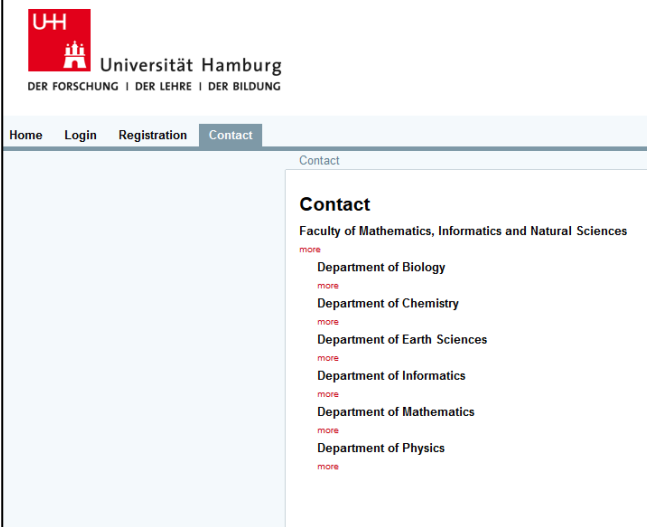

Thank you! Your application has been saved and submitted electronically. Please submit the print of the application, including all other necessary documents and all required signatures, to the Academic Office / Doctoral Office of your department. Please note that only complete applications will be processed.

 Download

Close

Page: Completion

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>  Universität Hamburg DER FORSCHUNG DER LEHRE DER BILDUNG </p> <p> Home Login Registration Contact </p> <p>Contact</p> <p>Contact</p> <p>Faculty of Mathematics, Informatics and Natural Sciences</p> <p> more Department of Biology more Department of Chemistry more Department of Earth Sciences more Department of Informatics more Department of Mathematics more Department of Physics more </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>
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