Introduction to Geventis
Registration in MIN Graduate Center (MINGZ)

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The following instructions describe the registration in Geventis for doctoral candidates
of MIN faculty who do not belong to any of the graduate programs that are members
in MINGZ (cf. this list). After successful registration, doctoral researchers of MIN faculty
may enroll in courses and events or submit applications for travel funding. Those doc-
toral candidates who are enrolled in one of the MINGZ member programs, please follow
these guidelines.

After your registration is accepted and the login is active, you can participate in services
provided by MINGZ. This is not accompanied by additional regulations and rules. After
registration, you can use all services provided through Geventis that are open to all doc-
toral researchers of MIN faculty. See our page “Grants and support”.

Doctoral students who are admitted to their doctoral studies at MIN faculty will need
their login data from Docata (online administration for doctoral procedures) for regis-
tration.
Registration in short
(for doctoral candidates who are admitted to the doctoral procedures at MIN faculty)

1. Do I know my username and my password in Docata? If not, request a new password in Docata or contact docata-min@uni-hamburg.de to receive your registration data.
2. Geventis login page: click “Not yet registered?”.
3. Accept the data protection notice.
4. Select “doctoral student”.
5. Select Docata-MIN, enter username and password from Docata.
6. Add information about your graduate program and submit the application. You will be notified about the acceptance to Geventis via email.
Registration in detail

1. Do you know your username and password from Docata?

Please check under Docata login page, whether your user data is correct. If you forgot your username and password, follow the step “If you forgot your login data for Docata” at the end of this document.

2. Registration in Geventis

⇒ Geventis login page
⇒ Select “not yet registered?”
3. Accept the data protection notice

4. Register as...

Please note the following distinction:

**Doctoral student** = admitted to the doctoral procedures at Hamburg University in biology, chemistry, earth sciences, mathematics, informatics or physics, following the current doctoral degree regulations of MIN faculty. Those doctoral candidates use their user data from Docata for registration. *Please continue with 5a.*

**Guest doctoral student** = doctoral examination takes place at another university or at another faculty of Universität Hamburg. *Please continue with 5b.*

Guest doctoral students can participate in courses that are open to all doctoral candidates or to doctoral candidates of their own doctoral program, but cannot apply for funding provided by MINGZ.
a) Registration as doctoral student

- Select “Register as doctoral student” and click “Next”.
- Select “Docata MIN”.
- Enter your username (first name_last name or email address used for correspondence in Docata) and password from Docata.

To take part in the services of MIN Graduate Center, you need to enter additional information:

**Doctoral program**: MIN doctoral program

**Major subject**: MINGZ – no doctoral program

**Graduate program**: MIN Graduate Center – MINGZ4all

You will receive a confirmation of your registration via email. The activation of your account may take a couple of days.
5. b) Registration as guest doctoral student
   - Select “Register as guest doctoral student” and click “Next”.
   - Fill in the form.

   **To facilitate administration, please fill in all fields.**

Department: Please enter the institution that hosts you as a guest researcher.

Graduate programs: **MIN Graduate Center – MINGZ4ALL**

Exchange Program: **MINGZ (guest)**

Complete your registration by clicking “register”. You will receive a confirmation of your registration via email. The activation of your account may take a couple of days.
If you forgot your login data for Docata

Request a new password at Docata login page:

⇒ Choose “Request new password”.

⇒ Enter your email or username.

You will receive an email with a link to reset your password.