Doctoral Examination FAQs

Electronic application with Docata-MIN: the online application to open the doctorate proceedings

Preparation Section 1	Preparation Section 2	Online application Section 1	Online application Section 2
Prepare documents in digital form:	Resolving specific questions with your supervisor:	Start Docata-MIN online application	Complete Docata-MIN online application
• Dissertation • Current enrollment certificate (= semester certificate) • **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 for doctoral candidates of the Department of Chemistry:** KMR-Formular and current curriculum vitae • **Only for doctoral candidates of the Department of Physics:** Current curriculum vitae incl. publication list	• Type of doctorate: Institutional cooperation? • Type of doctorate: Participation in a structured doctoral program? • Proposals for reviewers (assessors) of the dissertation • Proposals for examination commission members	• Log in to Docata-MIN with the login data of your user account and fill in the online application to open the doctorate proceedings. • As part of filling out the online application to open the doctorate proceedings, upload the dissertation as a PDF file (see more details below). • Before creating the PDF application file, use the application preview to check the correctness and completeness of the data or to clarify any open questions. • Complete the first section of the online application and download the PDF application file *Application to open the doctorate proceedings*: tick the applicable declarations in the PDF application file and sign it by yourself and have it signed by the other persons/entities listed in the application.	• Log in to Docata-MIN and complete the second section of the online application: upload the fully signed *Application to open the doctorate proceedings* and the remaining application documents (see Preparation Step 1 here; exception: dissertation) which are also listed in the *Application to open the doctorate proceedings* and submit via Docata-MIN.

Please note:

- Do you have forgotten your Docata-MIN login details?
  - **Password:** Use the password request to 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 (the beginning of your doctoral studies) was submitted after December 1, 2017, then your username is the correspondence email address stored in Docata-MIN at that time and used for the registration. After registering then in Docata-MIN, you received an email informing you of your username. If you do not remember your username and cannot find the email mentioned here in which you were informed of your username, please write an email to docata-min@uni-hamburg.de.

    For data protection reasons: You must send the email to docata-min@uni-hamburg.de inquiring about the Docata-MIN access data (i.a. username) **exclusively via**
    - **a** *uni-hamburg* email address,
    - or **a** *studium.uni-hamburg.de* email address
    - or **a** an email address of the email domains *chemie.uni-hamburg.de*, *informatik.uni-hamburg.de*, *zbh.uni-hamburg.de*, *hs.uni-hamburg.de*, *physik.uni-hamburg.de*, *physnet.uni-hamburg.de*, *uke.de* or *zmnh.uni-hamburg.de*.

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1. Preparation for application Section 1

The preparation for the application Step 1 consists of

a) preparing the documents listed below in digital form and
b) checking the fulfillment of the (formal) requirements for the dissertation and preparing the dissertation in PDF format for submission.

ALL doctoral candidates must submit the following document **mandatory**:

- Current enrollment certificate (= semester certificate)

ALL doctoral candidates must submit the following document **ONLY if not already submitted during the application process for admission to doctoral procedures**:

- Identification document[1] (e.g. ID card, passport, visa)

ALL doctoral candidates must submit the following document **only if applicable**:

- Proof of interruptions of your doctorate

ONLY doctoral candidates of the **Department of Chemistry** must submit the following documents:

- KMR-Formular including all required signatures and current curriculum vitae

ONLY doctoral candidates of the **Department of Physics** must submit the following documents:

- Current Curriculum vitae incl. publication list

Please be sure to review the **dissertation formalities** on your department's website before submitting your dissertation for evaluation via Docata-MIN with your application to open the doctorate proceedings. These concern:

A) Title page and **cover page specifications** (according to Section 7 subsection 5 of the Doctoral Degree Regulations MIN Faculty (2010) as amended (see amendments on this website) *or* according to Section 8 subsection 5 Doctoral Degree Regulations MIN Faculty (2018) as amended (see amendments on this website))

B) Requirements for the language of the dissertation (according to Section 7 subsection 2 of the Doctoral Degree Regulations MIN Faculty (2010) as amended (see amendments on this website) *or* according to Section 8 subsection 2 Doctoral Degree Regulations MIN Faculty (2018) as amended (see amendments on this website))

C) Insertion of a declaration upon oath (according to Section 7 subsection 4 of the Doctoral Degree Regulations MIN Faculty (2010) as amended (see amendments on this website) *or* according to Section 8 subsection 4 Doctoral Degree Regulations MIN Faculty (2018) as amended (see amendments on this website)).

Please note: Both the dissertation submitted in electronic form (via the Docata-MIN upload) and the printed bound copy of the dissertation submitted to the responsible Academic Office or the Doctoral Office Physics for archiving must contain your signed declaration upon oath.

Formulation suggestion can be found on yourdepartment's website, e.g.:

Eidesstattliche Versicherung:
Hiermit versichere ich an Eides statt, die vorliegende Dissertationsschrift selbst verfasst und keine anderen als die angegebenen Hilfsmittel und Quellen benutzt zu haben.
Sofern im Zuge der Erstellung der vorliegenden Dissertationsschrift generative Künstliche Intelligenz (gKI) basierte elektronische Hilfsmittel verwendet wurden, versichere ich, dass meine eigene Leistung im Vordergrund stand und dass eine vollständige Dokumentation aller verwendeten Hilfsmittel gemäß der Guten wissenschaftlichen Praxis vorliegt. Ich trage die Verantwortung für eventuell durch die gKI generierte fehlerhafte oder verzerrte Inhalte, fehlerhafte Referenzen, Verstöße gegen das Datenschutz- und Urheberrecht oder Plagiate.

Affidavit:
I hereby declare and affirm that this doctoral dissertation is my own work and that I have not used any aids and sources other than those indicated.
If electronic resources based on generative artificial intelligence (gAI) were used in the course of writing this dissertation, I confirm that my own work was the main and value-adding contribution and that complete documentation of all resources used is available in accordance with good scientific practice. I am responsible for any erroneous or distorted content, incorrect references, violations of data protection and copyright law or plagiarism that may have been generated by the gAI.

Ort, den | City, date *Unterschrift | Signature*

D) Inclusion of a short summary of the results in German and English and **a list of publications resulting from the dissertation** (according to Section 7 subsection 5 of the Doctoral Degree Regulations MIN Faculty (2010) as amended (see amendments on this website) *or* according to Section 8 subsection 5 Doctoral Degree Regulations MIN Faculty (2018) as amended (see amendments on this website))

Please note to the examination copy of the dissertation (in paper form):

- The appointed reviewers (assessors) and each appointed member of the examination commission will receive the dissertation submitted in electronic form (via the Docata-MIN upload) for evaluation of the dissertation.
- You must submit only one printed bound copy of the dissertation to the responsible Academic Office or the Doctoral Office Physics for archiving (e.g. by mail). No further hard/paper copies of the dissertation need to be submitted to the responsible Academic Office or the Doctoral Office Physics.
- Upon request, you will provide the appointed members of the examination commission and the reviewers (assessors) each with an additional bound hard copy of the dissertation. Agreements are to be made bilaterally between you and the appointed reviewers (assessors) and examination commission members; the responsible Academic Office or the Doctoral Office Physics is not involved in this coordination/agreement process. This bound hard copy of the dissertation must contain a declaration written and signed by you in which you

declare that the copy and the dissertation submitted in electronic form (via the Docata-MIN upload) and the printed bound copy of the dissertation submitted to the responsible Academic Office or the Doctoral Office Physics for archiving are identical.

Suggested wording for the declaration

Ich versichere, dass dieses gebundene Exemplar der Dissertation und das in elektronischer Form eingereichte Dissertationsexemplar (über den Docata-Upload) und das bei der Fakultät (zuständiges Studienbüro bzw. Promotionsbüro Physik) zur Archivierung eingereichte gedruckte gebundene Exemplar der Dissertationsschrift identisch sind.

_____ _____

Ort, Datum Vorname und Nachname, Unterschrift

I, the undersigned, declare that this bound copy of the dissertation and the dissertation submitted in electronic form (via the Docata upload) and the printed bound copy of the dissertation submitted to the faculty (responsible Academic Office or the Doctoral Office Physics) for archiving are identical.

_____ _____

Place, Date *First name and surname, signature*

Please note about cumulative dissertations:

i. The requirements for cumulative dissertations according to Section 7 subsection 2 of the Doctoral Degree Regulations MIN Faculty (2010) as amended (see amendments on this website) *or* according to Section 8 subsection 2 of the Doctoral Degree Regulations MIN Faculty (2018) as amended (see amendments on this website) must be fulfilled.

ii. All requirements for cumulative dissertations of the relevant departmental/subject doctoral committee published **on the websites of your department** must be fulfilled.

2. Preparation for application Section 2

- In the course of this application, you will need to provide precise details[3] 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 / graduate college (dt. *Graduiertenkolleg*) or a structured doctoral program
  - Financing your doctoral studies
- You should discuss some of the details with your supervisor in advance (e.g. suggestions for reviewers (assessors) of the dissertation and suggestions for members of the examination commission):
  - **Type of doctorate:** Have your doctoral studies involved a form of cooperation?
    Note: This applies in the case of institutional cooperation involving a contract or other agreement. Further information about the Docata-MIN option list can be found below.
  - **Fast Track:** Have you started a doctorate directly after your Bachelor's degree and are you completing your Master's degree at the same time as your doctorate?
  - **Research stays abroad during your doctorate:** 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)?
  - **Type of doctorate:** Have you joined one or more structured doctoral programs during your doctorate?
    Examples: graduate program in the Department of Chemistry, graduate school in a Collaborative Research Center (CRC), LIV Graduate School, CUI Graduate School, IMPRS for Ultrafast Imaging & Structural Dynamics, School of Integrated Climate and Earth System Sciences (SICSS) etc.
    Note: In Docata-MIN you can select from a list of all currently offered structured doctoral programs (i.e., graduate schools, graduate colleges, graduate programs), in which doctoral students of the MIN Faculty can do structured doctoral studies and conduct their doctorate. Your membership/participation must be confirmed by the coordination or the management of this graduate school or this graduate college or this graduate program by signing the PDF application file *Application to open the doctorate proceedings*.
  - **Suggestions for reviewers (assessors) of the dissertation and suggestions for members of the examination commission:** You should propose at least two reviewers (assessors) and also make suggestions for members of your examination commission. Discuss the proposals with your supervisor and take into account the regulations of the doctoral degree regulations valid for your doctoral procedure: Doctoral Degree Regulations MIN Faculty (2010) as amended (see amendments on this website) *or* Doctoral Degree Regulations MIN Faculty (2018) as amended (see amendments on this website).
  - **Employment at Universität Hamburg:** Did you have an employment relationship with the Universität Hamburg during your doctoral studies?
- Please read carefully the doctoral degree regulations valid for your doctoral procedure: Doctoral Degree Regulations MIN Faculty (2010) as amended (see amendments on this website) *or* Doctoral Degree Regulations MIN Faculty (2018) as amended (see amendments on this website).

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

3. Online application Section 1

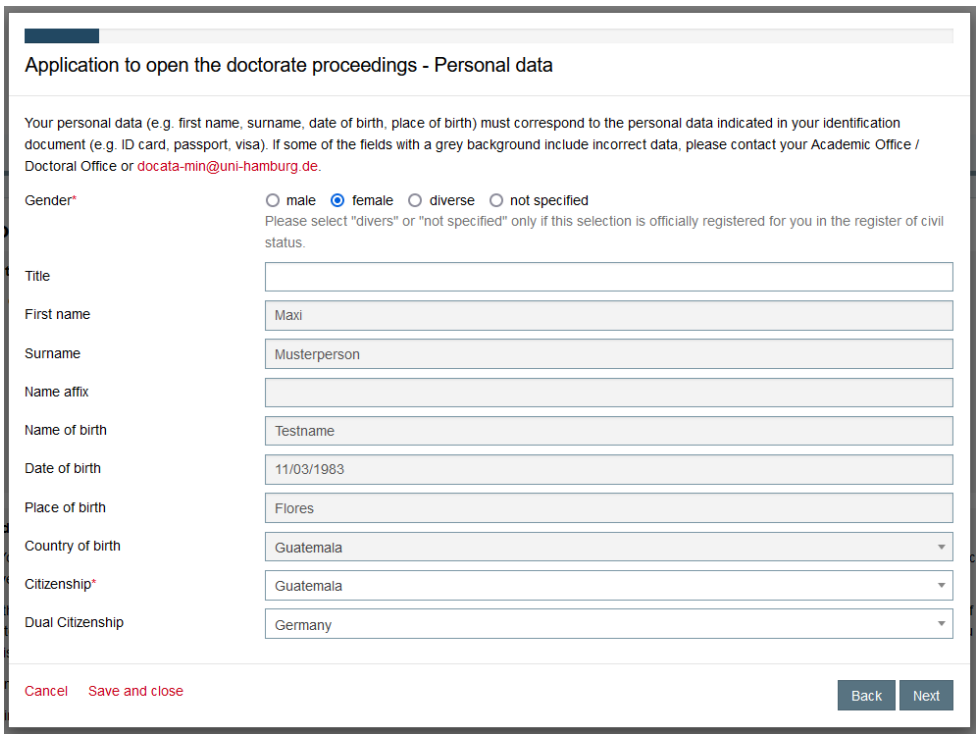
The following pages provide a guide to the various stages of the application.

3.1 Log in to Docata-MIN

You can log in to Docata-MIN and start filling out your application to open the doctorate proceedings.

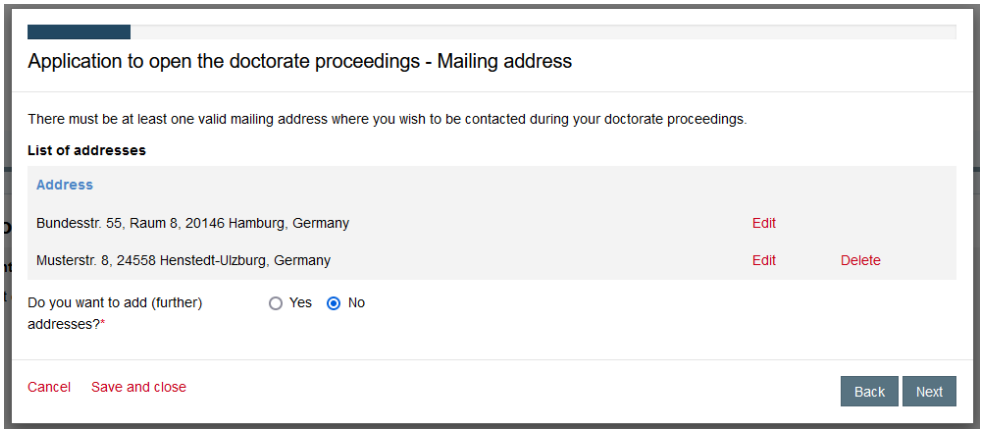
3.2 Online application: Application to open the doctorate proceedings (screenshots and explanations)

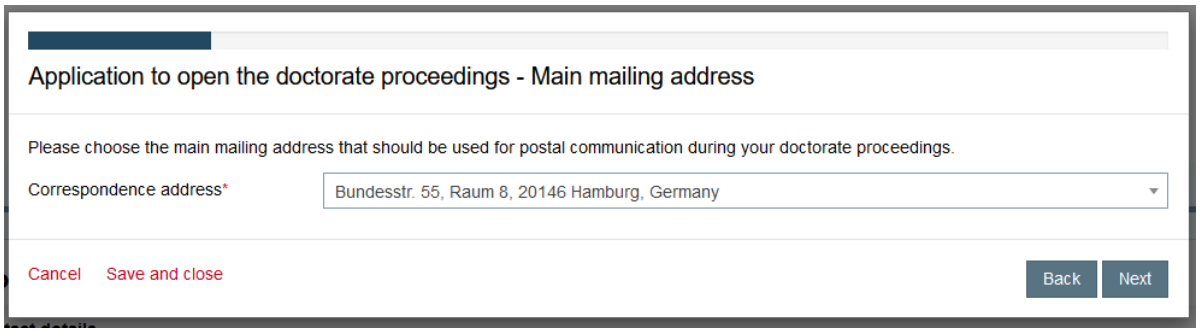
3.2.1 Personal data

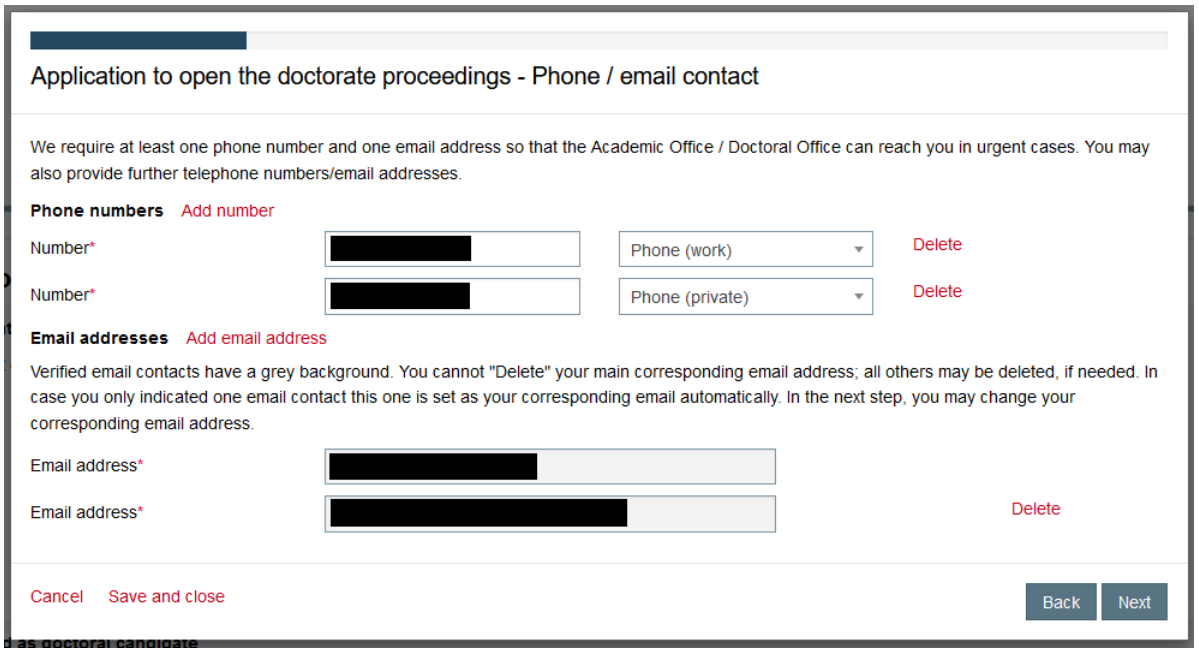


The gender is to be indicated according to the entry in the register of civil status. Please select “not specified” only if this selection is officially registered for you in the register of civil status (in accordance with Section 22 (3) of the Civil Status Act).
If you have a dual citizenship, please provide details of this under ‘Dual Citizenship’. Has your name changed? Then please contact your responsible Academic Office / Doctoral Office and present an appropriate identification document there.

3.2.2 Mailing addresses, Main mailing address, Phone / email contact and Main email address

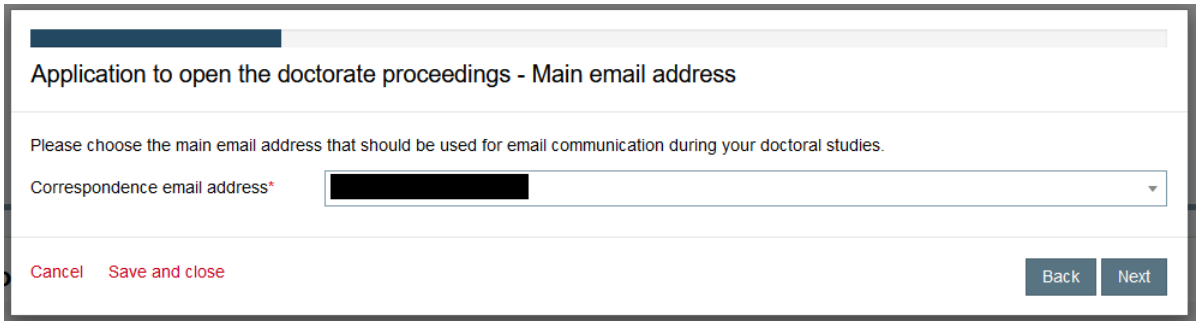






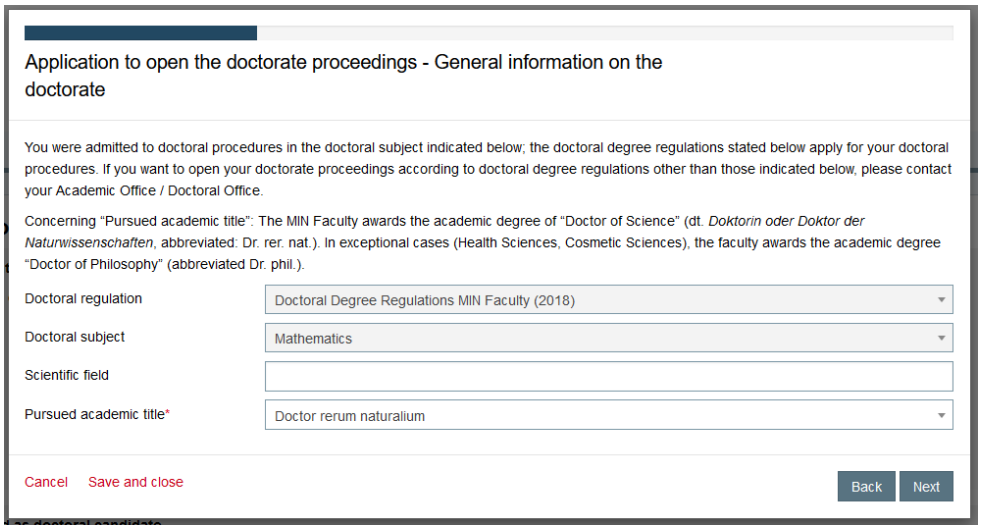
Please check and update your contact information. Be sure to include your cell phone number so that you can be reached during the examination process. You can also change this data after submitting this application via the link *Update your personal contact details in Docata now.* on the home page in Docata-MIN. Updates of the contact data via the link mentioned here are only possible until the oral defense is held; if there are any changes to your contact data after the oral defense, you will no longer be able to change them independently in Docata-MIN and must therefore contact the relevant Academic Office / Doctoral Office.

Please note the following about the correspondence email address:



Please make sure to have specified a *uni-hamburg* email address or *studium.uni-hamburg.de* email address or an email address of the email domains *chemie.uni-hamburg.de*, *informatik.uni-hamburg.de*, *zbh.uni-hamburg.de*, *hs.uni-hamburg.de*, *physik.uni-hamburg.de*, *physnet.uni-hamburg.de*, *uke.de* or *zmnh.uni-hamburg.de*, **as your correspondence email address within this application.**

3.2.3 General information on the doctorate

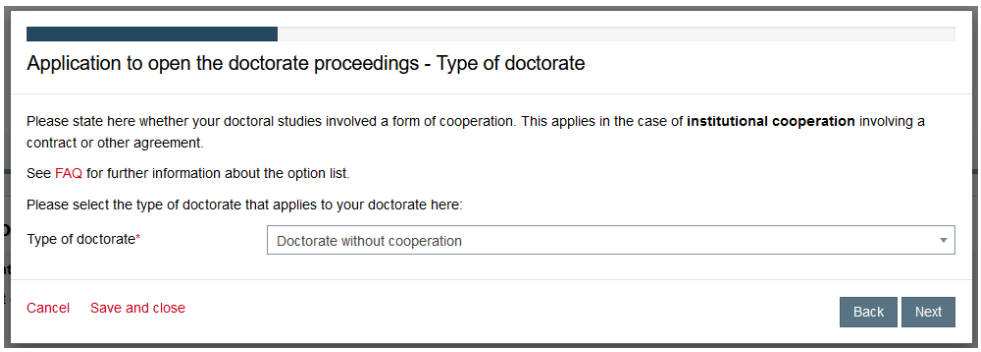


Below you will find an overview of the doctoral subjects of the MIN Faculty and their assignment to a department of the MIN Faculty. Furthermore, it is listed which doctoral degree can be awarded for which doctoral subject:

Doctoral subject	**Responsable Department**	***Pursued academic title* = Doctoral degree that can be awarded**
Biology	Biology	*Dr. rer. nat.*
Chemistry	Chemistry	*Dr. rer. nat.*
Health Sciences	Chemistry	*Dr. phil.*
Cosmetic Sciences	Chemistry	*Dr. phil.*
Earth System Sciences	Earth System Sciences	*Dr. rer. nat.*
Computer Science	Informatics	*Dr. rer. nat.*
Mathematics	Mathematics	*Dr. rer. nat.*
Physics	Physics	*Dr. rer. nat.*

The academic degree of ***Doctor of Philosophy*** **(abgekürzt: *Ph.D.*)** can only be awarded upon request by the doctoral candidate and **upon/after successful completion of doctoral studies in a course program ('Promotionsstudiengang')**[4]. The application can be submitted at the earliest within the application to open the doctorate proceedings, but at the latest until the oral defense (disputation); the Ph.D. degree can be awarded in the following doctoral subjects: Biology, Chemistry, Earth System Sciences, Computer Science, Mathematics and Physics.

3.2.4 Type of doctorate



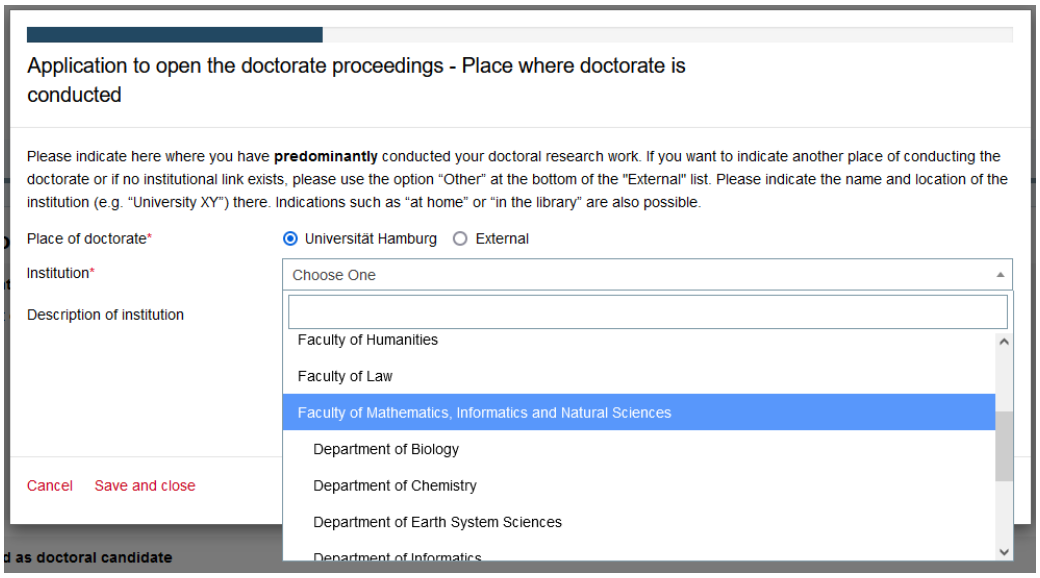
Doctoral studies involve a form of cooperation **only when** this **cooperation is institutional** and **involves a contract or other agreement**.

[4] *Completion of doctoral studies in a course program ('Promotionsstudiengang')*: This refers to the successful completion of the doctoral degree within a structured program offered by one of the members of the MIN Graduate Center.

Note on the option list:

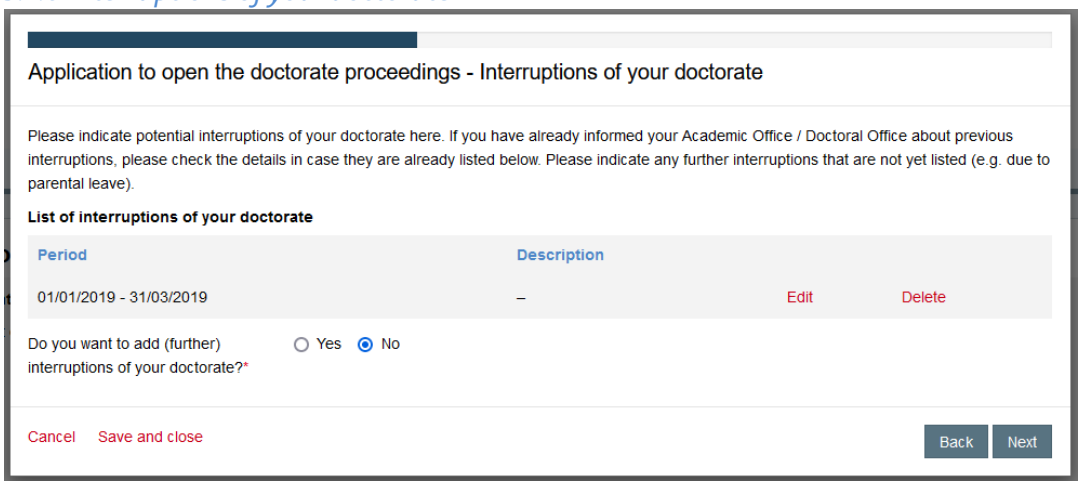
- Doctorate without cooperation: This applies when your research will be conducted at an institute or other establishment at Universität Hamburg, even if you have taken an (external) employment that is unrelated to your research project/your doctoral studies.
- Doctorate in cooperation with another university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

3.2.5 Place where doctorate is conducted



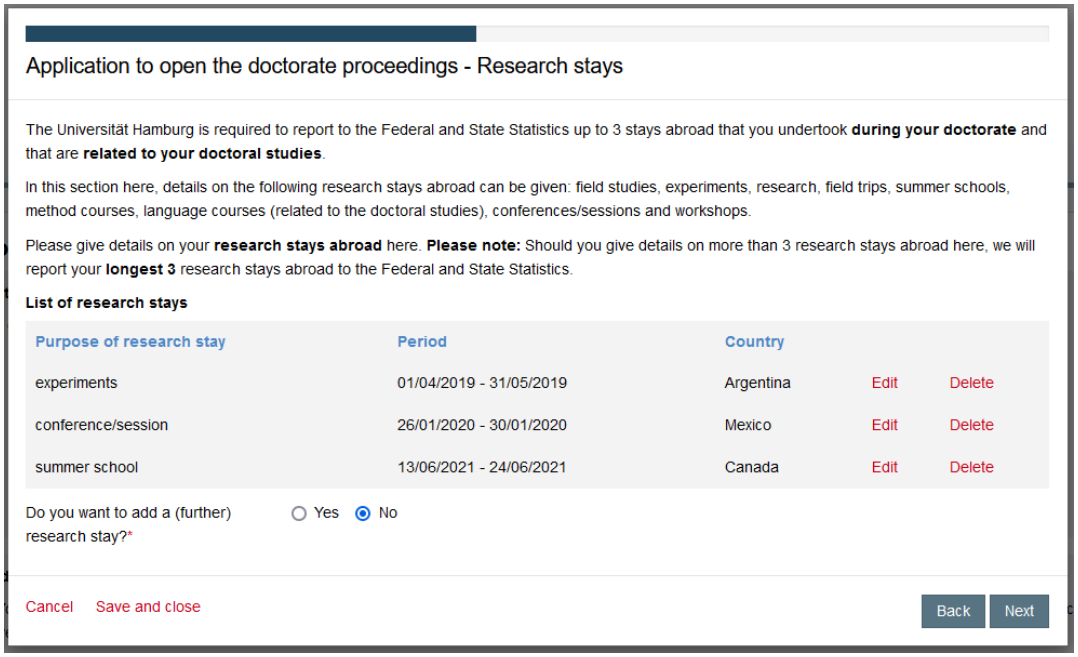
Under *Universität Hamburg* the 8 faculties of the Universität Hamburg (UHH) are listed. Within the MIN Faculty the 6 departments of the MIN are named. If you are doing your doctorate at the UKE, then the selection "Faculty of Medicine" has to be selected under *Universität Hamburg*. Under *External* some UHH-external institutions are listed. If you want to enter a different place of conduct (than the selection options under *Universität Hamburg* and *External*) or if there is no institutional affiliation, please use the selection "Other" under the button "External".

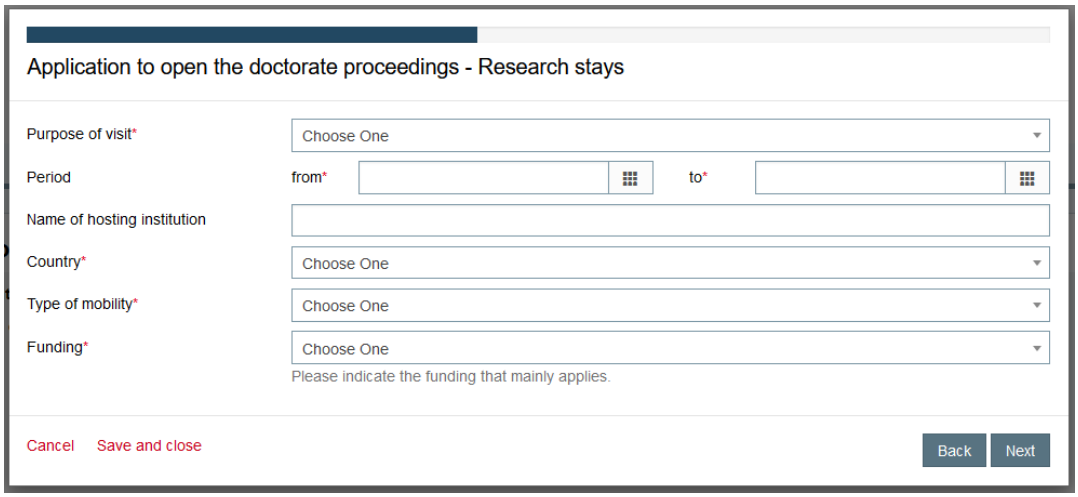
3.2.6 Interruptions of your doctorate



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

3.2.7 Research stays



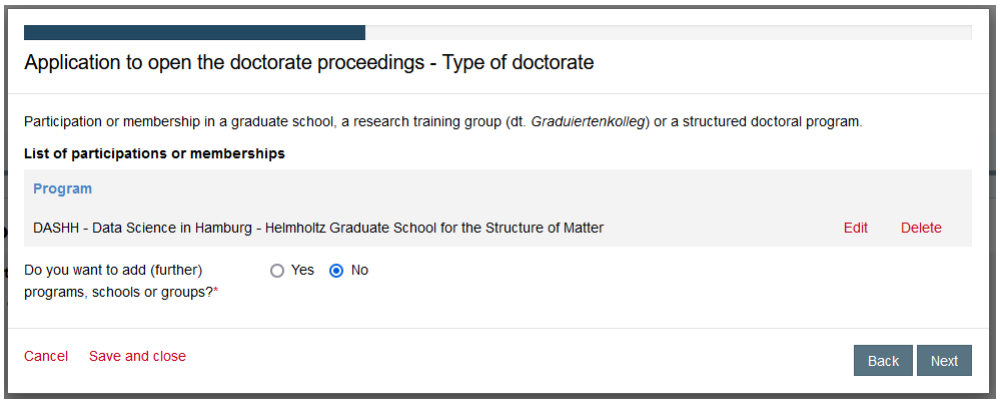


We are required to collect this information on behalf of the state statistical office. You can find useful hints about the type of funding in the following.

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 (e.g. Bayer Foundations, Joachim Herz Foundation, Stiftung Mercator);
  - Funding programs of national or international companies (e.g. SpeedUp of the 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.

3.2.8 Type of doctorate

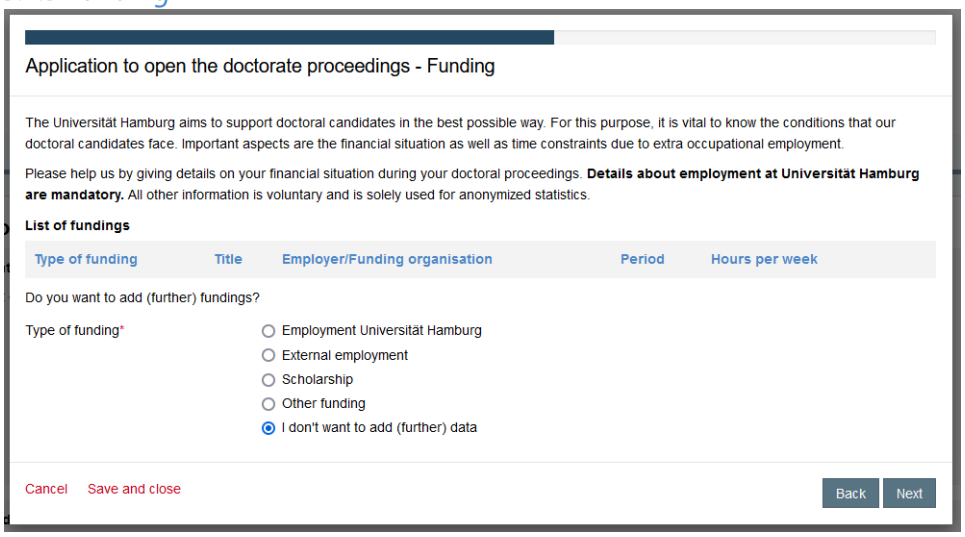


Have you been a member of one or more structured doctoral programs as part of your doctorate? Then select the corresponding program from the drop-down list. Please note that only the graduate programs listed in this screen are eligible for a structured doctorate in the MIN Faculty. If you are pursuing a doctorate in more than one graduate program, list the other graduate programs as well.

Have you terminated your membership in a structured doctoral program prematurely? Then please update your data accordingly here.

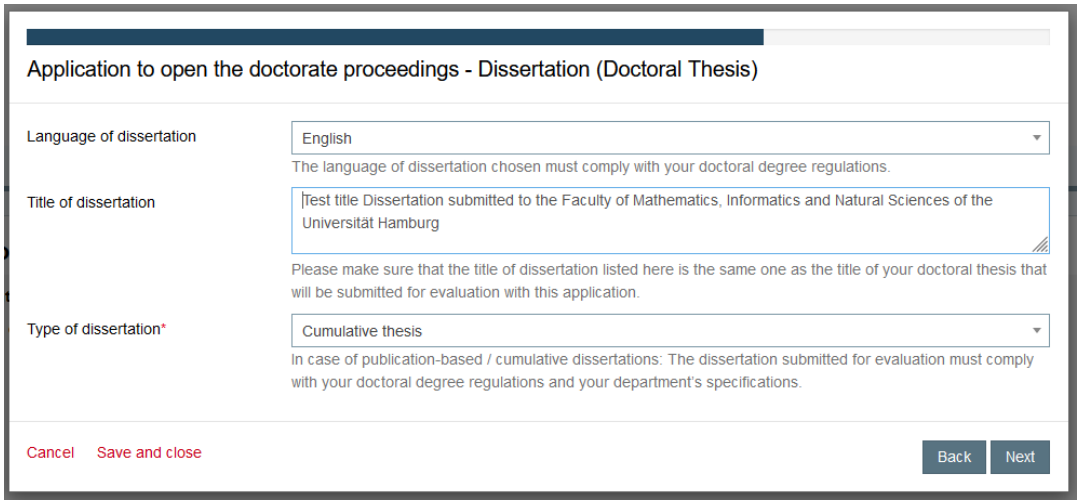
Your details of a membership/participation given here will be listed in the application and must be confirmed by the coordination or management of the graduate program by a signature.

3.2.9 Funding



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

3.2.10 Dissertation (Doctoral Thesis)

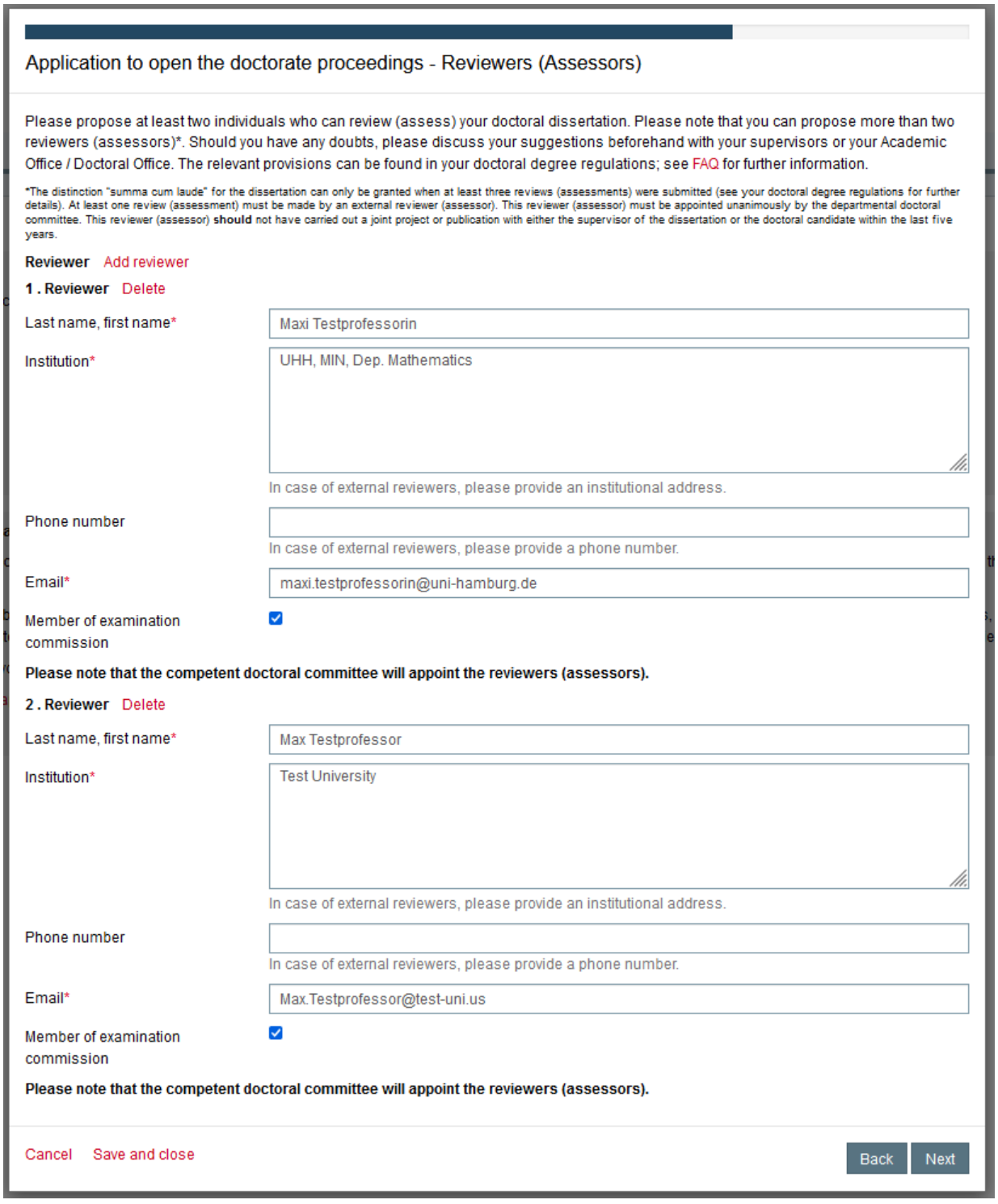


The dissertation must be written in German, English or, upon request to the responsible departmental/subject doctoral committee, in another scientific language.

Please note: Please make sure that the title of the dissertation given here corresponds to the title of your dissertation thesis submitted for evaluation with this application. This dissertation title will be listed on your doctoral degree certificate.

A cumulative dissertation consists of the individual papers published in journals, for example, an introduction, and a linking text that interprets, evaluates, and discusses the individual papers included in the cumulative dissertation and their relationship. Further requirements for a cumulative dissertation are regulated by the responsible departmental/subject doctoral committees; these are mandatory: All requirements for cumulative dissertations of the relevant departmental/subject doctoral committee published **on the websites of your department** must be fulfilled.

3.2.11 Reviewers (Assessors)



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* Maxi Testprofessorin

Institution* UHH, MIN, Dep. Mathematics

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

Phone number

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

Email* maxi.testprofessorin@uni-hamburg.de

Member of examination commission ☑

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

2 . Reviewer Delete

Last name, first name* Max Testprofessor

Institution* Test University

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

Phone number

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

Email* Max.Testprofessor@test-uni.us

Member of examination commission ☑

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

Cancel Save and close Back Next

Who can be appointed as a reviewer (assessor)? Who must *and* who should prepare an assessment of the dissertation?

According to **Section 9 subsections 1 and 2** of the Doctoral Degree Regulations MIN Faculty (2010) as amended (see amendments on this website), the following requirements apply:

- After submission of the dissertation, the departmental doctoral committee appoints reviewer (assessor) for the dissertation.
- **A supervisor** or a **member of the supervision panel** of the dissertation project is **usually appointed as one of the reviewer (assessor)**.

- At least one of the **reviewer (assessor)** must be a **university teacher of the MIN Faculty** (and **usually of your MIN department**); the university teachers of your department are usually listed in the personal directory[5].
- At least **one of the reviewer (assessor)** must belong to the **area of expertise of the dissertation**. If important methodological or subject-specific aspects of the dissertation lie in a field primarily taught by another faculty, another reviewer (assessor) must be appointed from the respective faculty; section 6 subsection 4 applies accordingly.

According to **Section 10 subsections 1 and 2** of the Doctoral Degree Regulations MIN Faculty (2018) as amended (see amendments on this website), the following requirements apply:

- The subject doctoral committee shall promptly appoint at least two assessors for the doctoral dissertation after the doctoral candidate has submitted it.
- **Generally**, **one supervisor** or **one co-supervisor** of the doctoral dissertation project pursuant to Section 7 subsection 2 (a) or (b) should be appointed as **an reviewer (assessor)**.
- Assessments shall be prepared by academics in accordance with Section 3 a) to l) of the above-mentioned Doctoral Degree Regulations MIN Faculty (2018); the academics must have at least a doctorate and must be qualified for the dissertation project.
- As a rule, at least **one reviewer (assessor)** will be from the group set forth in **Section 3 a)**[6] of the above-mentioned Doctoral Degree Regulations MIN Faculty (2018).
- **One assessment** must be prepared by an **academic pursuant to Section 3 a) to e)**[7] of the above-mentioned Doctoral Degree Regulations MIN Faculty (2018).
- At least **one reviewer (assessor)** must be **an authority in the subject matter of the doctoral dissertation**. If material methodological or substantive aspects of the dissertation concern a field of study that is principally taught at another faculty, then one assessor should be from this faculty pursuant to Section 3 h)[8] of the above-mentioned Doctoral Degree Regulations MIN Faculty (2018).

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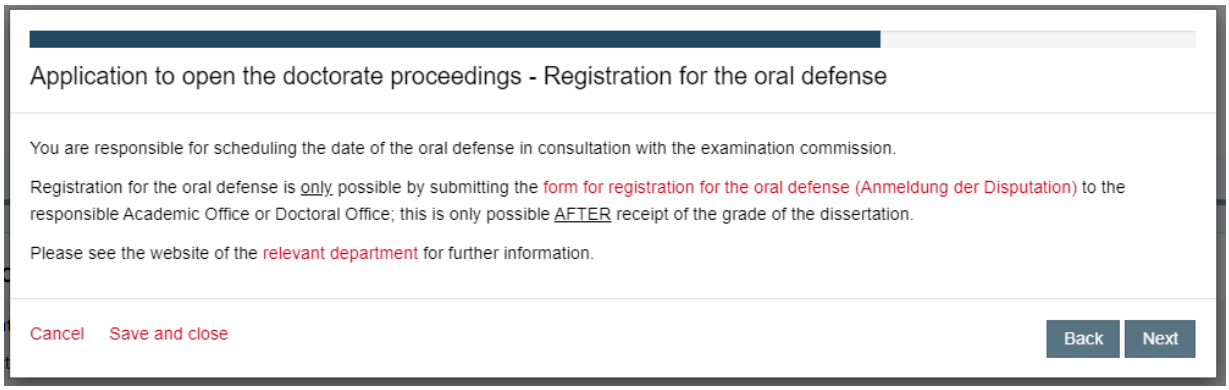
[5] On the following website you will find:
- the list of persons of the Department of Biology of the MIN Faculty
- the list of persons of the Department of Chemistry of the MIN Faculty
- the list of persons of the Department of Earth System Sciences of the MIN Faculty
- the list of persons of the Department of Informatics of the MIN Faculty
- the list of persons of the Department of Mathematics of the MIN Faculty
- the list of persons of the Department of Physics of the MIN Faculty

[6] The scientists belonging to the group of persons according to Section **3 a) of the above-mentioned doctoral degree regulations** are: university teachers of the MIN Faculty (and your MIN department), senior professors of the MIN Faculty (and your MIN department) and faculty members of the MIN-Faculty (and your MIN department) who have completed a *Habilitation*.

[7] **Section 3 b) of the above-mentioned doctoral degree regulations:** Persons in this group are university teachers of the MIN who have taken on a full-time position in the university administration for a limited period of time (e.g. as dean or president).
Section 3 c) of the above-mentioned doctoral degree regulations: These are university teachers of the MIN who have been appointed jointly with other institutions and who are on leave and employed at a non-university institution within the scope of their appointment. On this website you can find, among others, the jointly appointed university teachers of the MIN (see persons behind whose names in parentheses is the reference *(gemeinsam mit …)*).
Section 3 d) of the above-mentioned doctoral degree regulations: We currently have no representatives of this group.
Section 3 e) of the above-mentioned doctoral degree regulations: These are scientists who have been conferred the academic title of "Professor" by the UHH/MIN according to § 17 (1) HmbHG (so-called §*17.1-Professors*) and who have been subsequently appointed *ad personam* according to Section 3 e) of the above-mentioned doctoral degree regulations. On this website you will find all §17.1-Professors of MIN. However, not all §17.1-professors of the MIN listed on the website were appointed *ad personam* according to Section 3 e) of the above-mentioned doctoral degree regulations. Thus, the respective §17.1-professor can provide you with information on whether he/she belongs to the group according to Section 3 e) of the above-mentioned doctoral degree regulations or not.

[8] **Section 3 h) of the above-mentioned doctoral degree regulations:** These are university teachers as well as members from other faculties of Universität Hamburg who have completed a *Habilitation*.

3.2.12 Registration for the oral defense



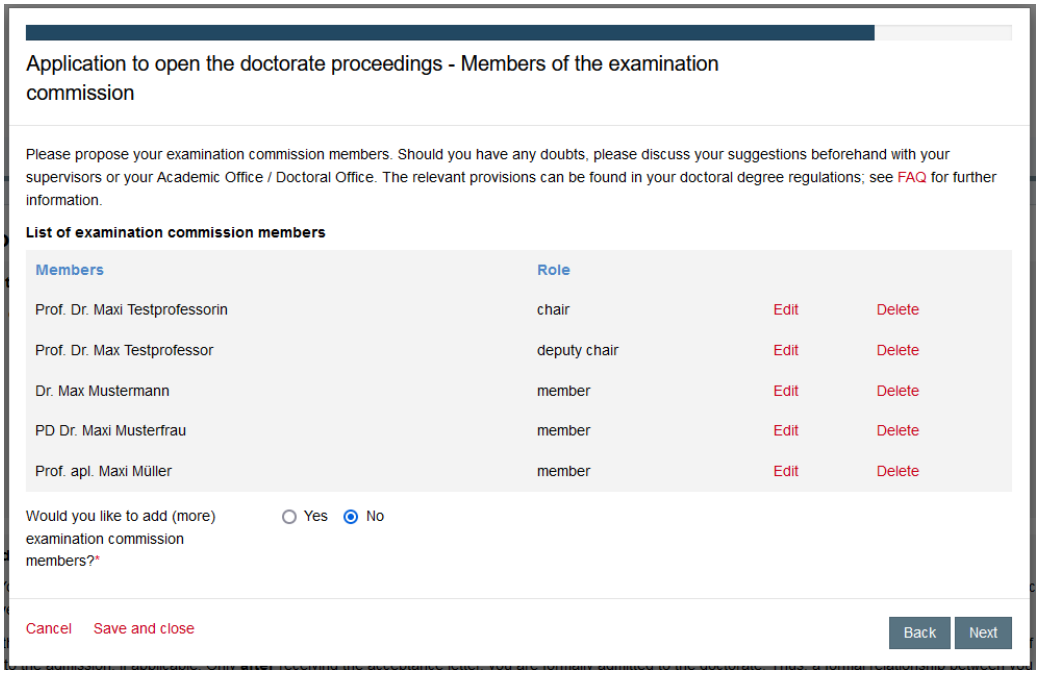
The form for registration for the oral defense (Anmeldung der Disputation) can be found here.

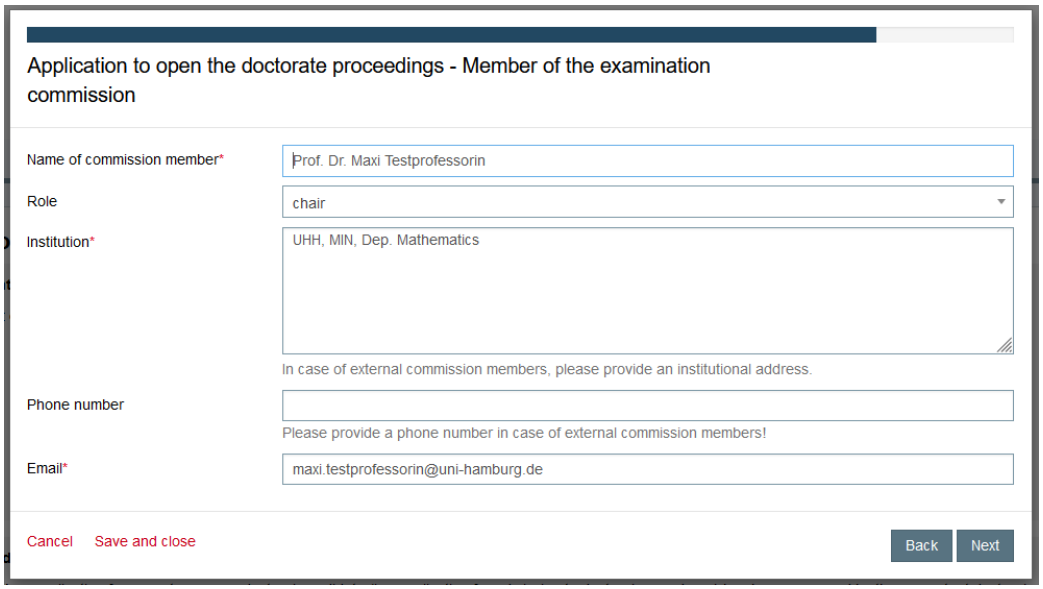
Please see the website of the relevant department for further information.

Concerning the language of oral defense:

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

3.2.13 Members of the examination commission





Who can be appointed as a member of the examination commission? Who must *and* who should be part of the examination commission?

According to **Section 8 subsections 1 and 2** of the Doctoral Degree Regulations MIN Faculty (2010) as amended (see amendments on this website), the following requirements apply:

- The examination commission consists of **at least three members** invested with the right to supervise doctoral procedures; **of these, by the majority university teachers**. There should not be more than one professor in the examination commission who has been relieved of her or his duties or who has retired.
- **The chair** and **a vice chair of the examination commission** must be **university teachers** or **'habilitierte' members of the Universität Hamburg**.
- **The chair of the examination commission** must be **a university teacher of the MIN Faculty** (and **usually of your MIN department**) or **'habilitierte' member of the MIN Faculty** (and **usually of your MIN department**).

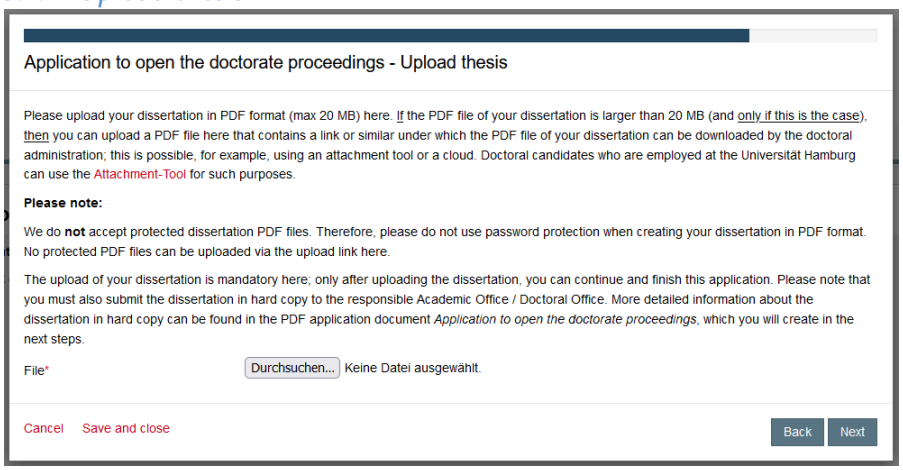
According to **Section 9 subsections 1 and 2** of the Doctoral Degree Regulations MIN Faculty (2018) as amended (see amendments on this website), the following requirements apply:

- The examination commission is comprised **of at least three persons** who are authorized to supervise doctoral procedures, **of which the majority must be academics pursuant to Section 3 a) to e)**[9]. At least **one member of the examination commission** must be a **university teacher from the MIN pursuant to Section 3 a)**. No more than one retired academic may be a part of the examination commission.
- **The chair of the examination commission** and **the vice-chair of the examination commission** must **be academics pursuant to Section 3 a) or Section 3 c)**[10].

Please be sure to read the **information on the composition of the examination commission on the websites of your department** and take it into account when submitting proposals for the members of the examination commission!

[9] See footnotes 6 and 7.
[10] See footnotes 6 and 7.

3.2.14 Upload thesis

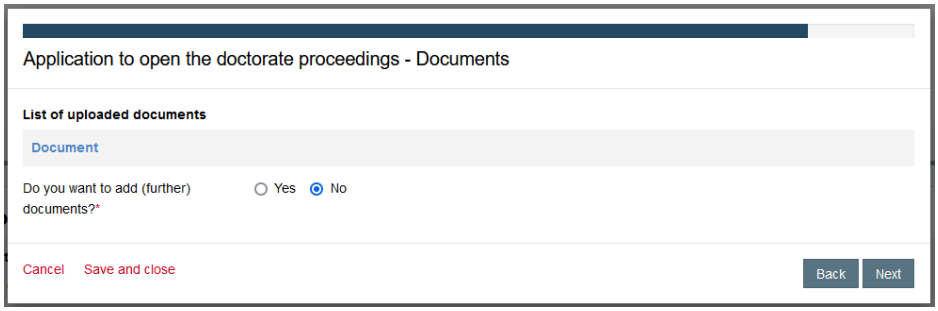


The upload of your dissertation in the course of your application to open the doctorate proceedings is mandatory. Your dissertation has to be in PDF format and should not exceed 20 MB. If the PDF file of your dissertation is larger than 20 MB (and only if this is the case), then you can upload a PDF file here that contains a link or similar under which the PDF file of your dissertation can be downloaded by the doctoral administration; this is possible, for example, using an attachment tool or a cloud. Doctoral candidates who are employed at the Universität Hamburg can use the attachment tool for such purposes.

Please note:

- **Before uploading your dissertation here, please make sure that the dissertation meets all (formal) requirements of your doctoral degree regulations.** The requirements are summarized for you under *Preparation for application Section 1*.
- **Depending on** what your upload speed is (i.e. your upload rate), it may take some time (e.g. up to 2-5 minutes) to complete the upload of your dissertation. During the time the upload is being done, the "Next" button will fade. **Please do wait and do not click on any other buttons or links in the screen until the upload of the dissertation is completed!**

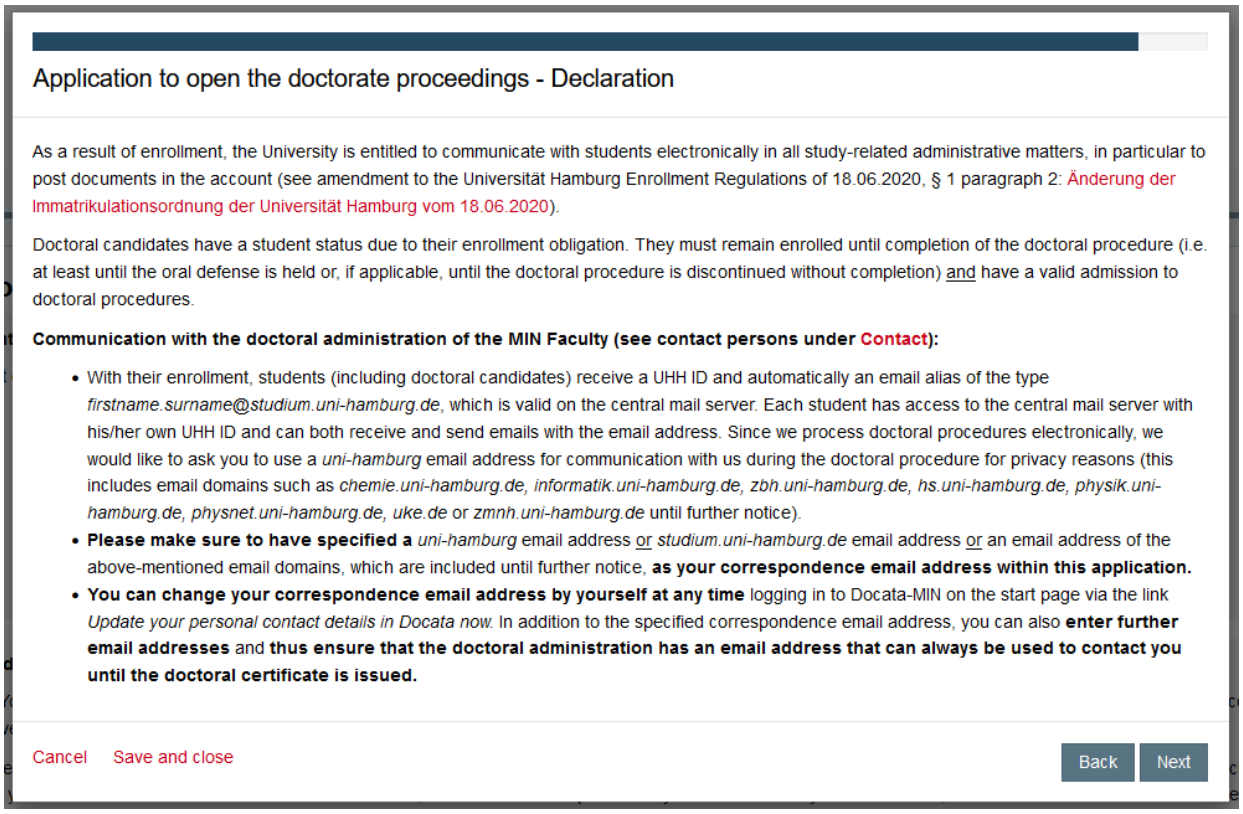
3.2.15 Documents



Here you **do not need** to upload the application documents listed under *Preparation for application Section 1* above. They will be uploaded in the second section of the online application together with the signed *Application to open the doctorate proceedings*, which you will create in the sections immediately following.

Here, **only** documents are to be uploaded that the responsible Academic Office or the Doctoral Office Physics has **explicitly** requested you to upload together with the dissertation (e.g. if dissertations were created in collaboration with other scientists according to Section 7 subsection 3 of the Doctoral Degree Regulations MIN Faculty (2010) as amended (see amendments on this website) *or* according to Section 8 subsection 3 of the Doctoral Degree Regulations MIN Faculty (2018) as amended (see amendments on this website).

3.2.16 Declaration



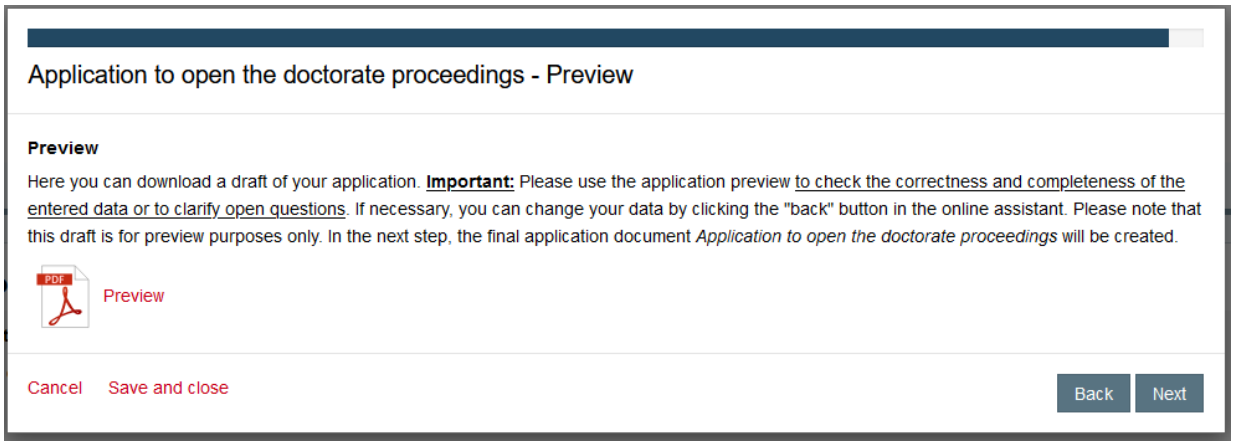
To that end, here are three important notes:

A) **Processing applications and doctoral procedures in the MIN Faculty: Electronically and paperless!** We process doctoral procedures electronically. Paper documents are not requested, but also not accepted! **Exception: Submission of the dissertation, which you submit here for evaluation, also in paper form to the responsible Academic Office or Doctoral Office Physics (for archiving purposes)!**

B) **Enrollment** and **valid admission period: Mandatory for all doctoral students!** Doctoral candidates must both submit the dissertation and hold the oral defense within a valid admission period. Doctoral candidates must remain enrolled until the oral defense is held. A period of approximately three months must be considered for the examination procedure (from submission of the dissertation to the oral defense).

C) **Communication with the doctoral administration of the MIN Faculty: Via UHH server for data protection reasons!** Please use a *uni-hamburg* email address or *studium.uni-hamburg.de* email address or an email address of these email domains (such as *chemie.uni-hamburg.de*, *informatik.uni-hamburg.de*, *zbh.uni-hamburg.de*, *hs.uni-hamburg.de*, *physik.uni-hamburg.de*, *physnet.uni-hamburg.de*, *uke.de* or *zmnh.uni-hamburg.de*) for communication with the doctoral administration of the MIN Faculty.

3.2.17 Preview

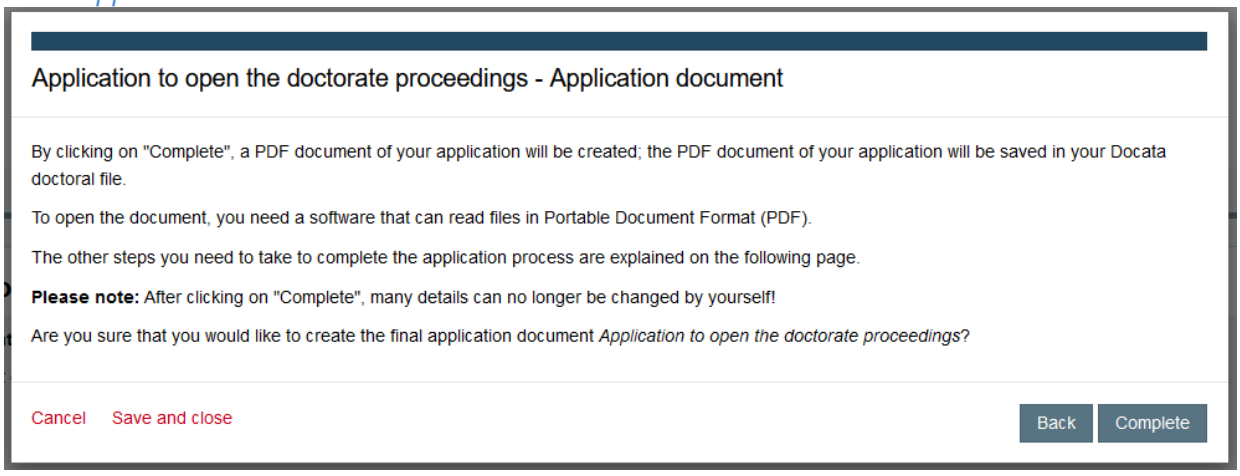


Please use the application preview to check the correctness and completeness of the entered data or to clarify open questions.

The most common incorrect or incomplete information relates to:

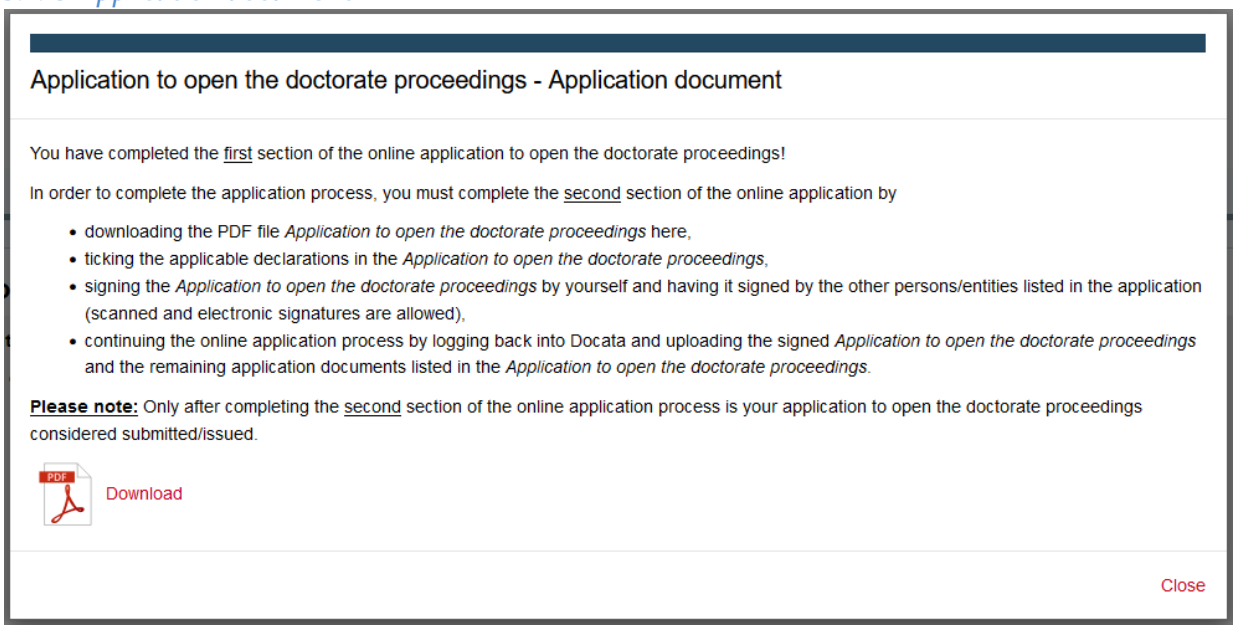
- No indication of membership in a graduate school, graduate college or structured doctoral program, although membership/participation exists (see *3.2.8 Type of doctorate* above).
- No indication of the dissertation title as it appears in the electronic copy of the dissertation submitted with this application and in the paper copy of the dissertation (see *3.2.10 Dissertation (Doctoral Thesis)* above).
- No indication of all reviewers (assessors) and members of the examination commission provided for according to the doctoral degree regulations applicable to the doctoral procedure (see *3.2.11 Reviewers (Assessors)* and *3.2.13 Members of the examination commission* above).

3.2.18 Application document



Here, after clicking on "Complete", you will create the final application document *Application to open the doctorate proceedings* and are in the process of completing the first section of the Docata-MIN online application to open the doctorate proceedings.

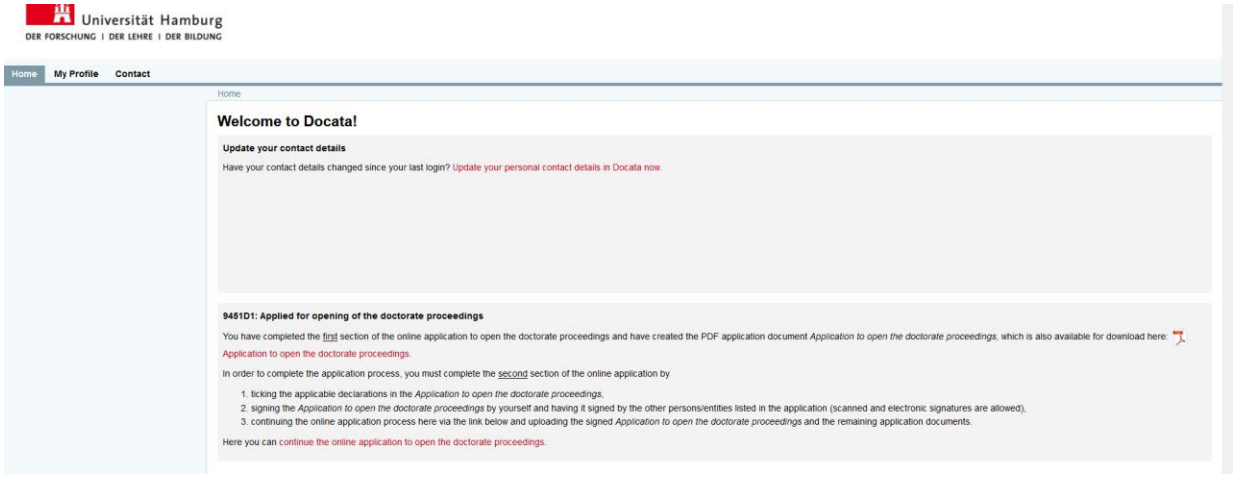
3.2.19 Application document



You have completed the first section of the online application to open the doctorate proceedings.

In order for you to complete the application process, you must complete the second section of the online application by following the steps outlined in the screenshot above.

After clicking on "Close" in the above screen, you will be taken to the start page where the final application document *Application to open the doctorate proceedings* is also available for download. On the start page, the steps you need to take to complete the second final section of the Docata-MIN online application to open the doctorate proceedings are also described again.



In the section *Antragsunterlagen | Application documents* of the application document *Application to open the doctorate proceedings* and also in the first screen *Application to open the doctorate proceedings - Documents checklist*, which appears directly after clicking the link *continue the online application to open the doctorate proceedings*, all application documents are listed, which you have to submit together with the completely signed *Application to open the doctorate proceedings*.

You can then log out at the point here in Docata-MIN and

i. tick the applicable declarations in the *Application to open the doctorate proceedings*,

ii. sign the *Application to open the doctorate proceedings* by yourself and have it signed by the other persons/entities listed in the application (scanned and electronic signatures are allowed),

iii. log back into Docata-MIN and complete the online application via the link on the Docata-MIN home page *continue the online application to open the doctorate proceedings* and upload the signed *Application to open the doctorate proceedings* and the remaining application documents.

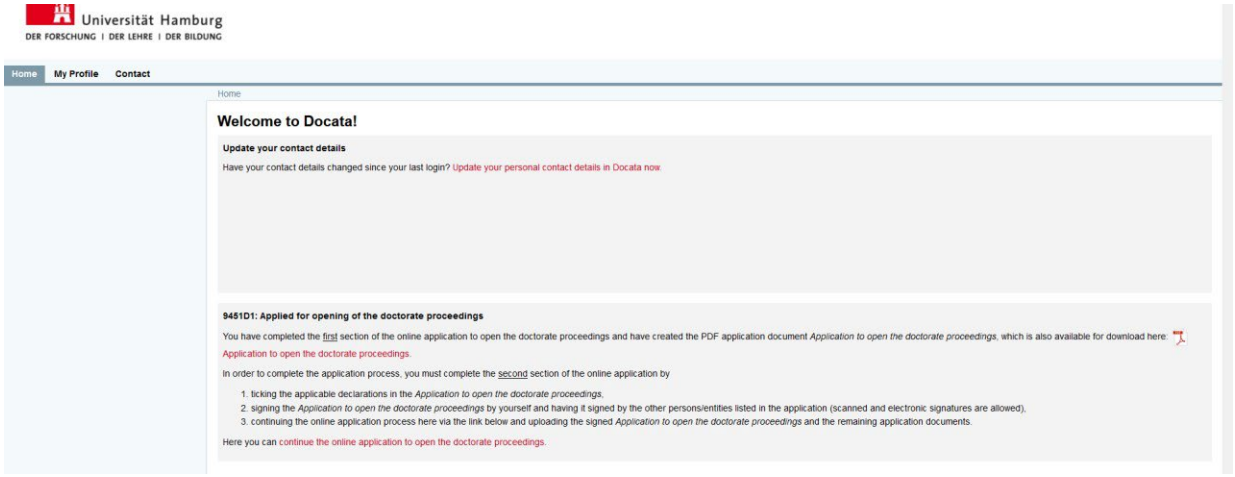
Electronic signatures:

Both you as a doctoral candidate and all persons/entities who have to sign the *Application to open the doctorate proceedings* can do so by means of an electronic signature.

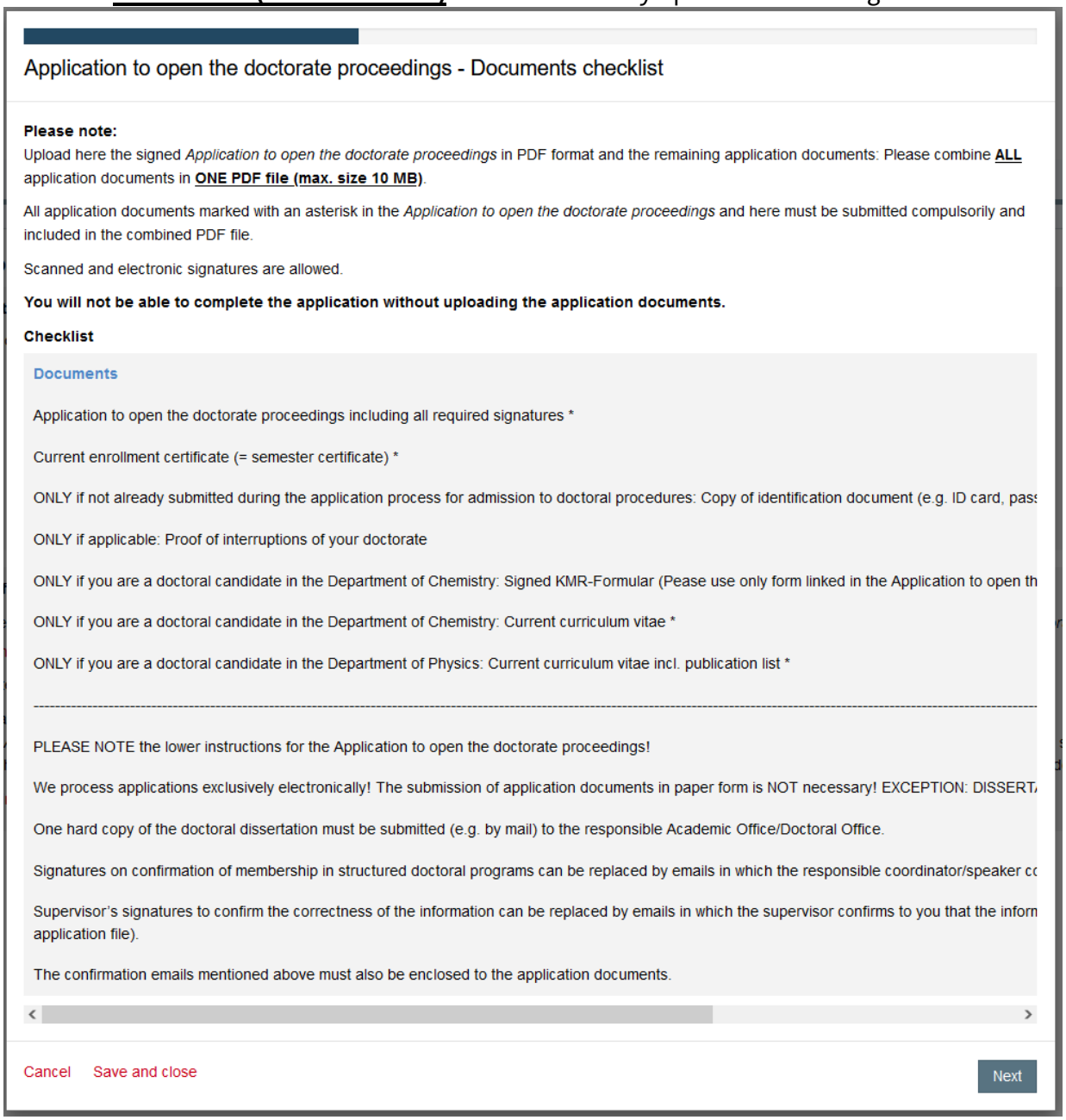
You can sign a document electronically, e.g. by drawing your own signature with the mouse or finger or by inserting a photo/scan of your own signature in the PDF document. You can also use a certificate-based signature, which has a higher evidential value in authenticating a signer.

4. Online application Section 2

After you have the *Application to open the doctorate proceedings* with all applicable declarations ticked and all signatures and the remaining application documents (if applicable, also completely filled out and signed), please log back into Docata-MIN and complete the online application via the link *continue the online application to open the doctorate proceedings*:

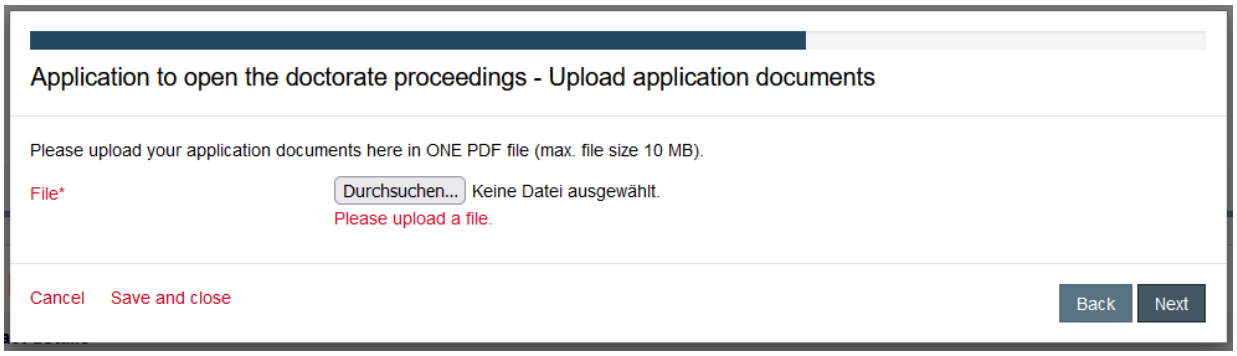


After clicking on the link *continue the online application to open the doctorate proceedings*, the section *Documents checklist* appears. Here, all application documents are listed that you have to submit in **ONE PDF file (max. size 10 MB)** via the mandatory upload after clicking "Next":



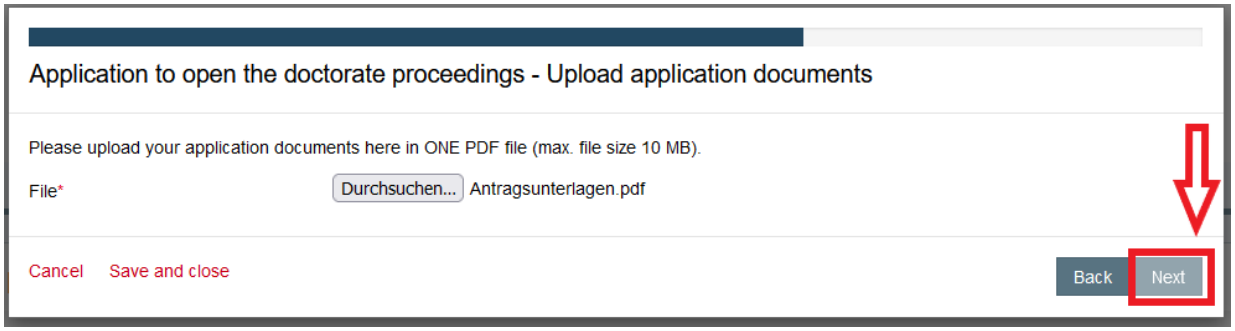
Please note here the information listed in the screenshot on replacing signatures with confirmation emails. The confirmation emails must also be enclosed to the application documents and included in the ONE merged PDF file (max. size 10 MB) mentioned above.

The upload of the application documents here is mandatory:

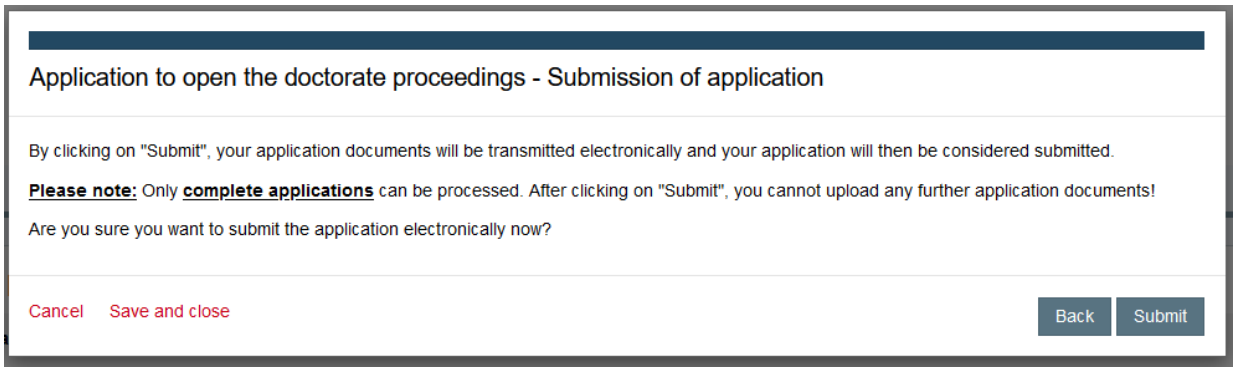


Please note:

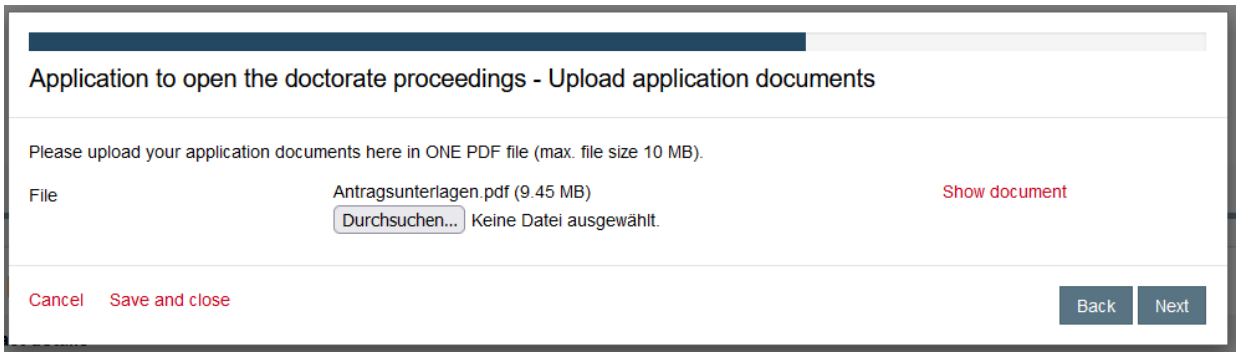
Depending on what your upload speed is (i.e. your upload rate), it may take some time (e.g. up to 2-5 minutes) to complete the upload of the application documents. During the time the upload is being done, the "Next" button will fade as shown in the screenshot below. **Please do wait and do not click on any other buttons or links in the screen until the upload of the application documents is completed!**



After a successful upload, you will be taken directly to the next page *Submission of application* (see screenshot below). Here you can return to the previous page *Upload application documents* by clicking the "Back" button:

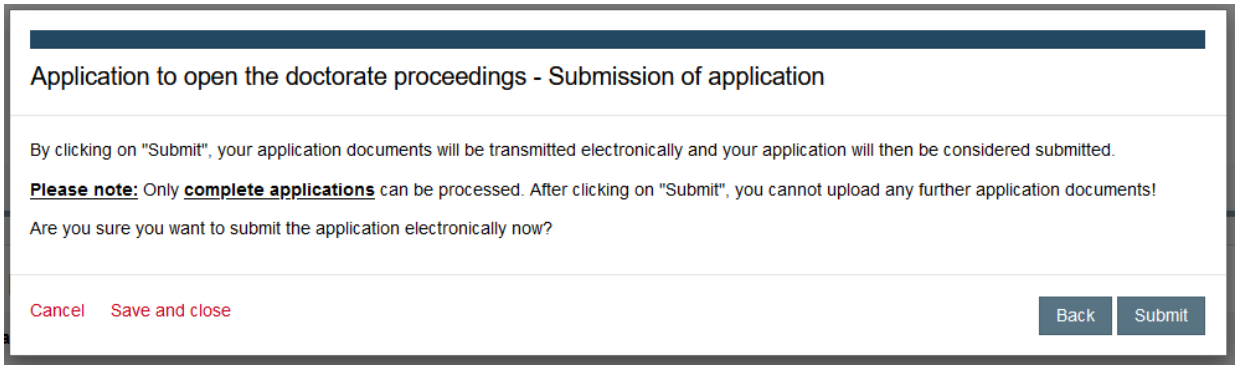


Then you will be shown the full name of the uploaded PDF document and its file size; you will be able to view the uploaded PDF document via the "Show document" link (to make sure it is the complete/correct document).



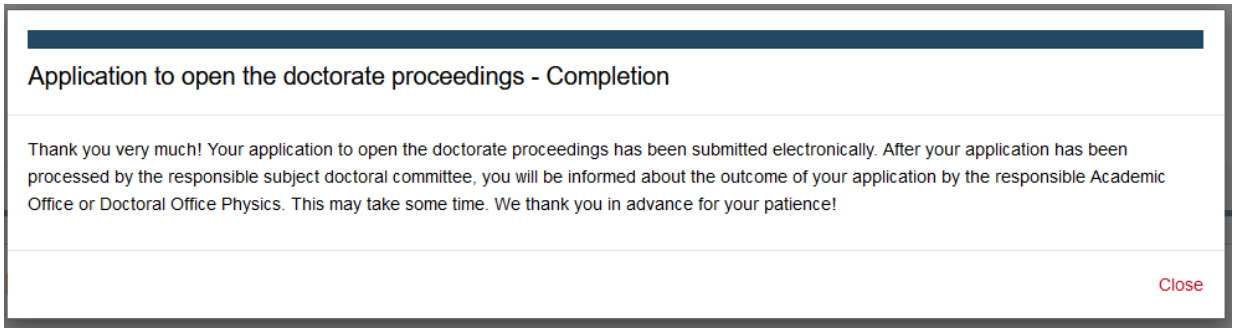
In case you want to overwrite an already uploaded PDF file, please select the new PDF file from your local storage via the "Durchsuchen" button and then click the "Next" button in the page *Upload application documents*. Please note the information above about the upload speed (i.e. your upload rate)! After a successful upload, you will be taken directly to the next page *Submission of application*. There you can use the "Back" button as described above to return to the *Upload application documents* section and view the uploaded PDF document.

To complete the second section of the online application and submit your application documents, you must click the "Submit" button here:



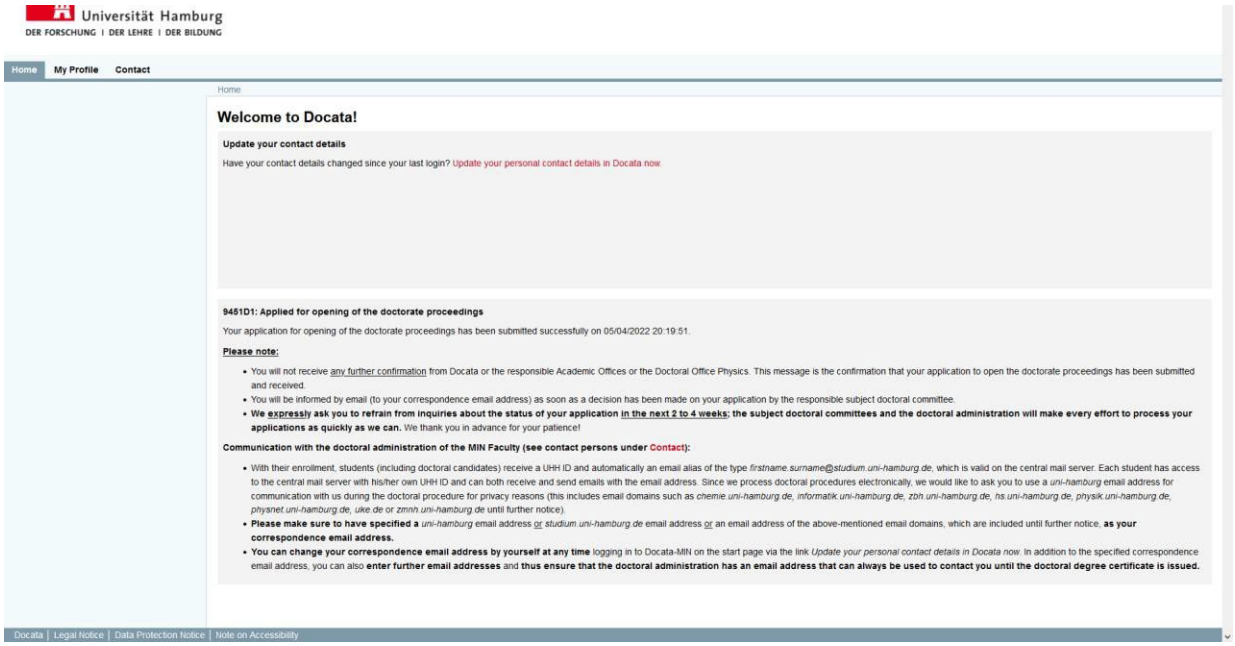
Please note: Only **complete applications** can be processed. **After clicking on "Submit", you cannot upload any further application documents!**

After clicking the "Submit" button, the following screen appears:



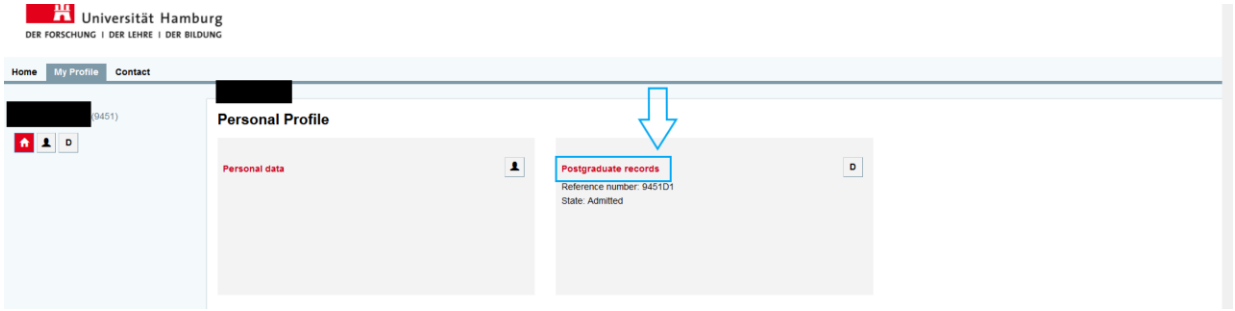
You have made it! Your application to open the doctorate proceedings has been submitted electronically.

After clicking on "Close" you will be taken to the start page in Docata-MIN:

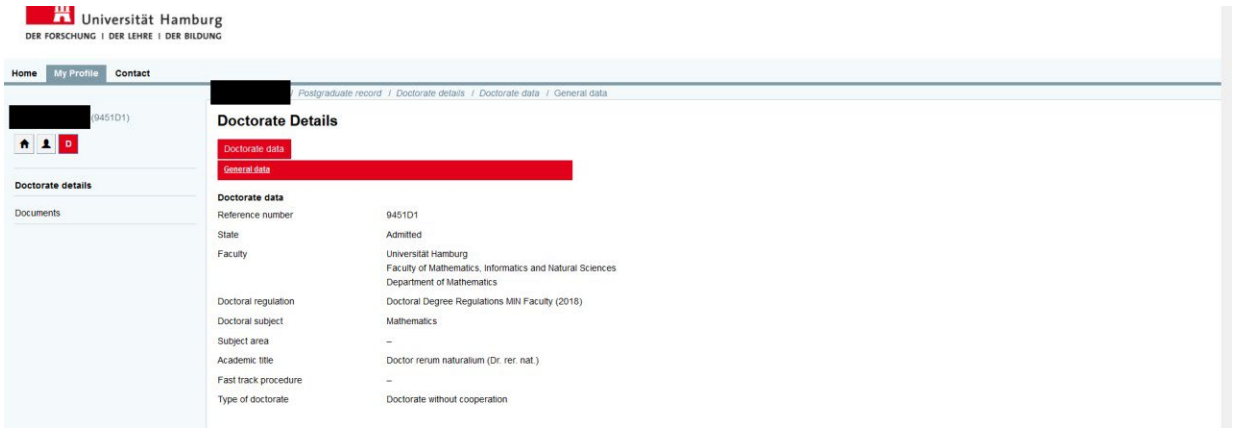


There you will find information about the further process and the processing of your application.

When you open the menu item *My profile*, you can click on the link "Postgraduate records"



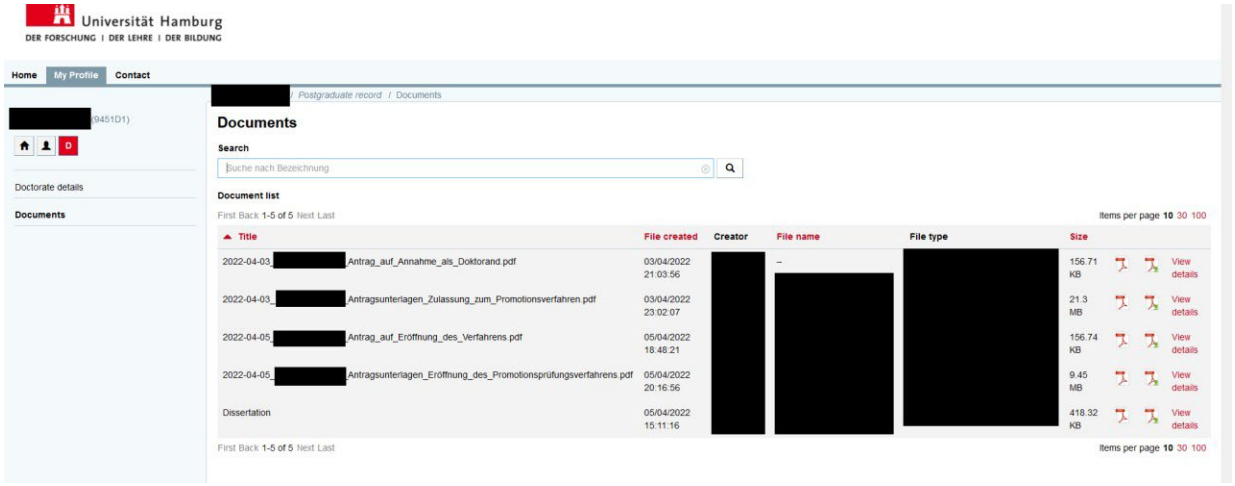
and then you will find some key data on your doctorate under *Doctorate Details*:



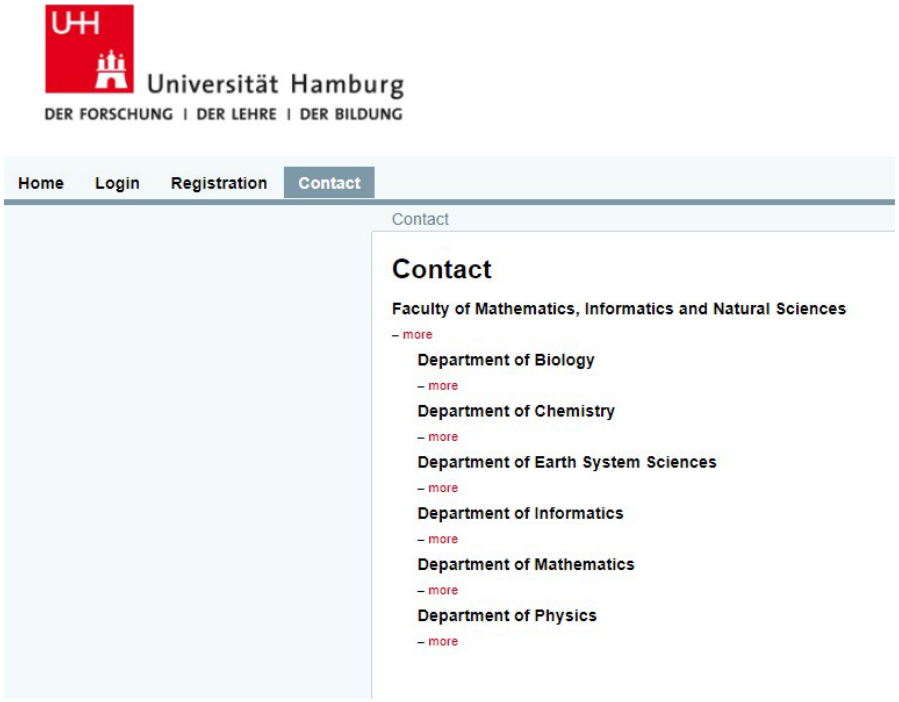
Under *Documents* you will find:

- the application document *Application to open the doctorate proceedings* that you created during the first section of the online application to open the doctorate proceedings,
- the application documents that you uploaded to Docata-MIN electronically via the link *continue the online application to open the doctorate proceedings* during the second section of the online application to open the doctorate proceedings,

- if applicable, other application files (e.g. *Application for admission to doctoral procedures*) that you created in previous online applications via Docata-MIN,
- if applicable, application documents that you have submitted in previous online applications via Docata-MIN,
- if applicable, documents that the MIN doctoral administration (i.e. the responsible Academic Office or the Doctoral Office Physics) has deposited for you:



These documents are part of your electronic file and will be available to you here under *Documents* until further notice. However, you can only view and/or re-download the documents under *Documents*: **Further actions are not permitted!**

5. Contact

You can find the contact details for the responsible Academic Offices or the Doctoral Office here under 'Contact' in Docata-MIN or on the websites of your department.