Doctoral Examinations: FAQs

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

Please note:

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

- In the course of the Docata application process, you will be asked to provide information based on some of the documents listed in the following. After completing the online application, you have to submit your application including all other necessary documents and all required signatures in hard copy to the Academic Office / Doctoral Office of your department:

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

- **Please note:** The dissertation has to be uploaded in PDF Format (max 20 MB) in the course of the application to open the doctorate proceedings in Docata. The upload of your dissertation is mandatory.

- In the course of your application, you will need to provide precise details on the following areas of your doctoral studies:
  - Type of doctorate (i.e. in or without cooperation with another institution)
  - Interruptions to your doctoral studies (e.g. parental leave)
  - Research stays abroad as the following: field studies, experiments, research, field trips, summer schools, method courses, language courses (related to the doctoral studies), conferences/sessions and workshops
  - Participation or membership in a graduate school, a research training group (dt. Graduiertenkolleg) or a structured doctoral program
  - Financing your doctoral studies

- In the course of your application, you will need to answer the following questions, which you may need to discuss with your supervisor beforehand:
  - [ ] Type of doctorate: Have your doctoral studies involved a form of cooperation?  
    **N.B.:** This applies in the case of institutional cooperation involving a contract or other agreement. Further information about the Docata option list can be found below.
  - [ ] Have you undertaken research stays abroad during your doctoral studies? (e.g. field studies, experiments, research, field trips, summer schools, method courses, language courses (related to the doctoral studies), conferences/sessions and workshops)?
  - [ ] Since your admission, have you joined one or more structured doctoral programs?  
    **Examples:** graduate program in the Department of Chemistry, graduate school in a Collaborative Research Center (CRC), HPI Graduate School, CUI Graduate School, IMPRS for Ultrafast Imaging & Structural Dynamics, etc.  
    **N.B.:** In Docata you can find a pick list with all current structured programs. The information you provide will need to be confirmed by the relevant graduate school coordinator / departmental head.
  - [ ] Are you submitting a cumulative dissertation?
  - [ ] Have you been employed by Universität Hamburg during your doctoral studies?

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1 Universität Hamburg is legally required to collect this information on behalf of the state statistical office.
You should nominate two reviewers (assessors) and put forward proposals for the members of your examination commission. Be sure to discuss your proposals with your supervisor and observe the relevant provisions in the doctoral degree regulations.

- Alongside the doctoral degree regulations, please also consult the Bylaws for Safeguarding Good Scientific Practice and Avoiding Scientific Misconduct at Universität Hamburg. You can find there regulations here.
How to apply using Docata

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

### Application to open the doctorate proceedings

#### Page: Personal data

If you have a dual citizenship, please provide details of this under 'Dual Citizenship'. If you have changed your name, please contact your Academic Office / Doctoral Office and submit a respective identification document.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>First name</td>
<td>Required</td>
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<tr>
<td>Last name</td>
<td>Required</td>
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<td>Date of birth</td>
<td>Required</td>
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<tr>
<td>Citizenship</td>
<td>Required</td>
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</tbody>
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#### Page: Mailing address, main mailing address, phone / email contact and main email address

Please check and update your contact details. Be sure to enter a mobile number in case we need to contact you during the doctoral procedure. You can change these details after creating the application.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
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<tbody>
<tr>
<td>Mailing address</td>
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<tr>
<td>Main mailing address</td>
<td>Optional</td>
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<tr>
<td>Phone number</td>
<td>Optional</td>
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<td>Email address</td>
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#### Page: General information on the doctorate

Doctoral subjects at the MIN Faculty:

<table>
<thead>
<tr>
<th>Doctoral subject</th>
<th>Faculty Department</th>
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<tbody>
<tr>
<td>Biology</td>
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<tr>
<td>Chemistry</td>
<td>Chemistry</td>
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<tr>
<td>Health Sciences</td>
<td>Earth Sciences</td>
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<tr>
<td>Cosmetic Sciences</td>
<td>Informatics</td>
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<tr>
<td>Earth System Sciences</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Physics</td>
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</tbody>
</table>

When selecting the 'pursued academic title', please note:
• Dr. rer. nat. applies to the following doctoral subjects: Biology, Chemistry, Health Sciences, Earth System Sciences, Computer Science, Mathematics and Physics.

• Dr. phil. applies to the following doctoral subjects: Cosmetic Sciences und Health Sciences.

• Ph.D. applies to the following doctoral subjects, however only upon request and upon successful completion of doctoral studies in a course program (‘Promotionsstudiengang’): Biology, Chemistry, Earth System Sciences, Computer Science, Mathematics and Physics.

Page: Type of doctorate

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

Note on the option list:

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

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

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

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

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

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

Page: Interruptions of your doctorate

Have your doctoral studies been interrupted at any time? This includes maternity leave (pregnancy) / paternal leave, child care, other family reasons, illness, etc.
Page: 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 (z. B. Bayer Foundations, Joachim Herz Foundation, Stiftung Mercator);
- Funding programs of national or international companies (z. B. SpeedUp der BWM Group, NextGen Scholarship for Study in the US, Rotary Club Scholarships).

Other program funded by public funds
This includes following funding possibilities for example:
- Scholarships funded by state higher education institutions (home or partner higher education institution);
- Scholarships funded by public foundations (i.e. foundation funded by public funds) (e.g. Studienstiftung, Friedrich-Ebert-Stiftung, etc.);
- DAAD scholarships (e.g. Promos, ISAP, Carlo-Schmid-Programm, FIT weltweit, Go East Sommerschule, IAESTE, etc.);
- Auslands-BAföG;
- Deutschlandstipendium.
Page: Type of doctorate

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

Page: Funding

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

Page: Reviewers (Assessors)

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

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

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

Page: Members of the examination commission

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

Page: Upload thesis

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

Page: Documents checklist

The documents listed here must be submitted to your Academic Office / Doctoral Office. Please see further information about the submission of the dissertation provided on the website of your department. It could be the case that further documents must be submitted.
PLEASE NOTE the following instructions on the print of the online application to open the doctorate proceedings for the PERIOD 26.03.2020 - until further notice!

Signatures on confirmation of membership in structured doctoral programs can be replaced by emails in which the responsible coordinator/speaker confirms to you your membership.

Supervisor’s signatures to confirm the correctness of the information can be replaced by emails in which the supervisor confirms to you that the information provided is correct (see last page of the print).

Doctoral candidates must (mark with a) cross the declarations in the print of the online application (where applicable), also (mark with a) cross the application documents enclosed and sign the print (scanned/electronic signatures are allowed).

PLEASE NOTE for the PERIOD 26.03.2020 - until further notice!

1. Due to the spread of coronavirus, the responsible Academic Offices or the Doctoral Office Physics can only be reached by email and ONLY in urgent cases by telephone!

2a. In order for your application to be processed, you must SCAN ALL application documents (except the dissertation) and SEND them VIA EMAIL to the responsible Academic Office/Doctoral Office (see Contact in Docata). Please send your documents in ONE PDF file (max. 10 MB).

2b. The confirmation emails mentioned above must also be enclosed to the application documents.

2c. ALL application documents must ALSO be sent by mail to the responsible Academic Office/Doctoral Office.

2d. One hard copy of the doctoral dissertation must be sent by mail to the responsible Academic Office/Doctoral Office.

3. Due to the current situation, the processing may take more time. We ask for your kind understanding and patience.

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

Page: Download application
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.

Contact data
The contact data of your Academic Office / Doctoral Office can be found under ‘Contact’ or on the website of your department.
Contact
Faculty of Mathematics, Informatics and Natural Sciences
  Department of Biology
  Department of Chemistry
  Department of Earth Sciences
  Department of Informatics
  Department of Mathematics
  Department of Physics