

## Applicant FAQ

### *Electronic application with Docata-MIN: the online application for admission to doctoral procedures*

<u>Preparation</u> <u>Step 1</u>	<u>Preparation</u> <u>Step 2</u>	<u>Online application</u> <u>Section 1</u>	<u>Online application</u> <u>Section 2</u>
<u>Prepare documents in digital form:</u>	<u>Resolving specific questions with your supervisor:</u>	<u>Start Docata-MIN online application</u>	<u>Complete Docata-MIN online application</u>
<ul style="list-style-type: none"> <li>Degree certificates (e.g. bachelor's and master's degree)</li> <li><a href="#">Supervision agreement</a></li> <li>Certificate of higher education entrance eligibility (secondary school leaving certificate: dt. Abitur/Reifezeugnis)</li> <li><a href="#">Research project outline</a></li> <li>Copy of identification document (e.g. ID card, passport, visa)</li> <li>Curriculum vitae and if available, publication list</li> <li>If necessary, further documents (see details below)</li> </ul>	<ul style="list-style-type: none"> <li>Type of doctorate: institutional cooperation?</li> <li>Type of doctorate: Participation in a structured doctoral program?</li> <li>Additional supervisors?</li> <li>Type of dissertation: monograph or cumulative dissertation?</li> <li>Employment at Universität Hamburg?</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Register in Docata-MIN</a>: Create user account and set password.</li> <li><a href="#">Log in to Docata-MIN with the login data of the user account</a> and fill in the online application for admission to doctoral procedures.</li> <li><b>Before</b> creating the PDF application file, use the application preview to check the correctness and completeness of the data or to clarify any open questions.</li> <li>Complete the <b>first</b> section of the online application and download the PDF application file <i>Application for admission to doctoral procedures</i>: tick the applicable declarations in the PDF application file and sign it by yourself and having it signed by the other persons/entities listed in the application.</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Log in to Docata-MIN</a> and complete the <b>second</b> section of the online application: upload the fully signed <i>Application for admission to doctoral procedures</i> and the remaining application documents (see Preparation Step 1 here) which are also listed in the <i>Application for admission to doctoral procedures</i> and submit via Docata-MIN.</li> </ul>

#### Please note:

- 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 Section 3 and Section 7, subsections 2 and 3 of the [Doctoral Degree Regulations MIN Faculty \(2018\)](#) as amended; see amendments [on this website](#); see also Section [3.3.7 Supervisor\(s\)](#) below).
- 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](#).
- We process applications for admission electronically only! The submission of application documents in paper form is NOT necessary!**

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## 1. Preparation for the application: Step 1

The preparation for the application Step 1 consists of

- a) preparing the documents listed below in digital form and
- b) filling in the relevant forms, signing them and having them signed.

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

- Copies of your degree certificates<sup>1</sup> (e.g. bachelor's and master's degree): certificate of academic degree, transcript of records, diploma supplement (if issued)  
<sup>1</sup>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.
- Completed and fully signed supervision agreement (Please use [this form](#) only.)
- Copy of certificate of higher education entrance eligibility (secondary school leaving certificate: dt. Abitur/Reifezeugnis)
- Completed and fully signed research project outline (Please use [this form](#) only.)
- Copy of identification document (e.g. ID card, passport, visa)
- Curriculum vitae and if available, publication list

**ALL** doctoral candidates must submit the following document **ONLY if applicable**: Statement attesting that you have previously applied for a doctorate at another higher education institution, in another faculty of Universität Hamburg or in another department of the MIN Faculty of Universität Hamburg (including details on the application)

**ONLY** doctoral candidates with degree certificates from a country outside of Germany *or* outside of the European Union and **ONLY** for applications **in the Department of Biology** *or* **in the Department of Earth System Sciences** *or* **in the Department of Physics** must submit the following documents:

- **ONLY for applications in the Department of Biology**: Doctoral candidates with a degree from a country outside the European Union must submit in addition to the above documents
  - certificates of the academic degrees including the transcript of records and a diploma supplement showing the total workload of the study (and/or the calculation of the time required per credit point) as well as the Master's thesis (or, if applicable, the English summary) and [this completed form](#)
  - or*
  - certificate of equivalence from the Central Office for Foreign Education (issued by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany).
- **ONLY for applications in the Department of Earth System Sciences**: Doctoral candidates with international degrees must submit in addition to the above documents [this completed comparability form](#)<sup>2</sup>.

<sup>2</sup>Suggestion of Equivalency:

Please have your supervisor confirm the equivalence of your Bachelor's (180 ECTS) and Master's (120 ECTS) degrees, especially regarding your theses. If you do not have sufficient ECTS, admission is possible under the condition that you complete the missing credits until the completion of your dissertation. For this purpose, please obtain course or module proposals via your supervisor.

- **ONLY for applications in the Department of Physics**: Doctoral candidates with a Master's degree outside Germany must submit in addition to the above documents a copy of the title of the Master's thesis and an abstract of the Master's thesis.

During the Docata-MIN online application you will have to provide information according to some of the above mentioned documents. At the end of the second section of the online application, the above mentioned documents have to be uploaded in digital form together with the fully signed PDF application file *Application for admission to doctoral procedures* in Docata-MIN as ONE merged PDF file (max. size 30 MB).

## 2. Preparation for the application: Step 2

- 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?  
*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.
  - **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), 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 for admission to doctoral procedures*.
  - **Further supervisors:** Beside to your supervisor, are there any other researchers who will support you during your research work. Will you have co-supervisors?
  - **Type of dissertation:** Are you planning to submit a monograph or a cumulative dissertation? Do you know your department's cumulative dissertation requirements? [On this website](#) you will find the links to the websites of the MIN departments; on the website of your department you will find the specifications on cumulative dissertations.
  - **Employment at Universität Hamburg:** Is there an employment relationship with the Universität Hamburg at the time of application?
- Please read carefully the [Doctoral Degree Regulations MIN Faculty \(2018\)](#) as amended (see amendments [on this website](#)) and the [Bylaws for Safeguarding Good Scientific Practice and Avoiding Scientific Misconduct at Universität Hamburg](#). According to the above-mentioned doctoral degree regulations, you must declare in the context of the application for admission (here via Docata-MIN) that you are familiar with the above-mentioned doctoral degree regulations in their currently valid version (i.e. with corresponding amendments) and the above-mentioned bylaws.

### 3. Online application Section 1

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

#### 3.1 Registration in Docata-MIN

On [this website](#) you can register in Docata-MIN and create a user account.

**Please note the following for registration:**

- **Email for registration:** If you already have 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*, please use this email for registration.
- **Personal data:** The personal data (e.g. first name, last name, 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).

#### 3.2 Log in to Docata-MIN

After registration you will receive an email with a link. Therefore, check your email right after the completed registration. Then click on the link contained there and set a password for your user account. After that you can [log in to Docata-MIN](#) and start filling out your application for admission to doctoral procedures.

### 3.3 Online application: Application for admission to doctoral procedures (screenshots and explanations)

#### 3.3.1 Personal data

Application for admission to doctoral procedures - Personal data

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](mailto:docata-min@uni-hamburg.de).

Gender\*  male  female  diverse  not specified  
Please select "divers" or "not specified" only if this selection is officially registered for you in the register of civil status.

Title

First name

Surname

Name affix

Name of birth

Date of birth

Place of birth

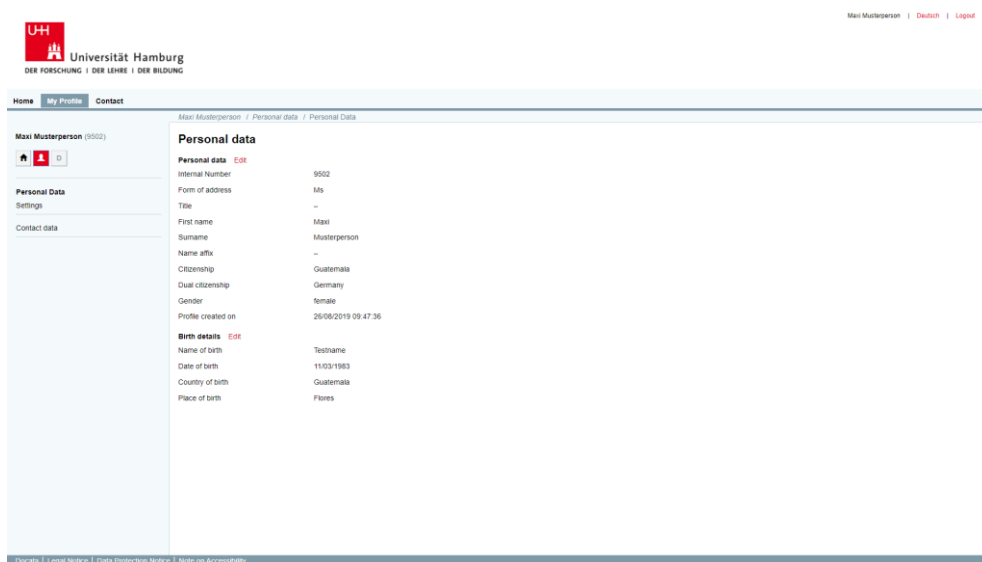
Country of birth

Citizenship\*

Dual Citizenship

Cancel Save and close Back Next

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'. If some of the data highlighted in gray is not correct or complete, you can fill in the data required in this page, click on the "Next" button, then enter the necessary data in the following page, click the "Save and close" button there and click the *My profile* menu item:



Here, you can correct or complete the incorrect or incomplete data and then return to the *Home* page and continue filling out your application for admission to doctoral procedures.

### 3.3.2 Mailing addresses, Main mailing address, Phone / email contact and Main email address

Application for admission to doctoral procedures - Mailing addresses

Please provide us with your working address for your doctoral studies. You may also provide additional addresses in the next step.

**List of addresses**

Address	Edit	Delete
Bundesstr. 55, Raum 8, 20146 Hamburg, Germany	Edit	
Musterstr. 8, 24558 Henstedt-Ulzburg, Germany	Edit	Delete

Do you want to add a (further) address?  Yes  No

Cancel Save and close Back Next

Application for admission to doctoral procedures - Main mailing address

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.

Correspondence address\*

Cancel Save and close Back Next

Application for admission to doctoral procedures - Phone / email contact

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.

**Phone numbers** Add number

Number*	<input type="text" value="[REDACTED]"/>	Phone (work)	Delete
Number*	<input type="text" value="[REDACTED]"/>	Phone (private)	Delete

**Email addresses** Add email address

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.

Email address*	<input type="text" value="[REDACTED]"/>	
Email address*	<input type="text" value="[REDACTED]"/>	Delete

Cancel Save and close Back Next

You can log into Docata-MIN at any time after you have been admitted to the doctoral procedure and change or add to this data. Please always update your contact details via Docata-MIN.

Please note the following about the correspondence email address:

**If you already have 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, please ensure that you have specified this email as your correspondence email address within this application.**

### 3.3.3 Information on the doctorate

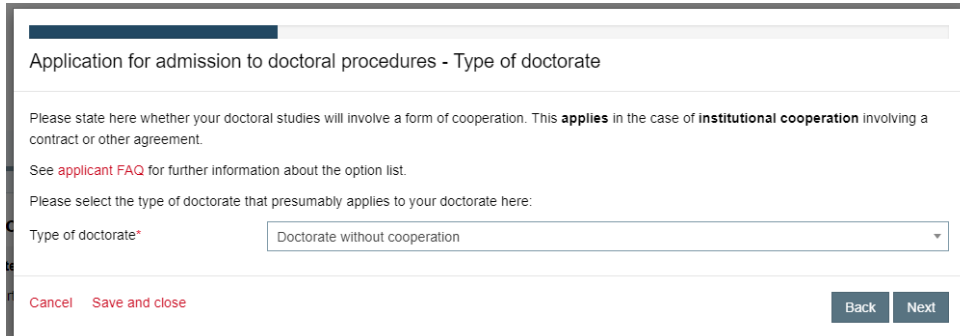
Below you will find an overview of the doctoral subjects of the MIN Faculty and their assignment to a department of the MIN Faculty. Furthermore, it is listed which doctoral degree can be awarded for which doctoral subject:

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

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')<sup>1</sup>**. The application can be submitted at the earliest within the application to open the doctorate proceedings (i.e. when the dissertation is submitted), 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.

### 3.3.4 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.

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<sup>1</sup> *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](#).



### 3.3.5 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".

### 3.3.6 Type of doctorate

If you are pursuing a structured doctorate and are already a member of a graduate school, graduate college or structured doctoral program, please indicate your membership/participation here. On [the following website](#) you will find the graduate schools, graduate colleges or structured doctoral programs in which MIN doctoral students are pursuing their doctorates.

Please note that only the graduate programs listed on this Docata-MIN page are eligible for a structured doctorate in MIN Faculty.

If you are doing your doctorate in more than one graduate program, please indicate the additional graduate programs as well.

The data of a membership/participation given in this Docata-MIN page of the application will be listed in the application for admission and must be confirmed by the coordination or management of the graduate program by a signature.

**Please note:** If you become a member of one of the graduate programs listed in this Docata-MIN page of the application after you have been admitted to the doctoral procedure, you have to report the membership and thus the change of the type of doctorate (change of individual doctoral study into a structured doctoral study) via [this form](#) to the responsible Academic Office or the Doctoral Office Physics. In addition, you have to clarify with the coordination of your

graduate program how the supervision concept of the graduate program is, i.e. by how many supervisors doctoral students of the respective graduate program have to be supervised. Please note that a doctorate conducted within a structured doctoral program must be supervised by at least two supervisors. If, for example, only one person was appointed as *supervisor* of your doctoral project at the time of your admission, you must apply for the appointment of additional supervisors by the responsible subject doctoral committee for your doctoral project by submitting a new supervision agreement to the responsible Academic Office or the Doctoral Office Physics after the above-mentioned clarification with the graduate program regarding the number of supervisors (e.g. 2 or 3, etc.). The submission of the completed and signed above-mentioned form and the completed and signed supervision agreement is done by email to the Academic Office or the Doctoral Office Physics.

### 3.3.7 Supervisor(s)

Application for admission to doctoral procedures - Supervisor(s)

Please indicate who supervises your doctoral thesis work. By clicking the link "Add supervisor", you can add further supervisors, if applicable. See [applicant FAQ](#) and your doctoral degree regulations for further information about the supervision.

List of supervisors [Add supervisor](#)

1 . Supervisor [Delete](#)

Last name, first name\*

Role\*

Institution\*

Phone number   
Please provide a phone number in case of external supervisors!

Email\*

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

The supervision of the doctoral project according to Section 7 subsection 2 of the [Doctoral Degree Regulations MIN Faculty \(2018\)](#) as amended (see amendments [on this website](#)) can be done by

- a supervisor and where applicable a co-supervisor (or **further** co-supervisors),  
*or*
- a three-member supervisory commission panel comprised of a chair, a supervisor, and a co-supervisor.

Section 7 subsection 3 of the [Doctoral Degree Regulations MIN Faculty \(2018\)](#) as amended (see amendments [on this website](#)) defines who may be appointed as *supervisor*, *co-supervisor* or *chair of the supervisory commission panel*.

## Who can be appointed as *supervisor*?

The *supervisor*<sup>2</sup> is usually

- a **university teacher of the MIN Faculty** and **your MIN department**,
- a **senior professor of the MIN Faculty** and **your MIN department**
- or a **faculty member of the MIN-Faculty** and **your MIN department** who have completed a *Habilitation*.

These are scientists working in the MIN Faculty and your MIN department; they are usually listed in the list of persons of the responsible MIN department<sup>3</sup>.

The *supervisor* can also be a scientist according to Section 3 b) to e) according to Section 7 subsection 3 of the [Doctoral Degree Regulations MIN Faculty \(2018\)](#) as amended (see amendments [on this website](#))<sup>4</sup>.

## Who can be appointed as *co-supervisor*?

*Co-supervisors* can be all scientists who have at least a doctorate, are qualified for the dissertation project and are appointed as *co-supervisors* by the responsible subject doctoral committee.

**Important:** The supervision (*supervisor*) and co-supervision (*co-supervisor*) **are not subject to any hierarchy** according to the Doctoral Degree Regulations MIN Faculty (2018) as amended; the role of "*co-supervisor*" has the same duties and rights as the role of "*supervisor*". Both roles, if used, have the duty to perform the supervision properly.

## Who can be appointed as *chair of the supervisory commission panel*?

The *chair* is taken by a scientist according to Section 3 a) to h) of the above-mentioned doctoral degree regulations<sup>5</sup>.

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<sup>2</sup> The scientists listed here belong to the group of persons according to Section 3 a) of the above-mentioned doctoral degree regulations.

<sup>3</sup> 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](#)

<sup>4</sup> **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.

<sup>5</sup> **Section 3 f) of the above-mentioned doctoral degree regulations:** These are university teachers of the MIN who are on temporary leave or have been dispatched to a post outside of Universität Hamburg.

**Section 3 g) of the above-mentioned doctoral degree regulations:** These are university teachers of the MIN who have retired.

### 3.3.8 Dissertation

#### Application for admission to doctoral procedures - Dissertation

Preliminary title of dissertation\*

Start of the doctoral project\*

Language\*   
Please make sure that the language is selected according to the doctoral degree regulations applying to your doctoral procedures. If you have any questions, please contact the Academic Office / Doctoral Office of your department.

Type of dissertation   
Please indicate how you currently intend to submit your dissertation.

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

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/subject doctoral committee.

### 3.3.9 Course of studies

#### Application for admission to doctoral procedures - Course of studies

Please indicate **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"**. Please also indicate studies that are not relevant for your doctoral studies or that you have not (yet) completed.

**List of studies**

University	Period	Result		
U Hamburg	01/10/2012 - 30/09/2016	completed	<a href="#">Edit</a>	<a href="#">Delete</a>
FU Berlin	01/10/2016 - 31/03/2019	completed	<a href="#">Edit</a>	<a href="#">Delete</a>
Universidad de San Carlos de Guatemala	01/04/2018 - 30/09/2018	discontinued	<a href="#">Edit</a>	<a href="#">Delete</a>

Do you want to add (further) studies?\*  Yes  No

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

Please start with your first study at an institution of higher education, regardless of whether you dropped out or completed this study. Enter **all** periods of higher education one after the other (**doctoral studies excluded**).

**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*.

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\*  [Delete](#)

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

**Time course of studies**

Period from\*   to

Date of completion

**Result**

Pursued degree\*

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

Result of study\*

Final grade

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

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](#) [Next](#)

### Note on some fields and the option list:

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

- University details
  - In case of German universities: Please enter first the location of the respective higher education institution under 'Institution' (e.g. *Freiburg*); this shortens the option list to the higher education institutions in the respective city/place.
  - In case of universities abroad: If a course of study has been completed outside Germany, please provide the official name of the respective higher education institution under 'Name of university' and the official name of the city/place under 'Place'.
  - In case of universities abroad: There are only the two options *University in a foreign country* and *Fachhochschule* under 'Type of institution'.
- Details on subjects
  - Please enter the name of your subject or a part of the name under 'Subject' (e.g. *Mathematics* or *Mathe*); this shortens the option list.
- Details on time course of studies
  - Please enter the beginning (under 'from') and the termination (under 'to') of your enrollment at the respective higher education institution, i.e. you have to provide the time during which you have been enrolled as a student in the respective higher education institution.
  - Please enter under 'Date of completion' the date of completion of your degree (dt. *Prüfungsabschluss*). This is the date of the determination of the final grade which is usually stated in your degree certificate.

## ▪ Details on result

- Please enter first under 'Pursued degree' the type of your degree (e.g. *Bachelor* or *Master*) and the type of institution (e.g. *Universität* or just *uni*) and select then the type of pursued degree (e.g. *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 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 (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.

### 3.3.10 Entrance qualification for doctoral studies

Application for admission to doctoral procedures - Entrance qualification for doctoral studies

Please select the academic degree that entitles you to conduct doctoral procedures (i.e. dt. zur Promotion berechtigende, vorangegangene bestandene Abschlussprüfung; engl. a successfully completed degree that entitles you to conduct doctoral studies).

Relevant academic degree\*

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

Please select the academic degree that entitles you to conduct doctoral procedures (i.e. dt. zur Promotion berechtigende, vorangegangene bestandene Abschlussprüfung; engl. a successfully completed degree that entitles you to conduct doctoral studies). Example: If you have a bachelor's degree and a subsequent master's degree (and no other/further university degrees), then the master's degree should be selected here.

### 3.3.11 Previous doctoral studies

Application for admission to doctoral procedures - Previous doctoral studies

**University details**

Period from\*  to\*

Conducted at\*  Universität Hamburg  another institution  not specified

Country\*

Name of university\*

Place\*

Type of institution\*

Result\*

Description

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

According to Section 5 subsection 1 c) of the [Doctoral Degree Regulations MIN Faculty \(2018\)](#) as amended (see amendments [on this website](#)), you are required to provide information if you are conducting or have conducted a doctoral procedure at another university or faculty of the Universität Hamburg. The information must be provided here as part of this section of the online application.

## 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'.

### 3.3.12 Funding

Application for admission to doctoral procedures - Funding

The Universität Hamburg aims to support doctoral candidates in the best possible way. For this purpose, it is vital to know the conditions that our doctoral candidates face. Important aspects are the financial situation as well as time constraints due to extra occupational employment.

Please help us by giving details on your financial situation during your doctorate. **Details about employment with the Universität Hamburg are mandatory.** Funding information beyond is voluntary and solely used for anonymized statistics.

**List of fundings**

Type of funding	Position/program	Employer/Funding organisation	Period	Hours per week
-----------------	------------------	-------------------------------	--------	----------------

Do you want to add (other) funding information?

Type of funding\*

- Employment at Universität Hamburg
- External employment
- Scholarship
- Other funding
- I don't want to add (further) data

Cancel Save and close

Back Next

Details about employment with the Universität Hamburg are mandatory.



### 3.3.13 Declarations

#### Application for admission to doctoral procedures - Declarations

I declare that I am aware of the [Doctoral Degree Regulations MIN Faculty \(2018\)](#) linked here with corresponding amendments (see [amendments under this link](#)). \*

I declare that I am aware of the [Bylaws for Safeguarding Good Scientific Practice and Avoiding Scientific Misconduct at Universität Hamburg](#) linked here. \*

As a result of enrollment, the University is entitled to communicate with students electronically in all study-related administrative matters, in particular to post documents in the account (see amendment to the Universität Hamburg Enrollment Regulations of 18.06.2020, § 1 paragraph 2: [Änderung der Immatrikulationsordnung der Universität Hamburg vom 18.06.2020](#)).

**Important notes:**

- **Processing applications for admission and doctoral procedures in the MIN Faculty:** We process doctoral procedures electronically.
- **Enrollment:** After admission to the doctoral procedure, all admitted doctoral candidates must enroll in the next step and remain enrolled during the entire doctorate (i.e. at least until the oral defense is held or, if applicable, until the doctoral procedure is discontinued without completion). The enrollment of doctoral candidates is a separate process that is not done through Docata-MIN or the MIN Faculty, but through the Campus Center of the Universität Hamburg. If you are admitted to the doctoral procedure, you will receive more detailed information about this in your admission letter.
- **Communication with the doctoral administration of the MIN Faculty (see contact persons under [Contact](#)):** With their enrollment, students (including doctoral candidates) receive a UHH ID and automatically an email alias of the type *firstname.surname@studium.uni-hamburg.de*, which is valid on the central mail server. Each student has access to the central mail server with his/her own UHH ID and can both receive and send emails with the email address. Since we process doctoral procedures electronically, we would like to ask you to use a *uni-hamburg* email address for communication with us during the doctoral procedure for privacy reasons (this includes 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* until further notice).
  - If you **already have** a *uni-hamburg* email address or *studium.uni-hamburg.de* email address or an email address from the above-mentioned email domains included until further notice, **please ensure that you have specified this email as your correspondence email address within this application.**
  - If you **do not yet have** one of the above-mentioned email addresses, **please change your correspondence email address in Docata-MIN after you have been admitted to the doctoral procedure and have successfully enrolled as a doctoral candidate at the Universität Hamburg, and please ensure that the doctoral administration can always contact you via one of the above-mentioned email addresses.**
  - You can **change your correspondence email address by yourself at any time** after you have been admitted to the doctoral procedure and have logged in to Docata-MIN on the homepage via the link [Update your personal contact details in Docata now](#).

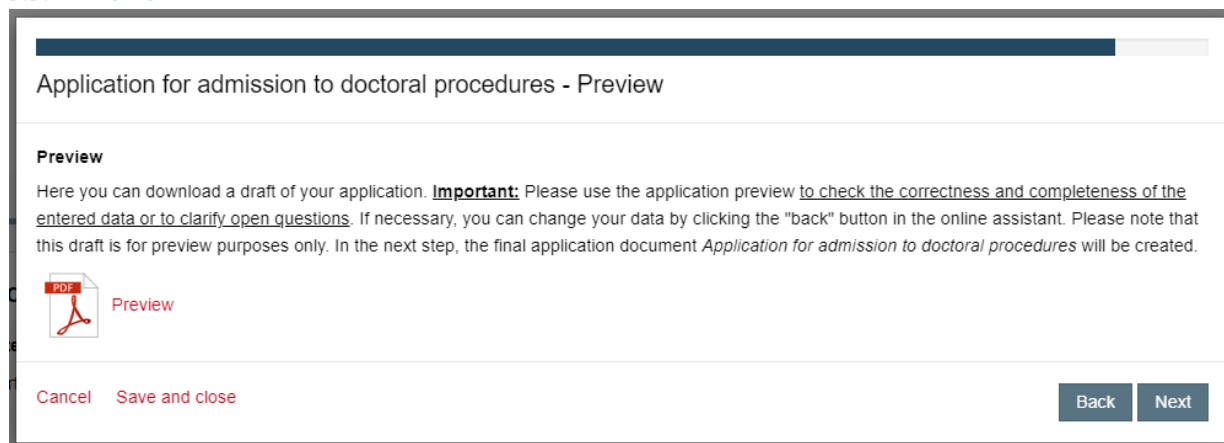
Cancel Save and close Back Next

According to Section 5 subsection 1 d) and e) of the [Doctoral Degree Regulations MIN Faculty \(2018\)](#) as amended (see amendments [on this website](#)), you must declare that you are familiar with the above-mentioned doctoral degree regulations in their currently valid version (i.e. with corresponding amendments) and the above-mentioned bylaws.

To that end, here are three important notes:

- A) Processing applications for admission and doctoral procedures in the MIN Faculty: Electronically and paperless!** We process doctoral procedures electronically. Paper documents are not requested, but also not accepted!
- B) Enrollment: Mandatory for all doctoral students!** After successful admission to the doctoral procedure (= i.e. upon positive outcome of the present application and receipt of an admission letter) to be made via the Campus Center of the Universität Hamburg; more detailed information on this in the admission letter.
- 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.


### 3.3.14 Preview



Application for admission to doctoral procedures - Preview

**Preview**

Here you can download a draft of your application. **Important:** Please use the application preview to check the correctness and completeness of the entered data or to clarify open questions. 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 *Application for admission to doctoral procedures* will be created.

 Preview

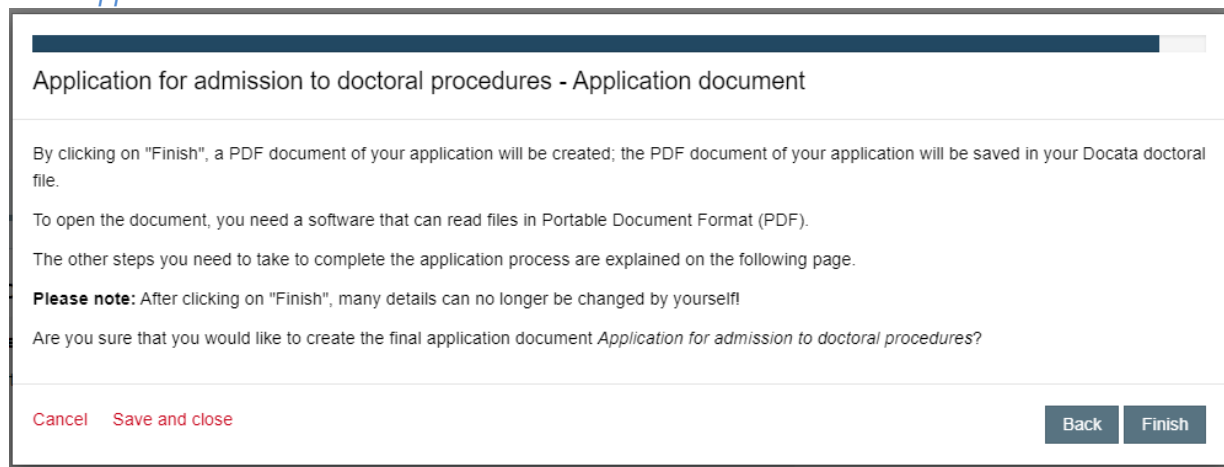
Cancel Save and close Back Next

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 [3.3.6 Type of doctorate](#) above).
- No indication of all supervisors, i.e. including co-supervisors (see [3.3.7 Supervisor\(s\)](#) above).
- No indication of all periods of higher education (all periods of study at a university), irrespective of whether the studies were discontinued or completed (see [3.3.9 Course of studies](#) above). Sometimes candidates who have completed a bachelor's and master's degree forget to provide information on the bachelor's degree.

### 3.3.15 Application document



Application for admission to doctoral procedures - Application document

By clicking on "Finish", a PDF document of your application will be created; the PDF document of your application will be saved in your Docata doctoral file.

To open the document, you need a software that can read files in Portable Document Format (PDF).

The other steps you need to take to complete the application process are explained on the following page.

**Please note:** After clicking on "Finish", many details can no longer be changed by yourself!

Are you sure that you would like to create the final application document *Application for admission to doctoral procedures*?

Cancel Save and close Back Finish

Here, after clicking on "Finish", you will create the final application document *Application for admission to doctoral procedures* and are in the process of completing the first section of the Docata-MIN online application for admission to doctoral procedures.

### 3.3.16 Application document

The screenshot shows a confirmation message titled "Application for admission to doctoral procedures - Application document". It informs the user that the first section of the online application is complete and provides instructions for the second section. A list of four steps is provided: 1. downloading the PDF file, 2. ticking applicable declarations, 3. signing the application, and 4. continuing the online process. A "Please note" section states that the application is only considered submitted after the second section is completed. A "Download" button with a PDF icon is visible, and a "Close" button is in the bottom right corner.

You have completed the first section of the online application for admission to doctoral procedures.

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 for admission to doctoral procedures* 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 for admission to doctoral procedures are also described again.

The screenshot shows the home page of the Docata-MIN system. At the top, it displays the logo of Universität Hamburg and the text "DER FORSCHUNG | DER LEHRE | DER BILDUNG". Below the navigation menu (Home, My Profile, Contact), there is a "Welcome to Docata!" message. This message informs the user that the first section of the online application is complete and provides instructions for the second section, including a list of steps: 1. ticking applicable declarations, 2. signing the application, and 3. continuing the online process. A link to "continue the online application for admission to doctoral procedures" is provided.

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

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

- i. tick the applicable declarations in the *Application for admission to doctoral procedures*,
- ii. sign the *Application for admission to doctoral procedures* 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 for admission to doctoral**

*procedures* and upload the signed *Application for admission to doctoral procedures* and the remaining application documents.

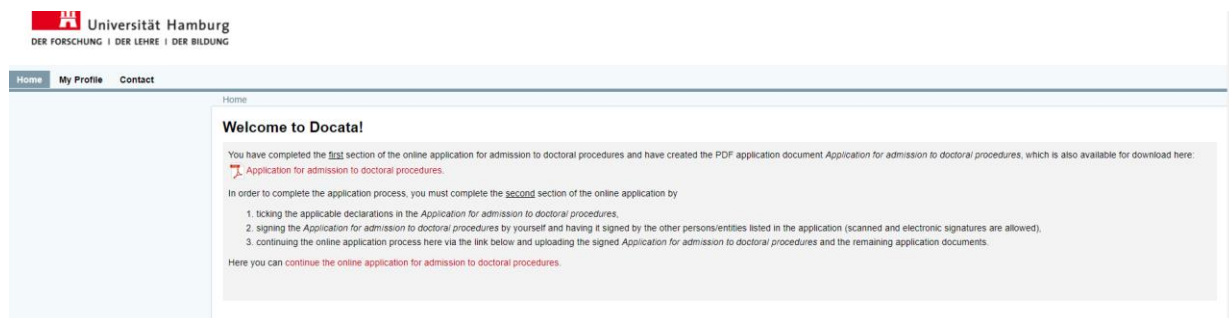
### Electronic signatures:

Both you as a doctoral candidate and all persons/entities who have to sign the *Application for admission to doctoral procedures* 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 for admission to doctoral procedures* 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 for admission to doctoral procedures*:



The screenshot shows the Docata-MIN interface for Universität Hamburg. The header includes the university logo and name, and navigation links for Home, My Profile, and Contact. The main content area displays a 'Welcome to Docata!' message. It informs the user that they have completed the first section of the online application and created a PDF document. A link is provided to download the PDF. The message then states that to complete the application process, the user must complete the second section of the online application by following three steps: 1. ticking applicable declarations, 2. signing the application, and 3. continuing the online application process via a link. The link mentioned in the text is 'continue the online application for admission to doctoral procedures'.

After clicking on the link *continue the online application for admission to doctoral procedures*, the section *Documents checklist* appears. Here, all application documents are listed that you have to submit in **ONE PDF file (max. size 30 MB)** via the mandatory upload after clicking "Next":

## Application for admission to doctoral procedures - Documents checklist

### Please note:

Upload here the signed *Application for admission to doctoral procedures* in PDF format and the remaining application documents: Please combine **ALL** application documents in **ONE PDF file (max. size 30 MB)**.

All application documents marked with an asterisk in the *Application for admission to doctoral procedures* and here must be submitted compulsorily and included in the combined PDF file.

Scanned and electronic signatures are allowed.

**You will not be able to complete the application without uploading the application documents.**

### Checklist

#### Documents

Application for admission to doctoral procedures including all required signatures \*

Copies of your degree certificates (e.g. bachelor's and master's degree): certificate of academic degree, transcript of records, diploma supplement (if issued) \*

Completed supervision agreement including all required signatures (Please use only the form linked in the Application for admission to doctoral procedures.) \*

Copy of certificate of higher education entrance eligibility (secondary school leaving certificate: dt. Abitur/Reifezeugnis) \*

Completed research project outline including all required signatures (Please use only the form linked in the Application for admission to doctoral procedures.) \*

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

Curriculum vitae and if available, publication list \*

ONLY if applicable: Statement attesting that you have previously applied for a doctorate at another higher education institution, in another UHH faculty or in another department of the MIN Faculty of UHH (including details on the application)

ONLY for degree certificates from a country outside of Germany and ONLY for applications in the departments of Biology OR Earth System Sciences OR Physics: further documents listed in the Application for admission to doctoral procedures \*

-----  
PLEASE NOTE the lower instructions for the Application for admission to doctoral procedures!

We process admission applications exclusively electronically! The submission of application documents in paper form is NOT necessary!

Signatures of the (co-)supervisors and the chair of the supervisory commission panel can be replaced by emails in which the (co-)supervisor/chair confirms to you the (co-)supervision or chairmanship.

Signatures on workplace confirmation can be replaced by emails in which the person responsible confirms to you that a workplace will be made available to you for the dissertation project.

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.

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

Cancel Save and close

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 30 MB) mentioned above.

The upload of the application documents here is mandatory:

### Application for admission to doctoral procedures - Upload application documents

Please upload your application documents here in ONE PDF file (max. file size 30 MB).

**Please note:**

- Uploading larger PDF documents may take some time (e.g. up to 5 minutes). After you have selected the PDF file from your local storage via the "Datei auswählen" button and clicked on the "Next" button, please wait up to 5 minutes before clicking on further links/ buttons of the page *Upload application documents*. After a successful upload, you will be taken directly to the next page *Submission of application*. There you can return to the present page *Upload application documents* by clicking the "Back" button: After doing so, 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 "Datei auswählen" button and then click the "Next" button. After that, please wait up to 5 minutes before clicking any other links / buttons on the page *Upload application documents*. After a successful upload, you will be taken directly to the next page *Submission of application*. There you can return to the present page *Upload application documents* by clicking the "Back" button: After doing so, 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 ensure that it is the complete/correct document).

File\*  Keine Datei ausgewählt  
Please upload a file.

Cancel Save and close Back Next

**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!**

### Application for admission to doctoral procedures - Upload application documents

Please upload your application documents here in ONE PDF file (max. file size 30 MB).

**Please note:**

- Uploading larger PDF documents may take some time (e.g. up to 5 minutes). After you have selected the PDF file from your local storage via the "Datei auswählen" button and clicked on the "Next" button, please wait up to 5 minutes before clicking on further links/ buttons of the page *Upload application documents*. After a successful upload, you will be taken directly to the next page *Submission of application*. There you can return to the present page *Upload application documents* by clicking the "Back" button: After doing so, 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 "Datei auswählen" button and then click the "Next" button. After that, please wait up to 5 minutes before clicking any other links / buttons on the page *Upload application documents*. After a successful upload, you will be taken directly to the next page *Submission of application*. There you can return to the present page *Upload application documents* by clicking the "Back" button: After doing so, 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 ensure that it is the complete/correct document).

File\*  Antragsun... person.pdf  
Please upload a file.

Cancel Save and close Back Next



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:

Application for admission to doctoral procedures - Submission of application

By clicking on "Submit", your application documents will be transmitted electronically and your application will then be considered submitted.

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

Are you sure you want to submit the application electronically now?

Cancel Save and close Back Submit

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).

Application for admission to doctoral procedures - Upload application documents

Please upload your application documents here in ONE PDF file (max. file size 30 MB).

**Please note:**

- Uploading larger PDF documents may take some time (e.g. up to 5 minutes). After you have selected the PDF file from your local storage via the "Datei auswählen" button and clicked on the "Next" button, please wait up to 5 minutes before clicking on further links / buttons on the page *Upload application documents*. After a successful upload, you will be taken directly to the next page *Submission of application*. There you can return to the present page *Upload application documents* by clicking the "Back" button: After doing so, 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 "Datei auswählen" button and then click the "Next" button. After that, please wait up to 5 minutes before clicking any other links / buttons on the page *Upload application documents*. After a successful upload, you will be taken directly to the next page *Submission of application*. There you can return to the present page *Upload application documents* by clicking the "Back" button: After doing so, 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 ensure that it is the complete/correct document).

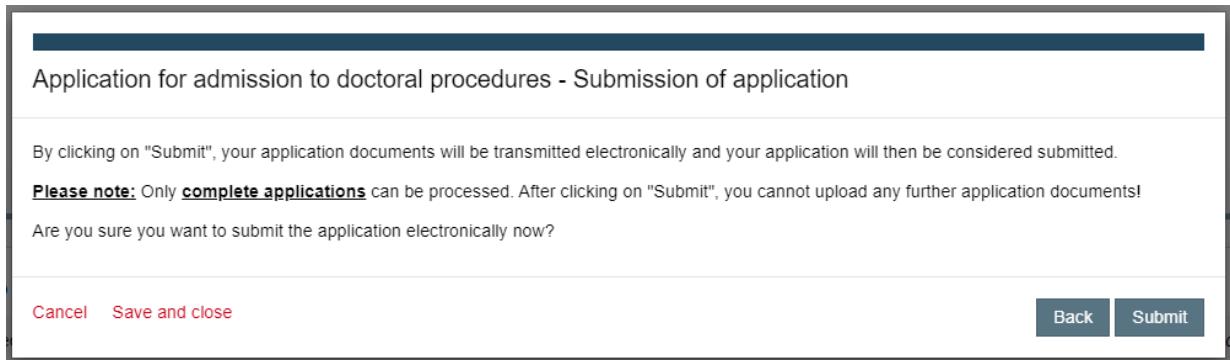
File Antragsunterlagen\_Maxi Musterperson.pdf (21.3 MB) Show document

Datei auswählen Keine Datei ausgewählt

Cancel Save and close Back Next

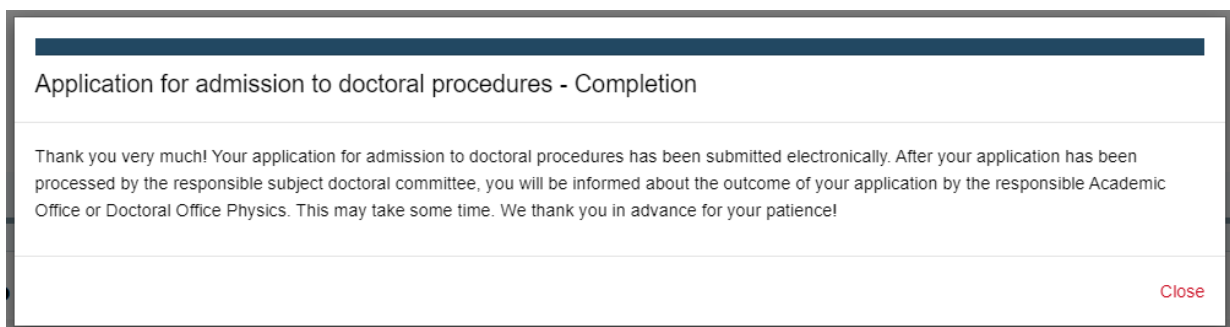
In case you want to overwrite an already uploaded PDF file, please select the new PDF file from your local storage via the "Datei auswählen" button and then click the "Next" button in the page *Upload application documents*. Please note the information above about the upload speed (i.e. your upload rate)! 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:



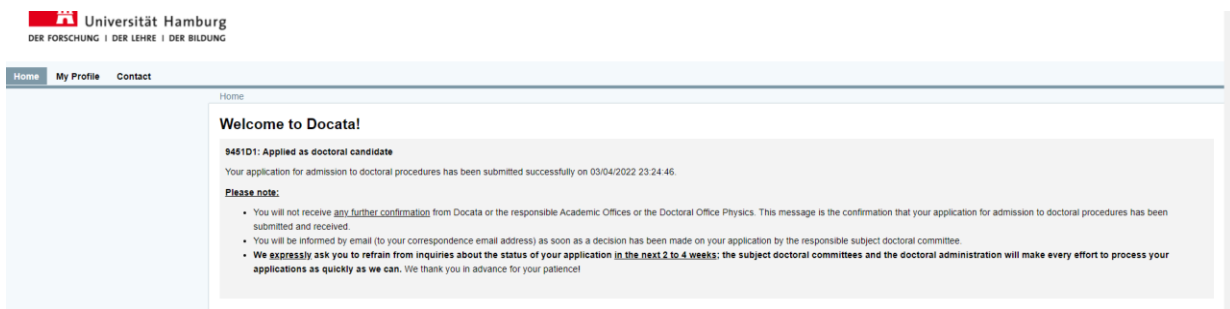
**Please note:** Only **complete applications** can be processed. **After clicking on "Submit", you cannot upload any further application documents!**

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



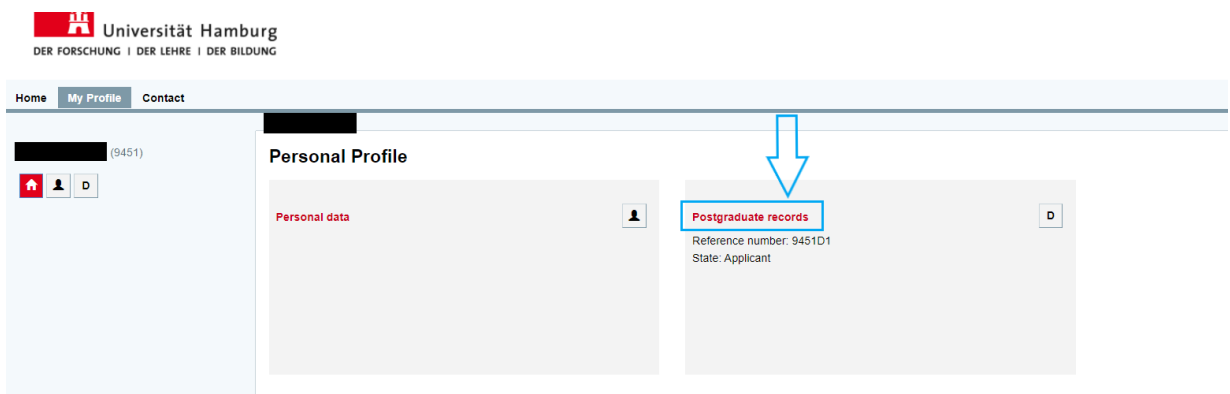
You have made it! Your application for admission to doctoral procedures has been submitted electronically.

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 the doctorate you have applied for under *Doctorate Details*:

Under *Documents* you will find the application document *Application for admission to doctoral procedures* that you created during the first section of the online application for admission to doctoral procedures and also the application documents that you uploaded to Docata-MIN electronically via the link *continue the online application for admission to doctoral procedures* during the second section of the online application:

Title	File created	Creator	File name	File type	Size
2022-04-03: [redacted] Antrag_auf_Annahme_als_Doktorand.pdf	03/04/2022 21:03:56	[redacted]	-	application for admission as doctoral candidate	156.71 KB
2022-04-03: [redacted] Antragsunterlagen_Zulassung_zum_Promotionsverfahren.pdf	03/04/2022 23:02:07	[redacted]	Antragsunterlagen_Maxi Musterperson.pdf	Antragsunterlagen Antrag auf Annahme als Doktorand	21.3 MB

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