Applicant FAQ

Electronic application with Docata: the online application for admission to doctoral procedures

Please note:

- Docata is not an application platform. Please register only if you already got a confirmation of academic supervision obtained by a researcher invested with the right to supervise at the MIN Faculty (see doctoral degree regulations of the MIN Faculty).
- If you are still searching for a supervisor, you can have a look for further information about the MIN Faculty in the MIN PhD gateway.
- The first step of the application for admission to doctoral procedures is registering in Docata. The data collected with Docata will be used in the further admission process; so please ensure that those are correct.

Please note, that the English version is for information only and not legally binding. Last updated May 2020
Preparing your Docata application:

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

  - Certified copies or uncertified copies along with original documents of your degree certificates* (e.g. bachelor’s and master’s degree): certificate of academic degree, transcript of records, diploma supplement (if issued)
    *If your degree certificates are issued in another language than German or English, please submit a certified translation (in German or English) of your degree certificates.
  - Supervision agreement (see further information and respective forms provided on the website of your department)
  - Uncertified copy of certificate of higher entrance education eligibility (secondary school leaving certificate: dt. Abitur/Reifezeugnis)
  - Research project outline (see https://www.promovieren.uni-hamburg.de/min/promotion/pdf-promotion/formular-zulassung-forschungsskizze.pdf)
  - Copy of identification document (e.g. ID card, passport, visa)
  - Curriculum vitae

- In the course of your application, you will need to answer the following questions, which you may need to discuss with your supervisor beforehand:

  - Type of doctorate: Will your doctoral studies involve a form of cooperation? 
    N.B.: This applies in the case of institutional cooperation involving a contract or other agreement. Further information about the Docata option list can be found below.
  - Type of doctorate: Will you participate in a structured doctoral program? 
    Examples: graduate program in the Department of Chemistry, graduate school in a Collaborative Research Center (CRC), HPI Graduate School, CUI Graduate School, IMPRS for Ultrafast Imaging & Structural Dynamics, etc.
    N.B.: In Docata you can select from a list of all currently offered structured doctoral programs. The information you provide will need to be confirmed by the relevant graduate school coordinator / departmental head.
  - Beside to your supervisor, are there any other researchers who will support you during your research work (e.g. further supervisors)?
  - Are you planning to submit a monograph or a cumulative dissertation?
  - Are you employed by Universität Hamburg during your doctoral studies?

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

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

Registration in Docata

You will receive an email with a link after registration. So, check your email immediately after registration. Please click on the link and set a password. Afterwards you can login and fill out the application for admission to doctoral procedures.

Please consider the following for the registration: The personal data (e.g. first name, surname, date of birth, place of birth) that you provide during the registration must correspond to the personal data indicated in your identification document (e.g. ID card, passport, visa).

Application for admission to doctoral procedures

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<tr>
<th>Page: Personal data</th>
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<td>If you have a dual citizenship, please provide details of this under ‘Dual Citizenship’.</td>
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<th>Page: Mailing addresses, main mailing address, phone / email contact und main email address</th>
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<tr>
<td>You can log in to Docata at every time and change or add details about your address, phone and email. Please keep your contact details always up to date, because only this way you can receive important information during the doctorate.</td>
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Page: Information on the doctorate

Doctoral subjects at the MIN Faculty:

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<th>Doctoral subject</th>
<th>Faculty Department</th>
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<td>Biology</td>
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<td>Chemistry</td>
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<td>Health Sciences</td>
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<td>Earth System Sciences</td>
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<td>Computer Science</td>
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<td>Mathematics</td>
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<td>Physics</td>
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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 and 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: Type of doctorate**
Will you participate in a structured doctoral program? If so, please select the program from the list. If you will conduct your doctoral studies in more than one graduate program, please provide details of the additional graduate programs. All of the information you provide will be entered into your application and will need to be confirmed by a signature of the relevant graduate program coordinator.

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

**Page: Dissertation**
Please enter under ‘Start of the doctoral project’ the date of actual start of the work on your doctoral project. This could be the start date of your employment contract or scholarship. The dissertation is to be written in German, English or, upon request, in another scientific language. A cumulative dissertation consists of the individual papers published for example in journals, an introduction and text which interprets, assesses and discusses the papers published and their relationship. Further requirements for cumulative dissertations are specified by the departmental doctoral committee.
Please indicate chronologically all periods of studying (including practical and sabbatical semesters) that you spent at national and international universities (higher education institutions). Details on doctoral procedures that has been pursued or are pursuing at another higher education institution or in another faculty of Universität Hamburg should not be provided here, but rather under ‘Previous doctoral studies’.

Note on some fields and the option list:

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

University details

• In case of German universities: Please enter first the location of the respective higher education institution under ‘Institution’ (e.g. Freiburg); this shortens the option list to the higher education institutions in the respective city/place.
• In case of universities abroad: If a course of study has been completed outside Germany, please provide the official name of the respective higher education institution under ‘Name of university’ and the official name of the city/place under ‘Place’.
• In case of universities abroad: There are only the two options University in a foreign country and Fachhochschule under ‘Type of institution’.

Details on subjects

• Please enter the name of your subject or a part of the name under ‘Subject’ (e.g. Mathematics or Mathe); this shortens the option list.

Details on time course of studies

• Please enter the beginning (under ‘from’) and the termination (under ‘to’) of your enrollment at the respective higher education institution, i.e. you have to provide the time during which you have been enrolled as a student in the respective higher education institution.
• Please enter under ‘Date of completion’ the date of completion of your degree (dt. Prüfungsabschluss). This is the date of the determination of the final grade which is usually stated in your degree certificate.

Details on result

• Please enter first under ‘Pursued degree’ the type of your degree (e.g. Bachelor or Master) and the type of institution (e.g. Universität or just uni) and select then the type of pursued degree (z. B. Bachelor at Universities - first degree). Another example is Master at Universities - consecutive master studies. Please note: The list of pursued degrees is mainly in German.
• Helpful hints to the type of pursued degree:
  • In the German education system, a difference between two types of master’s degrees can usually be made:
    • consecutive master’s degree program (dt. konsekutives Masterstudium): this is a master’s degree program (including a final examination) after a bachelor’s degree as a first degree.
    • “secondary” master’s degree program (dt. „weiterführendes“ Masterstudium): this is a master’s degree program (including a final examination) after another degree such as a master’s degree or after a bachelor’s degree as a second degree.
  • A consecutive master’s degree program (or consecutive master studies) serves to deepen the knowledge gained during the bachelor’s degree program. Thus, a bachelor’s degree in the same or a similar subject is a requirement for admission to a consecutive master’s degree program.
  • Depending on the focus of the respective program, a “secondary” master’s degree program can be a postgraduate degree (dt. Aufbaustudium), complementary studies (dt. Ergänzungsstudium), extension studies
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:

- **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. Zweistudium):** This is a degree pursued after a successful completion of a first 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 not a requirement for admission to the second 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 Freischussregelung (Freischuss-Regelung)):** The free attempt rules (dt. Freierversuchs- 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.

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**Page: Previous doctoral studies**

According to your doctoral degree regulations, you are obligated to give details if a doctoral procedure has been or is being pursued at another higher education institution or in another faculty of Universität Hamburg. Please use this page to do so.

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**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’.

Page: Documents checklist

The documents listed here must be submitted to your Academic Office / Doctoral Office. Please see further information about the application procedure provided on the website of your department. It could be the case that further documents must be submitted.

PLEASE NOTE the following instructions on the print of the online application for admission to doctoral procedures for the PERIOD 26.03.2020 - until further notice!

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.

During the above-mentioned period, ONLY uncertified copies of degree certificates will also be accepted: certificate of academic degree, transcript of records, diploma supplement. The submission of original certificates or certified copies is not required.

Supervision agreements with scanned or electronic signatures of the (co-)supervisors will be accepted.

Research project outlines with scanned or electronic signatures of the (co-)supervisors and the chair of the supervisory commission panel will be accepted.

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 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.

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: Completion**
Please submit the print of the application, including all other necessary documents and all required signatures, to the Academic Office / Doctoral Office of your department. Please note that only complete applications will be processed.

**Contact data**
The contact data of your Academic Office / Doctoral Office can be found under ‘Contact’ or on the website of your department.