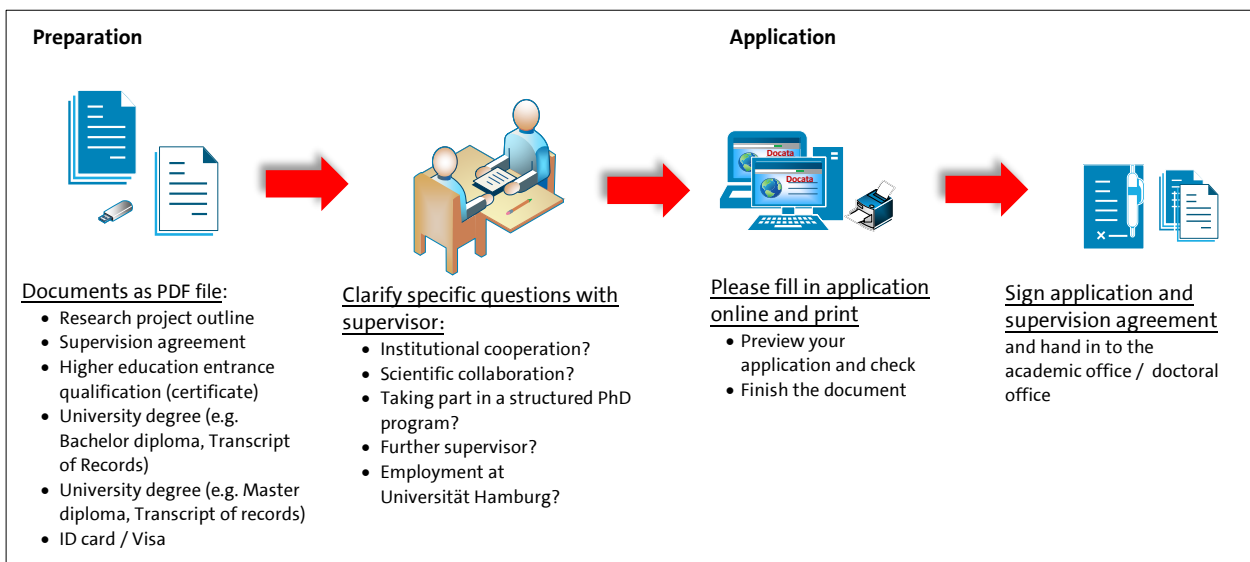


Application FAQ

Electronic application with Docata - the online application for admission to the doctorate



Please note:

- Docata is not an application platform. Please register only if you already got a confirmation of supervision obtained by a researcher employed at 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 (<https://www.promovieren.uni-hamburg.de/en/min/promotion/zulassung.html>).
- The first step of the application for admission to the doctorate is registering in Docata. The data collected with Docata will be used in the further admission process, so please insure that those are correct.

Preparation for the application in Docata:

- Following documents should be available in the portable document format (pdf) in German or English before you start with the application in Docata, because you will need to upload them in the end of process:
 - Research project outline (visit <https://www.promovieren.uni-hamburg.de/en/min/promotion/downloadbereich.html>)
 - Supervision agreements (visit <https://www.promovieren.uni-hamburg.de/min/promotion/downloadbereich.html>)
 - Higher education entrance qualification (certificate)
 - University degree (e.g. Bachelor Diploma, Transcript of Records, Diploma Supplement)
 - University degree (e.g. Master Diploma, Transcript of Records, Diploma Supplement)
 - ID card / Visa
- In the process of application, you will need to give concrete information about your higher education entrance qualification and all times of studies at university. We are required by law to ask for this information and transfer them to the Statistical State Office.
- In the process of application you will have to answer questions which you please need to arrange with your supervisor beforehand:
 - Are you going to make a doctorate in a cooperation?
Please note: This information will be sent to the Statistical State Office. In this context only institutional cooperation with a contract or declaration is meant. You need to upload a copy of the contract. Information about other cooperation can be given under 'scientific collaborations'.
 - Are you going to do your PhD with a scientific collaboration?
 - Are you going to take part in a structured program?
For example: graduate program of the Department of Chemistry, graduate school in a Collaborative Research Center, CUI Graduate School.
In Docata you can find a pick list with all current structured programs. The leader or the coordinator of the graduate school will need to confirm your information.
 - Are there any other people additionally to your supervisor who will support you with your doctorate?
- Please read the Doctoral Degree Regulations and the Bylaws for Safeguarding Good Scientific Practice and Avoiding Scientific Misconduct Regulations carefully: <https://www.promovieren.uni-hamburg.de/en/min/promotion/downloadbereich.html>

Application in Docata

Here you can find information and help to different parts of the application process:

- **Registration in Docata**
You receive an email with a link after registration. Please click on the link and set a password. Afterwards you can login and fill out the application for admission to doctorate online. The link sent by email is only valid for a short time (24 hours) due to security reasons. So, check your email immediately after registration.
- Login to Docata and complete the online questionnaire.

Application for admission to doctorate

The screenshot shows the 'Application for admission to doctoral procedures - Personal data' form. It includes fields for Gender (radio buttons for male, female, X), Title, First name (John), Surname (Doe), Name affix, Name of birth, Date of birth (01/01/1980), Place of birth (London), Country of birth (United Kingdom), Citizenship, and Dual Citizenship. At the bottom, there are 'Cancel', 'Save and close', 'Back', and 'Next' buttons.

Personal data

If you have a dual citizenship, please note this in 'Dual Citizenship'.

Have you given your complete first name and last name as stated in your passport or visa? If not, you must change your name or data about your birth. Proceed to 'My Profile' and 'Personal data'.

The screenshot shows the 'Application for admission to doctoral procedures - Phone / email contact' form. It includes instructions to provide contact details and a section for 'Email addresses' with a text input field containing 'habilitation@uka.de'. At the bottom, there are 'Cancel', 'Save and close', 'Back', and 'Next' buttons.

Address / phone / email contact

You can log in to Docata at every time and change or add information about your address, phone and email. Please keep your contact information always up to date, because only this way you can receive important information during the doctorate.

The screenshot shows the 'Application for admission to doctoral procedures - Information on the doctorate' form. It includes dropdown menus for Faculty/Department, Doctoral regulation, Doctoral subject, and Pursued academic title. There is also a text input field for Scientific field. At the bottom, there are 'Cancel', 'Save and close', 'Back', and 'Next' buttons.

Information to the doctorate

Please mind the choice of the 'pursued academic title':

Dr. rer. nat. for the doctorate in Biology, Chemistry, Earth Sciences, Informatics, Mathematics, Physics

Ph. D. is only rarely allowed, see Doctoral Degree Regulations §1

Dr. phil. for the doctorate in Cosmetic Sciences and Health Sciences

Type of doctorate

Please indicate here if you are going to conduct your doctorate in cooperation. This information will be sent to the Statistical State Office. Usually by a 'cooperation' an institutional cooperation with a cooperation agreement or contract is meant. If you have a scientific collaboration, please fill in details on the second next page "Scientific cooperation" and use the selection "Doctorate without cooperation" here.

Hints to the different choices:

Doctorate without cooperation

This holds true, if your research is conducted at an internal or external institute or another facility of the UHH (Universität Hamburg). Even if you are involved in an (external) employment that is not related to your research project / doctorate.

Doctorate in cooperation with other university in Germany

Select only for cooperation with a formal, institutional agreement. This is not the right choice, if a supervisor or expert of a different German university takes part in your doctorate without a formal, institutional agreement. In this case, see the second next page "Scientific cooperation".

Doctorate in cooperation with a foreign/non-German university, binational doctorate (Cotutelle)

There must be a contractual regulation. This is not the right choice, if a supervisor or expert of a different university in a foreign country takes part in your doctorate without a formal, institutional agreement. In this case, see the second next page "Scientific cooperation".

Doctorate in cooperation with a university of applied sciences

A cooperative doctoral procedure exists only, in case there is a contract between Universität Hamburg and the respective university of applied sciences.

Doctorate in cooperation with a non-university research institute

This is the case, if you are working for a doctorate at a non-university research institution and a cooperation agreement exists. Please provide information about this institution on the next page under "Location of Promotion".

Doctorate in cooperation with industry (industry-sponsored doctorate) or other institution

This is the case, if you are working for a doctorate in the research facility of a company or other institution, but also if your doctorate is related to a research assignment from an industry company or other entity and there is a contract or written agreement. For further details, please refer to the next page under "Location of the doctorate" and / or on the next page "Scientific collaborations".

Type of doctorate

Do you do a doctorate in a graduate program? Then select the appropriate program from the selection list. Do you do a doctorate in several graduate programs, then enter also the other graduate programs. Your details will be listed in the application for admission and must be confirmed by the speaker or coordinator of the graduate program.

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. Please note the applicant FAQs for further information about the supervision.

List of supervisors [Add supervisor](#)

1. Supervisor [Delete](#)

Last name, first name*

Role*

Institution*

Phone number

Email*

Please note in case of non-local supervisor

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

Supervisor(s)

By clicking on 'Add supervisor' you can add further supervisors.

Application for admission to doctoral procedures - Dissertation

Preliminary title of dissertation*

Start of the doctoral project

Language*

Cumulative dissertation

Please make sure that the selected language is according to the doctoral regulations of your faculty or contact the academic office / doctoral office responsible for your application.

Please indicate if you are currently planning to hand in a cumulative dissertation.

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

Dissertation

Please enter at 'start of the doctoral project' the start date of your employment contract or scholarship.

What is a cumulative dissertation?

A cumulative dissertation does not consist of a dissertation in the form of a monograph, but of several papers published in professional journals and a summary of these publications.

Application for admission to doctoral procedures - University entrance qualification

Please give details about your university entrance qualification.

Type*

Date of degree*

Final grade*

Name of school*

Country*

ZIP code*

City*

Please add a copy and, if needed, a translation (in German or English) of your university entrance qualification along with your application.

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

University entrance qualification

If you obtained your **university entrance qualification in a foreign country**, select either:

“Deutsche Schule im Ausland” (German school in foreign country) or „sonstige Studienberechtigung im Ausland (other university entrance qualification in foreign country).

Further entities of the selection list 'Type of HZB' contain information on the **type of school in Germany (and not abroad)**, e.g.

- Gymnasium,
- Comprehensive School,
- Fachgymnasium,
-

and the **type of degree in Germany:**

- aHR = allgemeine Hochschulreife (valid for all university studies)
- FHR = Fachhochschulreife (limited to universities of applied sciences)
- fgHR = fachgebundene Hochschulreife (limited to certain study subjects).

Please give details about your university entrance qualification.

Type*

Date of degree*

Final grade*

Name of school*

Country*

ZIP code

City*

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

Country*

Name of university*

Place*

Type of institution*

Subjects [Add subject](#)

Subject* [Remove](#)

If you should not find your subject, please choose the nearest option or select „without specification/unclear“.

Time course of studies

Period*

Number of semesters

With a standard study period (in semesters)

Date of completion

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

Country*

Name of university*

Place*

Type of institution*

Subjects [Add subject](#)

Subject*

Time course of studies

Period*

Number of semesters

With a standard study period (in semesters)

Date of completion

Result

Pursued degree*

Full academic title of degree

Please state the full title according to your certificate, for example "M.Sc. subject XY"

Subject selection list:

- Agricultural and Forest Sciences, Nutritional Science, Veterinary medicine
- Agricultural Science, Food- and Beverage Technology
- Agricultural Biology**
- Agricultural Economics
- Agricultural Science / Farming
- Animal Husbandry

Checklist

Documents

- copy 1st graduate degree (certificate, transcript of records, diploma supplement)
- copy 2nd graduate degree (certificate, transcript of records, diploma supplement)
- copy higher education entrance eligibility
- copy ID card / visa
- research project outline
- supervision agreement

Course of studies

Please start with your first studies at a higher education institution, regardless of whether you have graduated or not. Enter all university periods one after the other. Give all information as detailed as possible.

The selection lists correspond to the statistical specifications and are unfortunately very long. They partly differ depending on the **university details**:

- For **german universities** a huge selection list is given. First, enter the location of a **higher education institution**, which shortens the selection to the higher education institutions in the respective place.
- For universities abroad select 'university in foreign country' under 'Type of institution'

Select your study subject:

- Enter the name of the **subject** under study subject, then the selection list will be shortened.
- In case you do not find your subject in the list, choose the closest subject listed or select 'without specification / unclear' from the list.

Enter at '**pursued degree**' your degree (for example Bachelor) and then choose the type of degree, e.g.

'Bachelor at Universities – first degree'

Another example

'Master at Universities - consecutive Master studies'.

Enter your '**full academic title of degree**' as stated on your diploma / certificate.

Checklist

Check if you got copies of documents ready, that must be uploaded in the next step.

Application for admission to doctoral procedures - Documents

Please upload the relevant documents for your application (as indicated on the previous page). Please note that you have to hand in the printed documents along with your application for acceptance as a doctoral candidate (especially certified copies) to the academic office / doctoral office.

List of uploaded documents

Document

Do you want to add (further) documents? Yes No

Cancel Save and close Back Next

Documents

The pdf documents may not exceed a size of 20 MB. Please note, that your application will only be processed by the academic office / doctoral office if you uploaded all documents as indicated in the checklist.

Application for admission to doctoral procedures - Preview

Preview

Here you can download a draft of your application. 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 has to be submitted electronically. Only then, you can download, print and sign the pdf document.

Preview

Cancel Save and close Back Next

Preview

Please download and check the draft of your application document. Make changes in case you find typing errors or wrong information before you proceed to 'Completion'.

Application for admission to doctoral procedures - Completion

Download application

Thank you, your application has been saved and submitted electronically. Please hand in the complete application, including all other necessary documents, to the office of the dean/doctoral office responsible for your application. Please note that only complete applications will be processed.

Download

Close

Completion

print out the documents and sign.

Administration Contact

Contact

Contact

Faculty for Mathematics, Informatics and Natural Sciences

more

- Department of Biology
more
- Department of Chemistry
more
- Department of Earth Sciences
more
- Department of Informatics
more
- Department of Mathematics
more
- Department of Physics
more

Submit your application

...at the academic office / doctoral office in your respective department.

In Docata you find the contact data and opening hours.