

Enrolment for doctoral studies in Physics at Universität Hamburg

General Information:

Your doctoral degree will be granted by Universität Hamburg. Every doctoral student has to apply for admission to doctoral studies and enroll as doctoral student at the university at the beginning of the PhD project.

Support for online registration/filling forms/general questions about the procedure of enrolment, please contact the Department of Physics: <https://docata.min.uni-hamburg.de/contact?0>

All current developments, accessibilities and contact addresses of the Department of Physics:
<https://www.physik.uni-hamburg.de/en/forschung/nachwuchs/promotion/promotionsbuero.html>

Please note: For the time of the Corona pandemic, during which the Physics Doctoral Studies Office is not open to the public, the presentation of original certificates is waived. Until further notice, simple copies of the degree documents (Bachelor, Master, Diploma) are accepted: Certificate, Transcript of Records (ToR), Diploma Supplement (DS).

1. Registration and admission as doctoral student at the Department of Physics

Students request admission to doctoral studies from the academic doctoral examination board Physics (Promotionsausschuss Physik) at the Physics department¹. All doctoral students have to register at the online database *docata* and apply online for admission to doctoral studies

- Read through the information on doctoral studies on the following website:
<https://www.uni-hamburg.de/en/campuscenter/bewerbung/promotion.html>
- Create an account on *docata*: <https://docata.min.uni-hamburg.de/welcome>
- Complete the online form with all requested data. Note: if you are unable to complete the online application in one session, you can save and re-enter the system again later. Once you click “Finish” on the last screen you will not be able to change your data!
- You will require a working title plus a project description for your thesis project. Please contact your supervisor to discuss this as early as possible.
- Once all data is entered, submit the application (and print a copy as instructed by the system).
- Sign the printed copy on all pages necessary
- Obtain the relevant signatures from your supervisor(s) & coordinator(s) of your graduate school

2. Submission of documents at the Doctoral Studies Office of Department Physics (Promotionsbüro)

- The printed and signed confirmation of your online application at *docata*
- Complete, printed and signed “Research project outline” form (bilingual document German/English)
<https://www.promovieren.uni-hamburg.de/en/min/promotion/downloadbereich.html>
- Certified copy of your master’s degree certificate /alternatively: the original of an official letter from your university confirming the completion of the degree
- Copy of transcript of records for bachelor and master programmes (detailed list of subjects)
If transcripts are not in German or English, candidates must submit additionally:
 - A translation of the transcript of records (detailed overview of subjects)
 - A printed abstract of your master’s thesis in English or German.

¹ Doctoral degree regulations (Promotionsordnung) of the Department of Physics:
<https://www.physik.uni-hamburg.de/forschung/nachwuchs/promotion.html>

- The PHGS Supervision agreement is accepted by the Department of Physics and mandatory for all members: https://graduateschool.pier-hamburg.de/members/forms_amp_info_sheets/forms_amp_info_sheets/index_eng.html
- Copy of Diploma Supplements (DS) for a bachelor and master, if available
- List of scientific publications, if applicable
- Curriculum Vitae
- Copy of identity card/passport (page on which first and last names are listed)
- Hand in or send all documents to the physics' department: <https://www.physik.uni-hamburg.de/en/forschung/nachwuchs/promotion/promotionsbuero.html>

3. Enrolment as doctoral student at Universität Hamburg

All PhD students are required to enroll at Universität Hamburg. This is also called matriculation (or in German *Immatrikulation*).

- For enrolment you have to create an applicant account at the university's data base STINE. You will need this account for the whole time during your doctoral studies: <https://www.uni-hamburg.de/online-bewerbung>
- Please read through the instructions for the PhD online enrolment procedure first. Here you will find all necessary information and links: <https://www.uni-hamburg.de/en/campuscenter/bewerbung/promotion.html>

Documents required for enrolment:

- Degree certificate of your master degree (original or certified photocopy).
- Letter of admission (in German Zulassung or Zulassungsbescheid) received from the Physics Doctoral Studies Office after Step 2
- Proof of health insurance.
- Registration card (in German Meldebestätigung) or copy of your ID card, if it shows your current home address. Otherwise hand in your residence permit.
- It's recommended printing the STINE form and submitting it as printout with the other documents.
- Hand in or send all documents to:

Campus Center

Service für Studierende
Team Bewerbung und Zulassung (= Admissions) Alsterterrasse 1
20354 Hamburg
Tel.: (040) 42838-7000

Office hours (please check the website for changes): Mon–Wed 9 am–3 pm, Thu 1–6 pm, Fri 9 am–1 pm
<https://www.uni-hamburg.de/en/campuscenter/beratung/oeffnungs-und-sprechzeiten.html>

Upon successful matriculation you will receive a preliminary confirmation of enrolment and instructions on how to pay your semester fee. Once the semester fee is paid, you will receive your full student ID.