

Enrolment for PhD in chemistry at Universität Hamburg

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

Support for online registration/filling forms/translation: Ask your academic tutor!

Weekly consultation for international PhD students takes place at

Campus Bahrenfeld, Building 6 (International Office), Room 114

Registration is not required. Contact: tutor.min@uni-hamburg.de

Tuesdays, 1.30 – 5.00 p.m.

<https://www.min.uni-hamburg.de/en/min-graduierenschule/stipendien-und-unterstuetzung/beratung.html>

1. Registration and admission as doctoral student at the MIN Faculty

Students request admission to PhD studies from the academic doctoral examination board (Promotionsausschuss) at their department in the MIN Faculty¹. All PhD students have to register at the MIN Faculty online database *docata* and apply online for admission to doctoral studies:

- Read through the information on doctoral studies on the following website:
http://www.uni-hamburg.de/campuscenter/bewerbung/promotion_e.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 relevant.
- Obtain the relevant signatures from your supervisor(s) & coordinator (s) of your graduate school.

2. Submission of documents at the chemistry department (Studienbüro)

Hand in or send all documents to (we recommend showing up in person):

Universität Hamburg, MIN-Fakultät, Studienbüro Chemie

Martin-Luther-King-Platz 6, room 18a, 20146 Hamburg

Tel.: (040) 42838-2511; E-Mail: promotion@chemie.uni-hamburg.de

Office hours (please check the website for changes):

<http://www.chemie.uni-hamburg.de/studium/promotion.html>

Mon: 9 am-12 pm / 1-3 pm, Tue: closed, Wen: 9 am-12 pm / 1-3 pm, Thu: closed, Fr: 9 am-12 pm

- 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
- If you show up in person at the **Studienbüro**, it is possible to show the original certificate and make a certified copy on-site.
- Copy of transcript of records & university certificate 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)
 - Only for German or English master thesis: a copy of thesis printed and tacked.
 - All other master thesis: a printed abstract of your master’s thesis in English or German.

¹ Doctoral degree regulations (Promotionsordnung) of the MIN Faculty:

<https://www.promovieren.uni-hamburg.de/min/promotion/pdf-promotion/doctoral-degree-regulations.pdf>

- Supervision agreement: Please ask us for a template or find the form here at:
https://graduateschool.pier-hamburg.de/sites/sites_custom/site_pier-helmholtz-graduateschool/content/e209246/e50874/e50875/e50876/infoboxContent50878/PHGS_Supervision_agreement_2019_eng.pdf
- Copy of Diploma Supplements (DS) for a bachelor and master, if available
- List of scientific publications, if applicable.
- Curriculum Vitae

Upon successful registration you will receive a written confirmation from the *doctoral studies office*.

Please note that without the registration for doctoral studies you will not be able to register as a student and get the student ID which includes the *Semesterticket for free rides within the public transport network HVV*.

3. Enrolment as PhD 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: http://www.uni-hamburg.de/campuscenter/bewerbung/promotion_e.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 (we recommend showing up in person):

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.