

Enrolment for PhD in Physics 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 an 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-graduiertenschule/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:
<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, Universität Hamburg (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
 - If you show up in person at the doctoral studies office it is possible to show the original certificate and make a certified copy on-site.
- 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.
- Supervision agreement ([Form on our website](#) under Members > Forms & Info sheets) is accepted by the faculty and mandatory for all members
- Copy of Diploma Supplements (DS) for a bachelor and master, if available
- List of scientific publications, if applicable
- Curriculum Vitae
- Hand in or send all documents to the physics’ department:

¹ Doctoral degree regulations (Promotionsordnung) of the MIN Faculty:
<https://www.promovieren.uni-hamburg.de/en/min/promotion.html>

Ms. Irmgard Flick**Bahrenfeld Campus** (DESY), Building 61, ground floor (to the left side), room 15

Office hours: every Thursday, 1:00-2:30pm

E-mail: irmgard.flick@physik.uni-hamburg.de**Please** show up in person in order to submit or to check your application.Upon successful admission you will receive a written confirmation (doctoral proceedings – admission to a doctorate) from the *Studienbüro*.**Please note that without the confirmation you will not be able to enroll as a doctoral student (step 3).**

or

Universität Hamburg

MIN-Fakultät,

Fachbereich Physik (Physics Department)

Promotionsbüro (Physics Doctoral Studies Office)

Jungiusstraße 9, ground floor left, room 28 and 29

20355 Hamburg

Tel. +49 (0)40 - 42838 – 7031; E-mail: promotion@physik.uni-hamburg.de**Office hours** (check the website for changes): Mon-Wed, 9 am-12 pm<https://www.physnet.uni-hamburg.de/forschung/promotionen/promotionsbuero.html>**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: <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 (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.