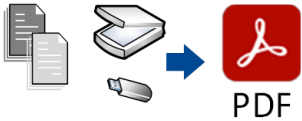



Docata | Application for admission to doctoral procedures

# Docata instruction | Electronic application with Docata

Application for admission to the doctoral procedure in the non-medicine PhD program

## Overview

| Preparation  |  | Online Application   |  |
|--|--|--|--|
|   |  |    |  |
| <u>Prepare documents in digital form:</u>  |  | <u>Docata registration:</u>  |  |
| <ul style="list-style-type: none"> <li>• <a href="#">Betreuungsvereinbarung/ Supervision agreement</a> (PDF form)</li> <li>• <a href="#">Project outline</a> (PDF form)</li> <li>• Curriculum vitae and if available, publication list</li> <li>• Degree certificates (e.g. bachelor's and master's degree)</li> </ul>   |  | <ul style="list-style-type: none"> <li>• Previous Master's degree at University of Hamburg (UHH: Please use your personal STiNE identifier (B-identifier) for registration in Docata</li> <li>• Register in Docata: create user account and set password.</li> </ul> |  |
| <u>Clarify specific questions with your supervisor:</u>  |  | <u>Docata application</u><br><u>Submit an online application:</u>  |  |
| <ul style="list-style-type: none"> <li>• Type of doctorate: institutional cooperation?</li> <li>• Type of doctorate: additional participation in a structured doctoral program (e.g. graduate school)</li> <li>• Members of the thesis committee</li> <li>• Type of dissertation: monograph or cumulative dissertation?</li> <li>• Employment at UKE?</li> </ul> |  | <ul style="list-style-type: none"> <li>• Log in with the user account in Docata and complete the online application</li> <li>• Use the preview of the application to check the accuracy and completeness of the data or to clarify open questions.</li> </ul>        |  |

## Please note:

- Docata is not an application platform. Please do not register in Docata before you have received a confirmation to supervise a doctoral thesis from an authorized person at the Faculty of Medicine (see § 6 Doctoral Degree Regulations). Authorized supervisors are University lecturers or habilitated members of the Faculty of Medicine. Membership of the Faculty of Medicine only exists if the person is predominantly (at least 50%) employed at the UKE (see § 2 Statutes of the Faculty of Medicine of the UKE).
- If you are looking for a doctoral project and/or a suitable supervisor, you can find further information on the [career pages](#) of the University Medical Center Hamburg-Eppendorf.

## Preparation for the online application:

- I. For the online application, you must prepare the following documents in digital form (PDF) to be uploaded during the process:
- ☐ **Supervision agreement** (PDF form) - completed and signed in full with original signatures
  - ☐ **Project outline** (PDF form) - completed and signed in full with original signature (PDF-Formular)
  - ☐ **Curriculum vitae** and, if applicable, publication list
  - ☐ **Degree certificates** (e.g. bachelor's and master's degree): certificate of academic degree, transcript of records. For degrees from non-EU countries, the documents must be in the original language and in English translation.

The PDF files must be as small as possible. Please ensure that scans are sufficiently legible.

- II. During your online application you will be asked 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?  
Note: A cooperation is defined by its institutional character, i.e. the cooperation is based on a contract or an agreement.
  - ☐ **Form of doctorate:** Will you also participate in another structured doctoral program?  
Example: Participation in a Research Training Group within a Collaborative Research Center.  
Note: In Docata you will find a selection list of all current structured doctoral programs.
  - ☐ **Type of disseration:** Are you planning to submit a monograph or a cumulative dissertation?
  - ☐ **Employment at UKE:** Is there an employment with the UKE at the time of application?

- III. Please read carefully the following documents before submitting your application:
- ☐ **Promotionsordnung** (Doctoral Degree Regulations)
  - ☐ **Studienordnung** (Study regulations)
  - ☐ **Satzung zur Sicherung Guter wissenschaftlicher Praxis und zur Vermeidung wissenschaftlichen Fehlverhaltens an der Universität Hamburg** (Statute for Safeguarding Good Research Practice and Avoiding Research Misconduct at Universität Hamburg)

According to the above-mentioned doctoral degree regulations, you must declare in the context of the application for admission (here via Docata) that you are familiar with the above-mentioned doctoral degree regulations in their currently valid version and the above-mentioned bylaws.

## Docata registration:

You can register and create a Docata user account on [this website](#). To apply for admission to doctoral studies with Docata, you must register.

1. **STiNE ID:** If you are already enrolled at University of Hamburg (e.g. Master's program), please log in to Docata with your STiNE ID (B ID). If you have forgotten your password or your STiNE ID, you can request help [here](#).

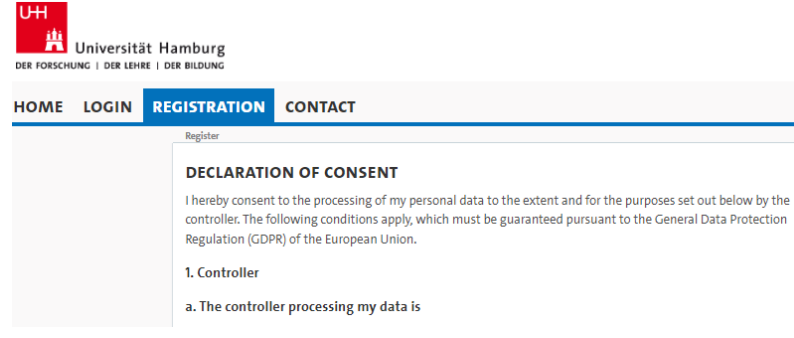
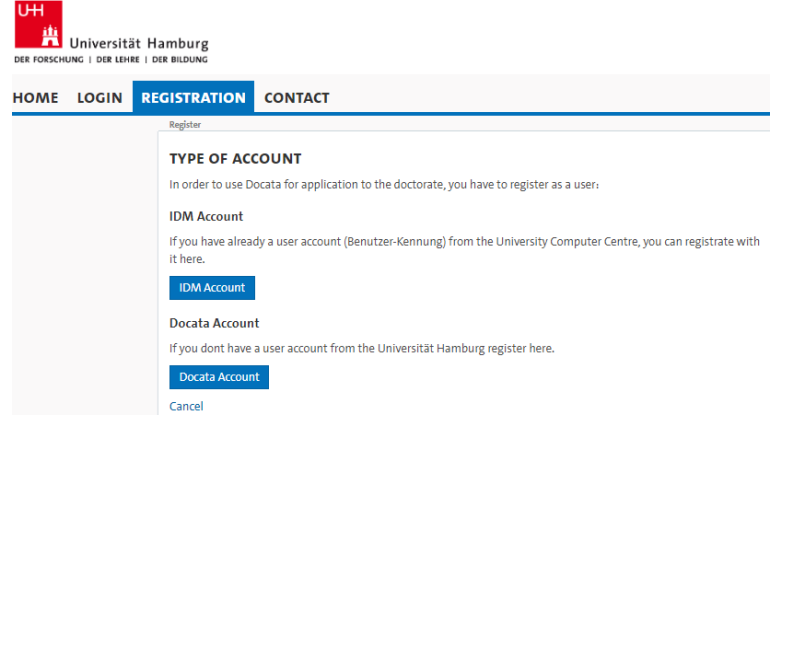


Please note that all Docata notifications will be sent to your [UHH-e-mail inbox](#) (firstname.lastname@studium.uni-hamburg.de)



2. **No STiNE ID or B ID:** Please create a user account in Docata. The personal data (e.g. first name(s), 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).

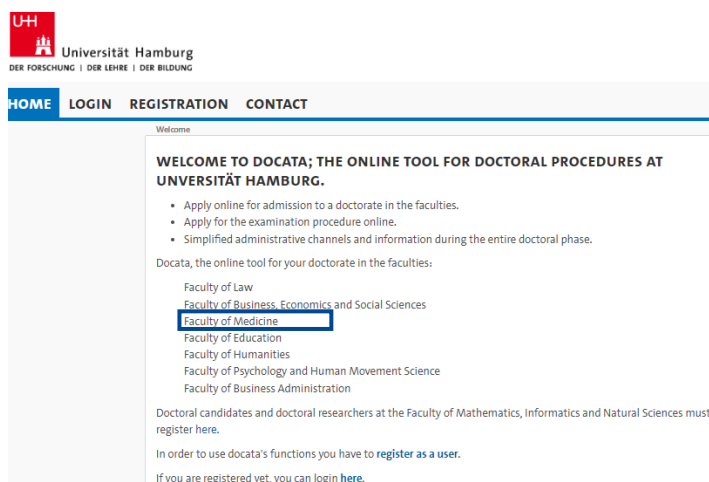
After registration you will receive an email with a link. Therefore, check your email right after the completed registration. Click on the link provided and set a password for your user account. After that you can log in to Docata and fill in your application for admission to doctoral procedures.

| Docata-Registrierung   |   |
|--|---|
|  <p>The screenshot shows the 'DECLARATION OF CONSENT' page. It includes a header with the University of Hamburg logo and navigation links (HOME, LOGIN, REGISTRATION, CONTACT). The main content area has a 'Register' button and a section titled 'DECLARATION OF CONSENT' with a consent statement and a list of controllers.</p> | <p><b>Section: Registration / Declaration of consent</b></p> <p>Registration is only necessary if you are applying for admission to doctoral studies.</p> <p>Agree to the declaration of consent.</p>   |
|  <p>The screenshot shows the 'TYPE OF ACCOUNT' page. It includes the same header as the previous page. The main content area has a 'Register' button and a section titled 'TYPE OF ACCOUNT' with instructions on how to register as a user. There are two buttons: 'IDM Account' and 'Docata Account'.</p>                         | <p><b>Section: Registration / Type of account</b></p> <p><b>Are you already enrolled at the University of Hamburg?</b></p> <ul style="list-style-type: none"> <li>Then please select “IDM Account” and enter your STiNE user name (= B-ID) and the corresponding password for registration in Docata.</li> </ul> <p><b>You were <u>not</u> previously enrolled at Universität Hamburg?</b></p> <ul style="list-style-type: none"> <li>Then please select “<b>Docata Account</b>” and enter your personal data for registration. The personal details (e.g. first name(s), surname, date of birth, place of birth) that you enter during registration must match the details on your identification document (e.g. ID card, passport, visa). You will receive an e-mail with a confirmation link. After confirmation you can log in to Docata and submit the application for admission.</li> </ul> |

## Please note.

Please use this link to Docata: <https://docata.uni-hamburg.de/welcome?1>

### This is the correct website



## Application for admission to doctoral procedures

### Application for admission to doctoral procedures - Personal data

[FAQ / help](#)

Your personal data (first name, surname, date of birth, place of birth) must correspond to the personal data indicated in your identification document (e.g. ID card, passport, visa). If some of the fields with a grey background include incorrect data, please contact the responsible office in your faculty.

Gender\* ☐ male ☒ female ☐ diverse ☐ not specified  
 Please select "diverse" or "not specified" only if this selection is officially registered for you in the register of civil status.

Title

Title (long)

First name(s)   
 Specification according to identification document (ID, passport, visa)

Preferred first name

How would you like to be addressed?

Surname

Name affix

Name of birth

Date of birth

Place of birth

Country of birth

Citizenship\*

Dual citizenship

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

[Back](#) [Next](#)

### Section: Personal data

Do you have a dual citizenship? Please provide details under 'Dual citizenship'.

### Application for admission to doctoral procedures - Mailing addresses

[FAQ / help](#)

Please provide at least one valid address. You may also provide additional addresses in the next step.

#### List of addresses

[Address](#)

Add address? ☒ Yes ☐ No

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

[Back](#) [Next](#)

### Section: Mailing addresses, phone / email address,

Please provide your private address.

You can log in to Docata at any time after you have been admitted to the doctoral procedure and change or add to this data.

Please always update your contact details via Docata; this is the only way you will receive important information during the doctoral phase.

### Application for admission to doctoral procedures - Main email address

[FAQ / help](#)

Please choose the main email address for email. If you have added new email addresses in the last step and want to change your corresponding email contact here, please make sure that you already have verified the email addresses added.

If you are logged in with your B-Kennung (Universität Hamburg) you cannot change the correspondence email address.

Correspondence email address\*

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

[Back](#) [Next](#)

Application for admission to doctoral procedures - Information on the doctorate [FAQ / help](#)

I hereby submit a request for the admission to doctoral procedures.  
 Doctoral regulations at Universität Hamburg can be found [here](#).

Faculty/Department\*   
 Doctoral regulation\*   
 Doctoral subject\*   
 Scientific field   
Your scientific field might differ from your doctoral subject.  
 Pursued academic title\*

Cancel Save and close

### Section: Information on the doctorate

The selection of the faculty must be correct (Faculty of Medicine).

#### Doctoral regulation:

- Doctoral Degree Regulation of the Medical Faculty of University of Hamburg for the PhD program non-medicine

#### Doctoral subject:

- PhD- program non-medicine

#### Pursued academic title:

- Doctor of Philosophy (PhD) or
- Doktor der Humanbiologie or
- Doktorin der Humanbiologie

Application for admission to doctoral procedures - Information on the doctorate [FAQ / help](#)

I hereby submit a request for the admission to doctoral procedures.  
 Doctoral regulations at Universität Hamburg can be found [here](#).

Faculty/Department\*   
 Doctoral regulation\*   
 Doctoral subject\*   
 Scientific field   
Your scientific field might differ from your doctoral subject.  
 Pursued academic title\*

Cancel Save and close

### Section: Type of doctorate

#### 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.

Application for admission to doctoral procedures - Place where doctorate is conducted [FAQ / help](#)

Please indicate here where you **predominantly** will conduct your doctoral research work. If you want to indicate another place of conducting the doctorate or if no institutional link exists, read the FAQs / help.

Place of doctorate\* ☒ Universität Hamburg ☐ External  
 Institution\*   
You may search the selection list with a term (e. g. Biology).  
 Description of institution

Cancel Save and close

### Section: Place where doctorate is conducted

The selection list under Institution becomes shorter if you enter a search term, e.g. 'Medical Microbiology' shows you „Institute of Medical Microbiology, Virology and Hygiene“.

Do you mainly work in the library or at your private workplace? Select 'External institution > 'Other' and 'Private workplace' as the type of institution.

Are you doing your doctorate at an external institution that is missing from the selection list? Then select 'Other' and complete the details.

Application for admission to doctoral procedures - Type of doctorate [FAQ / help](#)

Participation or membership in a graduate school, a research training group (dt. *Graduiertenkolleg*) or a structured doctoral program.

List of participations or memberships

**Program**

Do you want to add (further) programs, schools or groups? ☒ Yes ☐ No

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

Application for admission to doctoral procedures - Type of doctorate [FAQ / help](#)

Graduate program\*

Period of membership\*

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

Application for admission to doctoral procedures - Type of doctorate [FAQ / help](#)

Graduate program\*

You may search the selection list with a term (e. g. IMPRS or physics).

Period of membership\* from\*  to

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

### Section: Type of doctorate

The PhD program is a structured doctoral program. Therefore, please select **"PhD programs non-Medicine"** under Graduate program.

If you are also a member of a graduate college, you can also indicate this membership.

If the start date of the membership has not yet been determined, enter the expected start date. You can update the date at any time after admission.

Application for admission to doctoral procedures - Supervisor(s) [FAQ / help](#)

Please indicate who supervises your doctoral thesis work. By clicking the link "Add supervisor", you can add further supervisors, if applicable. See FAQs / help and your doctoral degree regulations for further information about the supervision.

List of supervisors [Add supervisor](#)

**1. Supervisor** [Delete](#)

Last name, first name\*

Role\*

Institution\*

Phone number

Email\*

**2. Supervisor** [Delete](#)

Last name, first name\*

Role\*

Institution\*

Phone number

Email\*

**3. Supervisor** [Delete](#)

Last name, first name\*

Role\*

Institution\*

Phone number

Email\*

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

### Section: Supervisor(s) / Thesis-Committee

The doctoral project is supervised by a thesis committee. This thesis committee consists of the official supervisor of the doctoral thesis and two other persons.

The supervisor is usually:

- University teacher (Prof.) at the Faculty of Medicine
- habilitated member (PD) of the Faculty of Medicine.

Membership of the Faculty of Medicine exists if the person is employed full-time (at least 50%) at the UKE (see § 2 Statutes of the Faculty of Medicine of the UKE).

**Please add the two other members of the thesis committee with the required information via "Add supervisor".**

Application for admission to doctoral procedures - Dissertation [FAQ / help](#)

Preliminary title of dissertation\* This is where you enter the title of your dissertation.

Start of the doctoral project\* 01/09/2024

Language\* English  
Please make sure that the language is selected according to the doctoral degree regulations applying to your doctoral procedures.

Type of dissertation Monograph  
Please indicate how you currently intend to submit your dissertation.

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

[Back](#) [Next](#)

### Section: 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 must be written in German, English or, upon request, in another scientific language.

It is a **monograph** if the dissertation is a self-contained body of work in which the chosen research topic is comprehensively presented. A monograph usually follows the standardized structure of introduction, material/methods, results, discussion.

A **cumulative dissertation** consists of several published original papers and a connecting text that interprets, evaluates and discusses the individual papers included in the cumulative thesis. Further information can be found in the guidelines for cumulative doctoral theses in the PhD program for medical and non-medical students.

Application for admission to doctoral procedures - Course of studies [FAQ / help](#)

Please indicate all periods of studying that you spent at national and international universities (higher education institutions). Details on former doctoral procedures should be provided under "Previous doctoral studies". Please also indicate studies that you have not (yet) completed.

List of studies

| University  | Period | Result |
|---|--------|--------|
| Do you want to add (further) studies? <input checked="" type="radio"/> Yes <input type="radio"/> No |        |        |

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

[Back](#) [Next](#)

### Section: Course of studies

Please start with your first study at an institution of higher education, regardless of whether you dropped out or completed this study. Enter all periods of higher education one after the other

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. Osnabrück); 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'.

#### Details on subjects

- Please enter the name of your subject or a part of the name under 'Subject' (e.g. Biochemistry); this shortens the option list.

#### Deatils 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.

Application for admission to doctoral procedures - Course of studies [FAQ / help](#)

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

Subjects [Add subject](#)

Subject\* Choose One [Delete](#)  
Should you not find your subject in the list, please choose the nearest option or select "not specified".

Time course of studies

Period\* from\* to

Date of completion

Result

Pursued degree\* Choose One  
See FAQs / help for further information about the option list.

Result of study\* Choose One

Final grade   
Please state your final grade exactly as stated in your degree certificate.

Please note: you are asked to upload relevant documents (Transcript of Records an Certificate) at the end of application.

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

[Back](#) [Next](#)

Application for admission to doctoral procedures - Course of studies [FAQ / help](#)

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\*

Institution\*

**Subjects** [Add subject](#)

Subject\*  [Delete](#)  
 Should you not find your subject in the list, please choose the nearest option or select "not specified".

**Time course of studies**

Period\* from\*  to

Date of completion

**Result**

Pursued degree\*   
 See FAQs / help for further information about the option list.

Result of study\*

Final grade\*   
 Please state your final grade exactly as stated in your degree certificate.

Please note: you are asked to upload relevant documents (Transcript of Records an Certificate) at the end of application.

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

Application for admission to doctoral procedures - Course of studies [FAQ / help](#)

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\*

Institution\*

**Subjects** [Add subject](#)

Subject\*  [Delete](#)  
 Should you not find your subject in the list, please choose the nearest option or select "not specified".

**Time course of studies**

Period\* from\*  to

Date of completion

**Result**

Pursued degree\*   
 See FAQs / help for further information about the option list.

Result of study\*

Final grade\*   
 Please state your final grade exactly as stated in your degree certificate.

Please note: you are asked to upload relevant documents (Transcript of Records an Certificate) at the end of application.

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

Application for admission to doctoral procedures - Course of studies [FAQ / help](#)

Please indicate **all** periods of studying that you spent at national and international universities (higher education institutions). Details on former doctoral procedures **should be provided under "Previous doctoral studies"**. Please also indicate studies that you have not (yet) completed.

**List of studies**

| University   | Period                  | Result                 | Edit                 | Delete                 |
|--------------|-------------------------|------------------------|----------------------|------------------------|
| U Osnabrück  | 01/10/2014 - 30/09/2016 | Successfully completed | <a href="#">Edit</a> | <a href="#">Delete</a> |
| U Düsseldorf | 01/10/2016 - 30/09/2019 | Successfully completed | <a href="#">Edit</a> | <a href="#">Delete</a> |

Do you want to add (further) studies? ☐ Yes ☒ No

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

- 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 then select the type of pursued degree (e.g. 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.
- 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



Application for admission to doctoral procedures - Entrance qualification for doctoral studies [FAQ / help](#)

Please select the academic degree that entitles you to conduct doctoral procedures.

Relevant academic degree\*

Choose One

Choose One

Bachelor at university, U Osnabrück, 01/10/2014 - 30/09/2016, Biochemistry / molecular biology

Master at university, U Düsseldorf, 01/10/2016 - 30/09/2019, Biochemistry / molecular biology

Cancel Save and close

You have 0 new message/s

You have 0 new message/s

### Section: Entrance qualification for doctoral studies

Please select the academic degree that entitles you to conduct doctoral procedures (i.e. dt.: 'zur Promotion berechtigende, vorangegangene bestandene Abschlussprüfung'; engl.: a successfully completed degree that entitles you to conduct doctoral studies). Example: If you have a bachelor's degree and a subsequent master's degree (and no other/further university degrees), then the master's degree should be selected here.

Application for admission to doctoral procedures - Previous doctoral studies [FAQ / help](#)

Have you already worked on a doctoral thesis project before? If so, please provide details (for example if you started your doctoral project at another university or if you worked on a different doctoral project before).

List of previous doctoral studies

| University  | Period | Result |
|---|--------|--------|
| Do you want to add (further) periods of doctoral studies?*    |        |        |
| <input type="radio"/> Yes <input checked="" type="radio"/> No |        |        |

Cancel Save and close

Back Next

### Section: Previous doctoral studies

Have you already started or completed a doctorate at another university? If so, please provide details of the university and the status of the doctoral project here.

According to § 4 paragraph 1 c) of the doctoral regulations, you are obliged to provide information as to whether you are conducting or have conducted a doctoral procedure at another university or another faculty of the University of Hamburg. This information must be provided here as part of this section of the online application

Application for admission to doctoral procedures - Funding [FAQ / help](#)

The Universität Hamburg aims to support doctoral candidates in the best possible way. For this purpose, it is vital to know the conditions that our doctoral candidates face. Important aspects are the financial situation as well as time constraints due to extra occupational employment.

Please help us by giving details on your financial situation during your doctorate. Details about employment with the Universität Hamburg or University Medical Centre Hamburg-Eppendorf (UKE) are mandatory. Funding information beyond is voluntary and solely used for anonymized statistics.

List of fundings

| Type of funding                                 | Position/program  | Employer/Funding organisation | Period | Hours per week |
|---|---|-------------------------------|--------|----------------|
| Do you want to add (other) funding information? |   |                               |        |                |
| Type of funding*                                | <input type="radio"/> Employment at Universität Hamburg / UKE<br><input type="radio"/> External employment<br><input type="radio"/> Scholarship<br><input type="radio"/> Other funding<br><input checked="" type="radio"/> I don't want to add (further) data |                               |        |                |

Cancel Save and close

Back Next

### Section: Funding

Select from the list which funding you will have for the duration of the doctoral procedure. If you do not wish to provide any information on this, select the last item in the selection list ("I don't want to add (further) data").

Application for admission to doctoral procedures - Documents checklist [FAQ / help](#)

In order to complete the application, we ask you to provide various documents as a scan in the system. When uploading, please make sure that the documents / evidence are easy to read and select the smallest possible file size. Under FAQs / Help you will find detailed information that applies to the doctoral regulations you have selected.

Checklist

- supervision agreement (form)
- research project outline / exposé (form)
- curriculum vitae
- Bachelor's degree certificate
- Bachelor's transcript of records
- Master's degree certificate
- Master's transcript of records

Cancel Save and close

Back Next

### Section: Documents checklist

Please ensure that the scanned documents are legible. You should minimize the file size (max. 10 MB).



Please note: the supervision agreement and the project outline must be signed in the original.

Application for admission or registration as a doctoral candidate – Documents

In order to be able to complete the application for admission to doctoral studies, we ask you to provide various documents and certificates as scans in the system. When uploading, please ensure that the documents are easy to read and select the smallest possible file size.

List of uploaded documents

| Document                                 |
|--|
| Do you want to add (further) documents?* |

☐ Yes ☒ No

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

Application for admission or registration as a doctoral candidate – Documents

Description\*

Type of document\*

File\* [+ Search files or Drag & drop](#)

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

Application for admission or registration as a doctoral candidate – Documents

In order to be able to complete the application for admission to doctoral studies, we ask you to provide various documents and certificates as scans in the system. When uploading, please ensure that the documents are easy to read and select the smallest possible file size.

List of uploaded documents

| Document                 | Edit | Remove |
|--------------------------|------|--------|
| Expose Helen Non-Medical |      |        |

Do you want to add (further) documents?\*

☒ Yes ☐ No

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

Application for admission to doctoral procedures - Declarations

Herewith, I confirm that I read and understood the following regulations:


☒ Doctorate degree regulations applying to my doctoral procedures. \*  
☒ Bylaws for Safeguarding Good Scientific Practice and Avoiding Scientific Misconduct at Universität Hamburg. \*

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

Application for admission to doctoral procedures - Preview [FAQ / help](#)

**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.

 [Preview](#)

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

Application for admission to doctoral procedures - Final step [FAQ / help](#)

By clicking on "Finish", a PDF document of your application will be generated; the PDF document of your application will be saved in your Docata doctoral file and be available to the responsible office at your faculty.

**Please note:** After electronic submission, many details of your application cannot be changed.

Are you sure that you would like to submit your application electronically now?

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

## Section: Documents

Please upload the required documents (see check-list) at this point.

Depending on your upload speed, it may take some time for the documents to be uploaded. The "Next" button will fade while the upload is in progress.

Please wait and do not click on any other buttons on the screen until the upload of the application documents is complete.

## Section: Declarations

In accordance with § 4 of the Doctoral Degree Regulations, you must declare that you are familiar with the Doctoral Degree Regulations and the Bylaws for Safeguarding Good Scientific Practice and Avoiding Scientific Misconduct at Universität Hamburg.


## Section: Preview

Please use the preview of the application to check the accuracy and completeness of the data entered, or to clarify any open questions with the supervisor.

You have the option of saving the application and to finish it at a later time.

## Section: Final step

To complete the online application and submit your application documents, you must click on "Finish".


**Please note:**  
 Only **complete** applications can be processed. **After clicking on "Finish", you will not be able to upload any further application documents!**



Your application for admission will be formally reviewed by the doctoral studies office of the Faculty of Medicine. This formal examination consists of: Checking the completeness of the documents (including signatures), admissibility of the proposed supervisors/members of the thesis committee.



If the formal examination is positive, your application will be submitted to the responsible doctoral committee, which will decide on the application.

You can find information on the current status of your procedure on your Docata homepage.