Admission for Doctoral Studies in Physics or Mathematics

Every PhD student must apply for admission to doctoral studies and enroll as a doctoral student at Universität Hamburg at the beginning of the PhD project.

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 Faculty:
   https://www.promovieren.uni-hamburg.de/en/min/promotion.html

   All PhD students must 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 may 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 anymore!
     ➢ 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.
   • Sign the printed copy on all pages where necessary.
   • Obtain the relevant signatures from your supervisor(s) and coordinator(s) of the QURS graduate school.

2. Submission of documents at the Doctoral Studies Office (Promotionsbüro) of the Department of Physics / Academic Services Office (Studienbüro) of the Department of Mathematics
   • 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

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1 Doctoral degree regulations (Promotionsordnung) of the MIN Faculty (2018):
➢ 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 the master's thesis in English or German.
- Supervision agreement (https://www.qu.uni-hamburg.de/qurs/membership.html) 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 Department of Physics / Mathematics:

**Universität Hamburg, Fachbereich Physik, Promotionsbüro**
Jungiusstraße 9 (ground floor left, rooms 28 and 29)
20355 Hamburg
Phone: +49 40 42838-7031  Email: promotion@physik.uni-hamburg.de
Office hours (please check the website for changes): Mon–Wed, 9:00–12:00

or

Ms. Irmgard Flick
Campus Bahrenfeld, building 61, ground floor (on the left), room 15, office hours: Thursdays 13:00–14:30
Campus Jungiusstraße, building 9, ground floor (on the left), room 30, office hours: Fridays 13:00–14:30
Email: irmgard.flick@physik.uni-hamburg.de

**Universität Hamburg, Fachbereich Mathematik, Studienbüro**
Bundesstraße 55
20146 Hamburg
Phone: +49 40 42838-4105/4107  Email: studium.math@uni-hamburg.de
Office hours (please check the website for changes): Mon–Thu
[https://www.math.uni-hamburg.de/studium/promohabil/promotion.html](https://www.math.uni-hamburg.de/studium/promohabil/promotion.html)

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).

3. **Enrollment 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 must 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](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](https://www.uni-hamburg.de/en/campuscenter/bewerbung/promotion.html)

Documents required for enrolment:
- Degree certificate of your master’s 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 is 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):

**Universität Hamburg, Campus Center**
Service für Studierende
Team Bewerbung und Zulassung
Alsterterrasse 1
20354 Hamburg
Phone: +49 40 42838-7000
Office hours: Mon to Wed 9:00–10:00, Thu 17:00–18:00

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.

Hamburg, April 2020