



Handout for the online tool for doctoral procedures Docata

Docata is the online tool for doctoral procedures at the University of Hamburg.

Please note that you can only register in Docata if you have already found a supervisor and have received a confirmation letter about the supervision and if you fulfil the admission requirements.

These instructions will show you how to register in Docata and how to apply for admission to doctoral studies.

Furthermore, for you as an admitted doctoral candidate, who is represented in Docata in the role of "doctoral candidate", the doctoral candidate file is documented from your point of view and the entire doctoral procedure up to the submission of the dissertation is shown in this handout.

In concrete terms, this means that you

- login with your useraccount at Universität Hamburg (e.g. bbb3540).
- will have secure online access to all information and documents relating to your doctoral procedure.
- will be able to enter changed contact details and new information about your doctorate online.
- can upload documents directly to Docata.
- will receive important information about your doctoral procedure in Docata.
- can submit the application to open the doctoral procedure online.

Before submitting your application, please inform yourself about the documents to be submitted by clicking on <https://www.jura.uni-hamburg.de/forschung/promotion/dokumente-service-kontakt.html> (Merkblatt zum Zulassungsantrag) and only submit your application when your documents are complete.

If you are missing a seminar certificate or the exposé, you will be able to enroll as PhD candidate under „Rechtswissenschaft (Promotionsanwärter, kein Abschluss)“ at the University of Hamburg for two semesters with a confirmation of supervision from a professor of the faculty.

If the above mentioned applies to you, please talk to your supervisor to find out which seminar is suitable for you.

You can find a handout for the enrollment as PhD candidate under „Rechtswissenschaft (Promotionsanwärter, kein Abschluss)“ containing more information at the following link:

[Dokumente, Service und Kontakt : Rechtswissenschaft : Universität Hamburg \(uni-hamburg.de\)](https://www.uni-hamburg.de/rechtswissenschaft/dokumente-service-und-kontakt)

If, for example, you would like to have a publication or participation in a moot court recognized as a seminar certificate, please submit the application in advance to the office of the doctoral committee. In case of recognition you will receive a confirmation which you can upload in Docata.

Which further achievements can be recognized instead of the seminar certificate, please find under [FAQ : Rechtswissenschaft : Universität Hamburg \(uni-hamburg.de\)](https://www.uni-hamburg.de/rechtswissenschaft/faq)

Further information on Docata can be found at <https://www.faq-docata.uni-hamburg.de/allgemein.html>

1. Registration in Docata

Please note: Registration is the first step for the application to the doctorate. If you are already admitted to the doctorate, you can immediately login with your user account at Universität Hamburg (e.g. bbb3540)

You can register at: <https://docata.uni-hamburg.de> before using Docata for the first time:



HOME LOGIN REGISTRATION CONTACT

Welcome

WELCOME TO DOCATA; THE ONLINE TOOL FOR DOCTORAL PROCEDURES AT UNIVERSITÄT HAMBURG.

- Apply online for admission to a doctorate in the faculties.
- Apply for the examination procedure online.
- Simplified administrative channels and information during the entire doctoral phase.

Docata, the online tool for your doctorate in the faculties:

- Faculty of Law
- Faculty of Business, Economics and Social Sciences
- Faculty of Medicine
- Faculty of Education
- Faculty of Humanities
- Faculty of Psychology and Human Movement Science
- Faculty of Business Administration

Doctoral candidates and doctoral researchers at the Faculty of Mathematics, Informatics and Natural Sciences must register [here](#).

In order to use docata's functions you have to [register as a user](#).

If you are registered yet, you can login [here](#).

HOME LOGIN REGISTRATION CONTACT

Register

DECLARATION OF CONSENT

I hereby consent to the processing of my personal data to the extent and for the purposes set out below by the controller. The following conditions apply, which must be guaranteed pursuant to the General Data Protection Regulation (GDPR) of the European Union.

1. Controller

a. The controller processing my data is

The President of Universität Hamburg
Mittelweg 177
20148 Hamburg
praesident@uni-hamburg.de

If you already have a B-identification (B-Kennung) from the University of Hamburg, select "IDM Account" and log in with your B-identification. Otherwise, please register as user via the "Docata Account":

Register

HOME LOGIN REGISTRATION CONTACT

TYPE OF ACCOUNT

In order to use Docata for application to the doctorate, you have to register as a user:

IDM Account

If you have already a user account (Benutzer-Kennung) from the University Computer Centre, you can registrate with it here.

[IDM Account](#)

Docata Account

If you dont have a user account from the Universität Hamburg register here.

[Docata Account](#)

[Cancel](#)

Register

HOME LOGIN REGISTRATION CONTACT

REGISTER WITH DOCATA ACCOUNT

In order to use Docata, you have to register as a user. Please enter your personal data

Email*

Email confirmation*

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

Titel (lang)

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

Preferred first name
How would you like to be addressed?

Last name*

Name affix

Date of birth*

Place of birth*

Country of birth*

[Cancel](#) [Register](#)

Once you have completed your registration, you will receive your access data as well as a link to set your password for Docata to the e-mail address you have given (in the case of a Docata identification) or your university e-mail address (in the case of a B-identification):

Guten Tag Ute Testperson,

vielen Dank, dass Sie sich in Docata registriert haben.

Bitte bestätigen Sie Ihre E-Mail-Adresse mit einem Klick auf den folgenden Link:

[https://docata.uni-hamburg.de/enable-account?
requestCode=PLQPLFCOCHFPPKKWGGXRX&verifyEmailCode=1n219ock3ekyq](https://docata.uni-hamburg.de/enable-account?requestCode=PLQPLFCOCHFPPKKWGGXRX&verifyEmailCode=1n219ock3ekyq)

Mit freundlichen Grüßen,

Ihr Docata-Team

Universität Hamburg

HOME **LOGIN** **REGISTRATION** **CONTACT**

Login

LOGIN

In order to use Docata for application to the doctorate, you have to log in with your access data.

Username*

Password*

[Request new password](#)

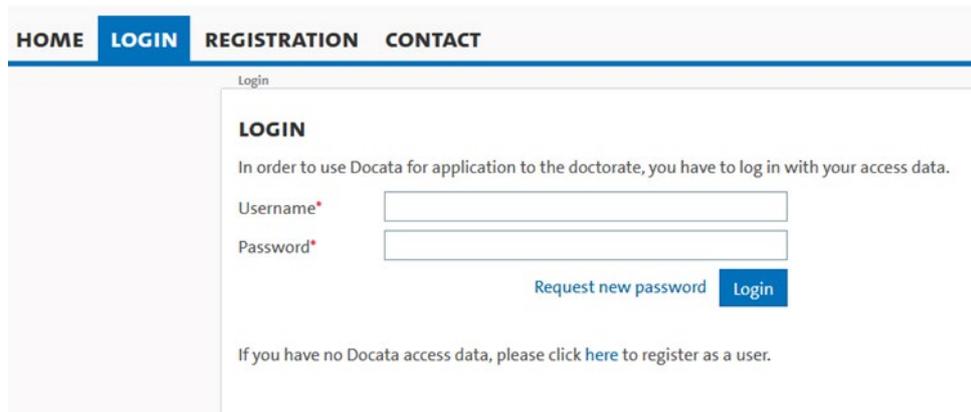
[Login](#)

If you have no Docata access data, please click [here](#) to register as a user.

2. View after login

After successful registration, log in under the tab "Login" and you will find yourself on the start page of your Docata account.

If you are already admitted, please continue with point 2.2, otherwise please follow the next steps.



HOME LOGIN REGISTRATION CONTACT

Login

LOGIN

In order to use Docata for application to the doctorate, you have to log in with your access data.

Username*

Password*

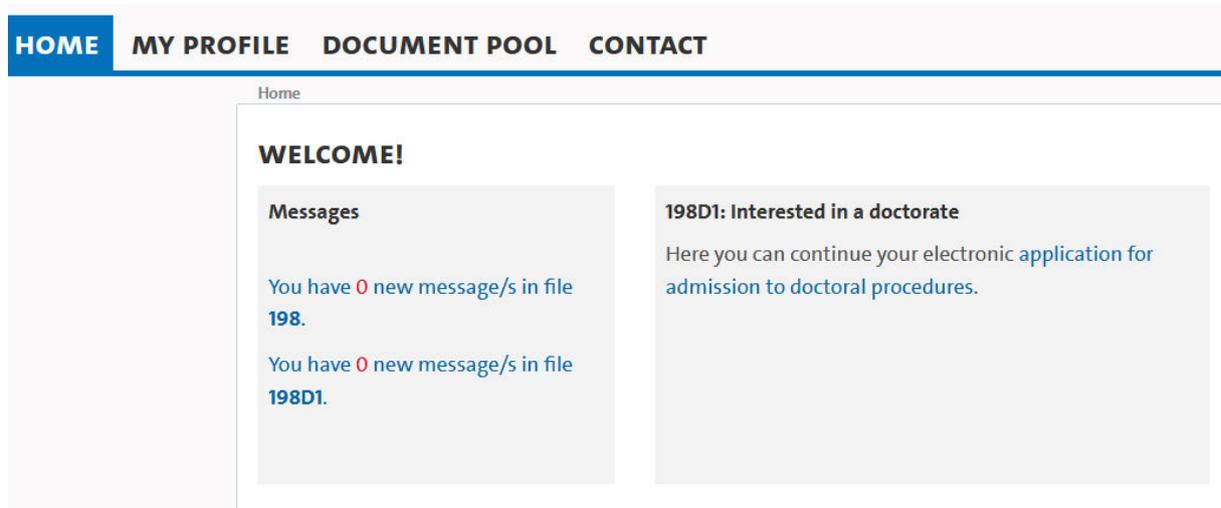
[Request new password](#)

If you have no Docata access data, please click [here](#) to register as a user.

2.1.1 Application for admission

The application for admission can now be submitted. Please have all admission-relevant documents ready for upload.

You can interrupt the application process at any time.



HOME MY PROFILE DOCUMENT POOL CONTACT

Home

WELCOME!

Messages

You have 0 new message/s in file 198.

You have 0 new message/s in file 198D1.

198D1: Interested in a doctorate

Here you can continue your electronic [application for admission to doctoral procedures](#).

For the application for admission, personal data such as your date of birth or your address will be requested first. You will then be asked to provide information about your doctorate: Information on the type of promotion, the place of implementation or co-operations will be requested. You can find detailed information on the individual steps by clicking on FAQs / Help in the top right-hand corner.

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	Edit
An der schönen Alster 8, 20148 Hamburg, Germany	Edit

Add address? Yes No

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

After you have entered all the necessary data, upload the documents required for the application for admission (<https://www.jura.uni-hamburg.de/forschung/promotion/dokumente-service-kontakt.html> - Merkblatt zum Zulassungsantrag).

You can then download the application if you wish to:

HOME
MY PROFILE
DOCUMENT POOL
CONTACT

Home

WELCOME!

Messages

You have 0 new message/s in file **198**.

You have 0 new message/s in file **198D1**.

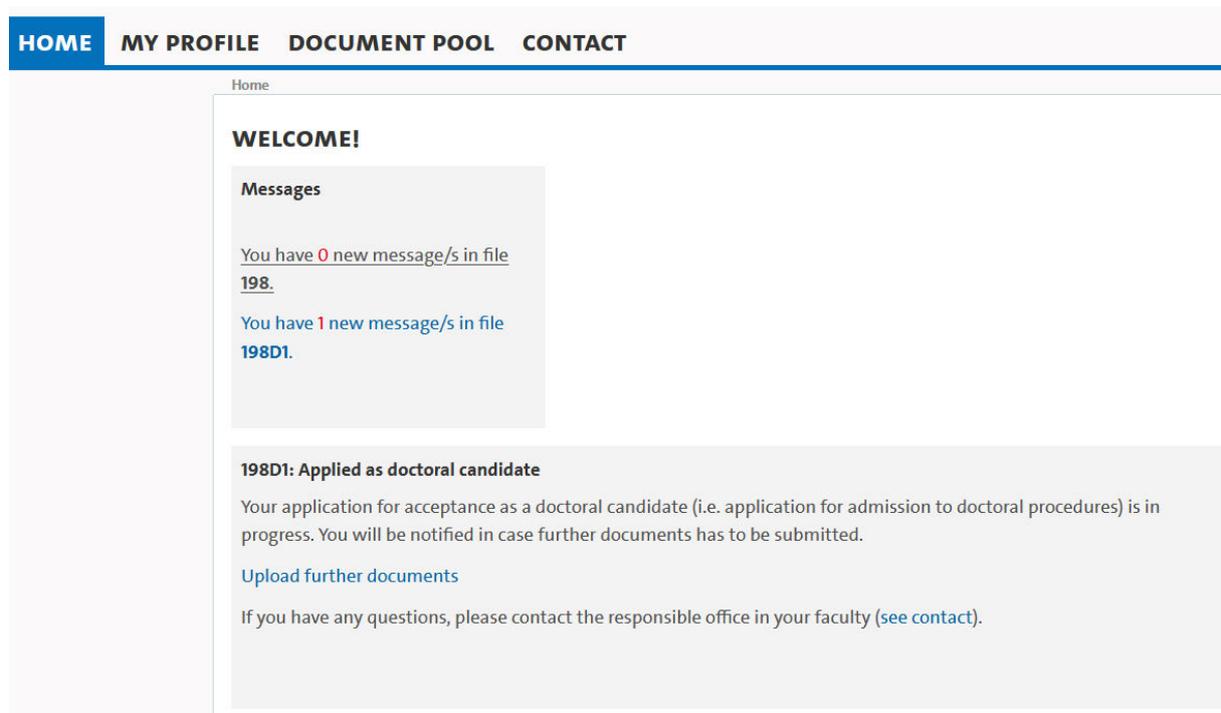
198D1: Applied as doctoral candidate

Your application for acceptance as a doctoral candidate (i.e. application for admission to doctoral procedures) has been submitted successfully on 01/08/2023 10:37:38.

[You can download your application here.](#)

You will be notified as soon as a decision about your application has been taken by the competent doctoral committee. If you have any questions, please directly contact the responsible office in your faculty ([see contact](#)).

If documents need to be submitted later, you will find the following message and can upload documents to Docata:



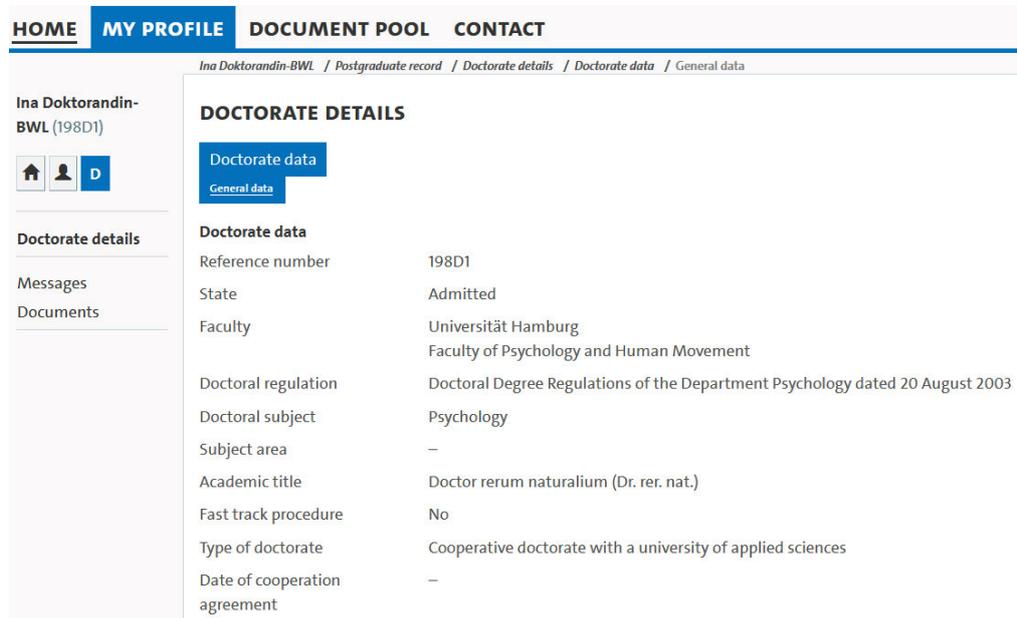
The screenshot shows the Docata user interface. At the top, there is a navigation menu with the following items: **HOME**, **MY PROFILE**, **DOCUMENT POOL**, and **CONTACT**. Below the navigation menu, the page content is displayed. The main heading is **WELCOME!**. Underneath, there is a section titled **Messages**. The first message states: "You have **0** new message/s in file **198.**". The second message states: "You have **1** new message/s in file **198D1.**". Below the messages, there is a notification for **198D1: Applied as doctoral candidate**. The text of the notification reads: "Your application for acceptance as a doctoral candidate (i.e. application for admission to doctoral procedures) is in progress. You will be notified in case further documents has to be submitted." Below this text, there is a link labeled **Upload further documents**. At the bottom of the notification, it says: "If you have any questions, please contact the responsible office in your faculty ([see contact](#))."

If all admission requirements are fulfilled and all documents are available, you will receive an internal message in Docata about the admission.

In addition, if you have registered with a Docata user ID, you will be informed about the required activation of your B- identification (B-Kennung) at the University of Hamburg.

2.1.2 Admission

The admission letter will be made available to you under "Documents" in your postgraduate file:



HOME **MY PROFILE** DOCUMENT POOL CONTACT

Ina Doktorandin-BWL / Postgraduate record / Doctorate details / Doctorate data / General data

Ina Doktorandin-BWL (198D1)

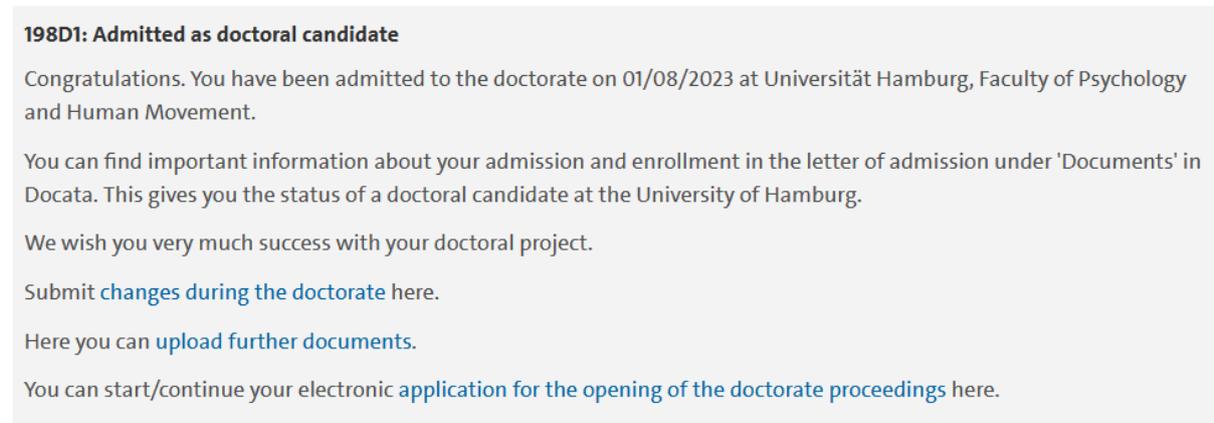
Home Profile Doctorate details

DOCTORATE DETAILS

Doctorate data
General data

Doctorate data	
Reference number	198D1
State	Admitted
Faculty	Universität Hamburg Faculty of Psychology and Human Movement
Doctoral regulation	Doctoral Degree Regulations of the Department Psychology dated 20 August 2003
Doctoral subject	Psychology
Subject area	–
Academic title	Doctor rerum naturalium (Dr. rer. nat.)
Fast track procedure	No
Type of doctorate	Cooperative doctorate with a university of applied sciences
Date of cooperation agreement	–

The information in the start box will change:



198D1: Admitted as doctoral candidate

Congratulations. You have been admitted to the doctorate on 01/08/2023 at Universität Hamburg, Faculty of Psychology and Human Movement.

You can find important information about your admission and enrollment in the letter of admission under 'Documents' in Docata. This gives you the status of a doctoral candidate at the University of Hamburg.

We wish you very much success with your doctoral project.

Submit [changes during the doctorate](#) here.

Here you can [upload further documents](#).

You can start/continue your electronic [application for the opening of the doctorate proceedings](#) here.

This start box remains available until the electronic submission of the application for the opening of the examination procedure or the notification of a discontinuation of the doctorate and offers you the possibility to update your data or the progress of your doctorate at any time (e.g. in the event of an interruption).

2.1.3 Enrollment

Enrollment at the University of Hamburg is compulsory. With your letter of admission you will receive further information on how to apply for enrolment.

You can apply online at the University of Hamburg (<https://www.stine.uni-hamburg.de>).

The deadline for enrolment after admission is **one month**.

2.1.4 Application for Extension of Admission

This application can be found in another start box.

The application is displayed for doctoral candidates with the status admitted.

Application for an extension of the doctoral procedures (198D1)

Are you running out of time? Please note the doctoral regulations that apply to you and submit an application for an extension of the doctorate in good time.

[Start the application for extension](#)

Application for extension of the doctoral procedures

Cause for application:*

Application for extension until

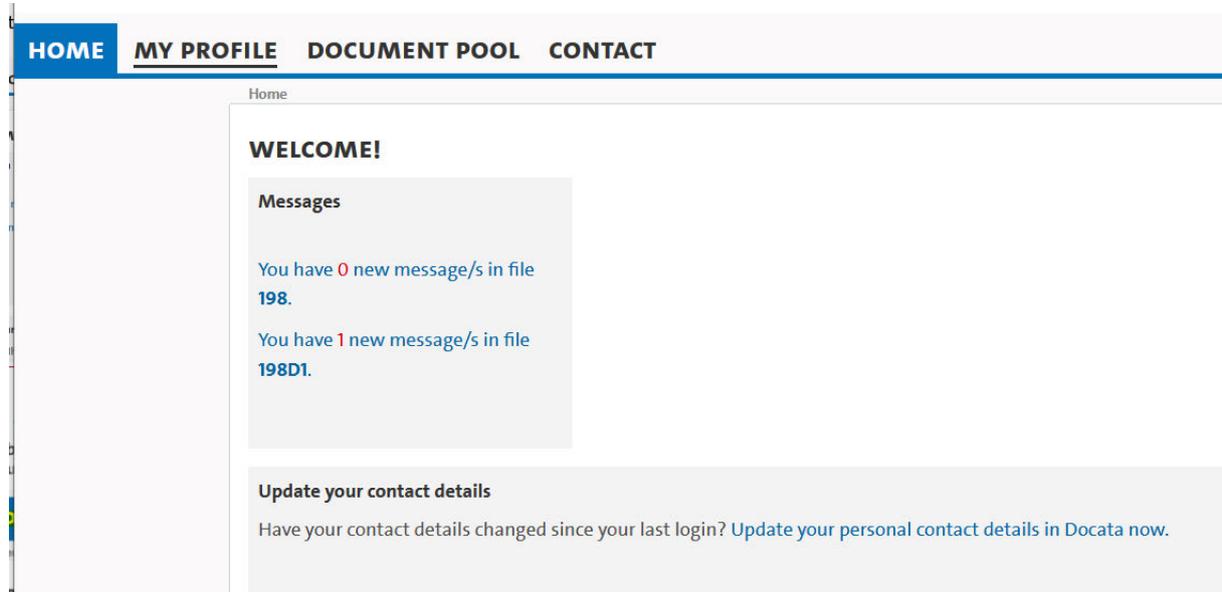
Opinion of supervisor: Keine Datei ausgewählt.

Schedule /work plan to completion: Keine Datei ausgewählt.

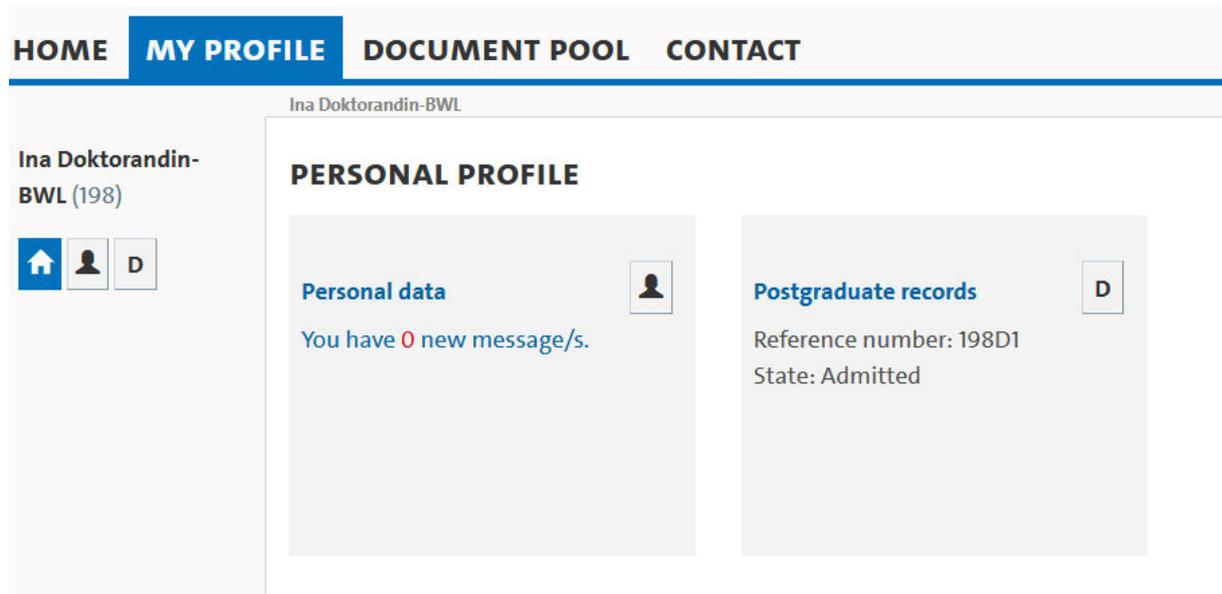
Please upload **only the opinion of your supervisor** to your application.

2.2 Already admitted doctoral students

If you have already been admitted and enrolled, you will be redirected to the following homepage and then select "My profile".



The screenshot shows the 'Home' page of a user interface. At the top, there is a navigation bar with four items: 'HOME', 'MY PROFILE', 'DOCUMENT POOL', and 'CONTACT'. The 'HOME' item is highlighted with a blue background. Below the navigation bar, the page title is 'Home'. The main content area is divided into two sections. The first section is titled 'WELCOME!' and contains a 'Messages' box. The 'Messages' box shows two messages: 'You have 0 new message/s in file 198.' and 'You have 1 new message/s in file 198D1.'. The second section is titled 'Update your contact details' and contains the text: 'Have your contact details changed since your last login? [Update your personal contact details in Docata now.](#)'



The screenshot shows the 'My Profile' page of a user interface. At the top, there is a navigation bar with four items: 'HOME', 'MY PROFILE', 'DOCUMENT POOL', and 'CONTACT'. The 'MY PROFILE' item is highlighted with a blue background. Below the navigation bar, the page title is 'Ina Doktorandin-BWL'. The main content area is divided into two sections. The first section is titled 'PERSONAL PROFILE' and contains two boxes. The first box is titled 'Personal data' and contains the text: 'You have 0 new message/s.'. The second box is titled 'Postgraduate records' and contains the text: 'Reference number: 198D1' and 'State: Admitted'. On the left side of the page, there is a sidebar with the text 'Ina Doktorandin-BWL (198)' and three icons: a home icon, a person icon, and a 'D' icon.

2.2.1 Messages

All messages sent by the Examination Management are displayed on the start page. You can call up the messages by clicking on the number of messages.

Click on "View Details" to open the message:

The screenshot shows the 'MESSAGES' overview page. The navigation bar includes 'HOME', 'MY PROFILE', 'DOCUMENT POOL', and 'CONTACT'. The breadcrumb trail is 'Regine Doktorandin-RW / Postgraduate record / Messages / Thread'. The user profile 'Regine Doktorandin-RW (355D1)' is visible on the left. The main content area is titled 'MESSAGES' and includes a toggle for 'Display archived threads' (currently off). Below this is a 'List of messages/threads' with navigation options 'First Back 1-6 of 6 Next Last' and 'Items per page 10 30 100'. A table lists four messages with columns for 'From/To', 'Subject', and 'Timestamp'. Each message has a 'View details' link.

From/To	Subject	Timestamp	
[Redacted]	00C E-Mail an Doktorand	21/03/2023 14:22:29	View details
[Redacted]	Dokumente Zulassungsantrag nachreichen - Submit further documents	14/02/2023 14:17:23	View details
Susanne Prüfungsmanagerin <bbb3544@uni-hamburg.de>	Nachricht zum Prüfungsverfahren	29/12/2022 19:10:35	View details
Susanne Prüfungsmanagerin <bbb3544@uni-hamburg.de>	Eröffnung Prüfungsverfahren - Start of examination	27/12/2022 14:29:17	View details

Via "View Details" in the open message, the message content is displayed.

The screenshot shows the 'MESSAGE' details page. The navigation bar and breadcrumb trail are the same as in the overview. The user profile 'Regine Doktorandin-RW (355D1)' is visible. The main content area is titled 'MESSAGE' and includes a toggle for 'Messages in thread' (currently off) and 'Archive message/thread'. Below this is a 'First Back 1-1 of 1 Next Last' and 'Items per page 10 30 100'. The message content is displayed in a light gray box, showing the sender 'Susanne Prüfungsmanagerin <bbb3544@uni-hamburg.de>', the recipient 'Regine Doktorandin-RW <bbb3547@uni-hamburg.de>', and the subject 'Ihre Zulassung zur Promotion'. There is a 'show more ...' link below the message content.

You can reply directly to the message via "Reply" (also in the open message).

You can archive the message via "Archive message / History", after which the message is no longer displayed in the overview, but can be viewed again at any time via "Show archived messages".

So that you can stay up to date without having to regularly check your Docata account, you will receive a notification to your @studium.uni-hamburg.de address when the examination management creates an internal message in Docata. This message contains a link with which you can log in directly to Docata.

2.2.2 Updating your data

For updating your contact data, uploading documents or notifying changes in your doctoral progress (e.g. in the event of an interruption), this start box will be displayed until the electronic submission of the application for the opening of the examination procedure or notification of a discontinuation of the doctoral studies.

For the submission of your dissertation, you submit the application for the opening of the examination procedure here.

Update your contact details

Have your contact details changed since your last login? [Update your personal contact details in Docata now.](#)

198D1: Admitted as doctoral candidate

Congratulations. You have been admitted to the doctorate on 01/08/2023 at Universität Hamburg, Faculty of Psychology and Human Movement.

You can find important information about your admission and enrollment in the letter of admission under 'Documents' in Docata. This gives you the status of a doctoral candidate at the University of Hamburg.

We wish you very much success with your doctoral project.

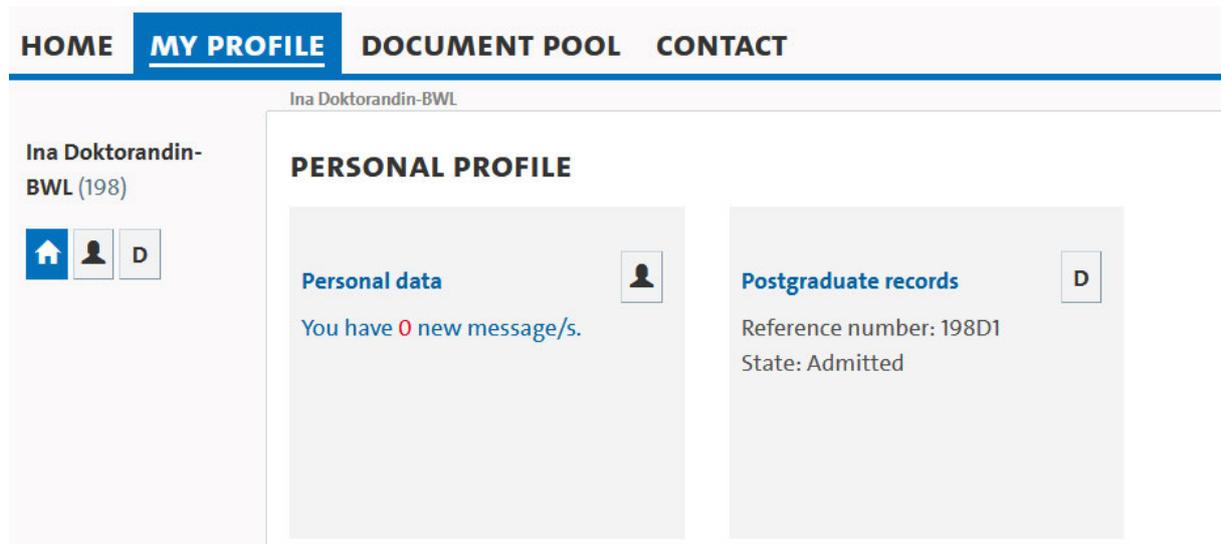
Submit [changes during the doctorate](#) here.

Here you can [upload further documents](#).

You can start/continue your electronic [application for the opening of the doctorate proceedings](#) here.

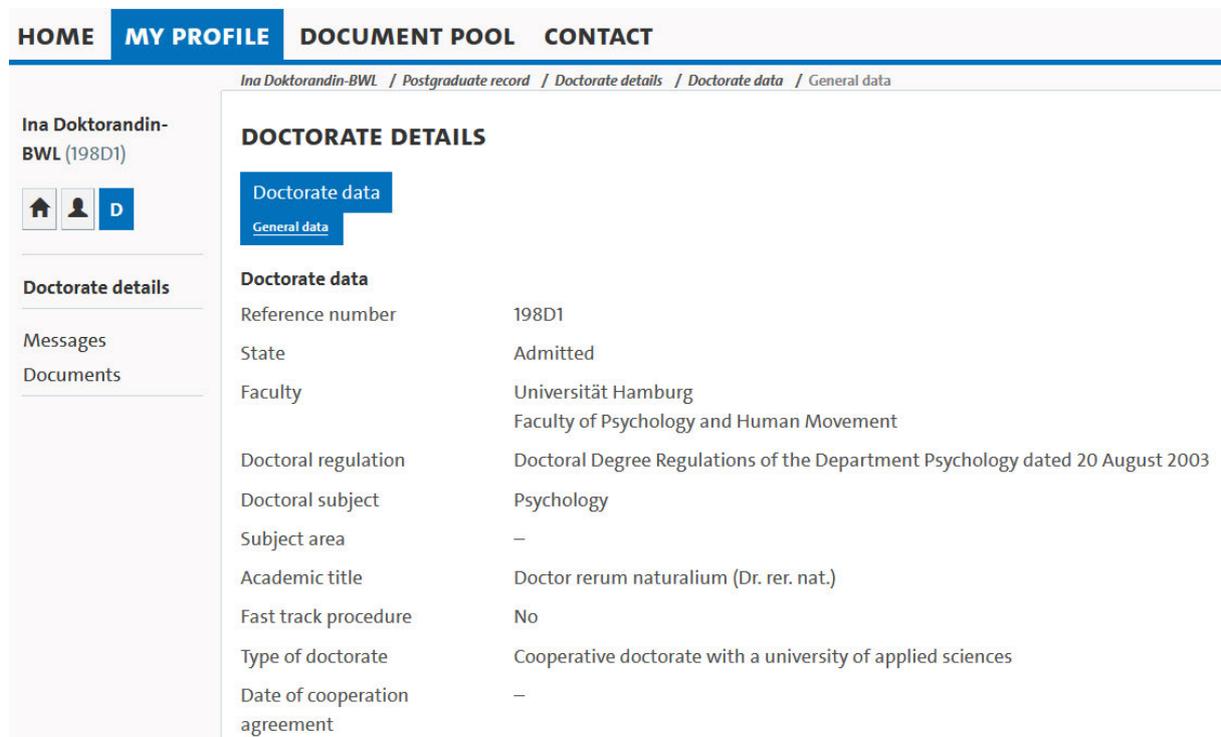
2.2.3 My profile

Under "my profile" you can view your personal data:



The screenshot shows the 'MY PROFILE' page for 'Ina Doktorandin-BWL'. The navigation bar includes 'HOME', 'MY PROFILE', 'DOCUMENT POOL', and 'CONTACT'. The user's name 'Ina Doktorandin-BWL (198)' is displayed. On the left, there are icons for home, profile, and a 'D' icon. The main content area is titled 'PERSONAL PROFILE' and contains two cards: 'Personal data' with a message 'You have 0 new message/s.' and a profile icon, and 'Postgraduate records' with a 'D' icon and details: 'Reference number: 198D1' and 'State: Admitted'.

In your doctoral student file, under "D" (on the left under your name), you can view your details on the doctoral procedure under "Doctorate Details".



The screenshot shows the 'DOCTORATE DETAILS' page for 'Ina Doktorandin-BWL (198D1)'. The navigation bar includes 'HOME', 'MY PROFILE', 'DOCUMENT POOL', and 'CONTACT'. The user's name 'Ina Doktorandin-BWL (198D1)' is displayed. On the left, there are icons for home, profile, and a 'D' icon. Below the icons are links for 'Doctorate details', 'Messages', and 'Documents'. The main content area is titled 'DOCTORATE DETAILS' and has a sub-section 'Doctorate data' with a 'General data' link. Below this is a table of doctoral data:

Doctorate data	
Reference number	198D1
State	Admitted
Faculty	Universität Hamburg Faculty of Psychology and Human Movement
Doctoral regulation	Doctoral Degree Regulations of the Department Psychology dated 20 August 2003
Doctoral subject	Psychology
Subject area	–
Academic title	Doctor rerum naturalium (Dr. rer. nat.)
Fast track procedure	No
Type of doctorate	Cooperative doctorate with a university of applied sciences
Date of cooperation agreement	–

Please update your contact details immediately in case of changes.

2.2.4 Documents

Under "Documents" you will find documents uploaded by you as well as documents created by the examination management.

You can view or download the documents, but you cannot delete them.

The screenshot shows a user interface with a navigation bar at the top containing 'HOME', 'MY PROFILE', 'DOCUMENT POOL', and 'CONTACT'. Below the navigation bar, the breadcrumb path is 'Ina Doktorandin-BWL / Postgraduate record / Documents'. The main content area is titled 'DOCUMENTS' and includes a search bar with the placeholder text 'Suche nach Bezeichnung'. Below the search bar is a 'Document list' section with pagination controls 'First Back 1-1 of 1 Next Last' and 'Items per page 10 30 100'. The document list is a table with the following data:

Title	File created	Creator	File name	File type	Size	
2023-08-01-198D1-Application_for_admission.pdf	01/08/2023 10:37:42	Ina Doktorandin-BWL	2023-08-01-198D1-Application_for_admission.pdf	Application for admission	65.39 KB	  View details

Below the table, there are pagination controls 'First Back 1-1 of 1 Next Last' and 'Items per page 10 30 100'. On the left side of the page, there is a sidebar with the user's name 'Ina Doktorandin-BWL (198D1)' and navigation icons for home, profile, and documents. Below the sidebar, there are links for 'Doctorate details', 'Messages', and 'Documents'.

2.2.5 Document pool

Important documents are stored here: e.g. the Statutes for Ensuring Good Scientific Practice.

The screenshot shows a user interface with a navigation bar at the top containing 'HOME', 'MY PROFILE', 'DOCUMENT POOL', and 'CONTACT'. Below the navigation bar, the breadcrumb path is 'Document pool'. The main content area is titled 'DOCUMENT POOL' and includes a search bar with the placeholder text 'Search by caption or description'. Below the search bar is a 'Document list' section with a single document entry:

A Bylaws for Safeguarding Good Scientific Practice and Avoiding Scientific Misconduct at Universität Hamburg	Download
--	--------------------------

Below the document entry, there is a link for further information: <https://www.uni-hamburg.de/en/forschung/forschungsfoerderung/gute-wissenschaftliche-praxis.html>. On the left side of the page, there is a sidebar with the user's name 'Ina Doktorandin-BWL (198D1)' and navigation icons for home, profile, and documents. Below the sidebar, there are links for 'Doctorate details', 'Messages', and 'Documents'.

3. Application for the opening of the examination procedure/ Submission of the dissertation

You submit the application for the opening of the examination procedure electronically in Docata and upload your dissertation and an abstract of the dissertation.

198D1: Admitted as doctoral candidate

Congratulations. You have been admitted to the doctorate on 01/08/2023 at Universität Hamburg, Faculty of Psychology and Human Movement.

You can find important information about your admission and enrollment in the letter of admission under 'Documents' in Docata. This gives you the status of a doctoral candidate at the University of Hamburg.

We wish you very much success with your doctoral project.

Submit [changes during the doctorate](#) here.

Here you can [upload further documents](#).

You can start/continue your electronic [application for the opening of the doctorate proceedings](#) here.

After successful transmission, appears:

355D1: Applied for opening of the doctorate proceedings

Your application for opening of the doctorate proceedings has been submitted successfully on 27/12/2022 13:29:23.



[You can download your application for opening of the doctorate proceedings here.](#)

You will be notified as soon as a decision about your application has been taken by the competent doctoral committee. If you have any questions, please contact responsible office in your faculty ([see contact](#)).

After the examination management has opened the procedure, you will be informed of the date of the opening:

Update your contact details

Have your contact details changed since your last login? [Update your personal contact details in Docata now.](#)

355D1: Doctorate proceedings opened

Your doctorate proceedings have been opened on 27/12/2022.
We wish you all the best for completing your doctorate! If you have any questions, please contact the responsible office in your faculty ([see contact](#)).

Please send two printed copies (glue binding) of your dissertation in parallel to:

Fakultät für Rechtswissenschaft

Geschäftsstelle des Promotionsausschusses

Rothenbaumchaussee 33

20148 Hamburg