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/dokumenten-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)

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)

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:
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”:
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=PLQPLFCOCHFPKKGWGRX&verifyEmailCode=In29ock3ekyq

Mit freundlichen Grüßen,

Ihr Docata-Team

Universität Hamburg
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.

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.

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

![Message from Docata](image)

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:

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.

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".
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:

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

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:

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”.

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.

2.2.5 Document pool

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

After successful transmission, appears:

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

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