

Introduction to Geventis

Registration for members of a structured doctoral program

November 2020

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The following instructions describe the registration in Geventis for doctoral who belong to one of the graduate programs that are members in MINGS (cf. [this list](#)). After successful registration, doctoral researchers of MIN faculty may enroll in courses and events or submit applications for travel funding. Those doctoral candidates who are not enrolled in one of the MINGS member programs, please follow [these guidelines](#).

- Membership in Geventis is not accompanied by additional regulations and rules. The study program/curriculum of the respective graduate program applies. For questions, please refer to the coordination of your program.
- Geventis provides information on courses and events.
- After registration, you can also use additional services provided through Geventis that are open to all doctoral researchers of MIN faculty, see our page "[Grants and support](#)".
- Doctoral students who are admitted to their doctoral studies at MIN faculty will need their login data from Docata (online administration for doctoral procedures).



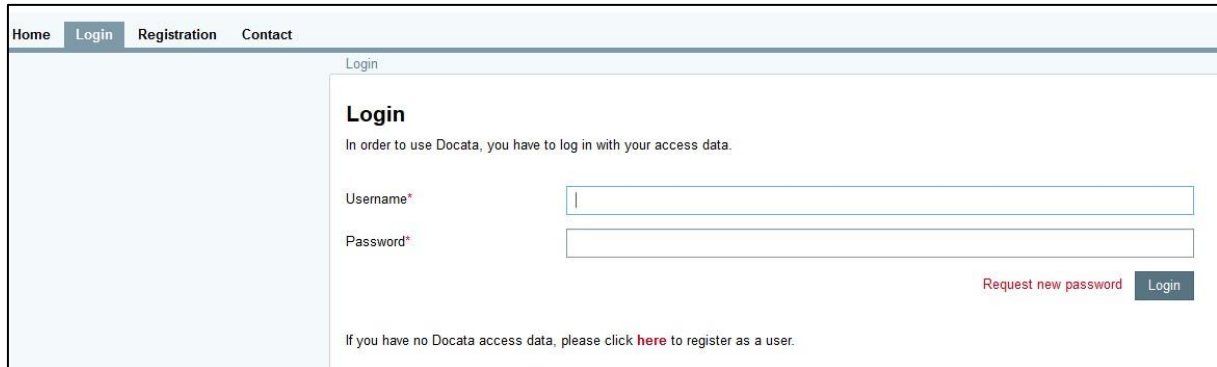
Registration in short

(for doctoral candidates who are admitted to the doctoral procedures at MIN faculty)

1. Do I know my username and my password in [Docata](#)? If not, request a new password in Docata or contact docata-min@uni-hamburg.de to receive your registration data.
2. [Geventis login page](#): click “Not yet registered?”.
3. Accept the data protection notice.
4. Select “doctoral student”.
5. Select Docata-MIN, enter username and password from Docata.
6. Add information about your graduate program and submit the application. You will be notified about the acceptance to Geventis via email.

Registration in detail

1. Do you know your username and password from Docata?

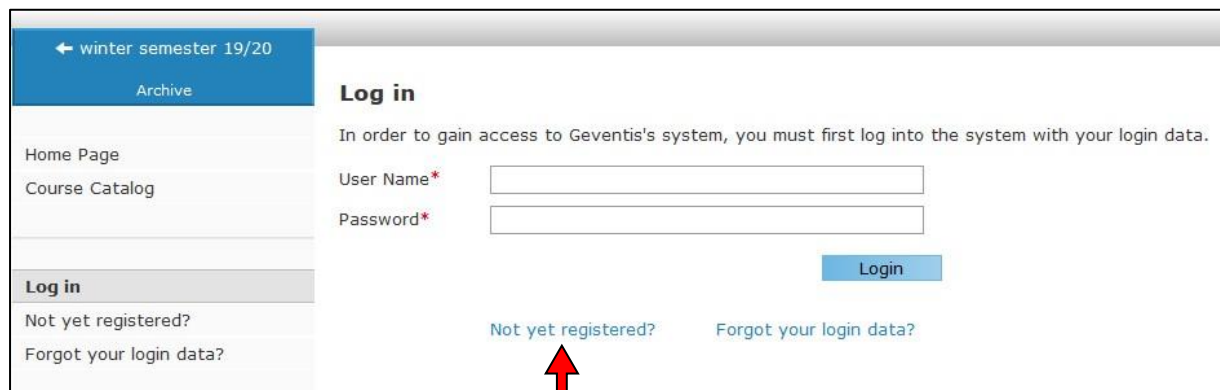


The screenshot shows the Docata login page. At the top, there are navigation tabs: Home, Login, Registration, and Contact. The main content area is titled "Login" and contains the following text: "In order to use Docata, you have to log in with your access data." Below this, there are two input fields: "Username*" and "Password*", both with asterisks indicating they are required. To the right of the password field, there is a link "Request new password" and a "Login" button. At the bottom of the form, there is a note: "If you have no Docata access data, please click [here](#) to register as a user."

Please check under [Docata login page](#), whether your user data is correct. If you forgot your username and password, follow the step "If you forgot your login data for Docata" at the end of this document.

2. Registration in Geventis

⇒ [Geventis login page](#)



The screenshot shows the Geventis login page. On the left, there is a sidebar with a blue header "← winter semester 19/20" and a sub-header "Archive". Below this, there are links for "Home Page" and "Course Catalog". A "Log in" section is highlighted in grey, containing links for "Not yet registered?" and "Forgot your login data?". The main content area is titled "Log in" and contains the text: "In order to gain access to Geventis's system, you must first log into the system with your login data." Below this, there are two input fields: "User Name*" and "Password*", both with asterisks indicating they are required. To the right of the password field, there is a "Login" button. Below the input fields, there are two links: "Not yet registered?" and "Forgot your login data?". A red arrow points to the "Not yet registered?" link.

⇒ Select "Not yet registered?".



3. Accept the data protection notice

Data Protection Notice

Data Protection Notice

We, hereby, inform you that the personal data collected from you in this application is mainly stored in an automated file. The type of data collected is chosen based on the following legal foundations. This data will be stored for university-internal purposes, i.e. administrative purposes regarding one's membership to the graduate school, attendance in courses at the graduate school, participation within the doctoral program and for the compilation of university-internal statistics and reports. A part of the collected data will be disclosed in an anonymized form to the Federal and State Statistics Office as well as professional and academic associations.

Legal Foundations for the Collection and Processing of Data

The collection and processing of the data requested in this application is performed on the basis of the following regulations in the according valid version:

- For Mathematics, Informatics and Natural Sciences (MIN Graduate School)
 - Doctoral Degree Regulations of the Faculty of Mathematics, Informatics and Natural Sciences
 - Study Regulations for the MIN Doctoral Program
 - Statutes of the Graduate School of the Faculty of Mathematics, Informatics and Natural Sciences from the 10th of October, 2012
- For Economics- and Social Sciences (Graduate School)
 - Doctoral Degree Regulations of the School of Business, Economics and Social Sciences
 - Study Regulations for the Doctoral Program Economics and Social Sciences
- Hamburg University Law, especially § 70 'Doctoral Degree' und § 111 'Personal Data'
- Statutes of University Hamburg about the collection and processing of personal data, in the version from the 27th of May, 2003, last modified on the 12th of July, 2007

The university may use your address and personal data for internal administrative purposes. The obligation to maintain confidentiality shall apply to organizations and persons to whom individual details are disclosed. I have been provided with and taken notice of the Data Protection Notice.



4. Register as...

Data Protection Notice > Register as

Register as ...

Register as*

Doctoral Student
 Guest Doctoral Student

Please note the following distinction:

Doctoral student = admitted to the doctoral procedures at Hamburg University in biology, chemistry, earth sciences, mathematics, informatics or physics, following the current doctoral degree regulations of MIN faculty. Those doctoral candidates use their user data from Docata for registration. *Please continue with 5a.*

Guest doctoral student = doctoral examination takes place at another university or at another faculty of Universität Hamburg. *Please continue with 5b.*

Guest doctoral students can participate in courses that are open to all doctoral candidates or are provided by their own graduate program, but cannot apply for funding provided by MINGS.



5. a) Registration as doctoral student

- ⇒ Select “Register as doctoral student” and click „Next“.
- ⇒ Select “Docata MIN”.
- ⇒ Enter your username (first name_last name or email address used for correspondence in Docata) and password from Docata.

Data Protection Notice > Register as > Registration as a Doctoral Student

Registration

Please log in with your **docata-login data** first, if you would like to register at Geventis!

Already registered at* Docata MIN Docata WiSo

Login Name*

Password*

Don't have a docata-login account yet?

→ [Registration docata MIN](#)

→ [Registration docata WiSo](#)

Please enter information on your graduate program in the following window.

Doctoral program: MIN doctoral program

Major subject: Please select your program from the list.

Graduate program: Please select your program / graduate school from the list. If you would like to participate in the services of MIN Graduate School, you can add “MIN Graduate School – MINGS4all” as a second graduate program by clicking “Add Graduate Program Participation”.

Time range: Please enter the dates of your contract/scholarship provided to you.

Registration

Dear Ms./Mrs. Maxi Musterperson,

Before your registration to Geventis can be completed, we first need the following information regarding your doctoral program:

Doctoral Study

Doctoral Program*

Major Subject*

Graduate Program Participation

Graduate Program

Time Range Graduate Program Participation

→ [Add Graduate Program Participation](#)

Conclude by clicking “register”. You will receive a confirmation of your registration via email. The activation of your account may take a couple of days.




5. b) Registration as guest doctoral student

- ⇒ Select “Register as guest doctoral student” and click „Next“.
- ⇒ Fill in the form.
To facilitate administration, please fill in all fields.
- ⇒ Click “register” to complete your registration.

Please select the graduate program you belong to in the field “graduate programs”. Please also select this program followed by (guest) in the field “exchange program” to facilitate administration.

Below you find an example for a doctoral candidate who is admitted to the doctoral procedures at Hamburg University of Technology and is a member of DASHH. For other graduate programs, the corresponding applies.

Registration

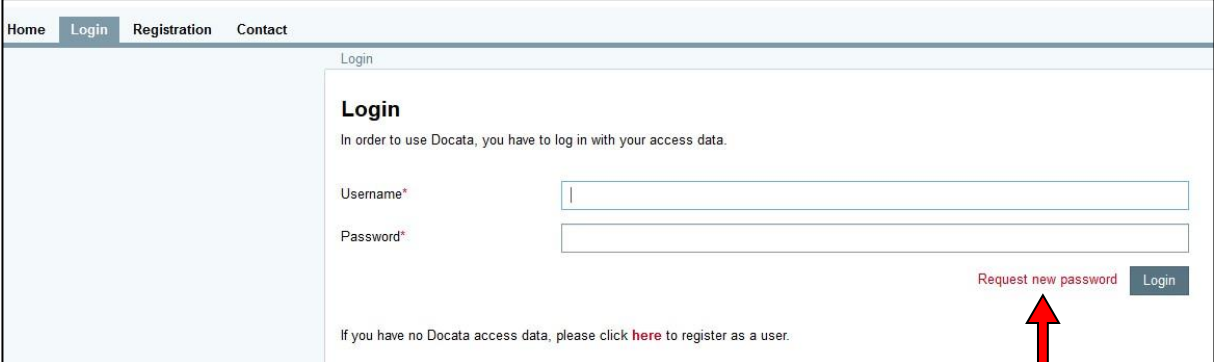
First Name*	<input type="text" value="John"/>	
Last Name*	<input type="text" value="Smith"/>	
Name Affix	<input type="text"/>	
Date of Birth*	<input type="text" value="08/10/1990"/>	
Place of Birth*	<input type="text" value="London"/>	
Gender*	<input checked="" type="radio"/> male <input type="radio"/> female	
Nationality*	<input type="text" value="United Kingdom"/> ▼	
Home University	<input type="text"/>	
Matriculation Number at the UHH	<input type="text"/>	
Advisor at the UHH	<input type="text"/>	
Department*	<input type="text" value="Hamburg University of Technology"/> ▼	
Graduate Programs	<input type="text" value="DASHH - Data Science in Hamburg HELMHOLTZ Graduate Sci"/> ▼	Add Another
Exchange Program*	<input type="text" value="DASHH (guest)"/> ▼	
Stay	from*	<input type="text" value="01/10/2019"/> 
	to*	<input type="text" value="30/09/2022"/> 
E-mail*	<input type="text" value="john.smith@tuhh.de"/>	
Repeat E-mail*	<input type="text" value="john.smith@tuhh.de"/>	
Password*	<input type="password" value="....."/>	
Repeat Password*	<input type="password" value="....."/>	

Conclude by clicking “register”. You will receive a confirmation of your registration via email. The activation of your account may take a couple of days.

If you forgot your login data for Docata

Request a new password at [Docata login page](#):

⇒ Chose “Request new password”.



⇒ Enter your email or username.



You will receive an email with a link to reset your password.