Introduction to Geventis
Registration for members of a structured doctoral program

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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?

   ![Docata login page]

   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](#)

   ![Geventis login page]

   ⤪ Select “Not yet registered?”.
3. Accept the data protection notice

![Data Protection Notice](image)

4. Register as...

![Register as](image)

**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.

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.

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 Form](image)

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.