

# Introduction to Geventis

## Registration in MIN Graduate School (MINGS)

email: [mings@uni-hamburg.de](mailto:mings@uni-hamburg.de)

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The following instructions describe the registration in Geventis for doctoral candidates of MIN faculty who do not belong to any 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 enrolled in one of the MINGS member programs, please follow [these guidelines](#).

After your registration is accepted and the login is active, you can participate in services provided by MINGS. This is not accompanied by additional regulations and rules. After registration, you can use all 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) for registration.

## 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](mailto: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?

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](#)
- ⇒ 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 to doctoral candidates of their own doctoral 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\*

Next [Cancel](#)

**Don't have a docata-login account yet?**

[⇒ Registration docata MIN](#)  
[⇒ Registration docata WiSo](#)

**To take part in the services of MIN Graduate School, you need to enter additional information:**

Doctoral program: **MIN doctoral program**

Major subject: **MINGS – no doctoral program**

Graduate program: **MIN Graduate School – MINGS4all**

### 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](#)

Register [Cancel](#)

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.

Department: Please enter the institution that hosts you as a guest researcher.

Graduate Programs: **MIN Graduate School – MINGS4all**

Exchange Program: **MINGS (guest)**

### 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" value="Oxford University"/>
Matriculation Number at the UHH	<input type="text"/>
Advisor at the UHH	<input type="text" value="Prof. Max Mustermann"/>
Department*	<input type="text" value="-DESY"/>
Graduate Programs	<input type="text" value="MIN Graduate School - MINGS4all"/> <a href="#">Add Another</a>
Exchange Program*	<input type="text" value="MINGS (guest)"/>
Stay	from* <input type="text" value="01/10/2019"/> to* <input type="text" value="31/03/2020"/>
E-mail*	<input type="text" value="john.smith@google.com"/>
Repeat E-mail*	<input type="text" value="john.smith@google.com"/>
Password*	<input type="password" value="••••••••"/>
Repeat Password*	<input type="password" value="••••••••"/>

Complete your registration 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”.

Home Login Registration Contact

Login

### Login

In order to use Docata, 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.

Home Login Registration Contact

Login / Request New Password

### Forgot your password?

Docata-Account

If you are yet registered, please enter your email address or username here. You will receive an email containing a link to reset your password.

Username or Email\*

⇒ Enter your email or username.

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