

Registration in Geventis as individual doctoral researcher or members of a structured doctoral program after being admitted in Docata!

**Both cases are member of the
MIN Graduate Center (MINGZ)**

email: mingz@uni-hamburg.de

February 2023

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The following instructions describe the registration in Geventis for doctoral candidates of the MIN faculty. This is only possible if you are admitted to the doctoral thesis by your department doctoral committee via Docata.

Of you are admitted at doctoral researcher at a different University, but still have connections to the MIN faculty by for example by a cooperation or being member in a structured doctoral program (which is member of the MIN doctoral program (MIND)), than you should register as guest doctoral researcher.

After your registration is accepted and the login is active, you can participate in services provided by MINGZ. 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. Guest doctoral researcher cannot apply for our financial support, all full member please visit our page “Grants and support”.



Registration in short

(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 researcher”.
5. Select Docata-MIN, enter username and password from Docata.

Add information about your graduate program only as it is noted in Docata. All individual doctoral researcher select as Major subject: **MINGZ – no doctoral program**, as Graduate program: **MIN Graduate Center – MINGZ4all** and submit the application. You will be notified about the acceptance to Geventis via email.

Important! Use your xyz@uni-hamburg.de email address for data security issues. You can enter a second email address if you wish.

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 links: Home, Login, Registration, and Contact. The main heading is "Login". Below it, a message states: "In order to use Docata, you have to log in with your access data." There are two input fields: "Username*" and "Password*". To the right of the password field is a "Request new password" link and a "Login" button. At the bottom, a message says: "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



The screenshot shows the Geventis login page. At the top left, there is a navigation menu with "← winter semester 19/20" and "Archive". Below that are links for "Home Page" and "Course Catalog". The main heading is "Log in". Below it, a message states: "In order to gain access to Geventis's system, you must first log into the system with your login data." There are two input fields: "User Name*" and "Password*". To the right of the password field 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.

- 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 completion 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 § 79 „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 researcher = 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 5.1.a. or 5.2.a*

Guest doctoral researcher = doctoral examination takes place at another university or at another faculty of Universität Hamburg. *Please continue with 5.2.b. or 5.2.b.*

Guest doctoral researchers 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 MINGZ.

5. Registration

5.1. Registration for individual doctoral researcher (Guest and full member)

5.1.a. Registration as doctoral researcher

- Select “Register as doctoral researcher” 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 Center (MINGZ), you need to enter additional information:

Doctoral program: **MIN doctoral program**

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

Graduate program: **MIN Graduate Center – MINGZ4all**

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](#)



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UND NATURWISSENSCHAFTEN

***e.g. financial funding such as mobility grants, see our website <https://www.min.uni-hamburg.de/en/min-graduiertenschule/stipendien-und-unterstuetzung.html>. All doctoral researcher who are enrolled at MIN faculty are member at MINGZ!**

You will receive a confirmation of your registration via email. The activation of your account may take a couple of days.



5.1.b. Registration as guest doctoral researcher

- Select “Register as guest doctoral researcher” 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 Center – MINGZ4ALL**

Exchange Program: **MINGZ (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"/> Add Another
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="••••••••"/>

Important – please fill in the expected duration of your thesis / stay / membership. Use your *xyz@uni-hamburg.de* email address for data security issues!

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.

5.2. Registration for members of a structured doctoral program

The following instructions describe the registration in Geventis for doctoral who belong to one of the graduate programs that are members in MINGZ (see the list below). You will enter your structured program under Major subject during the registration process. 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 MINGZ member programs, enter MINGZ – no doctoral program as a Major subject. You still enter your structured program in the line below as Graduate Program. **All doctoral researcher who are enrolled at MIN faculty are member at MINGZ!**

- Membership in Geventis and thus MINGZ 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 <https://www.min.uni-hamburg.de/en/min-graduiertenschule/stipendien-und-unterstuetzung.html>.
- To all Doctoral researchers - Please register **after** your admission to the doctorate by your department! Use your login data from Docata (online administration for doctoral procedures) to register.

Structured programs that are member in the MIN Doctoral Program are:

- [BNITM Graduiertenschule](#)
- [CUI: Advanced Imaging of Matter](#)
- [DASHH Graduiertenschule](#)
- [Fachbereich Chemie](#)
- [GrK 2536 NANOHYBRID](#)
- [GrK 2530 Biota-mediated effects on Carbon cycling in Estuaries \(BiCEst\)](#)
- [HELIOS Helmholtz-Lund International Graduate School](#)
- [IMPRS Earth System Modelling](#)
- [IMPRS Ultrafast Imaging](#)
- [LIV Graduiertenschule](#)
- [Lothar Collatz School for Computing in Science/GrK 2583 Modeling, Simulation and Optimization of Fluid Dynamic Applications](#)
- [PIER Helmholtz Graduiertenschule](#)
- [TRR181 Energy Transfers in Athmosphere and Ocean](#)
- [Quantum Universe Research School](#)



5.2.a. Registration as doctoral researcher

- ⇒ Select “Register as doctoral researcher” 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 dropdown list. Here you find all graduate Centers that are member of the MIN doctoral program.

Graduate program: Please select again **your program / graduate Center** from the list. If you would like to participate in the services of MIN Graduate Center, you can add “MIN Graduate Center – MINGZ4all” as a second graduate program by clicking “Add Graduate Program Participation”.

Time range: Please enter the dates of your contract/scholarship provided by your graduate program.

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.



5.2.b. Registration as guest doctoral researcher

- ⇒ Select “Register as guest doctoral researcher” 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="....."/>

Important! Always fill in the expected duration of your stay / membership / thesis. Use your xyz@uni-hamburg.de email address for data security issues!

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](#):

→ Choose “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.