

BWL, Promotion

Betreff: IMPORTANT: Registration of Doctoral Students' Stays Abroad
Anlagen: DE_Anleitung_Nacherhebung_Auslandsaufenthalte_Promovierende_2019-05-22.pdf; EN_Instructions_Statistical Registration_Research Stays Abroad_Doctoral Students_2019-07-30.pdf

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Gesendet: Montag, 16. September 2019 12:19

An: ...

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Betreff: WICHTIG/IMPORTANT: Statistik für Auslandsaufenthalte der Promovierenden / Registration of Doctoral Students' Stays Abroad

Dear doctoral students,

A new law foresees statistical reporting of students' research stays abroad. We therefore kindly request you to please fill in the relevant form in STiNE. We recommend you to do so shortly before finishing your doctoral studies, as summarizing these facts is useful when providing the proofs for the verification of credit points for the doctoral regulations 2014 resp. for the graduate program also the Transcript of Records at the admin office for doctoral studies.

Enclosed you will find guidelines as to how to register your research stays abroad:

- Please register in STiNE under www.stine.uni-hamburg.de.
- Enter up to three stays abroad under "Studying > Study management > Applications > VII Doctoral researchers: reporting a relevant stay abroad > Start".
- If you completed more than three stays abroad, only enter the three longest stays.
- Please subtract eventual additional holidays.
- Please make sure that you register **under the Faculty of Business Administration!**
- For "Degree*" please choose
 - **PhD – doctoral degree** if you study according to Doctoral Degree Regulations 2014 (**not** in the structured graduate program).
 - **PhD – doctoral degree - Graduate School** if you study according to Doctoral Degree Regulations 2014 **and** according to the structured graduate program = Graduate School.
- For "Field of Study*" please choose
 - **Business Administration/Faculty of Business Administration.**
- For "Mobility Program*" Please state "no program ("free mover")" in case your stay abroad was financed by our faculty's funding support program ("Nachwuchsförderung") or by our faculty's research and development fund ("Forschungsfonds"), unless other funds apply (ERASMUS, scholarships, ...).

If you have any questions please contact statistik.ausland@uni-hamburg.de or myself.

Best regards,
Elke Thoma
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Doctoral Researchers: Reporting Relevant Stays Abroad in Accordance with Section 4 HStatG

Pursuant to Section 4 of the higher education statistics act (Hochschulstatistikgesetz, HStatG) dated 1 March 2016, German higher education institutions must report stays abroad related to doctoral studies to the responsible state statistical office as part of the official examination statistics. Provide details of up to three stays abroad that were relevant to your doctoral studies using the online form in STiNE.

You can log into STiNE with your username via the following link: www.stine.uni-hamburg.de. Enter up to three stays abroad under “Studying > Study management > Applications > VII Doctoral researchers: reporting a relevant stay abroad > Start”. If you have completed more than three stays abroad, only enter the three longest stays.

- You will first be directed to a summary of the different sections of the report. Complete all sections of the electronic form in order. Click on “Introduction” to begin.

Entry	
Herewith I confirm that I have read the introduction above.*	<input type="checkbox"/>

- Read the instructions carefully and confirm your acknowledgment by checking the box. Save your entry and click on “Next.” A box will appear for your personal details:

Information on your doctoral studies	
Required Information	Entry
Degree* ①	<input type="text" value="Wählen"/>
Field of Study* ②	<input type="text" value="Wählen"/>

In the “Information on your doctoral studies” box, enter your field of study and under “Degree,” indicate whether you are completing your doctoral studies within a graduate school. Detailed notes on completing the form can be found below under “Instructions.” Save your entry and click on “Next.” This will take you to a page that will again ask you to confirm whether you have completed a stay abroad that was relevant to your doctoral studies:

Entry	
Have you completed a stay abroad that was relevant to your doctoral studies?* ③	<input type="text" value="Wählen"/>

Select “Yes” from the drop-down menu if you have completed at least one such stay. Save your entry by clicking on “Save.” This will automatically open the box “Information on time spent abroad.”

Enter up to 3 stays abroad that were relevant to your doctoral studies.

Stays abroad

Required information	Entry
University/Institution Abroad* ④	<input type="text"/>
Country of Stay* ⑤	<input type="text" value="Wählen"/>
Start of Stay* ⑥	<input type="text"/> (DD.MM.YYYY)
End of Stay* ⑦	<input type="text"/> (DD.MM.YYYY)
Mobility Program* ⑧	<input type="text" value="Wählen"/>
Purpose of Stay* ⑨	<input type="text" value="Wählen"/>
<input type="button" value="Eintrag hinzufügen"/> ⑩	

*Mandatory field

After the confirmation, a box will appear in which you can enter information on one of your stays abroad. Detailed instructions on completing the form can be found below and in the “Notes” next to each field in the online version. Should you have completed more than one relevant stay abroad, click on “Add entry.” A new box will appear underneath your first entry, in which you can enter up to two more stays abroad. If you have completed more than three stays abroad, please only enter the three longest stays. When you add new entries, you may still delete or edit previous entries. Once you have entered all the required information, click on “Save and open requests summary.”

You will then be taken back to the report summary. Click on “Check for completeness” to close the report. You will now see a summary of your entries. Finally, send the report to your doctoral studies office by clicking on “Submit.”

Instructions

- ① Choose between “Promotion” and “Promotion—Graduate School.”
- ② Choose your doctoral subject.
- ③ Confirm whether you have completed a stay abroad that was relevant to your doctoral studies.
- ④ Enter the full name of the university/institution you attended during your stay abroad. If you did not attend a specific institution during your stay abroad, enter “No institution” here.
- ⑤ Select the country of your stay.
- ⑥ Enter the first day of your stay in the format DD.MM.YYYY.
- ⑦ Enter the last day of your stay abroad in the format DD.MM.YYYY.
- ⑧ The main criterion for distinguishing between different mobility programs is their funding source. The following table should help you to determine which applies to you (source: DAAD):

Program type	Explanation/examples
EU program	All European educational programs, currently Erasmus+ (2014–2020): Erasmus+ student mobility for studies (SMS) Erasmus+ student mobility for traineeships (SMP) EU–non-EU program (EU–China, EU–USA, EU–Canada, etc.)

Non-EU program	Universität Hamburg scholarship Host university scholarship Scholarship from a publicly funded foundation (e.g., the German Academic Scholarship Foundation) DAAD scholarship (e.g., Promos, ISAP, Carlo Schmid Program, FIT worldwide, Go East summer school, IAESTE, etc.) Pädagogischer Austauschdienst (PAD) / COMENIUS school exchange scholarship
Non-publicly funded program	Scholarship from a private host university Scholarship from a privately funded foundation (e.g., Bayer Foundations, Joachim Herz Foundation, Stiftung Mercator) Private domestic or international funding programs (e.g., BMW Group's SpeedUp, NextGen Scholarship for Study in the US, Rotary Club scholarships)
No program ("Free-mover")	Self-financed – "free-mover" Internship abroad with no funding program

If you went abroad as part of a program ("EU program" or "Non-EU program"), select the subcategory (i.e., "Erasmus," "Faculty partnership" or "University partnership"), if you know this.

⑨ Select the type of stay using the following table (source: DAAD):

Type of stay	Explanation/examples
Research	E.g., archive/library research, experiments/studies at a research institution
Teaching	E.g., Erasmus+ short-term lectureships, workshops
Qualification	E.g., semester abroad with attendance of classes, summer school, language course
Other stays abroad relevant to doctoral studies	E.g., conference, symposium, field trip

⑩ Add up to two more stays abroad here. If you have completed more than three stays abroad, only enter the three longest stays.

Should you have any questions, contact statistik.ausland@uni-hamburg.de.