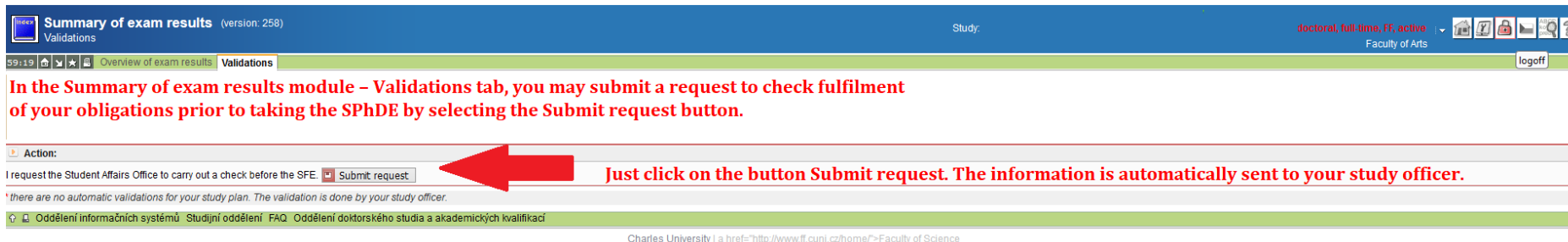


Student manual – How to register for the State PhD Examination (SPhDE) in SIS

Obsah

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I. Submitting a request to check the fulfilment of obligations in SIS prior to taking the SPhDE



In the Summary of exam results module – Validations tab, you may submit a request to check fulfilment of your obligations prior to taking the SPhDE by selecting the Submit request button.

Action:
I request the Student Affairs Office to carry out a check before the SFE. **Just click on the button Submit request. The information is automatically sent to your study officer.**

*there are no automatic validations for your study plan. The validation is done by your study officer.

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The obligations that you need to fulfil prior to taking the SPhDE are specified in the general curriculum for your area of study:
<https://www.ff.cuni.cz/studium/studijni-obory-plany/studijni-plany/>.

II. Confirmation of fulfilling study obligations in SIS by an officer

The officer checks that all obligations for the SPhDE are fulfilled, and if they are, the officer confirms this fulfilment in SIS (you receive an automatic notification by e-mail). You will then have the option of registering for an SPhDE date in SIS.

III. Option to register for an SPhDE date in SIS during the exam period according to the calendar for the academic year

The image shows a screenshot of the SIS (Student Information System) home page navigation menu. The menu is organized into several categories, each with a header and a row of icons and text links. A red arrow points to the 'Exam dates' module in the 'Education' category. A red text box with a white border is overlaid on the 'Time-table' category, containing the instruction: "After logging in to SIS, select the Exam dates module on the home page."

Category	Module 1	Module 2	Module 3	Module 4	Module 5	Module 6	Module 7	
Education	Subjects	Subjects and schedule registration	Study group roster	Exam dates	Summary of exam results	Thesis (Selection of subject)	Final Exams	
Time-table	Schedule NG	Individual study plan for PhD students	After logging in to SIS, select the Exam dates module on the home page.					
Admission process	Texts	Study application form staz	Admission	Admission requirements	Life-Long Education programs			
Utils	Publications	Committees	Invitations for state exams and defences	Internships	Rozcestník			
Noneducational agenda	Resource search	Central catalogue	E-resources Portal	Moodle (E-learning)	UK Forum	UK Point	Centrum Carolina	
	PHD Platform	Klub Alumni	4EU+ European University Alliance	Official journey registration	Meeting with international participation			
Others	Acreditation	Bookmarks	Harmonogram	Who is Who	Login searching	Notice-board	Awarded prices	
	Personal data and settings	Fees and petitions	Graduation	List of advisors	File manager	Scholarships		

Exam dates (version: 205)
Registration for 2022/2023 both

Study: **doctoral, full time, FT, active**
Faculty of Arts

59:53 My dates **Register** Final Exams

In the Exam dates module, select the Register tab to display the possible courses for registering. Another option is the State PhD Examination tab, which can also be used to register for the SPHDE.

Filter:
Type: for selected course from announced examinations
 for all my incomplete courses
 for all my incomplete parts of courses
Properties: only future
 only the free ones

Capacity	Course	Type	Semester	Date	Time	Building	Room	Guarantor	Teacher	Cancel before	Registration until	Registration from
1/150	State PhD Examination (ASDZK0001)	exam	both	Fri 26.05.2023 - 30.06.2023				21-DEK		26.03.2023 23:59	26.03.2023 23:59	02.03.2023 00:00

Results 1-1 of 1

You register for the date by clicking on "Register".

Oddělení informačních systémů Studijní oddělení FAQ Oddělení doktorského studia a akademických kvalifikací

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IV. Deregistering from an SPhDE date



Under the Exams tab, there is an Exam overview where you can select “Scheduled dates”, and then in the next step, you can register for these dates. Another option is to select the button “Deregister from” and then you can deregister from an exam date.

Code	Name of state exam	Date of fulfilment of SE conditions [?]	Exam date	State final exam topics	Result	Entered by	Date of last attempt
ASDZK0001	State PhD Examination	06.03.2023	Doktorandské období SZK 26.05.2023 - 30.06.2023 [?] Deregister from		-		
AX0007305	Defence of the PhD Thesis		Announced exam dates		-		

V. Individual dates for the SPhDE

If you would like a date outside the schedule for the academic year, you must agree on this date in advance with the chair of your subject-area board. The chair sends a request to the respective officer for creating an individual date. After this date has been created (and fulfilment of obligations has been checked), you can then register for this date.