

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

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

The screenshot displays the SIS home page navigation menu, organized into several categories. A red arrow points to the 'Exam dates' module in the 'Education' category. A red text instruction is placed to the right of the arrow.

Category	Module
Education	Subjects
	Subjects and schedule registration
	Study group roster
	<b>Exam dates</b>
	Summary of exam results
	Thesis (Selection of subject) / Final Exams
Time-table	Schedule NG
	Individual study plan for PhD students
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	Accreditation
	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	

**After logging in to SIS, select the Exam dates module on the home page.**



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".**

## II. 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 <sup>?</sup>	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 <sup>?</sup> <a href="#">Deregister from</a>		-		
AX0007305	Defence of the PhD Thesis		<a href="#">Announced exam dates</a>		-		

### **III. 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.