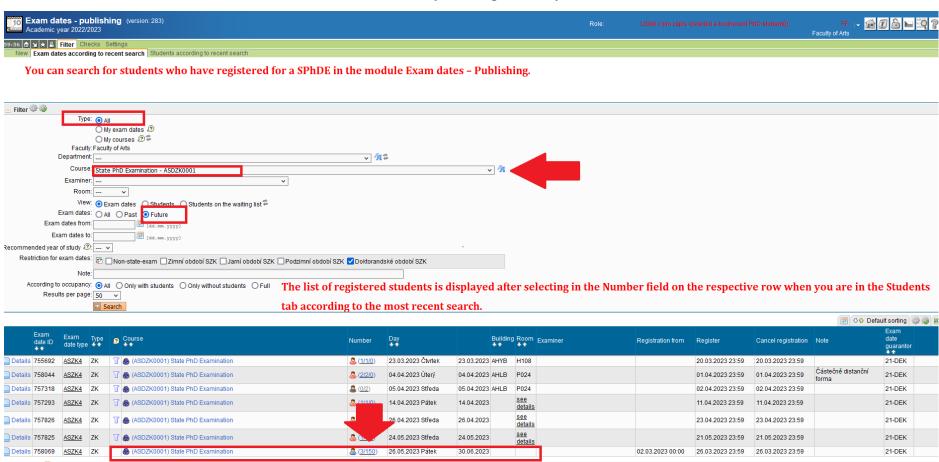
## Registration of students for the State PhD Exam (SPhDE) – information for the subject-area board

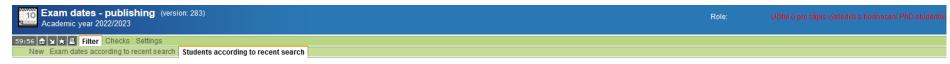
## Contents

I.	Overview of students registered for the SPhDE
II.	Publishing a specific date for the SPhDE and searching for a date for a specific SPhDE committee

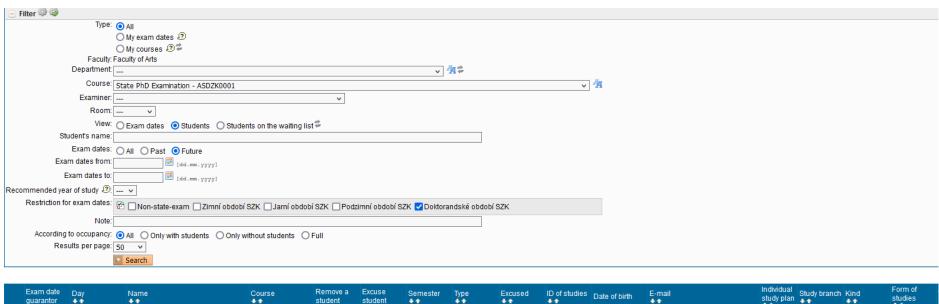
## I. Overview of students registered for the SPhDE

Students register for the SPhDE dates that are published according to the schedule for the academic year. After registration, the chair of the subject-area board is informed of this via an automatic notification from SIS (still being resolved).





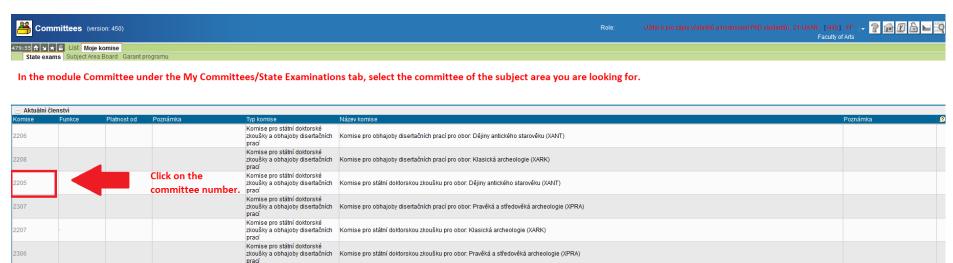
A list of students registered for the SPhDE will be displayed based on the filter in the previous step.

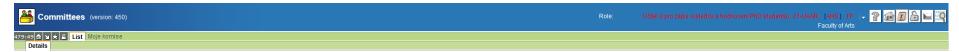


	Exam date guarantor	Day ◆ ◆	Name → ◆	Course	Remove a student	Excuse student	Semester • •	Type <b>◆ </b> •	Excused ◆ ◆	ID of studies ◆ ◆	Date of birth	E-mail ◆ ↑	Individual study plan	Study branch	Kind <b>◆ ↑</b>	Form of studies
1	21-DEK	26.04.2023 00:00		(ASDZK0001) State PhD Examination			winter	ZK		ı					doctoral	full-time
2	21-DEK	24.05.2023 00:00		(ASDZK0001) State PhD Examination			winter	ZK						:	doctoral	full-time

## II. Publishing a specific date for the SPhDE and searching for a date for a specific SPhDE committee

At least three weeks before the scheduled date of the SPhDE of a registered student/students in your subject area, you must send to the respective officer the proposal for the date (date, time, place), the exam form (in-person, distance, hybrid), and the list of committee members. The officer will then check the proposal and enter it in SIS. After locking the date in SIS, the student, the members of the committee, and the supervisor/consultant will receive an invitation to the SPhDE by e-mail. The invitation is also published on the official electronic noticeboard. You can find the specific committee in SIS according to the instructions below or after publication in the module **Invitations to State Examinations and Defences**.





In the next step, the Committee for the SPhDE for the specific subject area will be displayed.





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The specific subcommittee of the subject area that was selected in the previous steps will be displayed.

□ Filter:												
Faculty	Faculty Faculty of Arts											
Type	Type: state final examination $\lor$											
Type: v /4 the												
Academic year (period): v												
Abbreviation	Abbreviation:											
Committee code	Committee code:											
Name	Name:											
Branch	Branch: ^											
SIMS branch:												
•	Department											
	e: Komise pro státní doktorskou zkoušku pro obor: Klasická archeologie (XARK) (21XARK-S) - [2207] (2207)			v <b>4</b>	I							
Members	Acade only of macade only of All To date.											
	Only committees in which I am a member											
	O Both											
	O Superior committee  Subcommittee											
Meeting date from												
Meeting date until												
	<ul> <li>All committees (including no meeting date)</li> <li>Only committees with a specified meeting date</li> <li>Only committees with no specified meeting date</li> </ul>	cified meeting date										
	Only committees with a meeting date in the future											
	✓ Active only ☐ Only public											
	Only committees allowing me to edit them or edit their members											
	△ Search  ☐ Clear filter											
2												
	rations; new subcommittee - pre-fills the "create a committee" tab so that a new subcommittee of the given supercommittee can be crea ions; copy - pre-fills the "create a committee" tab so that a copy of this subcommittee can be created	ted										
	details, edit members, edit - some of the operations can be unavailable due to the following:											
1) the committee is inactive (grey row colour); if you have the appropriate rights you will be allowed to change its status using operations underneath the list												
2) you do not have sufficient rights 3) committees cannot be edited because your faculty uses fixed SFE committees for every subject area, which switches the configuration parameter to a SIMS subject area and vice versa												
	bbreviation ◆◆ Name			◆ ↑ Stipend type	◆ ◆ SIMS branch	◆ ◆ Department	◆ ↑ Type	Valid committee members	◆ ◆ Superior committee			
	RK-S Branch: Classical Archaeology, Department: 21-UKAR, Date: 01.06.2023 10.00 01.06.2023 10.00	54968	- Drancii	- Cupena type	7105X032	21-UKAR	SZZ-PHD	\$ 5	21XARK-S			
L ZIXAK	name and its consistent At of a color of the	04300			11000032	21-UNAN	SZZ-FHD	- 5	Z IMANN'O			