

## Registering for the state exams, selecting topics

### Registering for the state exams

The registration for the state exams (SZZK) is done only electronically in the SIS module *Final Exams*. The dates and deadlines are included in [Academic Calendar](#).

The number of parts of the state exams is different for different programmes. The order of the parts is defined in the attachment 1B of the [Rules of Study at the Faculty of Science of Charles University](#). If it is necessary to register at once for more parts of the state exams, the system will show a warning about this. **There is a warning, not an automatic registration!**

The registration for the state exams is binding and the absence can be excused only due to serious health problems or due to not completing all the requirements for the state exams, see [Justifying absence at the state exams](#). The absence with no appropriate excuse are counted as unsuccessful, therefore pay attention to the dates of all the parts of the exams and if needed, excuse yourself from the exams in advance.

Students who interrupted their studies do not have a student status, and therefore no access to SIS. In order to register for the state exams, such students first need to register back to their studies. The date of renovation of the studies is stated in the decision on interruption of studies.

**We recommend that students do not leave the registration for the state exams for the last minute. No problems with computers or other technical issues can be considered. Later registration can be allowed only to students who are able to prove serious reasons (usually health related) that prevented them from registering in time.**

You can find detailed instructions at the end of this document.

### Topics for the state exams

At registration for the state exams, students have to select topics for their exams. It is not possible to register for the state exams without selecting the topics. The topics are always given in the detailed of the given exam.

### Meeting the requirements for the state exams

In order to participate in the state exams, the students must meet all the requirements. The deadlines for a control of the requirements are always described in detail in the SIS module *Exam dates*, or also at the websites of different departments. We recommend that students check their requirements in advance at different times and not at last minute. The instructions on how to check the requirements is [here](#).

### Thesis submission

Theses are submitted only electronically in SIS. The deadlines for submissions are included in the exam descriptions in SIS. The instruction on the format of the theses and their submission is [here](#).

**Attention, uploading a thesis in SIS is not enough, you also need to send it by clicking on *Submit*. This possible only after a control of the PDF/A format.**

In case of any technical issues and questions, please contact Jana Rubešová ([jana.rubesova@natur.cuni.cz](mailto:jana.rubesova@natur.cuni.cz)), in case of other questions, contact a given employee of the [Department of Student Affairs](#).

## Instructions on registration to different parts of the state exams and selecting topics

### How to register for the state exams

In the module *Final exams*, you can see parts of the state exams of your study programme (provided by the Department of Student Affairs).



List of exams								
Code	Title of exam	Date of fulfillment of conditions ⓘ	Final exam date		Topics	Result	Entered by	Date of last attempt
MDIPL003	Diploma thesis		Announced exam dates			-		
MSZBN006	Botany - Vascular Plants		Jarní termin SZ 27.05.2024 - 09.06.2024 ⓘ			-		

  

Exams for which you are not registered, but the requirements of which you have already met			
Code	Title of exam	Date of fulfillment of conditions ⓘ	
ⓘ • You have not met the requirements of any exam for which you are not already registered.			

  

My theses										
Thesis title	First advertised in	Defended on	Thesis type	Thesis field	Supervisor	Supervisor 2	Advertised	Assigned	Department	Faculty
The molecular basis of hybrid seed failure in angiosperms	2022 / 2023		diploma thesis	NA-BOTACE	doc. Clément Lafon Placette, Dr.		27.09.2022	06.10.2022	31-120	PIF

  

Courses linked to the thesis						
Code	Title	Date	Result	Entered by		Date of last attempt
MB100C1	Diploma project I	course passed	Z	doc. Clément Lafon Placette, Dr.		22.05.2023
MB100C2	Diploma project II	course passed	Z	doc. Clément Lafon Placette, Dr.		22.05.2023
MB100C3	Diploma project III	course passed	Z	doc. Clément Lafon Placette, Dr.		08.01.2024
MB100C4	Diploma project IV	Announced exam dates	-			

Maximum period of study ends on: 06.10.2027 ⓘ

**Fig. 1: List of parts of the state exams**

The dates of completing requirements for different parts of the exams is given if the requirements are met (as shown by the blue arrow in fig. 1). If you have already completed an exam part, you can see it in this list.

After clicking on *Announced exam dates* (fig. 1), you will be redirected to the *Exam dates* (fig. 2) where you can register for the given part of the state exams (similar way as you register for normal exams).

Filter:													
Type: <input type="radio"/> for all my courses <input type="radio"/> for selected course from announced examinations <input type="radio"/> for all my incomplete courses <input type="radio"/> for all my incomplete parts of courses													
Properties: <input type="checkbox"/> only future <input type="checkbox"/> only the free ones													
List: <input checked="" type="radio"/> daily <input type="radio"/> weekly													
Results per page: 50													
<input type="button" value="Search"/>													
Capacity	Course	Type	Comb. ex.	Semester	Date	Time	Building	Room	Guarantor	Teacher	Cancel before	Registration until	Registration from
	<a href="#">11/300</a> Diploma thesis (MDIPL003) NA-BOTA (all specializations) Botany	exam		summer	Mon May 27, 2024 - Jun 09, 2024 ⓘ				31-640		Apr 30, 2024, 11:59 PM	Apr 30, 2024, 11:59 PM	Mar 01, 2024, 12:01 AM

**Fig. 2: Registration for date exams**

If your state exam has elective parts, you will be asked to select them (fig. 3). Obligatory topics are selected automatically. Do not forget to save your selection by clicking on *Register for*. The selected topics can be changed until you finalize your registration.

This is how you register for the state exams. Sometimes, all the exam parts take place in one day, in other cases the dates are different than those for the oral exam. This is described in the *Exam dates*. In fig. 4, the bold letters mean you are already registered for those topics. If you can register for one date, you can see the given button in the right column. In the part *Information*, there are again all the deadlines for the requirements and thesis submission.

**Fig. 3: Selection of topics**

Code	Faculty	Name	Year	Semester	Type	Buttons
MDIPL003	FS	Diploma thesis	2023/2024	summer	Ex	Register, Help
MSZBN005	FS	Botany - Plant Ecology	2023/2024	summer	Ex	Help, Register
<b>MSZBN006</b>	<b>FS</b>	<b>Botany - Vascular Plants</b>	<b>2023/2024</b>	<b>summer</b>	<b>Ex</b>	<b>Deregister</b> , Help

**Fig. 4: Exam date details**

If there are any other requirements (e.g. some parts of the exam are in one period), there is a warning shown (fig. 5).

• According to the state examination conditions, in order to take the state exam on 27.05.2024 you were required to register for 2 more course/s out of MSZCN011, MSZCN056. Therefore, your registration for the state exam will be cancelled.

**Fig. 5: Other requirements**

Controlling the requirements for the state exams is done in the module *Exam results*, section *Validations*, as in fig. 6. Therefore, students are able to check by themselves and in time whether they have met all the requirements. It is possible to select a control for one exam part or for all of them.

59:36 Overview of exam results Study plan Overview of plan fulfillment **Validations** Requirements for SE

**Action:**

Make a check for your own purposes (not equivalent to the request submitted to the department of student affairs):

all final exam checks	done	12.04.2024 10:31	12.04.2024 10:31	<pre> ===== 2023/2024 Plan: MBBBIOL20 Biology ===== Check before state final examination A ===== State exam subject: MSZBB001 - Biology ----- FAILED: #384   1 obtained (should have 2)   MB100BP1B Bachelor project Fulfilled: #379 General Elective Courses 1 13.02.2023 Fulfilled: #381 General Elective Courses 2 17.05.2023 Fulfilled: #378 General Elective Courses 3 15.05.2023 Fulfilled: #380 General Elective Courses 4 28.06.2023 Fulfilled: #382 General Elective Courses 5 03.02.2023 Fulfilled: #383 General Elective Courses 6 12.01.2023 FAILED: MDIPL002 Bachelor's thesis Total number of achieved credits: 189 28.06.2023 Required number for the result "Fulfilled": 180 ===== Result: "FULFILLED" ----- Check result: failed  ===== Check before state final examination B ===== State exam subject: MDIPL002 - Bachelor's thesis ----- FAILED: #384   1 obtained (should have 2)   MB100BP1B Bachelor project Total number of achieved credits: 189 15.05.2023 Required number for the result "Fulfilled": 150 ===== Result: "FULFILLED" ----- Check result: failed  ===== Check before state final examination ===== Total number of achieved credits: 189 28.06.2023 Required number for the result "Fulfilled": 180 ===== Result: "FULFILLED" ----- Check result: fulfilled  The conditions of the check necessary for admission to all parts of FE have not been met.                     </pre>
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Fig. 6: Controlling the requirements