

Justifying absence at the state doctoral exams or thesis defence

Art. 11, par. 14 of [the Code of Study and Examination of Charles University](#): “If the student fails to appear on the date of the Defence or State Examination for which he has registered, without reasonable excuse, he is not graded and the Defence or State Doctoral Examination date lapses. The dean decides whether the excuse is legitimate.”

Art. 11, par. 16 of [the Code of Study and Examination of Charles University](#): “If none of the reports recommends the dissertation for defence, the student may withdraw from the defence before it is held. The date of defence then lapses.”

Art. 25, par. 9 of [Rules of organisation of studies at the Faculty of Science](#) “If a student fails to appear due to serious reasons for the defence on the date for which he registered, he excuses his failure to appear in writing as soon as he becomes aware of the reason. The student has a duty to substantiate the facts stated in the excuse. The Dean decides whether the excuse is legitimate. The excuse or lapse of the date is recorded in SIS by the Student Registry.”

The following cases have happened so far:

- 1) The student decides to waive from the defence according to the Art. 11, par. 16 of the Code of Study and Examination of Charles University.** The student is obliged submit in writing the information about waiving from the defence. The information is submitted to the department of doctoral study programmes. The term of the defence is lost.
- 2) The students excuse themselves from the exam or defence in advance due to health or other reasons.** The student must submit a request in writing to the department of doctoral study programmes. If the Vice-Dean approves such justification as relevant, the Department of Student Affairs registers this in SIS. In case the request is not approved, the term of the exam is lost.
- 3) On the day of the exam, the student finds out it is not possible for him/her to take the exam:** The student immediately calls the examination board/department/department of doctoral study programmes and at the same time sends an e-mail. The student provides justification and then evidence to the Department of Student Affairs. If the Vice-Dean approves such justification as relevant, the Department of Student Affairs registers this in SIS. In case the request is not approved, the term of the exam is lost.
- 4) The student does not come to the exam/defence and does not provide any justification:** the term is lost.
- 5) The student does not come to the exam without informing the Faculty, but the reasons are related to serious health or other problems:** The student provides justification later with evidence, for instance a medical report. This is submitted at the department of doctoral study programmes. The document is approved by the Vice-Dean. The Department of Student Affairs registers the justification in SIS. In case the request is not approved, the term of the exam is lost.