

## Justifying absence at the state exams

Art. 9, par. 12 of the [Code of Study and Examination of Charles University](#): “If the student fails to appear on the date of the State Examination or its part for which he has registered, without reasonable excuse communicated in advance, he is not graded and the examination date lapses. A late excuse may be accepted only for serious reasons. The Chair of the Board decides whether the excuse is legitimate.”

Art. 18, par. 5 of the [Rules of organisation of studies at the Faculty of Science](#): “If a student fails to appear due to serious reasons for a state examination 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 excuse or lapse of the date is recorded in SIS by the Student Registry.”

The following cases have occurred so far:

1) **The student does not complete the requirements given by the individual plan (the control of such is not successful) or does not hand in the thesis before the given deadline:** the student does not have to provide justification, this is done automatically by the Department of Student Affairs. In the study programmes where all the parts of the state exam are done at the same time, the student is excused from all of the parts.

2) **The student does complete all the requirements:** the student must provide a request to be excused from the exam in writing.

a) If the request is sent **before** the final date of the state exam is provided in SIS (the invitation is sent), the request is approved by the guarantor of a subject-area and in case of the thesis defence also by the advisor. The request signed by the guarantor (or also the supervisor) is handed in at the Department of Student Affairs. The Department registers this in SIS.

b) If the request is handed in **after** the final date of the state exam is provided in SIS, the request is approved by the head of the examination board and in case of the thesis defence also by the advisor. The request signed by the guarantor (or also the supervisor) is handed in at the Department of Student Affairs. The Department registers this in SIS.

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 Student Affairs 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 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. The request is, together with a comment by the chair of the examination board is handed in at the Department of Student Affairs as soon as possible. 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.