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 and also in the document Období státních závěrečných zkoušek. 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), 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).

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).

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](image)

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

![Fig. 5: Other requirements](image)

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.
Fig. 6: Controlling the requirements