

STATE FINAL EXAM – STEP BY STEP:

1. **Choose your thesis supervisor and register the thesis in SIS.** It should be done at least 180 days before the exam.
2. **Check whether it is possible for you to meet all your study requirements by your chosen state exam date.** If you are not sure, whether you miss something, do the “validation before state examination” in SIS (Summary of exam results → Validations → Request for validation: before state final examination). You should meet all requirements by the date of your exam at the latest.
3. **Register for Thesis Defense and Humanities Exam in SIS:** Final Exams → List of exams: Announced exam dates → Register. You register not for a specific date, but for the period in which you want to complete the SFE in a given semester. You will be informed about the exact date after the examining committees have been set up at least 3 working days before the exam.
4. **Submit the application form.** The option to print the application will appear in Final exams module (under the List of exams) after your registration. It's needed to either send it by post or throw to the Faculty mailbox (next to the office 1.01) in envelope with name of your secretary and study program. The application needs to be delivered by the deadline for submission of bachelor thesis. Before submitting, make sure all information on the application is correct (especially department, field of study and title of the thesis in English).
5. **Submit the thesis in electronic form in SIS:** Final Exams → Thesis Title → Editing → Submit. This electronic version has to be inserted into SIS till the deadline for submission (11:59 pm). It's highly recommended submitting your work earlier as it takes a while to check for plagiarism and PDF/A format. The thesis must be submitted in PDF/A format - instructions for format conversion: <https://cuni.cz/UK-8002.html>. Once the file is uploaded, it will be automatically checked for correctness of the PDF/A file. The result of the check is a "Is PDF/A" confirmation. The system will then ask you again whether you want to submit the thesis. You must confirm that.
6. You will be graded for Diploma Seminar II. In this phase, you should concentrate on **fulfilling the missing requirements** for graduating and preparing for Humanities exam.
7. **You will be informed about the exact time and thesis's reviews** will be sent to you no later than 3 days before the exam.
8. **Send PPT presentation and list of literature for Humanities exam** to your secretary before the exam (ideally 3 days before). It's recommended to prepare PPT also for the defense. Both presentations will be prepared in the room the day of your exam. You don't need to bring it on USB stick.
9. **Come formally dressed a few minutes earlier for the exam and bring the printed copy of your thesis.**

If you began your studies earlier than in September 2019, you should:

- Submit the list of literature for Humanities exam together with application form.
- You will be examined on the literature from the handed in list of literature during Humanities exam (instead of presentation). But if you want, you can prepare PPT presentation for the defense and send me in advance.