

## 2020 Spring Semester Graduate School Notices on Examination of Degree Dissertations

### 1. Important Dates and Related Notices

- Apply for examination of degree dissertations by **online** and submit the required documents to **the administration office of the corresponding department** within the document submission period

#### 1) Eligibility Requirements to Submit Dissertation for Examination

Classification	Master's	Doctoral	Integrated Master's-Doctoral
Requirement for Completion	Major Courses: 24 credits Research Courses: 8 credits Advisor Designated Courses	Major Courses: 36 credits Research Courses: 8 credits Advisor Designated Courses	Major Courses: 54 credits Research Courses: 16 (12) credits Advisor Designated Courses
	Those expecting to earn the above credits are also eligible.( within the current semester)		
Requirement for Dissertation Submission	Fulfillment of the requirements for and passing of the Foreign Language and Comprehensive Examinations <b>Completion of the Human Rights &amp; Gender Equality course mandatory (applicable to those who enrolled from the spring 2017 semester onward)</b>		
		<b>One copy of Certificate of Publication (or acceptance letter) from SCI-level renowned international journals or Korea Citation Index (KCI) Korean journals (KCI candidate journals are accepted for non-science &amp; engineering fields): applicable to those who enrolled from September 2009 onward</b>	
	upon on Satisfaction of department bylaws		
Deadline for Dissertation Submission	Within 6 years from the year of admission	Within 10 years from the year of admission	Within 12 years from the year of admission

#### 2) Registration for the Human Rights & Gender Equality course:

- Step ①. Proceed through Blackboard > Course Search > Statutory Duty > (Graduate Students) Course ID > Register
- Step②. Take the Human Rights & Gender Equality course
- \* Contact: Blackboard System E-learning Support Team 02-3290-1585 should you experience difficulties

\*Blackboard Open : May. 6 (Wed.)

□ 「Application on Conditional Examination for Degree Dissertations」 exclusively for 2020 Spring Semester

1. As Corona 19 (novel coronavirus) Spread changed to phase "Serious" for 2020 Spring Semester, only students who fail to pass the Foreign Language Test because the official test schedule was canceled and also applied for Thesis Examination of Degree Dissertations have an opportunity to register "Conditional Examination for Degree Dissertations" **for 2020 Spring Semester**
2. Eligibility : **those who fail to pass the Foreign Language Test (be waiting to take the Foreign Language Test) after applying for Thesis Examination of Degree Dissertations for 2020 Spring Semester**
3. **If applicant can't submit Foreign Language Test Score by the above deadline(by 4:00 PM on June 16(Tue), 2020), Thesis Examination of Degree Dissertations Result is concluded in "FAIL" because you are not possible to meet the condition for dissertation finally.**
4. **Check the Notices "Application/Consent on Conditional Exams for Degree Dissertations (Graduate School for 2020 Spring Semester)"** about [#Form1] 'Application/Consent on Conditional Exams for Degree Dissertations and Submission of Test Score Report for exempting Foreign Language Test

**2. Online Application Period for Examination of Degree Dissertations : May. 6 (Wed.) ~ May. 8 (Fri.) 4:00 PM**

**\* It can not cancel Application for Examination of Degree Dissertations**

\* Application Method: Portal Login > Registration and Graduation > Evaluation for Thesis > Evaluation of Thesis (Masters and Doctoral)

**3. Submission Documents Period : May. 6 (Wed.) ~May. 8 (Fri.) 4:00 PM**

- 1) Submission Documents: Submit the dissertation and following documents **to the administration office of the corresponding department** .
  - ① Recommendation from an examination committee member and the list of examination committee members must be written by the academic advisor.
  - ② Confirmation from the person in charge of the dissertation examination request form must be verified at **the administration office of the corresponding department**.
  - ③ One copy of the dissertation for examination needs to be delivered directly to the academic advisor. The remaining copies will be delivered to the committee members by **the administration office of the corresponding department**.

- ④ The request form for dissertation examination printed from the portal and all the attached documents must be submitted to the administration office of the corresponding department.
  - ⑤ After receiving the application form and supporting documents from the applicant, the department administration office delivers the dissertation and screening guideline to the chair and members of the examination committee.
- 2) [#Form1] 'Application/Consent on Conditional Exams for Degree Dissertations' to the administration office of the corresponding department (who concerned)

**\* Include adviser's Signature**

**※ A submitted request form for a dissertation examination are not returnable.**

Category		Master's Program	Doctoral Program	Notes
Dissertation for Examination		1. One copy for academic advisor 2. Two copies for the administration office of the corresponding department	1. One copy for academic advisor 2. Four copies for the administration office of the corresponding department	Temporarily-bound dissertation
Documents for Examination of Degree Dissertations	Request for Dissertation Examination and Approval for Submission of Dissertation	Print out after applying online		
	Request for Dissertation Examination		Print out after applying online	
	Approval for Submission of Dissertation		1. Recommendation from academic advisor 2. Signature and seal from academic advisor, a professor from the same department, and the head of the department	Separate form
	Recommendation from the Dissertation Examination Committee	1. Recommendation from academic advisor 2. Signature and seal from academic advisor and the head of the department		Separate form
	Point of Contact of the external member of the dissertation examination committee	Accurately record the personal information, name of bank (account number), and other pertinent information		Related to examination fee payment*
	Examination Results	The Chair and members of the Dissertation Examination Committee shall directly enter the result on the Dissertation Examination page.		Amended Fall 2018

Category		Master's Program	Doctoral Program	Notes
Supplements			A certificate of publication (a copy) or Acceptance letter of publication from one of the journals listed in the Science Citation Index (SCI) or in publications of the National Research Foundation of Korea as well as expanded publications (excluding science majors) (applicable to students admitted beginning fall semester, 2009)	
		Confirmation of Compliance with Research Ethics for Degree Dissertation (Prescribed Form)		
Examination Fee	General	No examination Fees		Amended Fall 2019
	Academy-Research-Industry			

**4. Degree Dissertation Tuition Payment Period : May 20 (Wed.) – May. 21 (Thu.) 4:00 PM**

**\* It can not cancel Application for Examination of Degree Dissertations and refunded paid Degree Dissertation Tuition**

- ① Pay an additional 7% or 5% (applicable to those who have pre-paid 2% during the regular registration period) of the tuition fee
- ② Only those who have completed the online application for dissertation examination should pay the degree dissertation completion tuition fee.
- ③ Additional registration is not necessary for those enrolled in the regular semester (additional registration is required for those who have completed the program).

**5. Entering Dissertation Examination Results & Evaluation Summary : by Jun. 19 (Fri.)**

- After completing the final dissertation evaluation, the chair and members of the Dissertation Examination Committee enter the result and evaluation summary on the Dissertation Examination page.

**6. (Library Homepage) Online Uploading of the Dissertation : Jun. 29 (Mon.) ~ July. 10 (Fri.) 2020**

- On the library homepage (<http://library.korea.ac.kr>), ~~go to User Service~~ → ~~Submit Thesis~~ → <http://library.korea.ac.kr> → ~~User Service~~ → ~~Submit Thesis~~ go to 나의 공간 → 내 정보 → Submit Thesis

## 7. Submission : Jul. 8(Wed.) ~ 10 (Fri.) 2020

- 1) Submission of Complete Bound Copies of the Dissertation to the Library
- 2) Submission of a copy of the title and signature pages of the complete bound version of the dissertation and Confirmation of Thesis Plagiarism Check to the administration office of the corresponding department
- 3) Submission of the Complete Bound Version of the Dissertation:
  - ① Upload the dissertation on the library homepage (<http://library.korea.ac.kr>) under User Service 나의 공간 → Submit Thesis, print out the confirmation sheet and get it stamped after submitting the complete bound version of the dissertation to the designated library.
  - ② Submit the confirmation sheet, a copy of the title and signature pages of the complete bound version of the dissertation and Confirmation of Thesis Plagiarism Check to the administration office of the corresponding department.
  - ③ The cover day of the Complete Bound Version of the Dissertation : 2020. 8

### 4) Observance of the Submission Dates:

Examination documents and complete bound versions of dissertations submitted after the submission dates shall not be registered, and such dissertations shall be marked fail if a dissertation submission confirmation sheet of dissertation submission and a copy of the title and signature pages of the complete bound version of the dissertation and Confirmation of Thesis Plagiarism Check have not been submitted by Jul 10(Fri.) 2020.

## 8. Important Notices

- 1) Writing Guide for the Complete Bound Version of the Dissertation:
  - Refer to Chapter 4 Section 2, Examination of Degree Dissertations, in the Constitution of the Graduate School – Detailed Enforcement Regulations for the Graduate School(Bound dissertations should be 4 x 6).
- 2) Change of Dissertation Title
  - ① The title of finalized dissertations must be identical to the dissertation title listed on the dissertation examination application form (**Title change is not possible after the final screening**)
  - ② Revising dissertation titles: Proceed to Portal > School Register/Graduation > Dissertation Examination > Apply for the Dissertation Examination > Dissertation Title Change
  - ③ **It can not cancel Application for Examination of Degree Dissertations and refunded paid Degree Dissertation Tuition**

Apr. 2020

## the Graduate School