2023 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
- [Check] <u>KUPID</u>: Registration/Graduation → Academic Records & Graduation → Evaluation for Thesis → Dissertation Submisson Requirements

1) Eligibility Requirements to Submit Dissertation for Examination

Classification		Master's	Doctoral	Integrated Master's-Doctoral
Requirement for Completion	(Students admitted before 2020 Fall)	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
	(Students admitted after 2021 Spring)		Major Courses : 30 credits Research Courses : 8 credits Advisor Designated Courses	Major Courses : 48 credits Research Courses : 16 (12) credits Advisor Designated Courses
Common Requirements		Total GPA 3.0 or higher	Total GPA 3.0 or higher	Total GPA 3.0 or higher *Applyer for Reduction of Coursework Period (Early Completion) Total GPA 4.0 or higher
		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		
		Completion of the Human Rights & Gender Equality course mandatory (applicable to those who enrolled from the spring 2017 semester onward)		
		Completion of the Research Ethics course mandatory (applicable to those who August 2021 Graduation Scheduled)		
			One copy of Certificate of Publication (or acceptance letter) from SCIE renowned international journals or Korea Citation Index (KCI) Korean journals (KCI candidate journals are accepted for non-science & engineering fields) : applicable to those who enrolled from September 2009 onward	
		upon on Satisfaction of department bylaws		
Deadline for Dissertation Submission	(Students admitted before 2020 Fall)	Within 6 years from the year of admission	Within 10 years from the year of admission	Within 12 years from the year of admission
	(Students admitted before 2021 sprig)	Within 4 years from the year of admission	Within 8 years from the year of admission	Within 10 years from the year of admission

2) Registration for the Human Rights & Gender Equality course

- Sign in Blackboard (https://kulms.korea.ac.kr) with your KU Portal ID /PW → Click 'Institution Page' → Click 2022법정의무 및 교내 권장교육 (학생/ 교직원) '2022 법정의무 및 교내 권장 교육 –00분반 클릭 자가등록 '코스' → Human Rights and Gender Equality Education

* You will not be shown as completing this course on university system when you do not proceed till [Step3].

* Contact
  - Inquiries regrading content and certificates : humanrights@korea.ac.kr
  - System related inquiries : elearning@korea.ac.kr

3) Registration for Research Ethics course

  * Contact : Inquiries regrading content and certificates : carolrla@korea.ac.kr

2. Online Application Period for Examination of Degree Dissertations

 : Apr. 17(Mon) ~ Apr. 21(Fri) 4:00 PM

1) Apply 'Internet' during the Application Period(it can not apply after Online application period)

2) It can not cancel Application for Examination of Degree Dissertations

3) Application Method : Portal Login → Registration and Graduation → Evaluation for Thesis → Evaluation of Thesis (Masters and Doctoral)

3. Submission Documents Period : Apr. 17(Mon) ~ Apr. 21(Fri) 5:00 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.

※ 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
Supplements			A certificate of publication (a copy) or Acceptance letter of publication from one of the journals listed in the Science Citation Index (SCIE) 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(Course Completed Student)

: May. 2 (Tue.) – May. 3 (Wed.) 4:00 PM

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

Degree Dissertation Tuition

* It can not pay after Degree Dissertation Tuition Payment Period

1) Target : Course Completed Student who have completed the Online Application for Examination of Degree Dissertations

- Additional registration is required for those who have completed the program
- Additional registration is NOT necessary for those enrolled in the regular semester

2) Pay an additional 9.5% or 5% (applicable to those who have pre-paid 4.5% during the regular registration period) of the tuition fee

5. Entering Dissertation Examination Results & Evaluation Summary : by Jun. 9 (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. (KU Library Homepage) **Uploading the original Dissertation/thesis statement** :
Jun. 19(Mon.) ~ Jul. 2(Sun.), 4:30 PM

 *From Fall semester 2022, students do not submit the printed hard-cover Dissertation/Thesis to the library. Students are only allowed to upload their original thesis file online.

Place of submission	Required Documents	Before	After
Library	Hard copies	Offline	No submission
	Copyright Agreement	Online & Offline	Online submission
	An electronic file the Dissertation/Thesis	Online submission	
	Sinature page	-	Upload the scanned file
Administrative office of one's department	Confirmation of the submission of a Dissertation/Thesis	Submission after obtaining the signature of the library staff	Submit the printed copy
	Confirmation of Thesis Plagiarism Check	Offline submission	
	Title page	Offline submission	
	Sinature page	Offline submission	Submit the copy (A Student keeps the original copy of the signature page after checking with the administrative office)

1) Access to the KU Library website(http://library.korea.ac.kr)My Space -> My Information -> Dissertation Submission (Please refer to the 'Online submission Manual.)'

2) Upload scanned signature page

3) In case a student would like to suspend his/her thesis disclosure, it is needed to submit the [Conditional consent forms (non-disclosure requests)] to the library in person.

4) Submit the copyright agreement online
   : For copyright consent, check the online submission screen for consent

※ In case you approved to substitute his/her thesis with other academic performances or records, please submit the copies of substitute results to the administration office of the affiliated university(department)

7. (Department offices) Need to submit the relevant documents

※ If the relevant documents are not submitted to the department office, the examination of the thesis will be canceled. Thus it must be submitted within the deadline

1) confirmation of thesis paper(심사완료 검인서)

① Submit a "confirmation of thesis paper" to the department office to check whether the Dissertation electronic file is uploaded to the library

② You may print out the confirmation letter from the library website when your Dissertation/thesis is uploaded

2) Confirmation of Thesis Plagiarism Check(논문표절예방 프로그램 검사확인서)

3) Title page(논문 속표지)

4) Copy of signature page(인준지 사본)

① You may submit the copy of signature page after checking it with original one.

② Students keep the original copy of signature page

※ Do not upload a person who has replaced the master's thesis

Guide to the procedure for replacing the master's thesis -> Submission of copies of substitute results to the administration office of the affiliated university(department)

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8. Important Notices

1) Writing Guide for the Complete Bound Version of the Dissertation:

① 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(KUPID) → 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

※ For a detailed inquiry, please contact your department administration office.

April. 2023

the Graduate School