

# 2018 Fall Semester Graduate School

## Notices on Examination of Degree Dissertations

### A. Important Dates and Related Notices

- Apply for examination of degree dissertations [online](#) and submit the required documents to [the administration office of the corresponding department](#) within the document submission period
- Degree candidates must apply online to receive notifications regarding degree dissertation tuition and examination fees

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

Eligibility Requirements to Submit Dissertation for Examination				
Classification	Master's	Doctoral	Integrated Doctoral	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 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 (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>		
	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	

#### ※ Registration for the Human Rights & Gender Equality course:

Step ①. Proceed through Blackboard > Course Search > Statutory Duty > (Graduate Students) Course ID > Register

Step ②. Take the Human Rights & Gender Equality course

Contact: Blackboard System E-learning Support Team 02-3290-1585 should you experience difficulties

**2) Online Application Period for Examination of Degree Dissertations :**

**October 22 (Mon.) ~ October 25 (Thu.) 4:00 PM**

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

**4) Degree Dissertation Tuition Payment Period: November 1 (Thur.) – November 2 (Fri.) 16:00**

- 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) Examination Fees Period: November 1 (Thur.) – November 2 (Fri.) 16:00**

**6) Examination Fees**

- ① After applying, print out your bill and pay the examination fee at KEB Hana Bank during the payment period.
- ② Printing the bill (remember to check the payment account): Proceed through Portal > School Register/Graduation > Apply for the Dissertation Examination > Print out the examination fee bill

If the error message “not valid candidate” appears after clicking Apply for the Degree Dissertation Examination, close all Internet browsers and re-log in.

- ③ Departments of the College of Medicine and at Sejong campus must pay through the designated account instead of the virtual account number, and the name of the depositor should be the name of the student followed by the last three digits of their student number.

College	Bank	Account Number
College of Medicine	KEB Hana Bank	576-910003-93105
Sejong Campus	KEB Hana Bank	670-910018-45805

## B. Submission Documents

1) Submission Period: **October 24 (Wed.) ~ October 25 (Thu.) 4:00 PM**

2) 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.

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	<b>Print out after applying online</b>		
	Request for Dissertation Examination		<b>Print out after applying online</b>	
	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

	<b>Recommendation from the Dissertation Examination Committee</b>	1. Recommendation from academic advisor  2. Signature and seal from academic advisor and the head of the department		Separate form
	<b>Point of Contact of the external member of the dissertation examination committee</b>	Accurately record the personal information, name of bank (account number), and other pertinent information		Related to examination fee payment
	<b>Examination Results</b>	The Chair and members of the Dissertation Examination Committee shall directly enter the result on the Dissertation Examination page.  * Refer to the Manual for Entering Dissertation Examination Results for more details.		Amended Fall 2018
<b>Supplements</b>			<b>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)</b>	
		Confirmation of Compliance with Research Ethics for Degree Dissertation (Prescribed Form)		
<b>Examination Fee</b>	<b>General</b>	150,000 KRW	500,000 KRW	<b>Payment through virtual account</b>  (with the exceptions of the College of Medicine and Sejong Campus)
	Academy-Research-Industry	200,000 KRW	600,000 KRW	

**C. Entering Dissertation Examination Results & Evaluation Summary: by December 7 (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.

\* Refer to the Manual for Entering Dissertation Examination Results for more details.

**D. (Library Homepage) Online Uploading of the Dissertation: December 26 (Wed.) ~ January 4 (Fri.), 2019**

On the library homepage (<http://library.korea.ac.kr>), go to User Service > Submit Thesis > <http://library.korea.ac.kr> > User Service > Submit Thesis.

**E. Submission of Complete Bound Copies of the Dissertation to the Library and 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: January 3 (Thu.) ~ January 4 (Fri.), 2019**

**F. 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) **A submitted request form for a dissertation examination and examination fees are not returnable.**

3) 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

4) 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 > 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.**

5) 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 Friday, January 4, 2019.**

October. 2018

**Dean of the Graduate School**