

Notice for Submission of Final Dissertation

1. For those who are scheduled to graduate in Feb 2024

2. **Submission Period:** 2023.12.26.(Tue)~2024.1.17.(Wed)

* it takes 1~2 days for approval and 2~3 days for binding after online submission, so please check the schedule considering it.

3. Submission

1) ONLINE

- a) Login to the Login to the Central Library website and click Online Thesis submission system(dCollection) ([LINK](#) at the website)
- b) Submit thesis contents
- c) Agree with CCL(Creative Commons License)
- d) Upload the Original file of your Dissertation(Do not set up the password and security when you save the file)
 - ※ Before submitting the thesis in book form, you have to upload and approve the original file of your dissertaion on dCollection. Then you should submit your thesis, which is same with the thesis on dCollection system.

2) Approval from the system administrator

- **After approval from system administrator, print out** your agreement on intellectual property rights and sign your own signature

3) Bookbinding of thesis

4) OFFLINE

- a) Submit the required documents including the thesis in book form to the Information Support room of the Central Library.
- b) Place of Submission: Central Library 1F (playground side office)
- c) Time for Submission: 10 a.m. ~ 4 p.m. on weekdays (12-13, except for lunch)
- d) Required Documents
 - **Three hardbound copies of your thesis**
 - ※ With judge's name and signature, original / copy irrelevant.
 - **One copy of Original License Agreement** (with author's signature)
 - **Conditional Consent / Disagreement** (only applicable person)
 - ※ Representative submission available.

4. Detailed submission process: Check the attachment manual

5. NOTICE

- Please upload thesis ONLINE (dCollection)
- After registering for thesis online and obtaining approval of administrator, you must bind with the same material which you uploaded on Online Submission system(dCollection)
(There are many cases where some are written and printed in the wrong format, if the booklet is bound before approval)

6. INQUIRY

- Use of Submission system(dCollection) and offline submission: Academic Information Development Team of Ajou Central Library(jsin@ajou.ac.kr)
- Thesis writing and submission period: The office of Graduate School(leedo nghoon@ajou.ac.kr)
- Thesis upload page: <https://library.ajou.ac.kr/en/#/education/dcollection>

Attachment: (2024.2)Guide to Thesis Submission Procedure_AJOU UNIVERSITY