

# **Submission of Thesis for Master's degree for Fall semester 2023**

## **(2024 Feb Graduation)**

Those who are scheduled to graduate in Feb 2024 have to submit the thesis for degree within the designated period as below. We notify you of information about thesis for Master's degree for Fall semester, 2023.

- 1. Period of submitting the thesis and paying thesis review fee:** Oct.30th(Mon) ~ Nov.6th(Mon), 2023
- 2. Payment of Thesis review fees**
  - 1) Thesis review fee : 100,000 KRW
  - 2) Account of payment for thesis review : Virtual Payment Account of each Department (Contact to Department Office)
  - 3) Please pay the fees with your name (Applicant's name)
- 3. Submission of thesis for degree:** Application through website, then submit the required documents to department office.
  - 1) Application procedure on the website**
    - Login to portal website ► Click [Academic Affairs Information] menu on the top  
► Click [Grade/Graduation(성적/졸업)] Menu
    - Click menu [Thesis Registration] – Input the title of thesis (Korean and English) – Click button [APPLY] and [PRINT EXAMINER] – print out the form of "Petition for Review of Thesis for Doctorate Degree(학위청구논문심사원) (submit it to Department office)
    - Click menu [GgrdStdThssPubReg] (Registration of dissertation publication) – Click button [NEW] - Write the information about the article publication in journal and upload the materials of dissertation publication, Click button [COMPLETED] – After upload all the information click button [DETAILS] (on the right, need to scroll to the right) – click button [PRINT] and Print out the form of Confirmation Letter of Dissertation Publication(학위청구논문 학회지 게재 확인서) (Submit it to Department office)
  - 2) Required Documents to submit to the Department office**
    - Petition for review of thesis for Master's degree
    - List of Review members for thesis for Master's degree
    - Recommendation letter of External review member (only for relevant students)
    - Research Ethics Compliance Statement
    - Certificate of participation for thesis review members staying abroad (only for relevant students)

- Confirmation Letter of Dissertation Publication: Attach the cover page of reprint (printed copy) from Dissertation [Only for students who affiliated in Department that clarify the requirements for students to submit the Confirmation Letter of Dissertation publication as a required documents for Dissertation examination]
- (When scheduled to publication) Certificate of Expectant publication on academic article : Attach the cover page of the thesis for degree

*\* Recognition Criteria of Expectant Publication : Applicants have to submit the Certificate of the Expectant Publication issued from applicable academy. Only in case that students can't submit it within the designated period owing to unavoidable circumstances, they can submit the Confirmation Letter from academic advisor in place of certificate of the expectant publication, but they have to submit the certificate of expectant publication before the date of graduation examination. If they do not submit it within the expected period before the date of graduation examination, they will not be allowed to graduate from school automatically in applicable semester.*

### **3) Required documents to submit to thesis review members**

- Thesis for review for each review members

## **4. Qualification and Required documents for submission of thesis**

### **1) Qualification for submission of thesis:** Any students who satisfied the following conditions

- A student who completed Master's course or scheduled to complete the Master's course : A student who acquired 24 credits in Major and 6 credits in Research and got a GPA 3.0 or better

*☞ In case of students in Dept. of Dependable software, Financial Engineering and Advanced practice in nursing, they need to check the credits needed for completion. Because the required credits in these departments are different from the regular credits that required for completion in other departments.*

- A student who completed registration for 4 or more semesters
- A student who received the guide(advisement) on thesis for 2 semesters or more
- A student who passed the qualifying examination (Foreign language test and comprehensive examination)
- A student who has yet to have 6 years for Master's program after admission (excluding the period of leave of absence from school)
- A student who completed all courses (took all required credits for graduation) and registered research registration
- A student who completed nonsubject education based on research study(from the new students who entered after 2014)
- Nonsubject Education program based on research study (from the New students who entered in and after 2014)
  - ✓ Research Ethics : at least once or more
  - ✓ Research Note writing : at least once or more

- ✓ Thesis writing : at least once or more

## **2) Required documents for submission of thesis**

- Petition for review of thesis for Master's degree
  - ☞ Submit the Petition form after uploading on the portal website
- List of thesis review members
- Recommendation letter of external review member (only for relevant students)
- 3 copies of Thesis for review (Submit the 3 copies of thesis for review to review members directly)
- Research Ethics Compliance Statement
- Certificate of participation for thesis review members staying abroad (only for relevant students)
- Confirmation letter of Dissertation publication (Only for students who affiliated in Department that clarify the requirements for students to submit the Confirmation letter of dissertation publication)
- Cover page of reprint(printed copy) from dissertation
  - ☞ In case that thesis will be expected to publish, applicants have to submit the Certificate of Expectant publication on academic article and Cover page of the thesis for degree.

## **5. Qualification and Organization of thesis review members**

### **1) Qualification of judges for thesis review**

- In case that the applicant is a lecturer in the said university, Full-time professor or associate professor with doctorate degree who studied in same major field and same position with applicants in the said university can be a paper screening judge.
- Relatives of the applicant will not become thesis review members.

### **2) Organization of thesis review members**

- Thesis review members for Master's degree must be composed at least 3 people including 2 full-time professors of the said university and can be composed of 1 external review member (available experts or external professor) or honorary professor as one of them.
- Majority of thesis members have to be composed with those who majored in the same field of study related to thesis contents.
- Academic advisor of applicant can be automatically a thesis review member as long as there are no special reasons.
- Chairman of thesis review committee will be selected in thesis review members including academic advisor and the external thesis review member can be a chief of thesis screening committee only in case that he/she has enough professionalism on the subject of the thesis.
  - ☞ The professor in research year can be composed as a person who participates in all process of paper screening.

**6. Detailed Schedule for submission of thesis for degree**

Classification	Period	Remarks
Submission of thesis for degree	2023.10.30. ~11.6.	<ul style="list-style-type: none"><li>➤ Pay thesis review fees (100,000 KRW) to Virtual Account of Department (Contact Department office)</li><li>➤ All documents to submit need to have signature of Academic Advisor and confirmation from Head of Department</li></ul>
Payment of thesis review fees		
Recommendation of thesis review members		
Paper screening	2023.11.10. ~12.15.	<ul style="list-style-type: none"><li>➤ Paper screening once or more</li><li>➤ Final Screening should be public.</li></ul>
Submission period of final review results	~2023.12.20.	<ul style="list-style-type: none"><li>➤ Final result report of Thesis Screening</li><li>➤ Certificate of checking plagiarism of dissertation and related materials</li></ul>
Submission of final printed copy	2023.12.26. ~2024.1.17.	<ul style="list-style-type: none"><li>➤ Submit the final printed copy of thesis within designated period to the library</li><li>➤ If not, he or she could be excluded from the list of graduation.</li></ul>

**7. Notices and Forms for submission of thesis for Master's degree :** Please refer to the attachments. (All forms for submission)

**- Office of Graduate school -**