

# Guide to Thesis File Submission Procedure

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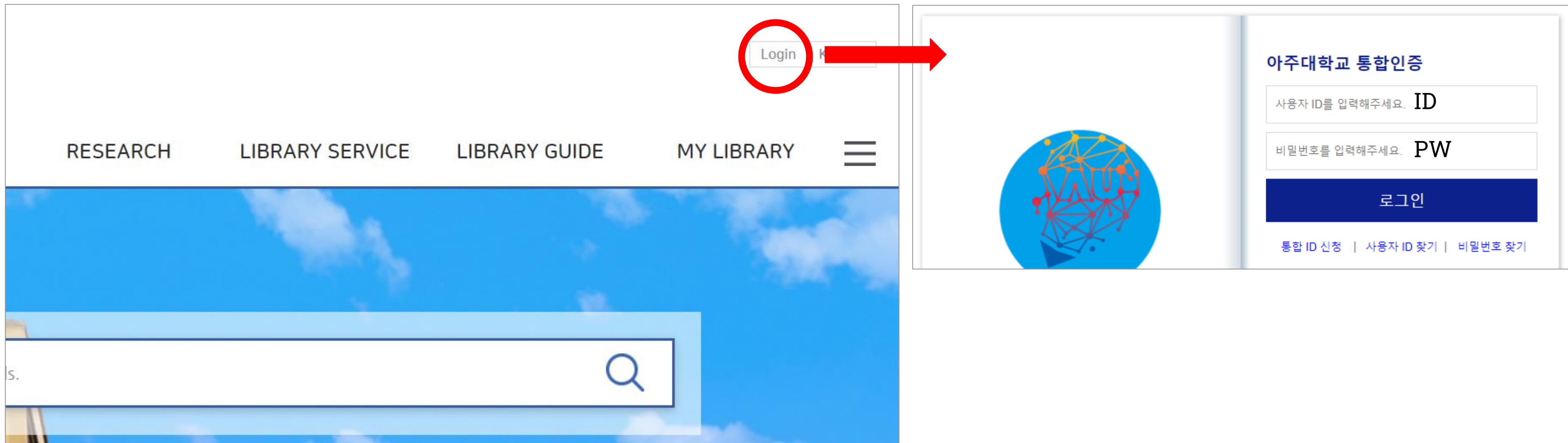
## ① Access to the Central Library website

<https://library.ajou.ac.kr/en/>

**You must access through Chrome**, Explorer can be accessed from version 8, but it can cause errors

Central Library  
website Link

## ② Login ► Login to the Ajou University Portal site



The screenshot illustrates the login process for the AJOU Central Library website. On the left, the library homepage is shown with a navigation bar containing 'RESEARCH', 'LIBRARY SERVICE', 'LIBRARY GUIDE', and 'MY LIBRARY'. A red circle highlights the 'Login' button in the top right corner. A red arrow points from this button to the right panel, which displays the login form. The login form is titled '아주대학교 통합인증' (Ajou University Integrated Authentication) and includes fields for '사용자 ID를 입력해주세요. ID' (Please enter your user ID. ID) and '비밀번호를 입력해주세요. PW' (Please enter your password. PW). A blue '로그인' (Login) button is located below these fields. At the bottom of the form, there are links for '통합 ID 신청' (Integrated ID Application), '사용자 ID 찾기' (Find User ID), and '비밀번호 찾기' (Find Password).



## 1 RESEARCH ► Thesis Submission

COLLECTION	<b>RESEARCH</b>	LIBRARY SERVICE	LIBRARY GUIDE	MY LIBRARY	≡
<b>Information Literacy Education</b> Education Guide Apply for Programmed Education Apply for Customized Education Education Materials Remote Education Support	<b>Research Support</b> Research Guide Journal Guide References Management RefWorks <b>Thesis Submission</b> Document Delivery Service/ILL Visit Other Libraries Plagiarism Prevention System(Turnitin)	<b>TIP</b> If the material you are looking for is not in the university, please use other institution's material/copy borrowing service.			

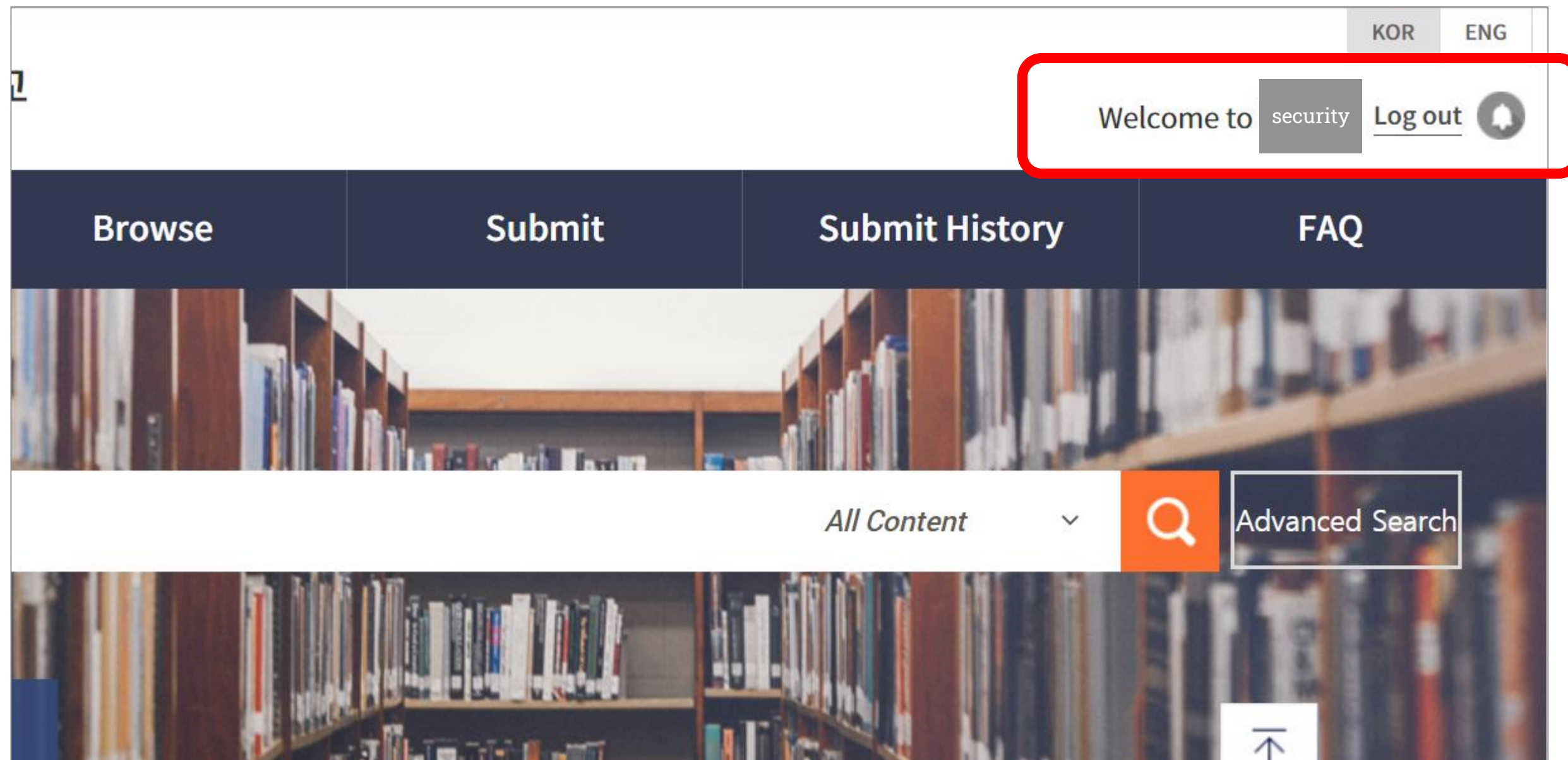
✓ Be sure to read the instructions

- ② Submission Notice check > Download the [guide file](#) from the download tab >  
> Click the [thesis submission system direct link](#) on the first tab

# English pages to be updated after the 18th

### ③ Check the login

✓ There is no other way but to connect via this Central Library website link.




- ✓ Access Error – Case 1. **Completed Student**
- Central Library website ► LIBRARY SERVICE ► Graduate School Postgraduate Student Usage Registration

<div> RESEARCH LIBRARY SERVICE LIBRARY GUIDE MY LIBRARY </div>			
<div> Id ch est </div>	<div>Facility</div> <div>Library Hours</div> <div>Study Room</div> <div>Multimedia Zone</div> <div>Reservation</div> <div>Seminar Room</div> <div>Mobile Service</div> <div>Web Print</div>	<div>User Guide</div> <div>Leave of Absence</div> <div>Student Usage</div> <div>Registration</div> <div>Graduate School Postgraduate Student Usage Registration</div> <div>Graduates Library Card Issuing Request</div>	<div>TIP</div> <div>Library is closed on national holidays and school anniversary, and general reading room is open year round 24 hours.</div>



- student number, name enter ► authorization request ► e-mail or telephone number approve  
► Login to the Ajou University website and access dCollection (refer to p.1)

 Graduate School Postgraduate Student Usage Registration

Please perform postgraduate student usage registration for library material and facility usage.

Student No. \*

Name \*

Authorization request

Student No. \*

개인정보

Name \*

개인정보

Authorization request

Authorize with registered e-mail

개인정보

Authorize with registered telephone number

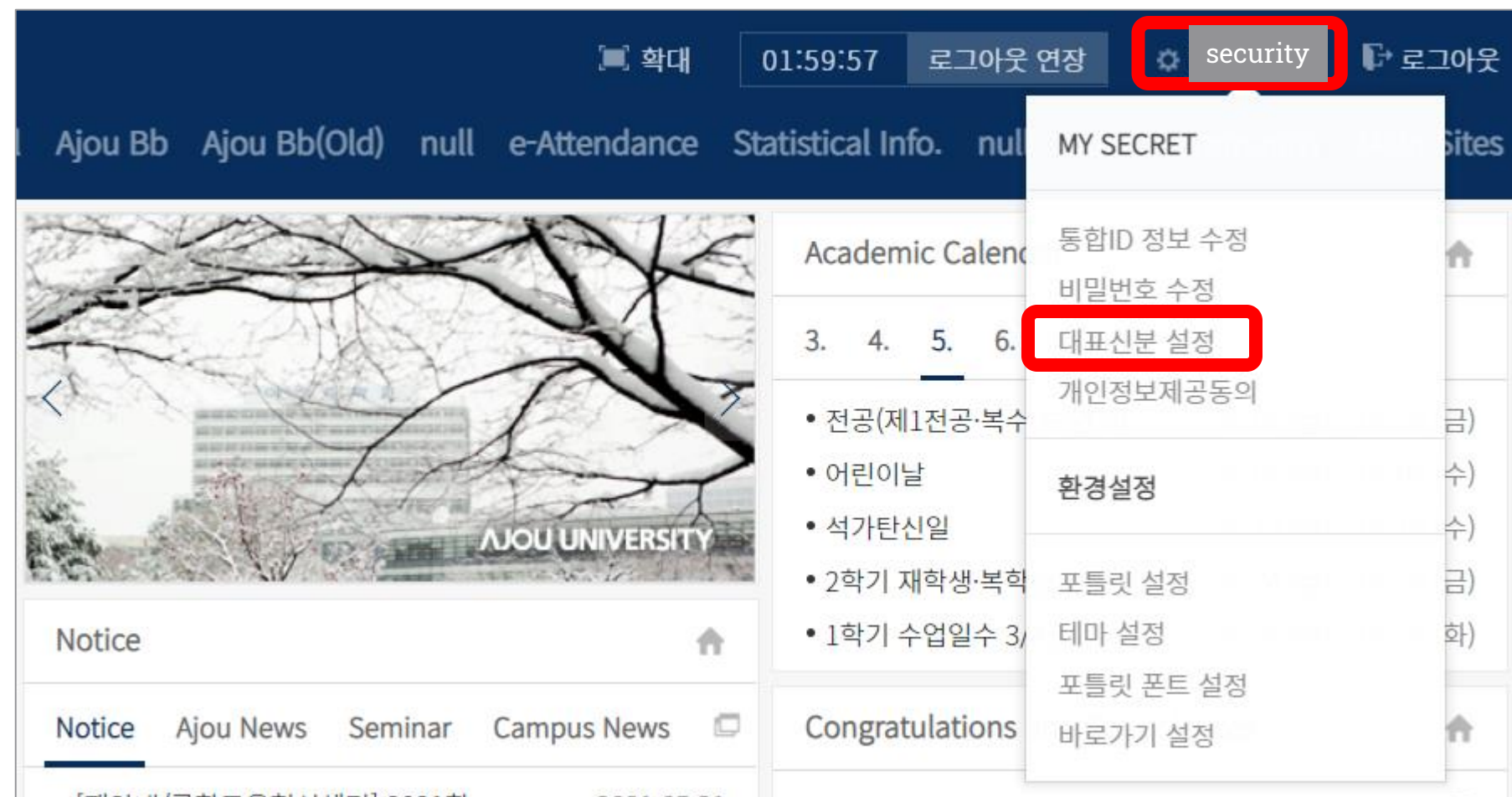
개인정보



## ✓ Access Error – Case 2. Multiple Identities

- Access Ajou University Portal ▶ Login ▶ Click on the name in the upper right  
▶ Click the “대표신분 설정” (red box)

AJOU Univ.  
portal Link!



- Graduate School identity check ► Save
- Login to the Ajou University website and access dCollection (refer to p.1)

Contact us  
if two methods  
do not solve  
the problem

## 대표신분 설정

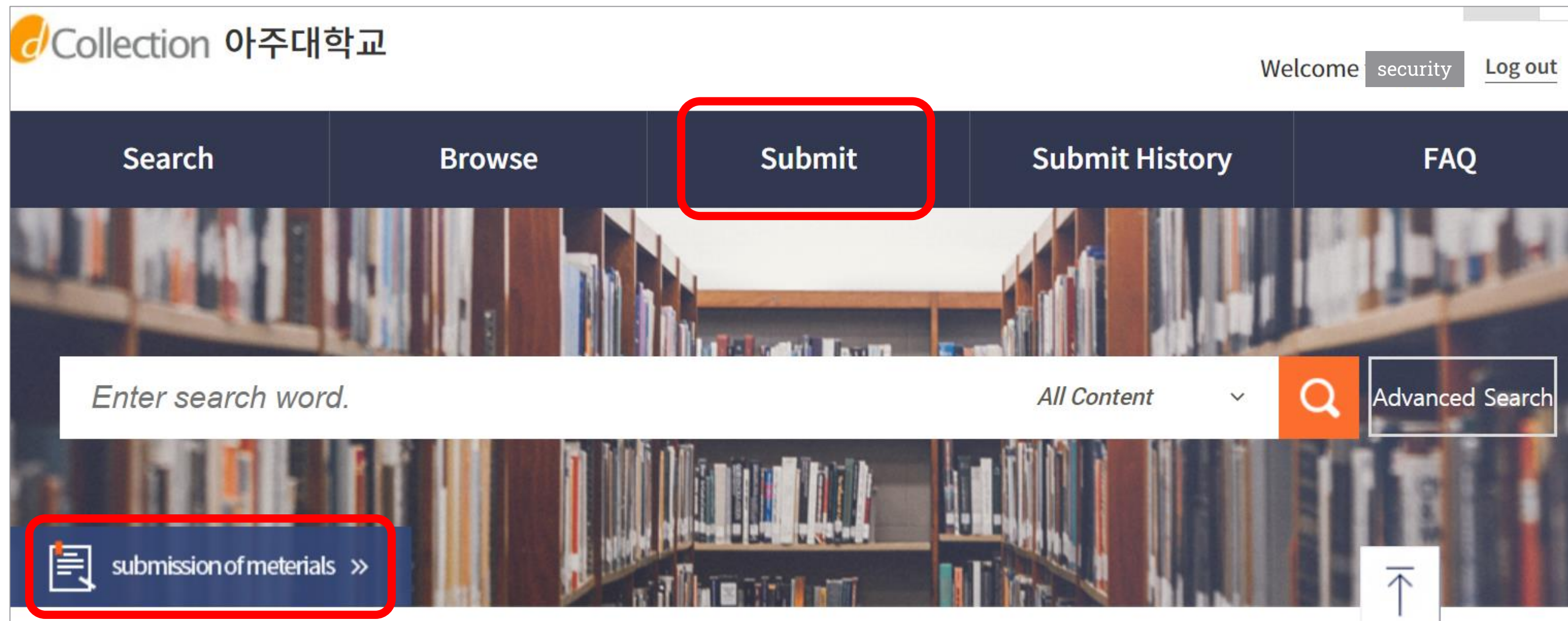
대표신분을 변경하면 이후 포탈시스템 로그인 시 현재 설정한 신분으로 로그인 처리 됩니다.  
신분이 한개인 경우에 대표신분을 설정하실 수 없습니다.



security

SAVE

④ click the **Submit** or **submission of materials**



## 5 Submit

✓ Do not refer to the manual on the screen



### Submission guide

In order to submit a thesis, a submitter authentication process is required. Users who have obtained certification can submit their thesis papers to the "Collection" specified by administrator.



Submit

Manual of Submission



**★Mandatory inspection prior to submission★**  
**Verify that the thesis file is correctly configured and formatted**

Because you don't check this out and get a lot of returns



**go to check!**  
**click!**



1 Please agree to all terms ► check your phone number, e-mail

✓ This information is registered in the library and may differ from portal information.  
**Please enter the contact you are currently using**, as all notices related to the submission of the thesis go to the entered contact number.

■ Private policy

1. 개인정보의 처리 목적  
가. dCollection은 개인정보를 다음의 목적을 위해 처리합니다.  
처리한 개인정보는 다음의 목적 이외의 용도로는 사용되지 않으며 이용 목적이 변경되는 경우에는 개인정보 보호법 제18조에 따라 별도의 동의를 받는 등 필요한 조치를 이행할 예정입니다.  
① 논문 제출을 하기 위한 정보 및 제출 논문 사후 관리를 위해 개인정보를 처리합니다.  
나. dCollection이 개인정보 보호법 제32조에 따라 등록·공개하는 개인정보의 처리목적은 다음과 같습니다.  
① dCollection 가이 및 서비스 미요의 이하 제출자 저번

☒ I agree

■ Agreement on consignment of personal information in dCollection

dCollection은 이용자의 개인정보를 원칙적으로 제3자에게 제공하지 않습니다. 다만 아래의 경우에는 예외로 합니다.  
- 정보주체의 동의  
- 법률의 특별한 규정 등 개인정보 보호법 제17조 및 제18조에 해당하는 경우  
- 통계 작성, 학술연구 및 시장조사 등을 위하여 특정 개인을 식별할 수 없는 형태로 협력업체나 연구단체 등에 제공하는 경우  
- 서비스 이용에 따른 불만사항 및 문의사항(민원업무)의 처리를 위하여 고객센터를 운영하는 위탁업체에 민원처리의 처리에 필요한 개인정보를 제공하는 경우

1. 개인정보처리 위탁  
① dCollection은 원활한 개인정보 업무처리를 위하여 다음과 같이 개인정보처리업무를 위탁하고 있습니다.

☒ I agree

■ My information

ID	security
Name	
Organization	
Department	

■ My contact information

This is contact information registered at the library user information. If it was changed, please revise it.  
This information is only used for contact in respect to the item you have submitted.

Contact	security	e) 02-123-4567, 010-1234-5678 Enter with '-'.
E-mail		

제출관련 문의는 학교 dcollection 담당자에게 문의 바랍니다.

- This is the step to enter the overall content of your thesis.
- Entry with an asterisk in front is compulsory. Please refer to HELP for instruction.

Item	Content	HELP
* Title	<input type="text"/>	Enter the title of the thesis. Must enter in same language with text language
Sub-title	<input type="text"/>	Enter the sub-title.
Translated	<input type="text"/>	Enter the title in the second language. If there is any subtitle, divide it with [:].



- ① Title : Enter the title of the thesis. **Must enter in same language with text language**
- ② Sub-title : Enter the sub-title **if it exists**
- ③ Translated : Enter the title in the second language **if it exists**
- ④ Affiliation : Enter the “**Ajou University**” + **name of graduate school you belong**  
Automatic generation of Graduate School of International Studies student only

* Title	<input type="text" value="Test"/>
Sub-title	<input type="text" value="focus test"/>
Translated	<input type="text" value="테스트"/>
* Author	<div>security</div> <input type="text"/>
Other name	<input type="text"/>
* Affiliation	<input type="text" value="Ajou University Graduate School of International Studies"/>

- ⑤ Subject(keywords) : Subjects are some kind of access point except the title
  - If you put 'test' as a subject, your thesis will be included in the search results when someone else searches for 'test'
  - Please enter subject in **simple word form**. Separate each keyword with a **comma**
- ⑥ DDC : Do not enter
- ⑦ Abstract : Select the language of abstract.  
If the number of abstract is more than two, click to add button and select language

* Subject	<input type="text" value="Test, AJOU, thesis"/>
DDC	<input type="text" value="Do not enter"/>
	<div>English ▼</div>
* Abstract	<div><div></div><div>Add</div></div>

★Table of contents is very important★

Most of the reasons why the thesis is returned are because of the Table of contents

- 8 ● Separate out each subsection precisely (high section, lowest section)
- Enter the exact starting page for each title
- enter blank between the title and pages (number of blank does not matter)
- enter only from the introduction to reference

YES !!

The first part is the introduction

Chapter 1	1	correct page
1.1 Introduction	1	
1.2 Research	4	blank between the title and pages
Chapter 2	7	
2.1 Theory	7	
2.1.1 Theory Time	7	
2.1.2 Help	9	

exact starting page for each title

NO !!

The first part is not the introduction

Abstract	i	Roman numerals cannot follow the title Because we start with Arabic numerals in the introduction.
Chapter 1	2	
1.1 Introduction	1	Wrong page number
Chapter 2	7	
1.2 Research	4	
2.1 Theory	7	No blank between the title and pages
2.1.1 Theory Time	..... 7	Enter a dotted line between the title and pages
2.1.2 Help	9	

The table of contents is in the wrong order

- 9 Publisher, Issued, Awarded : They would be already entered
- 10 Advisor : you can just enter **his or her name only**  
If there are more than one, it is okay to enter all of their names
- 11 Choose your degree

* Table of contents	Chapter 1 1 1.1 Introduction 1 1.2 Research 4 Chapter 2 7 2.1 Theory 7 2.1.1 Theory Time 7 2.1.2 Help 9	Add
* Publisher	아주대학교	
* Adviser	Jane, John	
* Issued	2021	
* Awarded	2021 8	
* Thesis degree	Master ▼	

- ⑫ Major : 'Enter the department search' ► click on your department
- ⑬ Page : Must be the arabic numeral of final page
- ⑭ Language : Must be the same as the title language

* Major	<input type="text" value="Enter the department search."/>
* Page	<input type="text" value="10"/>
* Language	<input type="text" value="English"/>
Rights	<input type="text" value="아주대학교 논문은 저작권에 의해 보호받습니다."/>

제출관련 문의는 학교 dcollection 담당자에게 문의 바랍니다.

dCollection 디지털 학술정보 유통시스템 - Chrome

dcoll.ajou.ac.kr/dcollection/submit/management/popup/deptSear...

### Department search

Department Name

Category

- Graduate School of Education (교육대학원)
- Graduate School of TransportITS (교통ITS대학원)
- Graduate School of International Studies (국제대학원)**
- Graduate School of Clinical Pharmacy and Pharmaceuticals (글로벌)
- Graduate School of Law School (법학전문대학원)

Department Name

- NGO Studies(NGO학과)
- INTERNATIONAL DEVELOPMENT AND COOPERATION(국제개발협)
- INTERNATIONAL Business(국제경영학과)
- INTERNATIONAL Trade(국제통상학과)
- Energy Science and Policy (융합에너지학과)
- Korean Studies(한국학과)

☒ Current department ☐ All department

- ① -To proceed to the next step, click the next button  
-To save the entered information, click the Temporary storage button
  - Save is recommended because there is a lot of information entered
- ② Temporary Storage ► Click blue button in the confirmation window at the top of the screen
- ③ Check the saved thesis in the submit history
  - If you click Submit, you will see the first step of the thesis.  
The contents you entered before are still there, so please press the next button to continue

* Language	English ▼	Select it from the list box.
Rights	아주대학교 논문은 저작권에 의해 보호받습니다.	

제출관련 문의는 학교 dcollection 담당자에게 문의 바랍니다.

< Prev   Next >

Temporary storage

dcoll.ajou.ac.kr 내용:  
Temporary been saved.

확인

C o p y r i g h t	Agreement	-Others can view the content of the thesis online and offline
	Conditional Agreement	-Private for a period of time (online, offline) -You can set the period for up to 3 years from the day you set up now -Thesis searchable
	Disagreement	-Permanent Private (online, offline) -Thesis unsearchable
	Conditional Agreement, Disagreement explanation	-You can't set it without a reasonable reason - reasonable reason : Journal publication, patent etc.

## 1 Copyright Agreement

● Check the Agree ► [There is nothing else to set](#) ► Next

1. I allow copy and DB building through changes in edition or format on the condition of not changing the contents of the writing.
2. I allow transmission, distribution and reproduction of a part or whole of writings by publishing on the information network including academic study.
3. The usage period for the writings shall be five years, and the period shall be continuously extended unless otherwise there is no objection.

☒ Agree ☐ Not agree

※ You need to agree the copyright to get the manuscript service.

License(CCL : Creative Commons License) ☒ Applied ☐ Not applied

■ Publication date ☒ Not applicable ☐ Set

※ If a original publication date, a patent and embargo are necessary, set them up.

제출관련 문의는 학교 dcollection 담당자에게 문의 바랍니다.

< Prev

Next >



## 2 Copyright Conditional Agreement

- Check the agree ► Check the applied ► Check the set ► Set the period(for up to 3 years from the day you set up now)  
► You can choose including abstracts ► Enter the **reasonable reason** ► Next

1. I allow copy and DB building through changes in edition or format on the condition of not changing the contents of the writing.  
2. I allow transmission, distribution and reproduction of a part or whole of writings by publishing on the information network including academic study.  
3. The usage period for the writings shall be five years, and the period shall be continuously extended unless otherwise there is no objection.


☒ Agree ☐ Not agree

※ You need to agree the copyright to get the manuscript service.

License(CCL : Creative Commons License) ☒ Applied ☐ Not applied

Publication date ☐ Not applicable ☒ Set

If a original publication date, a patent and embargo are necessary, set them up.

■ Original publication date   ☐ Including abstracts.

■ Reasons for setting up the original publication date.

If you specify a original service start date, please submit a letter describing the reason for the library.

Those who have set up conditional agreement and disagree must also submit a disagree statement when submitting the hardbound copies

Statement  
download!

### 3 Copyright Disagreement

- Check the Not agree ► Click blue button in the confirmation window at the top of the screen ►
- Check the Not applicable ► Enter the **reasonable reason** ► Next

on, distribution and reproduction of a part or whole of writings by publishing on the information network including internet for the purpose

for the writings shall be five years, and the period shall be continuously extended unless otherwise there is no expression within t

☐ Agree ☒ Not agree

※ You need to agree the copyright to get the manuscript service.

dcoll.ajou.ac.kr 내용:  
Since you do not agree license the original will not be provided.  
If you want the original service then agree license.

확인

■ 관내서비스 게시일 limit ☒ Not applicable ☐ Set

■ Reason of restriction

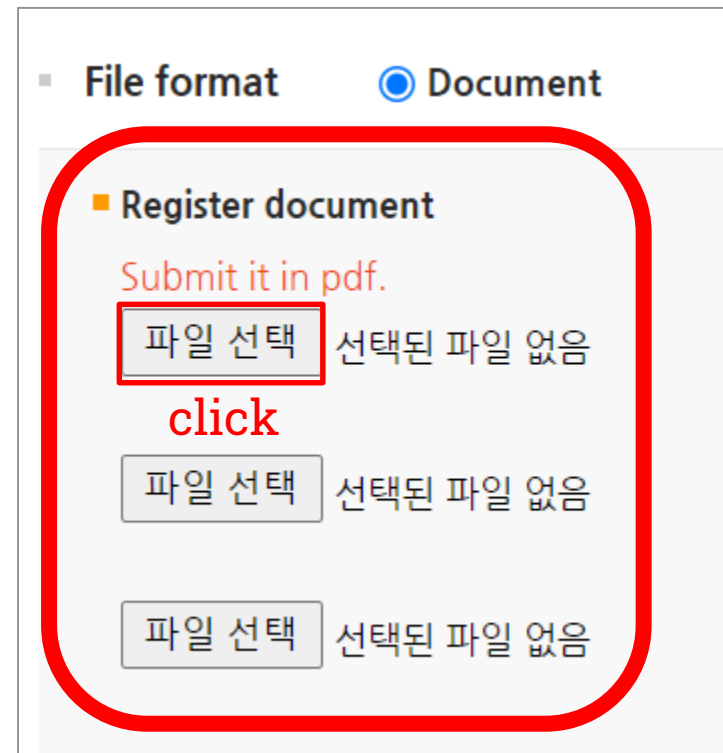
■ Reason of restriction

Those who have set up conditional agreement and disagree must also submit a disagree statement when submitting the hardbound copies

Statement download!

① Only PDF files can be registered

- You may register the file by dividing it up to three files
- If you register two or more files, please register them in order
- Delete existing files when re-registering ( X click = delete )



File format ☒ Document

Register document

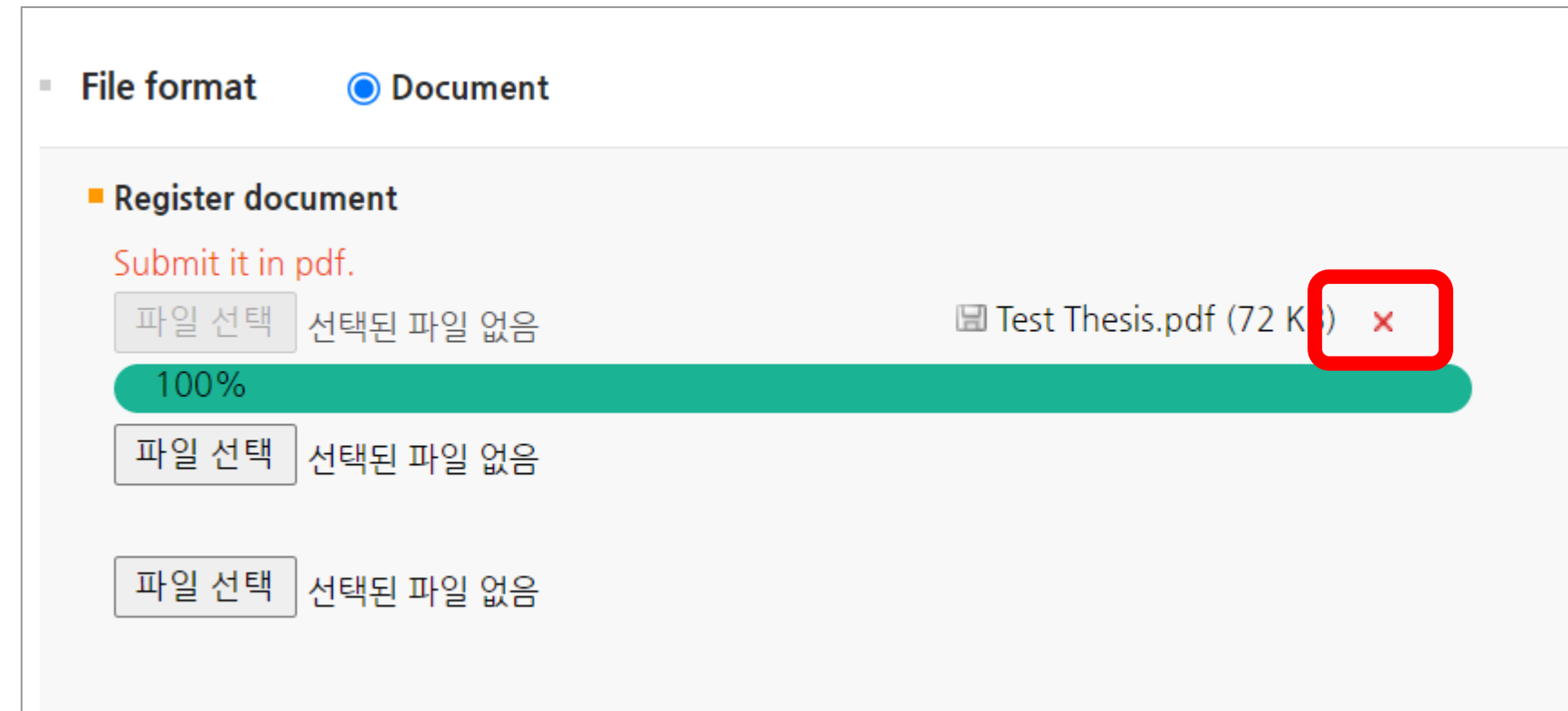
Submit it in pdf.

파일 선택 선택된 파일 없음

click

파일 선택 선택된 파일 없음

파일 선택 선택된 파일 없음



File format ☒ Document

Register document

Submit it in pdf.

파일 선택 선택된 파일 없음

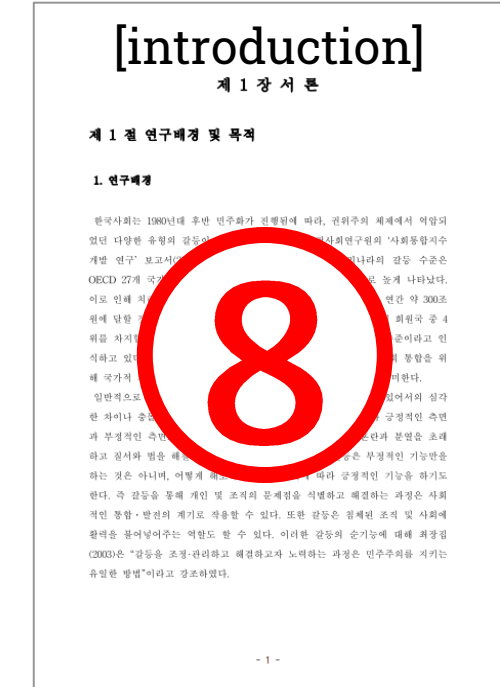
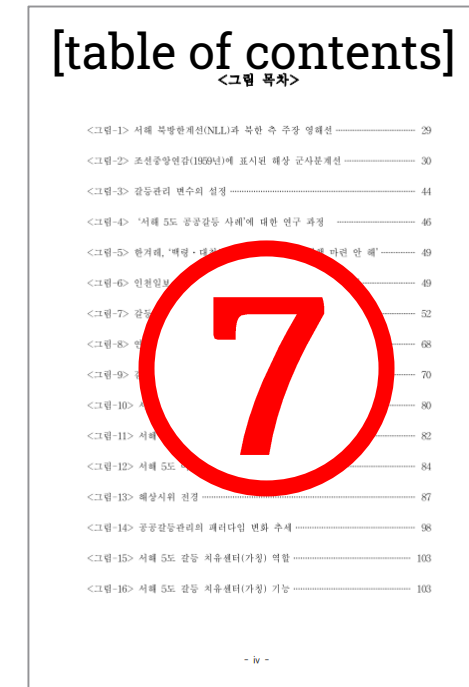
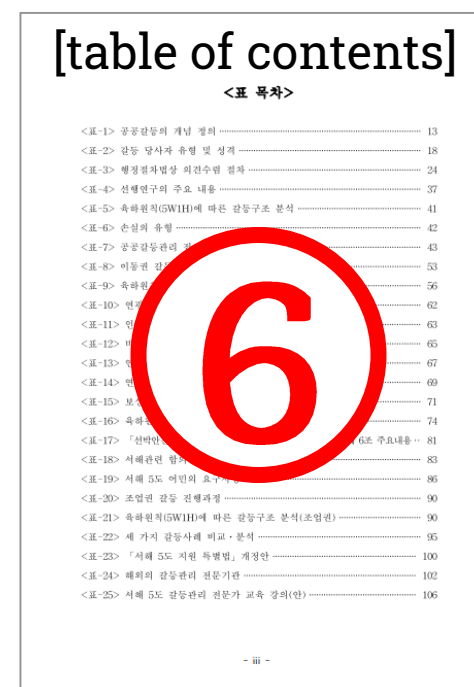
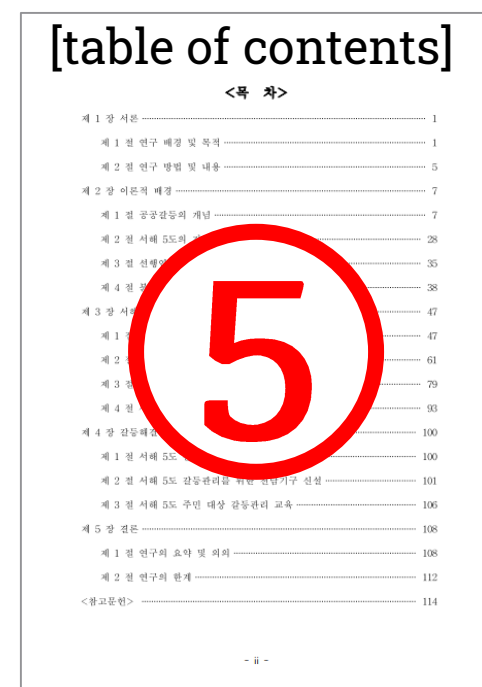
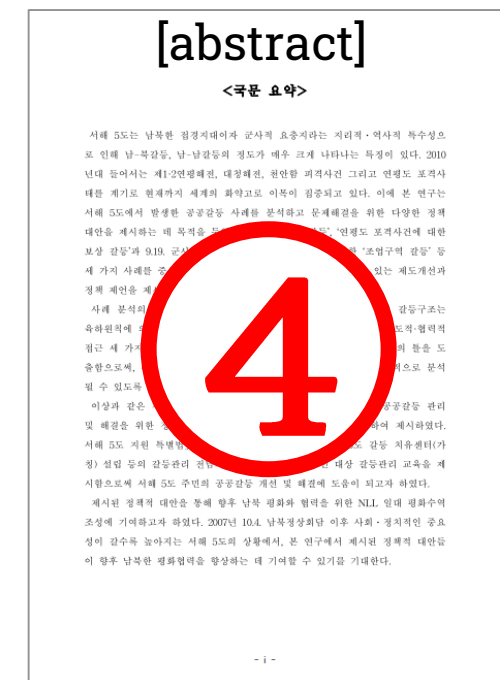
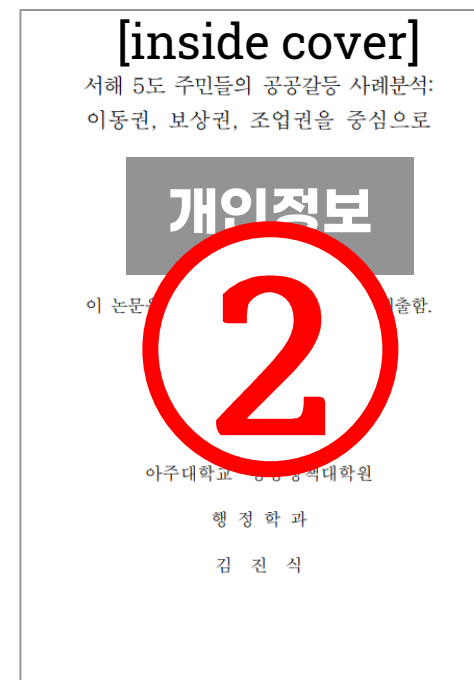
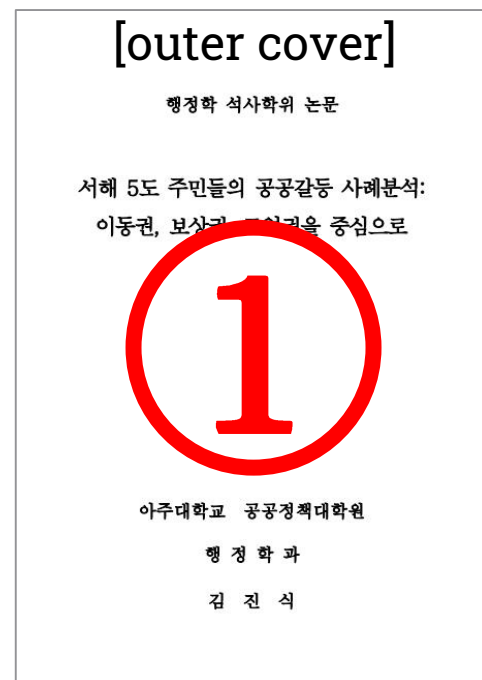
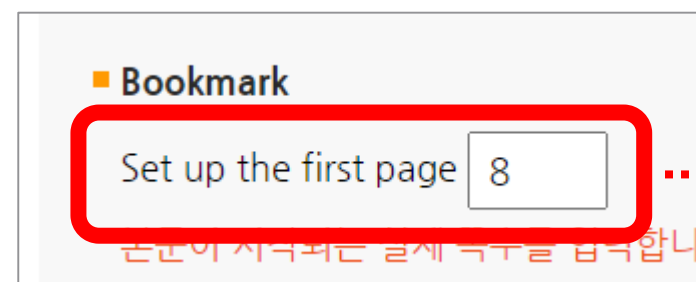
Test Thesis.pdf (72 K) X

100%

파일 선택 선택된 파일 없음

파일 선택 선택된 파일 없음

- ② Bookmarks are generated as table of contents information entered in metadata
- ③ The Set up the first page means the introduction, that is, the actual number of pages starting the preface  
an exemplary thesis sample \_ actual number of pages from the outer cover to introduction



- ④ If you want to modify the table of contents at this stage, you should check the **‘목차정보 변경’**
  - Then, the table of contents in the metadata would be modified the same
- ⑤ Click **‘자동정렬(Auto Formatting)’** to make the contents arranged neatly.

■ Bookmark

Set up the first page

본문이 시작되는 시점 쪽수를 입력합니다. 즉, 문서에서 본문의 쪽번호가 1쪽이지만,

☒ 목차정보 변경

Chapter 1	1
1.1 Introduction	1
1.2 Research	4
Chapter 2	7
2.1 Theory	7
2.1.1 Theory Time	7
2.1.2 Help	9

before  
auto formatting

Preview the table of contents(bookmark)

View structure View input space

Chapter 1	1
1.1 Introduction	1
1.2 Research	4
Chapter 2	7
2.1 Theory	7
2.1.1 Theory Time	7
2.1.2 Help	9

after  
auto formatting

Preview the table of contents(bookmark)

View structure View input space

Chapter 1	1
Chapter 2	7

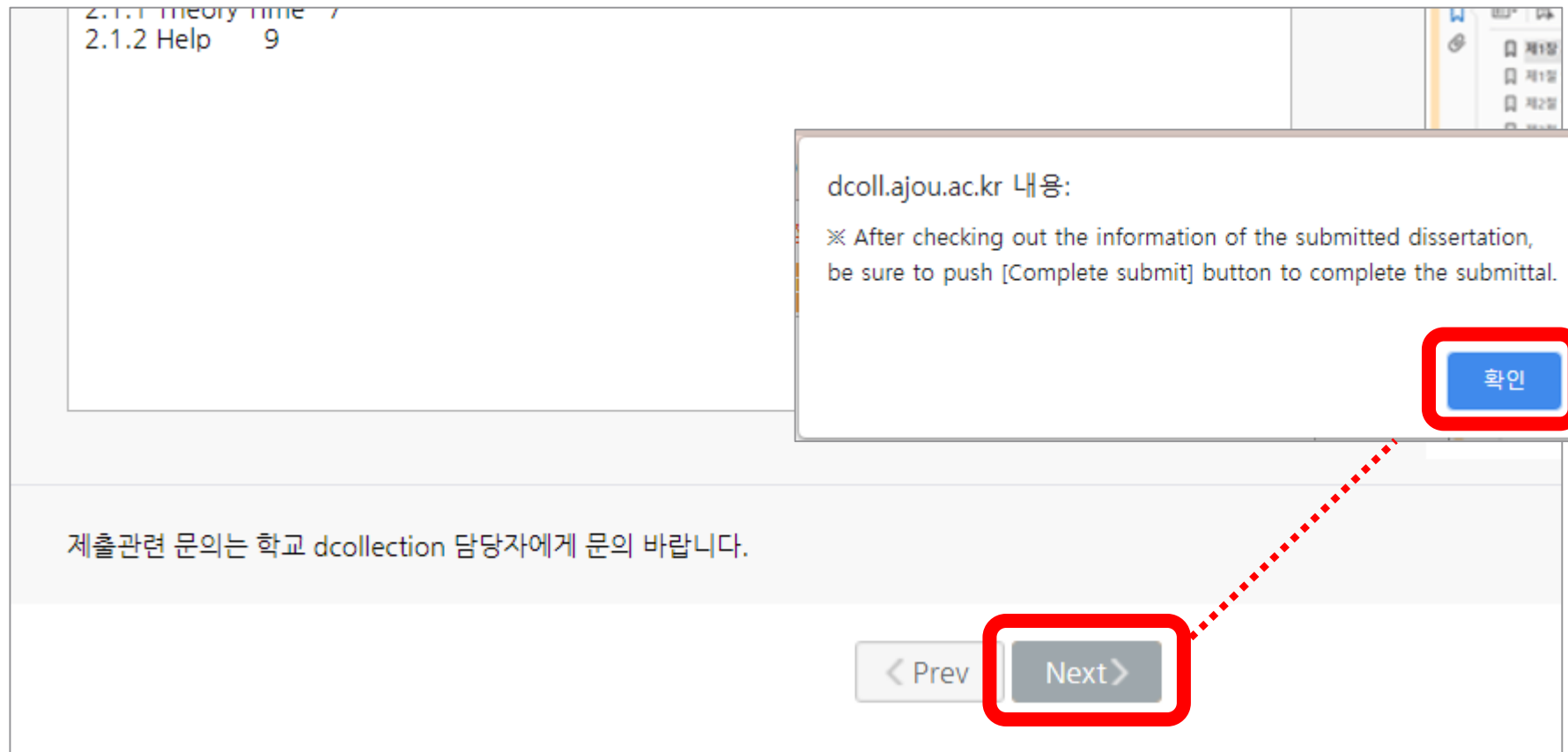
Preview the table of contents(bookmark)

View structure View input space

Chapter 1	1
Chapter 2	7

## ⑥ Check the bookmark

- **Next** ▶ Click blue button in the confirmation window at the top of the screen ▶ Submit History
- ▶ Click the thesis



Browse		Submit		Submit History
	Title		License agreement	
Test			Agree	

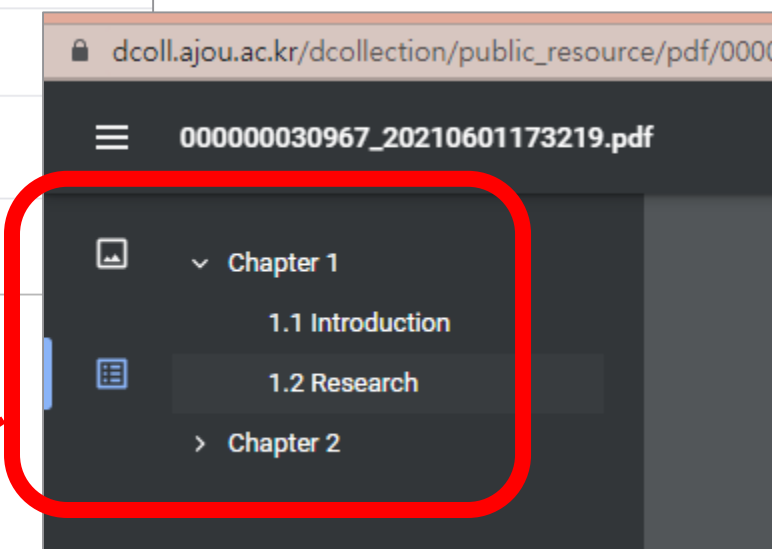


## ⑥ Check the bookmark

- Click the **conversion original file** ► Click on the bookmark in the upper-left of the opened thesis and verify one by one that the correct page opens for each table of contents
- If the conversion original file is still missing, please check other information and complete the submission
- Please check carefully since it won't be modified after the submission is completed

※ The conversion original file is only used online, so please bind only uploaded file ※

File information	
File format	Document
submit original	<b>Test Thesis.pdf</b> (73690 bytes, 2021-06-01 17:16:39)
Bookmark	Start page of body : 8
	Chapter 1 1 1.1 Introduction 1 1.2 Research 4 Chapter 2 7 2.1 Theory 7 2.1.1 Theory Time 7 2.1.2 Help 9
conversion original	<b>000000030967.pdf</b> (247946 bytes, 2021-06-01 17:22:51)

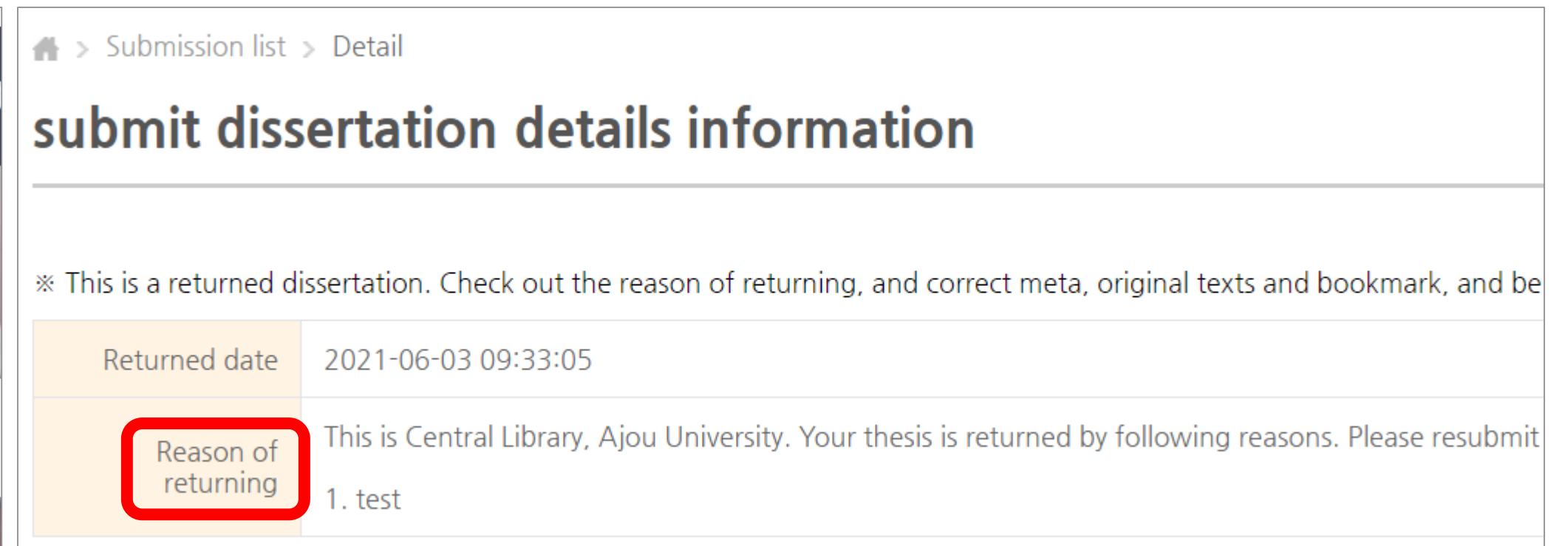
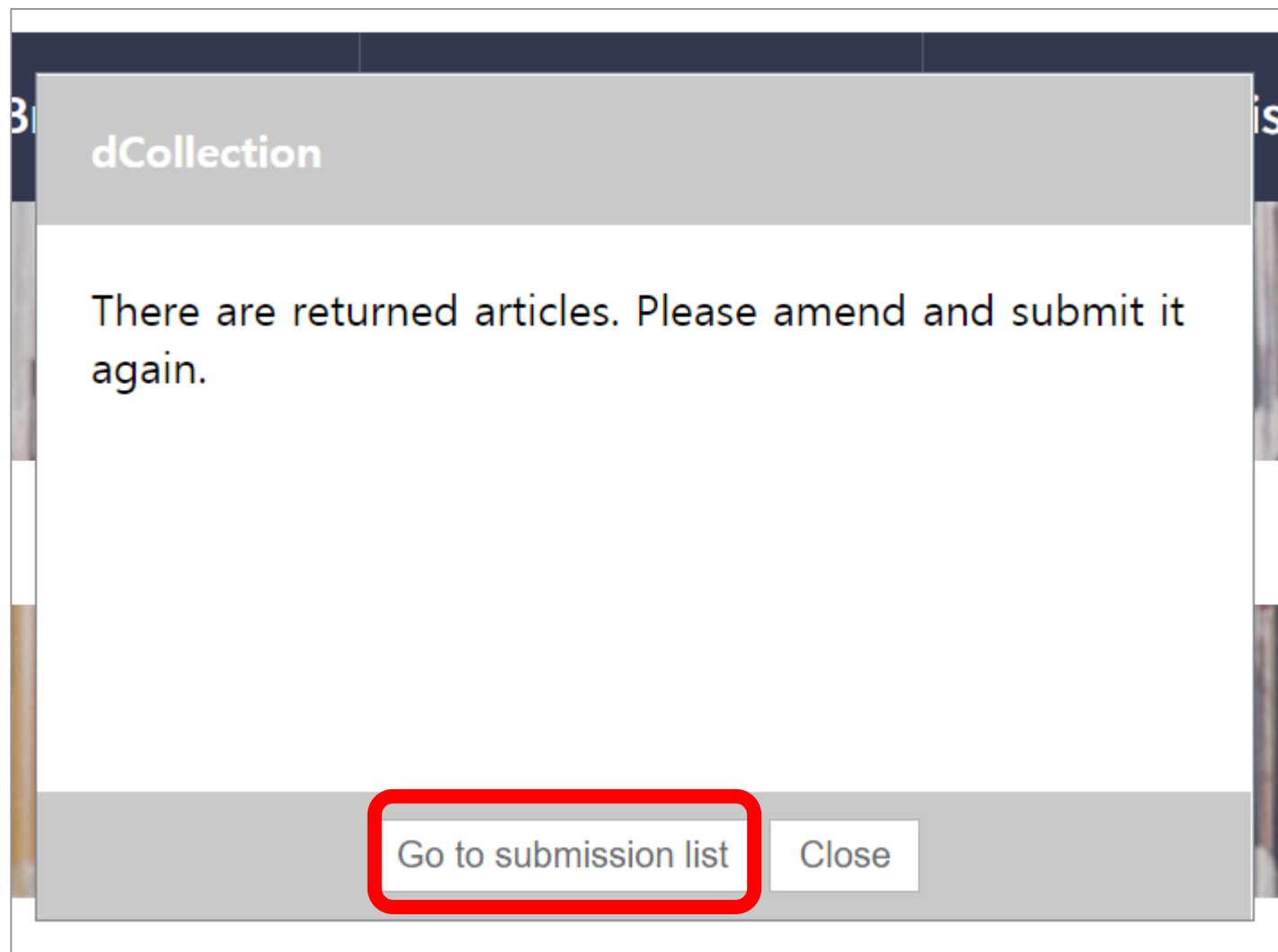


<b>제출완료</b>	제출취소
-------------	------

\*제출완료 = complete the submission



- ① If the thesis is returned, receive text messages from registered contacts
  - ② Access dCollection > Check the pop up messages > Submit History > Check the thesis > [Check the reason for the return is displayed at the top of the screen](#) > Please check and correct the matter and press the Submit Completion button
  - ③ [Check if the thesis is in Re-submit status](#)
- It will take a day or two days to complete the thesis verification after the submission of the thesis  
Please note that the thesis submitted after 4 p.m. on Friday will be processed next Monday morning in turn



- ① If the thesis is verification(submit complete), receive text messages from registered contacts
  - ② Access dCollection > Submit History > Checking the thesis > click Print License Agreement and print it out > [you have to sign](#)
- License Agreement must be submitted in the original

## Submission list

▪ Total 1

	Community/Collection	Title	License agreement	Status
<input checked="" type="checkbox"/>	대학원 > 학위논문(국제대학원)	Test	Agree	Submit complete

1

License Agreement Print

Submit Confirmation Print

# Onsite Submission Notice

- Thesis binding is possible only verification files in dCollection
- **Cannot bind before verification.** In the event of a violation, the responsibility lies with the individual
- verification files in dCollection and hard copies must be same

- Where : Central Library 1F (playground side office)
- When : 10 a.m. ~ 4 p.m. on weekdays (12-13 except for lunch)

※ It will takes twenty minute : check thesis ※

- Required Documents

: Three hafdbound copies of your thesis, one copy of Original License Agreement,  
**Author Permission Disagreement/Conditional Agreement Explanation (only applicable person)**

- It can be submitted by proxy
- Wear a mask when visiting the central library



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