**<Required documents for submission of thesis>**

**\*Must be printed out from the web page after registering on the Portal**

**Petition for review of thesis for Doctorate degree**

**▶ Department: ▶ Major:**

**▶ Student ID: ▶ Name in Full:**

**▶ Contact No.:**

**▶ Address:**

**Title of thesis** (In case of thesis written in English, Please write down the English title only.)

▸Korean:

▸English

I hereby submit the thesis for Doctorate degree in accordance with the rules of thesis submission and thesis review of graduate school and ask for the examination of a thesis for degree.

**Applicant: (Signature)**

**Letter of Recommendation from the Academic advisor**

I officially request for the examination of a thesis for Doctorate degree for the student stated above.

(year) (month) (day)

**Academic Advisor: (Signature)**

**<Required documents for submission of thesis>**

**List of Thesis review members for Doctorate degree**

■ Applicant for Doctorate thesis review

- Department:

- Student ID:

- Name:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **The screening committee** | | | | | **Bank Account No.** | **Stay abroad or not** | **Remarks** |
| **Classification** | **Affiliated department** | **Major** | **Position** | **Name** |
| Chairman |  |  |  |  |  |  |  |
| Examiner |  |  |  |  |  |  |  |
| Examiner |  |  |  |  |  |  |  |
| Examiner |  |  |  |  |  |  |  |
| Examiner |  |  |  |  |  |  |  |

**\* In case that one of the thesis screening committee stay abroad in the period of thesis review, Please check the space of “Stay abroad or not” stated above and submit the “certificate of participation of thesis review members staying abroad”.**

<Notes>

1. Thesis screening committee for Doctorate degree must be composed at least 5 people who had a doctorate degree including 3 Full-time professors of Ajou University and 1 external review member (available experts or external professor).

2. Associate Professor or assistant professor with doctorate degree can be internal thesis review members (Full-time professor) of Medical Department.

**3. Academic advisor will not be a chairman of the thesis review committee. (The external thesis review member can be a chief of thesis screening committee in case that he/she has enough professionalism on the subject of the thesis.)**

4. Academic advisor of applicant can be automatically a thesis review member as long as there are no special reasons.

5. Majority of thesis members have to composed with those who majored in the same field of study related to thesis contents.

6. In case that the applicant is a lecturer in Ajou university, Full-time professor or associate professor with doctorate degree who studied in same major field and had a same position or higher with the applicant in the said university can be a paper screening judge.

**7. Relatives of the applicant will not become thesis review members.**

8. In case of the applicant who minored, a professor in minor fields must be included as one of the thesis review members.

**9. In case of external thesis review member, write “External” down in the Remarks space and attach the “Letter of recommendation for external review members”.**

10. Method of payment for thesis review

- Professor affiliated in Ajou university : Pay in the salary account

- Professor of Medical school and External Professor : Pay in the above-stated account

11. Please write down the bank account number opened with your name.

(year) (month) (day)

Academic Advisor: (Signature)

**<Required documents for submission of thesis>**

**Certificate of participation**

**for thesis review members staying abroad**

■ Applicant for Doctorate thesis review

- Department:

- Student ID:

- Name:

■ Thesis review member staying abroad

- Affiliated Institution:

- Position:

- Name:

■ Method of participation in the examination of a thesis

-

\* Examiners staying abroad have to contact with other thesis review members and manage the screening process simultaneously through voice or video conference. In addition, they are required to attach a picture of meeting separately when you submitting the screening results later.

As one of the thesis screening committee, I hereby ask your permission for me to participate in the examination of a thesis for the above student by using the method mentioned above because of the unavoidable overseas stay reason.

Thesis Review member: (Signature)

Chairman of the screening committee: (Signature)

**To Dean of Graduate School**

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| **<Required documents for submission of thesis>**  **Letter of Recommendation**  **for External review members for Doctorate degree**  **1. Applicant for Doctorate thesis review**  - Department: - Student ID:  - Name:  **2. External review member**  - Name: - Resident Registration No.:  - Address: - Phone:  - Final University graduated: - Name of degree:  - Affiliated institution: - Position:  **3. External review member**  - Name: - Resident Registration No.:  - Address: - Phone:  - Final University graduated: - Name of degree:  - Affiliated institution: - Position:  I officially ask for your permission to acknowledge the stated above external professor as a thesis review member for the above student’s thesis for Master’s degree of semester in (year).  (year) (month) (day)  Academic Advisor: (Signature) |

**<Required documents for submission of thesis>**

**\*Must be printed out from the web page after registering information on the dissertation publication on the Portal**

Confirmation Letter of Dissertation Publication for Ph.D

**▸ Department**: **▸ Student ID**: **▸ Name**:

‣ Title of Thesis (In case of thesis written in English, please write down the English Title only)

․ Korean:

․ English:

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| --- | --- | --- | --- | --- | --- |
| **Dissertation publication on Academic Journal** | | | | | |
| **Name of Academic Journal** | **Domestic**  **/ Overseas** | **Date of Publication** | **Issue** | **Academic journal registered** | |
| **SCI(E)** | **National Research Foundation of Korea** |
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Attachment: The cover page of printed copy (reprint) from Dissertation published on Articles.

Confirmation Letter of the Academic advisor

As an above student’s academic advisor, I hereby certify that dissertation of the above stated student corresponds perfectly with the contents that published on the academic journal.

(year) (month) (day)

Academic Advisor: (Signature)

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| <Rules of Graduate school>  **Article #36(Qualification for submission of thesis)** Any students who satisfied the following conditions with recommendation from academic advisor and who has completed or is scheduled to complete the doctorate course can submit the thesis for degree.  1. A student who received formal advisement on a thesis for two or more semesters. 2. A student who passed the qualifying examination (foreign language test and comprehensive examination). 3. A student who has less than 10 years in the doctorate program after admission (excluding the period of leave of absence from school) 4. A student who has published or is scheduled to publish the contents of thesis for degree in related academic articles  ▶ Doctorate course – Science and Engineering fields : 2 domestic articles or 1 overseas article / Medical Dept.: 2 or more domestic or overseas articles published in NRF journals or journals of equal ranking / Biomedical Dept.: 2 or more overseas articles published in SCI journals or journals of equal ranking (including SCI and SCIE journals) / Humanities and Social Science fields: 1 or more domestic articles or overseas articles  ▶ Integrated course – Science and Engineering fields : 1 or more overseas articles / Medical Dept.: 2 or more domestic or overseas articles published in NRF journals or journals of equal ranking / Biomedical Dept.: 2 or more overseas articles published in SCI journals or journals of equal ranking(including SCI and SCIE journals) / Humanities and Social Science fields: 2 or more domestic articles or 1 or more overseas articles |

\* Scope of recognition of overseas articles: Approve publication on the academic journal that issued from overseas basically and also accept SCI, SCIE and SSCI only in case of English journals issued in domestic country.

\* Contents of thesis have to be posted on Academic journal that recognized from the department and we accept the dissertation publication only in case that it would be posted after entering the doctorate course and corresponded perfectly with the contents of thesis.

\* Applicants have to meet the requirements of qualification for submitting thesis and publication of thesis.

**<Required documents for submission of thesis>**

**Research Ethics Compliance Statement**

■ Applicant for Doctorate thesis review

▸ Course: ▸ Department(Major):

▸ Student ID: ▸ Name: ▸ Phone:

▸ Address:

■ Title of Thesis

▸ Korean:

▸ English:

I hereby pledge to abide completely by all rules and regulations of research ethics and not to commit impropriety such as ghostwriting and plagiarism of a title of thesis, a table of contents and contents of thesis. I swear not to make an objection against any disciplinary measures if I violates the regulations of research ethics for thesis.

(year) (month) (day)

Applicant: (Signature)

Academic Advisor: (Signature)

**To Dean of Graduate School**

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| **<Required documents for submission of thesis>**  **Final Result Report of Thesis Review**  **for Doctorate Degree**  1. Applicant for Doctorate thesis review  Department: Student ID: Name:  2. Title of Thesis  - Modified or Unmodified ( )  ※ Please mark “Modified” in the blank only in case of changing the title of thesis within the screening period and please write down the title of thesis that modified below.  - Korean:  - English:  ※ Title of thesis stated above will be finally settled. After submitting this report, it can’t be changed anymore. In addition, students will be expelled from the list of graduation if they did not submit the dissertation within the designated period.  3. Name of Academic Advisor:  4. Date of thesis review: (year) (month) (day)  \*If more than 2 reviews, state all the dates.  6. The Point and Commentary on thesis :  (year) (month) (day)  7. The result of thesis review : Please fill the blank with Pass or Fail and sign below.  ( ) Chairman (Signature)  ( ) Examiner (Signature)  ( ) Examiner (Signature)  ( ) Examiner (Signature)  ( ) Examiner (Signature)  **To Dean of Graduate school** |

**<Required documents for submission of thesis>**

**Certificate of Checking Plagiarism of Dissertation**

**(Originality Check)**

■ Applicant for Master’s thesis review

▸Course: ▸Department(Major):

▸Student ID: ▸Name: ▸Phone:

■ Title of Thesis

▸Korean(or English):

As an above student’s academic advisor, I hereby certify that the student submitted the results of self-checking for originality of thesis for degree by using the plagiarism program.

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| **<Confirmation by the Academic Advisor>** **※ To be filled by the Academic Advisor**  1)The results of Originality Check: Similarity ( ) %  2)Total pages of the thesis:  3)Opinion of the Academic Advisor(Fill in the blanks with check point concretely) |

\* Attachment: 1.Digital Receipt (print it out from the program)

2.Page that indicated the percent(%) of similarity (Print it out from the program)

(year) (month) (day)

Applicant: (Signature)

Academic Advisor: (Signature)

**To Dean of Graduate School**