Checklist before Online Thesis submission

☑ **Check the compositional ordering of the thesis**

∗ Please contact your **graduate school office** for detailed specifications other than the configuration procedure. (Spacing, Font size, etc.)
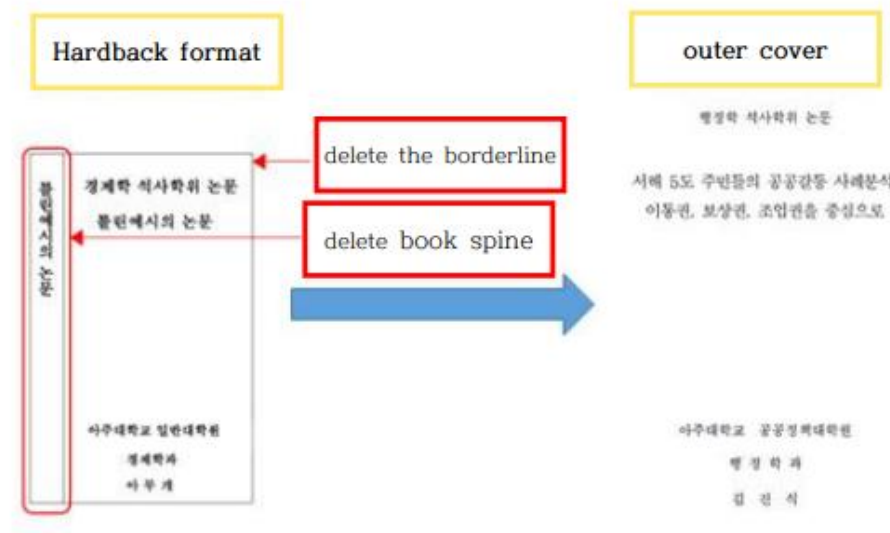
| ①Outer cover | 〉 | ②Inside cover | 〉 | ③Approval Page | 〉 | ④Acknowledgement (possible to leave out) | 〉 | ⑤abstract | 〉 |
| ⑥Table of Contents | 〉 | ⑦Body Page (Introduction….) | 〉 | ⑧Reference | 〉 | ⑨Appendixes (possible to leave out) | 〉 | ⑩Second language Abstract (possible to leave out) | |

☑ **Check the Page numbering of the thesis**

Roman numerals	Arabic numerals	No Page number
Abstract ~ before the introduction	Introduction ~ last page	outer cover, inside cover, approval, acknowledgement

☑ **Check the Outer cover**

∗ Delete both the borderline and the label on the book spine of the Hardback format
∗ then, write on the outer cover format

☑ **Check the Inside cover**

∗ The date on the inside cover should be the date of the grant of the degree. ex_2024. 2

☑ Check the approval

	Essential	Optional
Thesis file	professor name	professor signature or stamp
Hard Copy	- professor name - professor signature or stamp	
- do not matter whether you submit the original copy, a copy of the original - your thesis can be both colored or gray-scaled - mixed use of the professor's sign or stamp is accepted		

☑ Check the upload of PDF approval to decollection

☑ Check if the page number is written in Arabic numerals from the beginning of the page

☑ Check the arrangement of abstract

* Second language abstract should be positioned at the very last page of the thesis (refer to the compositional order of the thesis on page 1)

☑ Check for blank pages, corrupted letters, or pictures in your thesis paper

* There must be no blank pages as well as corrupted letters or pictures in your thesis.

After you register your thesis:

☑ Check the starting page of your bookmark: bookmark should start from the head page

* head page is where you start your introduction in your thesis

* bookmark is generated from the page you input the page

☑ Check if there are other signs rather than letters or numbers in your bookmark

* Signs (ex_ comma, hyphen) in your bookmark may cause an error when converting

☑ Check for font errors after converting your file. You must NOT use copyrighted fonts

☑ Check whether there is personal information within the thesis file

(Personal/Other people's email, SNS account, phone number, picture of someone else's face)

* You must conceal the image where personal information comes into sight

☑ Check your file format: the format must in PDF

☑ Check the overall outline of your thesis: only one page should be revealed per screen

☑ Check your submission file: the file should NOT be encrypted nor include a watermark

* Encrypted files may cause errors

* Watermark will be automatically included after you register your thesis

☑ Check Principles for Copyright

※ It is a principle that your degree paper must be open to the public. However, if there are explicit, objective excuses (problems regarding national security, patent application, journal publication, you can disagree with copyright permanently or during a specific period.

Agreement	▪ The thesis can be provided in the online/offline library loaning system at Ajou University Central Library ▪ The thesis can be provided for an online document delivery system through the dCollection of Ajou University's Central Library, RISS, National Museum of Korea, and the National Assembly Library
Conditional Agreement	▪ If there are explicit, objective excuses such as patent application and journal publication, there can be Conditional agreement on the dissertation during a certain period. (within 3 years afterward) If the Conditional agreement of the dissertation lasts more than 3 ▪ years, the signature of confirmation from both the Graduate School advisor and Dean is necessary ▪ Able to search bibliography/abstract database (Can not access the original thesis)
Disagreement	▪ If reasons such as personal information, military/business secret, can non-disclosure of the dissertation. ▪ Please get confirmation from the Graduate School and the signature of both advisor and Dean ▪ Unable to search bibliography/abstract database (Can not access the original thesis)

※ "Author Permission Disagreement/Conditional Agreement Explanation" must be confirmed and signed by the Graduate School advisor or Dean

※ You must sign the "copyright agreement" in your handwriting

※ "Author Permission Disagreement/Conditional Agreement Explanation" and "Copyrights Agreement" will be submitted in Google form later at PDF (links to be emailed later)

● Reference for model Thesis: 서해 5 도 주민들의 공공갈등 사례분석 / 김진식 저

Checklist before Hardcopy Thesis submission

☑ Check if your online-submitted thesis file's status turned into 'Submit Completed'

٭ Thesis may be sent back for revision after online verification, so make sure you make a hardcopy AFTER the online status turns into 'Submit completed'

☑ Check if your hardcopy is the SAME as what you've submitted online

☑ Check if your approval sheet covers a sign and a seal

٭ You must get a sign and a seal from the thesis reviewer. However, the seal does not have to be the original version.

☑ Submit 3 copies in total: 3 copies of the thesis

٭ One of the three copies of the thesis will be kept at Ajou University Central Library. The others will be respectively deposited in the National Library of Korea and the National Assembly Library

٭ You must submit 3 copies in total at 정보지원실, located on the first floor of Ajou University Central Library (Specifically, the office is on the side near the football field.)

٭ Submission available on weekdays from 10 AM to 4 PM (except lunch hours: 12 PM-1 PM)

● Contact your graduate school office for inquiries regarding thesis format and deadline