AJOU | CENTRAL LIBRARY

Guide to
Thesis File Submission
Procedure

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Log in to the Central Library website

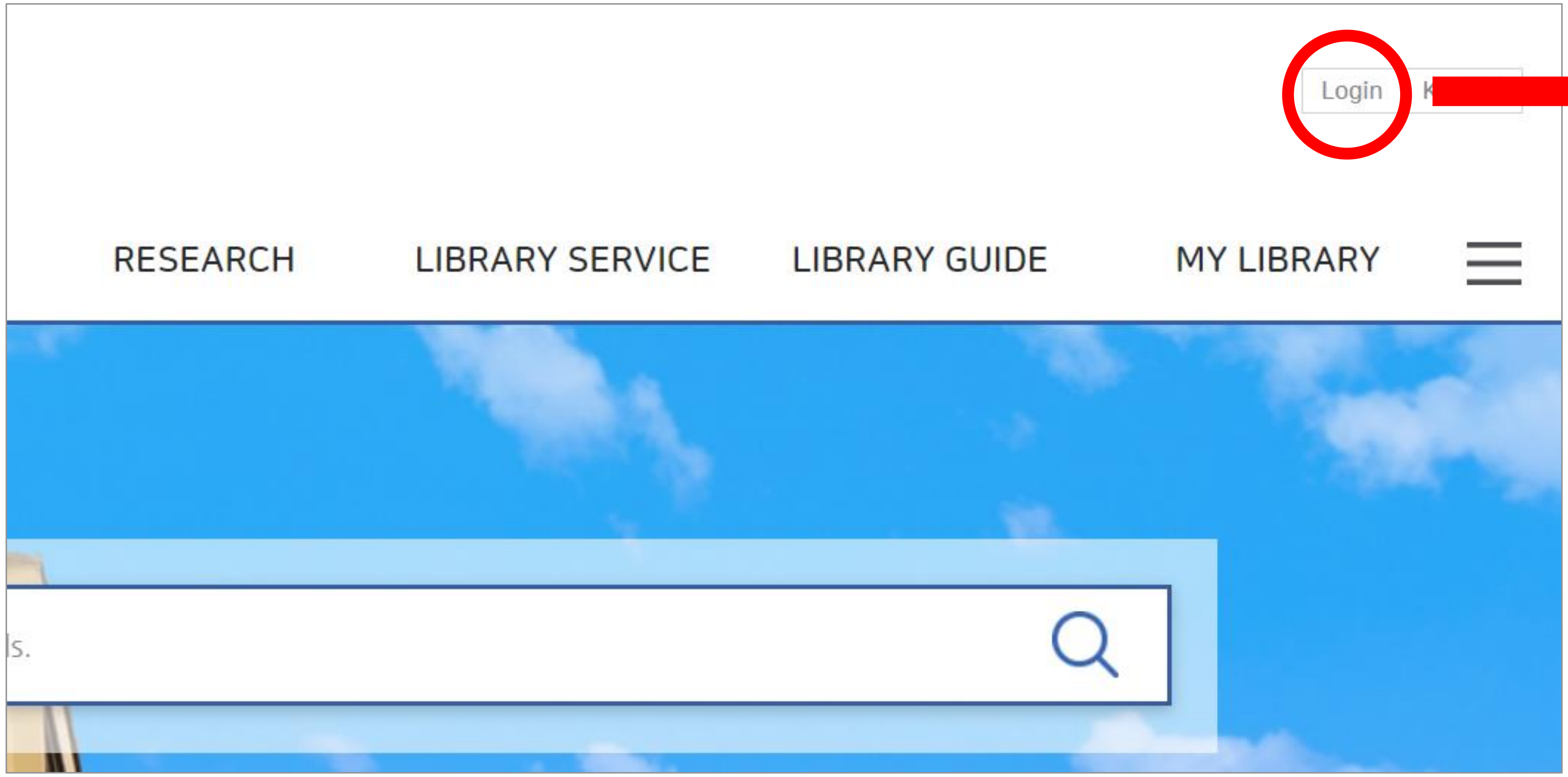
① Access to the Central Library website

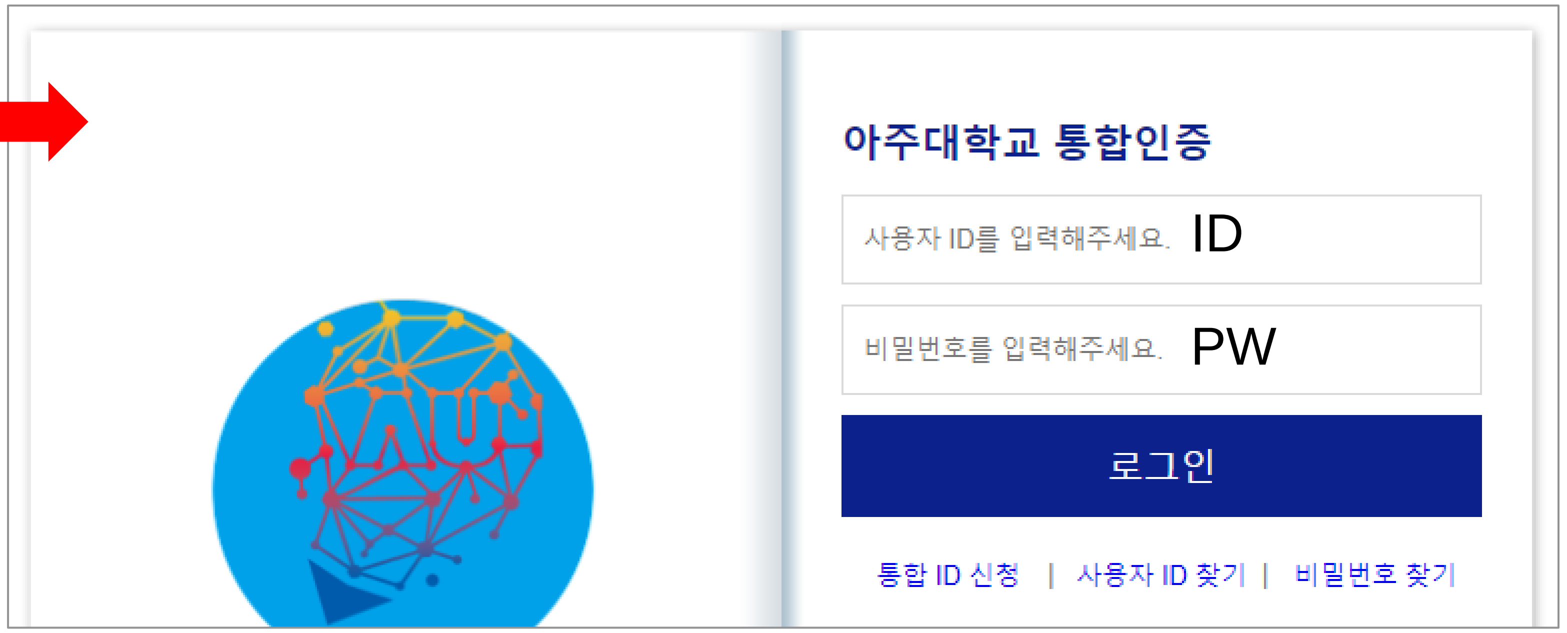
https://library.ajou.ac.kr/en/

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

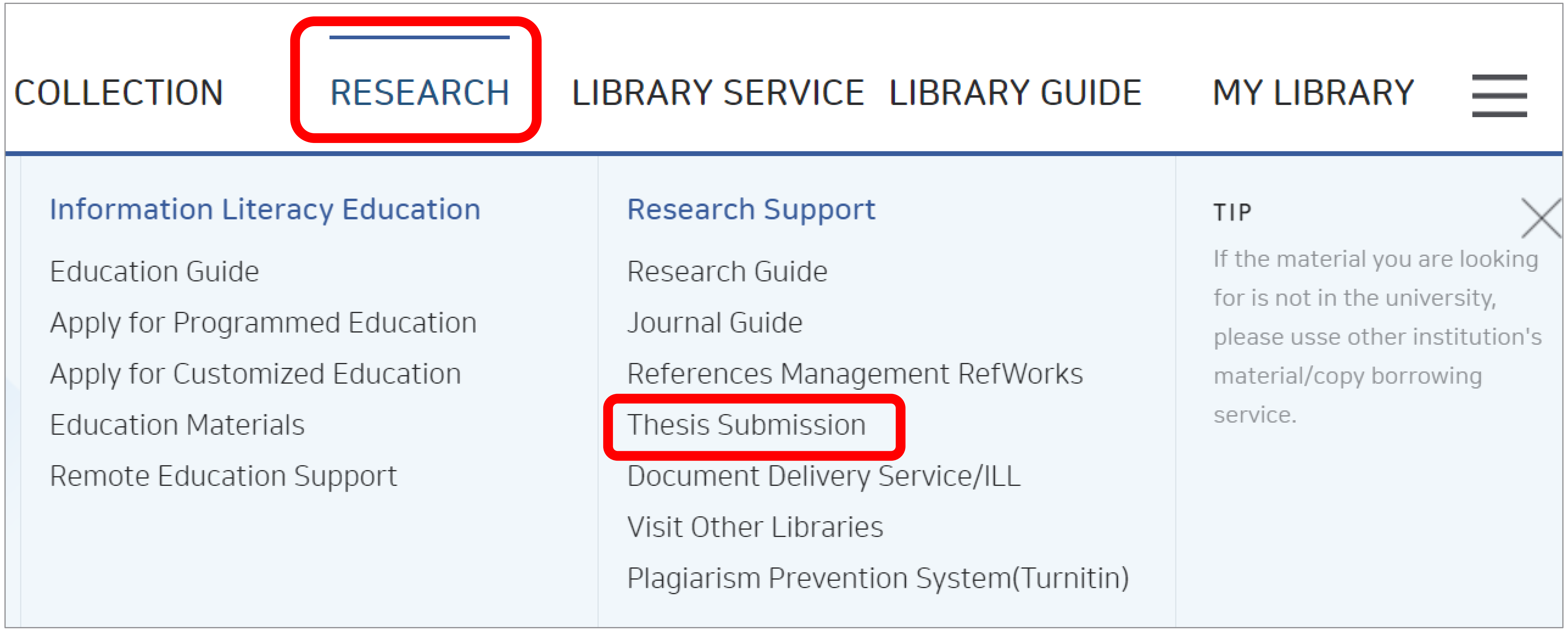
Central Library website Link

② Login ▶ Login to the Ajou University Portal site


Login
RESEARCH
LIBRARY SERVICE
LIBRARY GUIDE
MY LIBRARY


아주대학교 통합인증
사용자 ID를 입력해주세요.
ID
비밀번호를 입력해주세요.
PW
로그인
통합 ID 신청
사용자 ID 찾기
비밀번호 찾기

① RESEARCH ▶ Thesis Submission



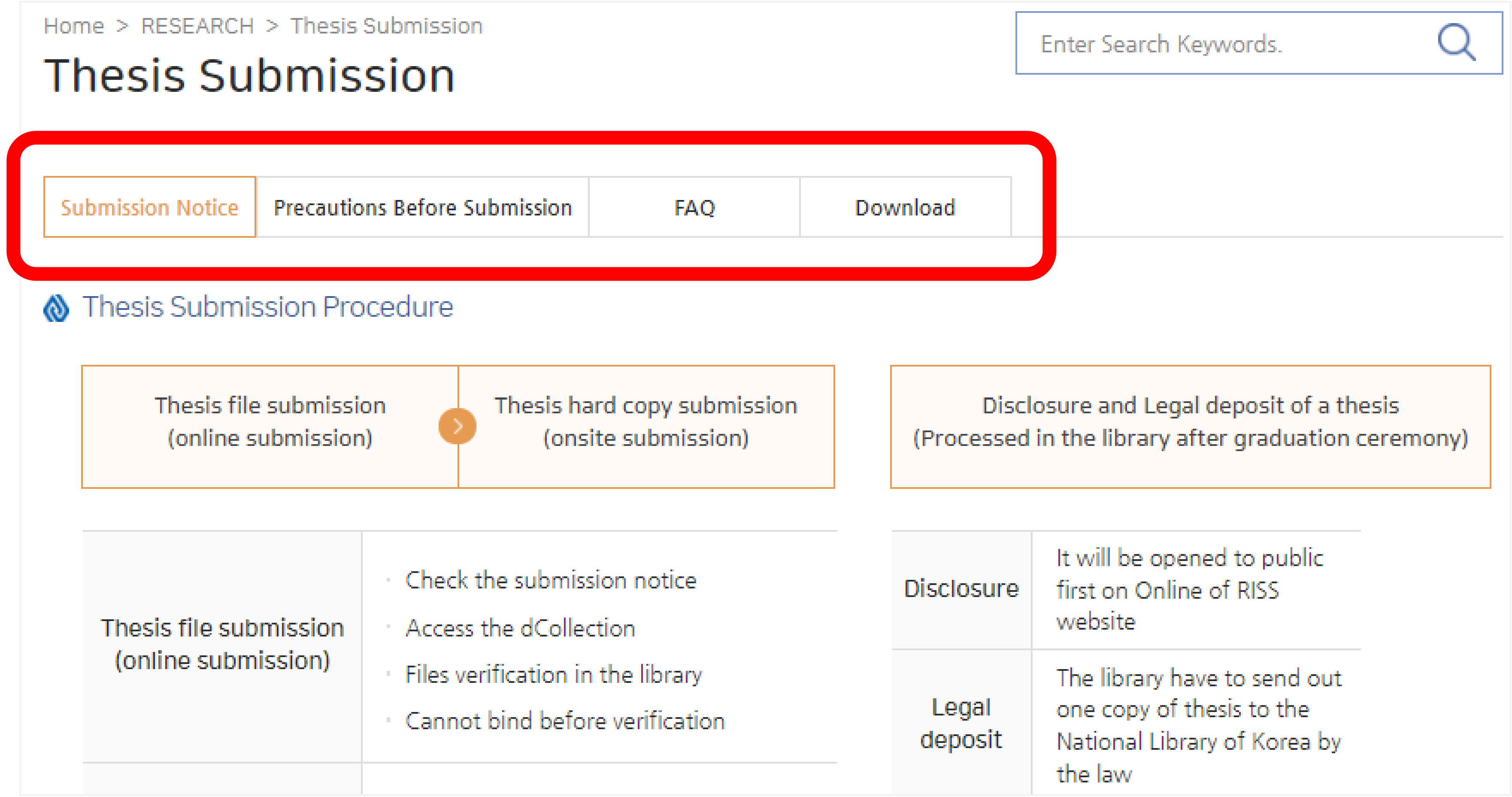
COLLECTION
RESEARCH
LIBRARY SERVICE
LIBRARY GUIDE
MY LIBRARY
Information Literacy Education
Education Guide
Apply for Programmed Education
Apply for Customized Education
Education Materials
Remote Education Support
Research Support
Research Guide
Journal Guide
References Management RefWorks
Thesis Submission
Document Delivery Service/ILL
Visit Other Libraries
Plagiarism Prevention System(Turnitin)
TIP

If the material you are looking for is not in the university, please usse other institution's material/copy borrowing service.

✓ Be sure to read the instructions

② Press each of the four tabs to check the information >

Click the thesis submission system direct link on the first tab


Home > RESEARCH > Thesis Submission
Enter Search Keywords.
Submission Notice
Precautions Before Submission
FAQ
Download

Thesis Submission

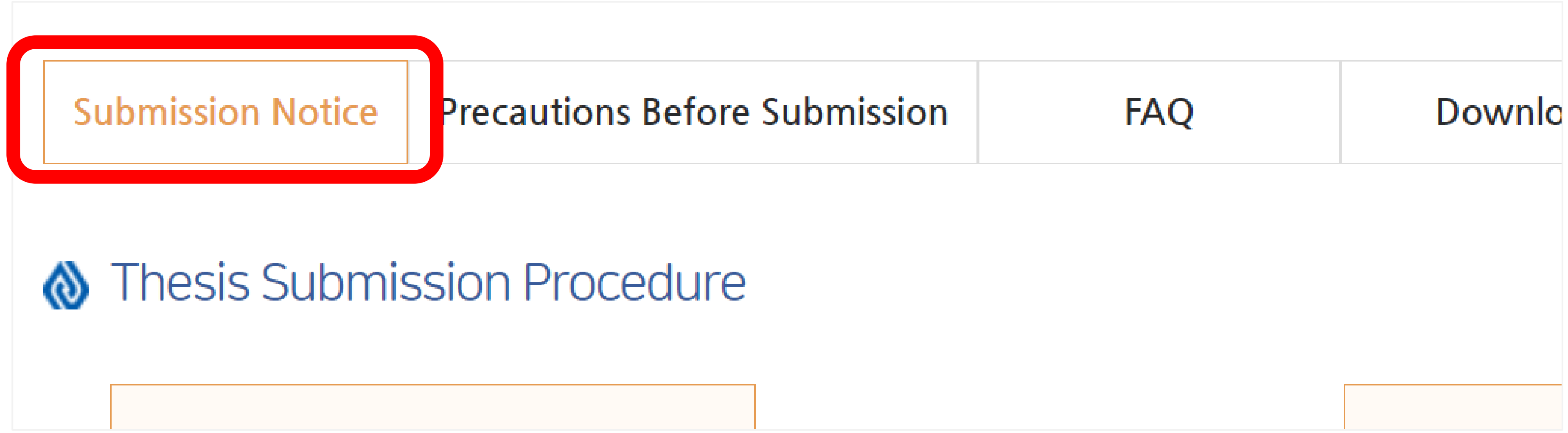
Thesis Submission Procedure

Thesis file submission (online submission) › Thesis hard copy submission (onsite submission)

Disclosure and Legal deposit of a thesis (Processed in the library after graduation ceremony)

Thesis file submission (online submission)	Check the submission notice Access the dCollection Files verification in the library Cannot bind before verification

Disclosure	It will be opened to public first on Online of RISS website
Legal deposit	The library have to send out one copy of thesis to the National Library of Korea by the law


Submission Notice
Precautions Before Submission
FAQ
Downlo

Thesis Submission Procedure

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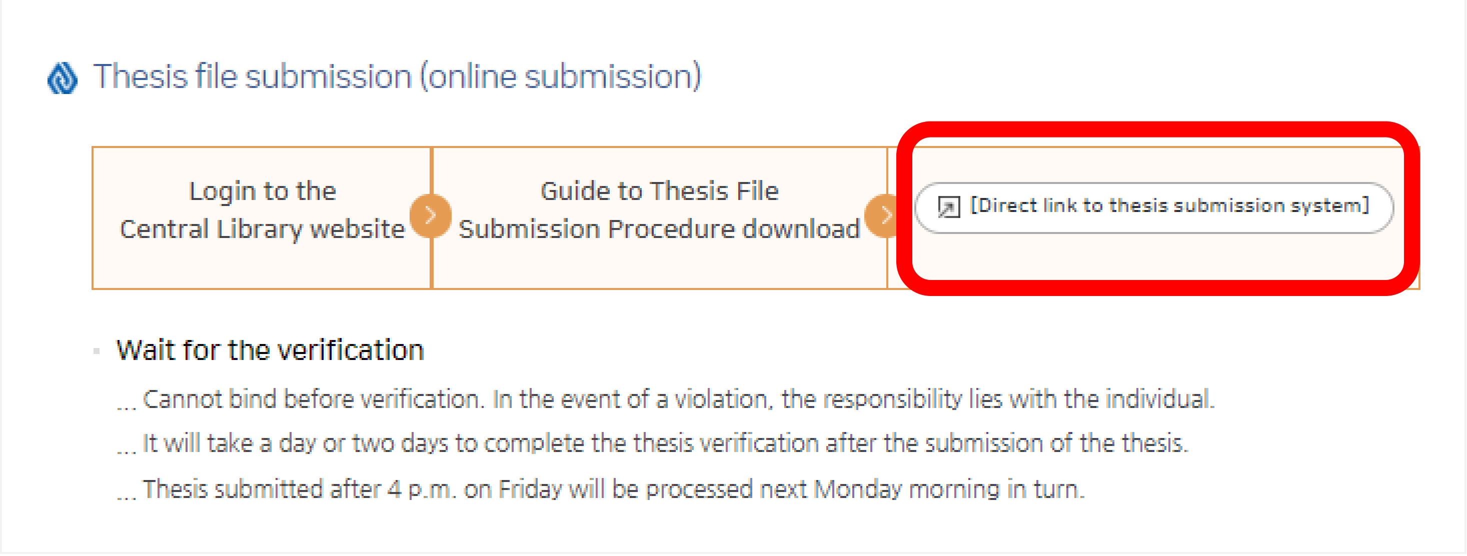

Thesis file submission (online submission)

Login to the Central Library website › Guide to Thesis File Submission Procedure download › [Direct link to thesis submission system]

- Wait for the verification

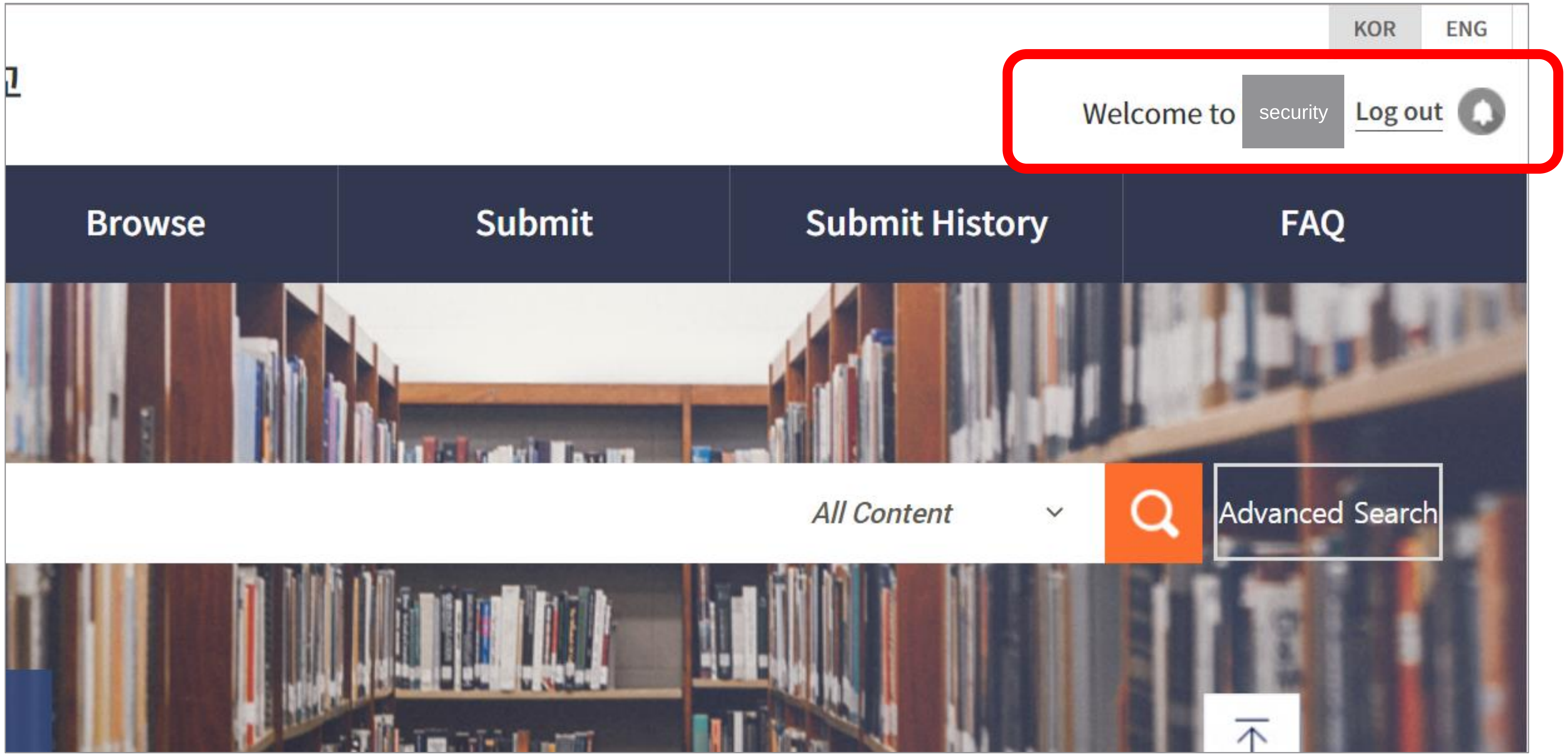
... Cannot bind before verification. In the event of a violation, the responsibility lies with the individual.

... It will take a day or two days to complete the thesis verification after the submission of the thesis.

... Thesis submitted after 4 p.m. on Friday will be processed next Monday morning in turn.

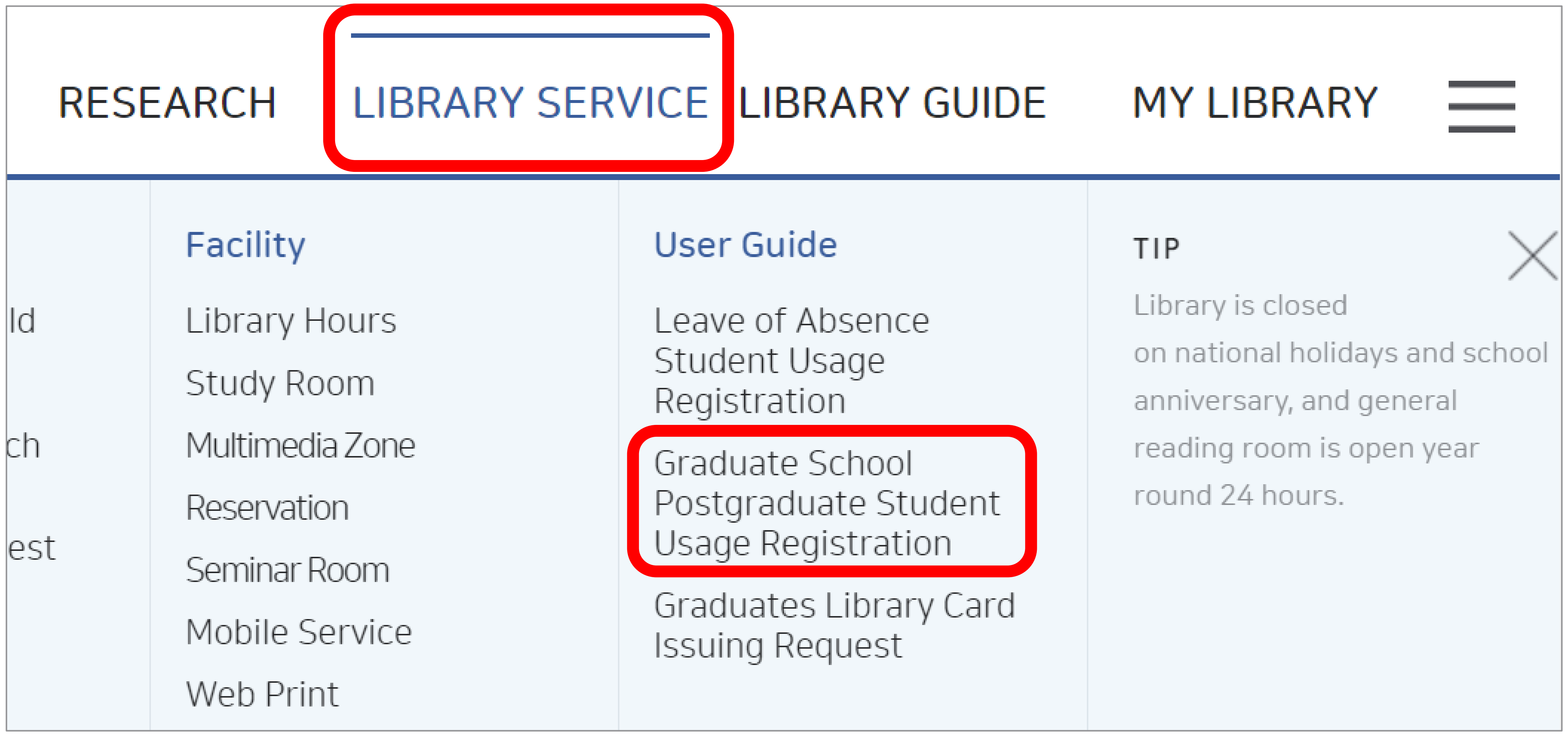
③ Check the login

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


KOR
ENG
Welcome to
security
Log out
Browse
Submit
Submit History
FAQ
All Content
Advanced Search

Access Error – Case 1. Completed Student

- Central Library website ▶ LIBRARY SERVICE ▶ Graduate School Postgraduate Student Usage Registration



RESEARCH LIBRARY SERVICE LIBRARY GUIDE MY LIBRARY

ld
ch
est

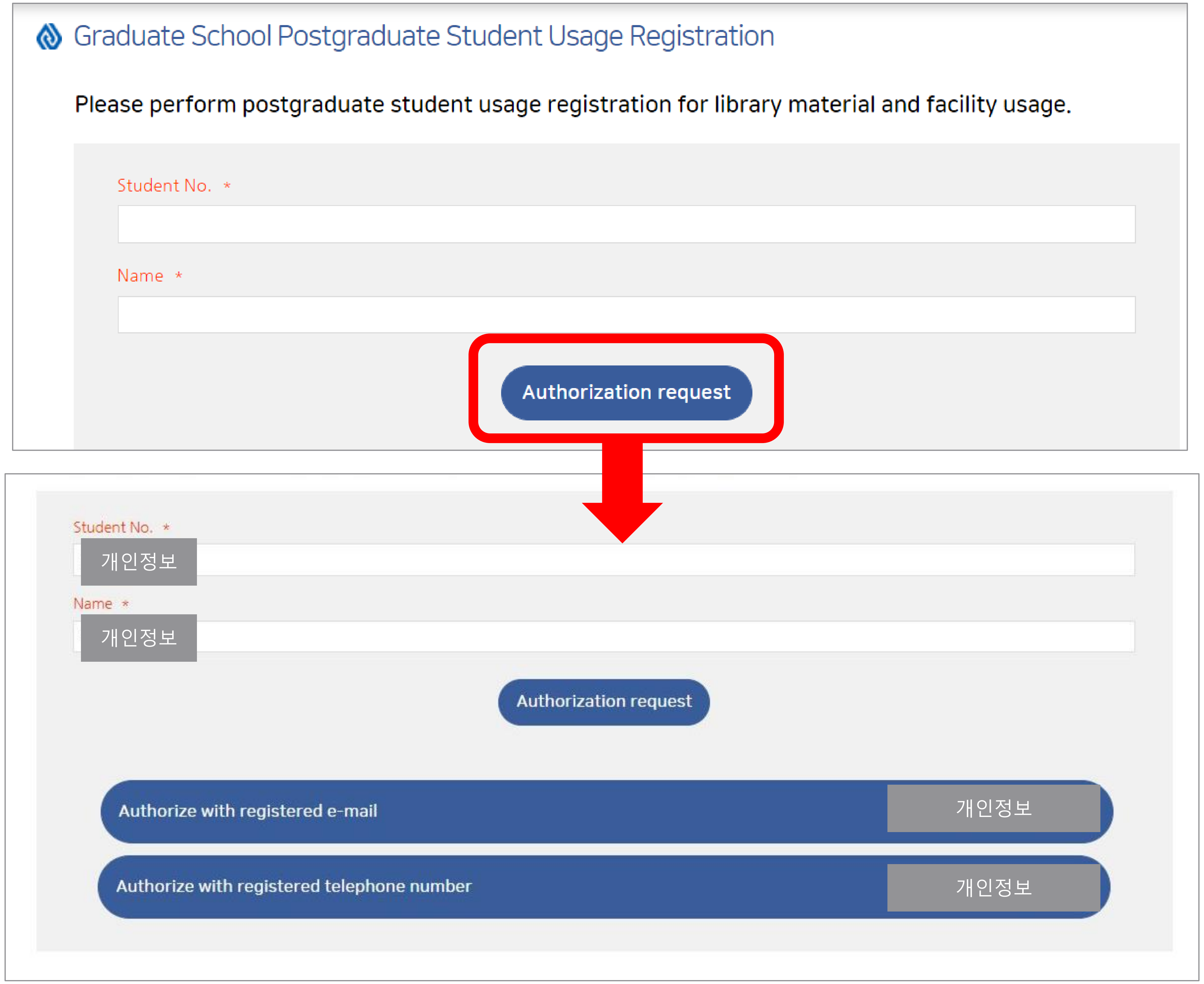
Facility
- Library Hours
- Study Room
- Multimedia Zone
- Reservation
- Seminar Room
- Mobile Service
- Web Print

User Guide
- Leave of Absence Student Usage Registration
- Graduate School Postgraduate Student Usage Registration
- Graduates Library Card Issuing Request

TIP

Library is closed on national holidays and school anniversary, and general reading room is open year round 24 hours.

- 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 *

Student No. * 개인정보

Name * 개인정보

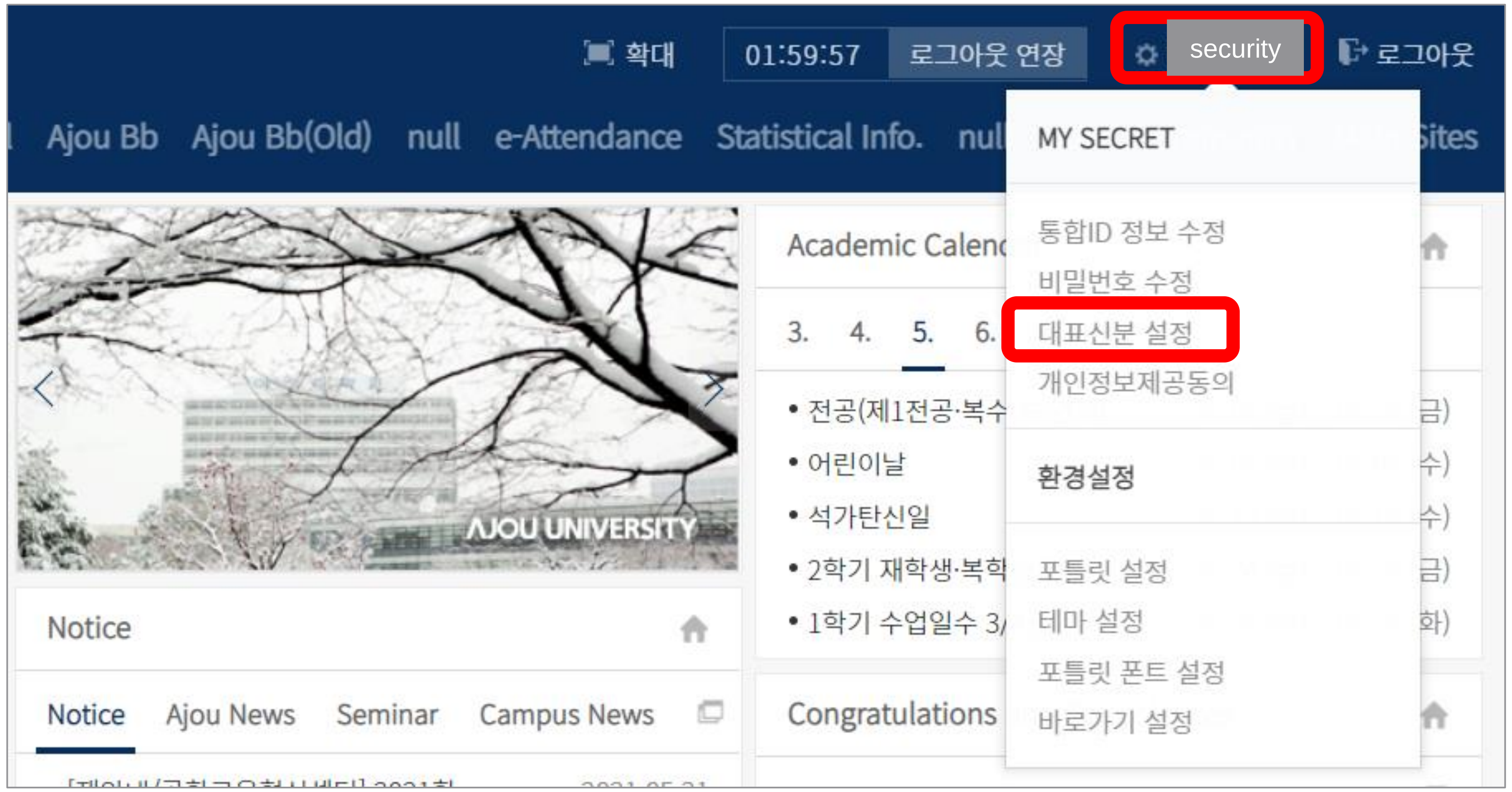
Authorize with registered e-mail 개인정보

Authorize with registered telephone number 개인정보

Access Error – Case 2. Multiple Identities

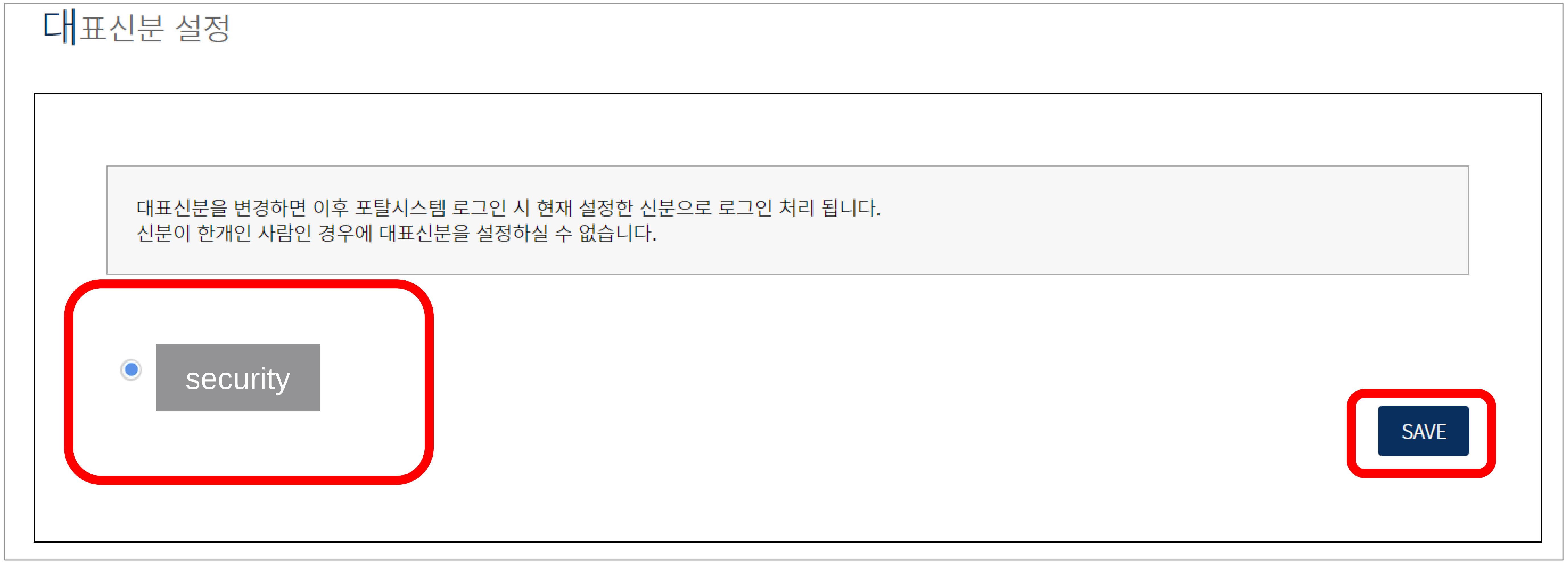
- Access Ajou University Portal ▶ Login ▶ Click on the name in the upper right ▶Click the “대표신분 설정” (red box)

AJOU Univ. portal Link!


확대
01:59:57
로그아웃 연장
security
로그아웃
Ajou Bb
Ajou Bb(Old)
null
e-Attendance
Statistical Info.
MY SECRET
통합ID 정보 수정
비밀번호 수정
대표신분 설정
개인정보제공동의
환경설정
포틀릿 설정
테마 설정
포틀릿 폰트 설정
바로가기 설정
Academic Calenc
3. 4. 5. 6.
• 전공(제1전공·복수
• 어린이날
• 석가탄신일
• 2학기 재학생·복학
• 1학기 수업일수 3/
AJOU UNIVERSITY
Notice
Notice
Ajou News
Seminar
Campus News
Congratulations

- **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

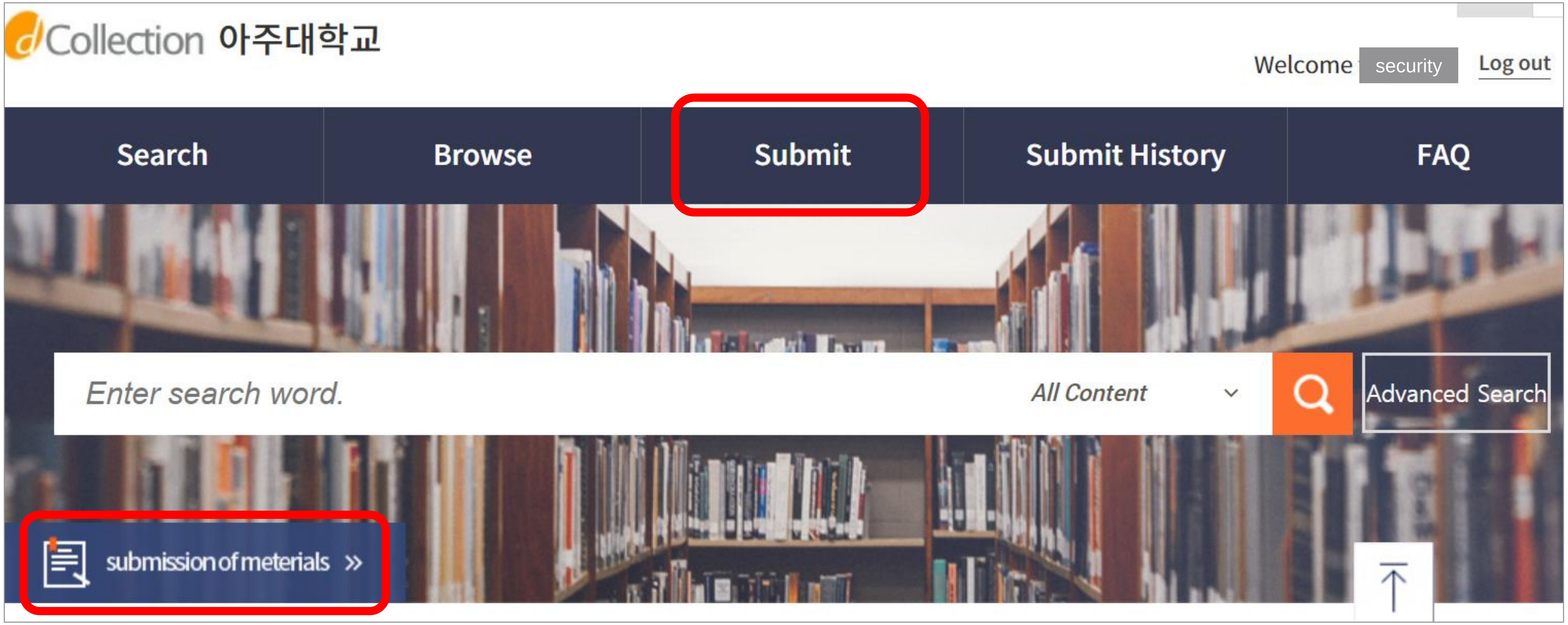


대표신분 설정

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

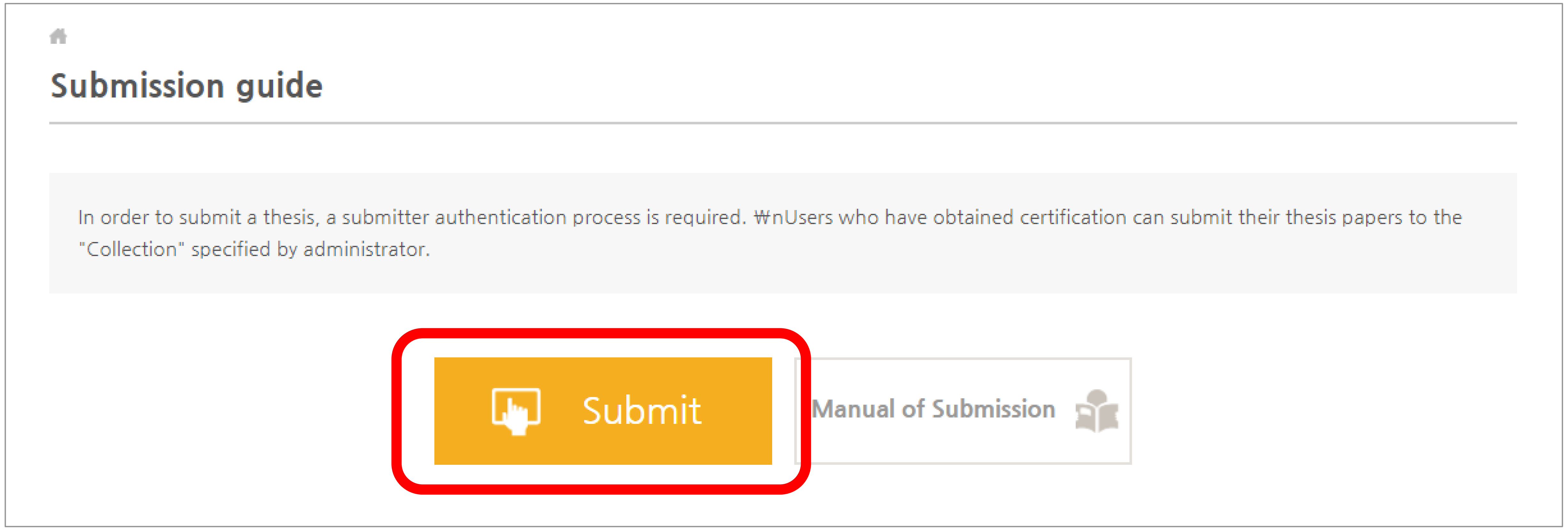
● security

④ click the Submit or submission of meterials


dCollection 아주대학교
Welcome security
Log out
Search
Browse
Submit
Submit History
FAQ
Enter search word.
All Content
Advanced Search
submission of meterials »

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. ₩nUsers who have obtained certification can submit their thesis papers to the "Collection" specified by administrator.

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

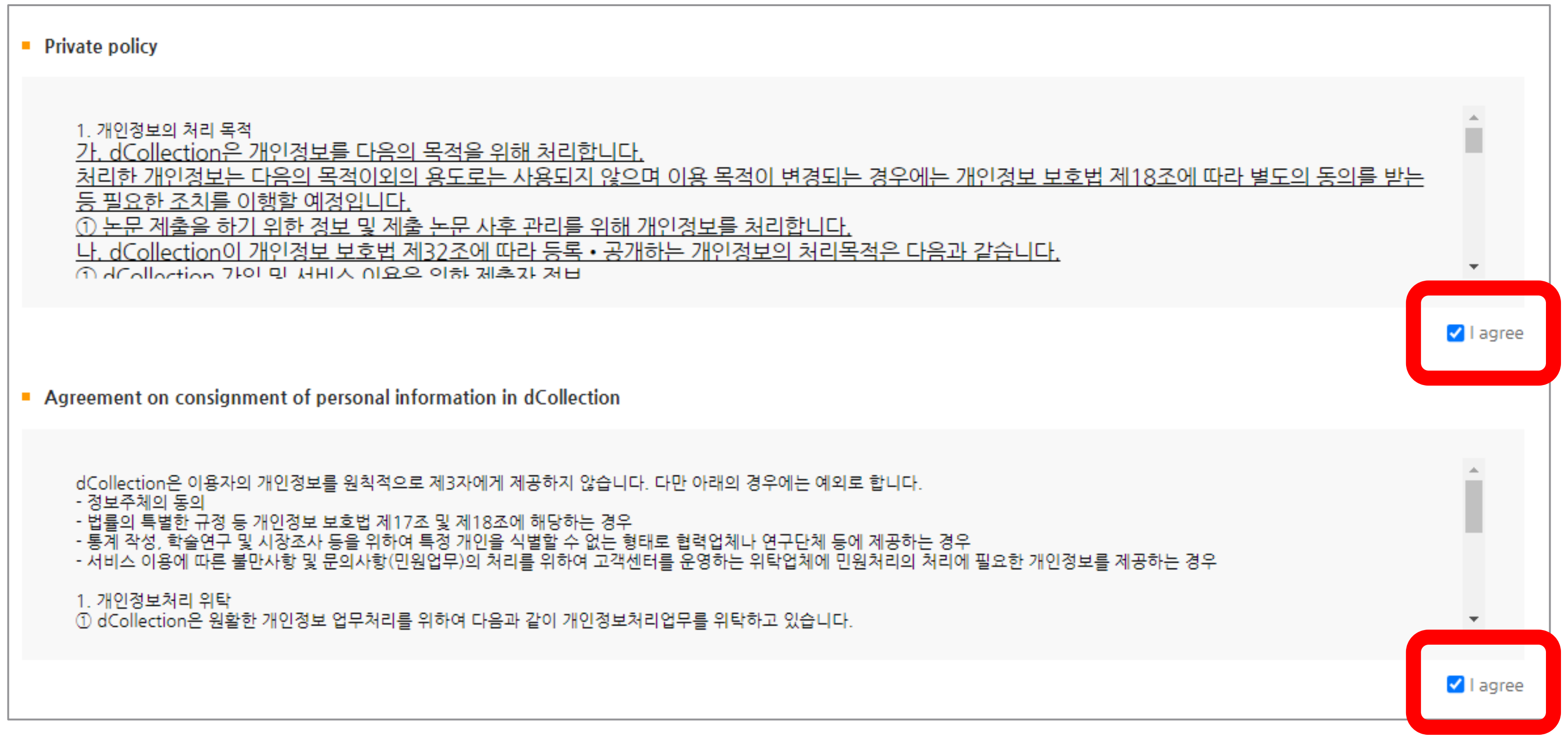
Because you don’t check this out and get a lot of returns

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 목적이외의 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 가입 및 서비스 이용을 위한 제출자 정보

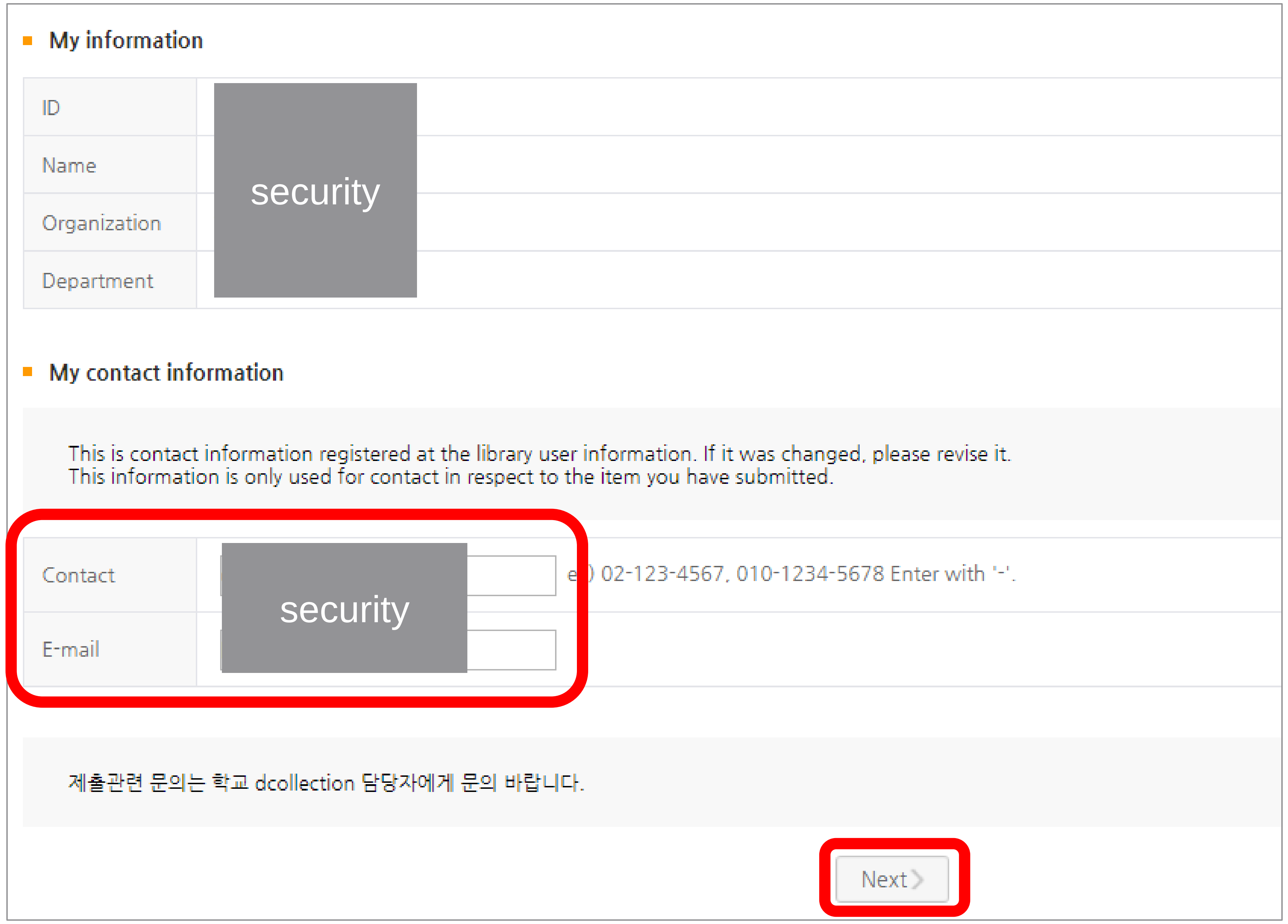
☑ I agree

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	[redacted]
Name	
Organization	
Department	

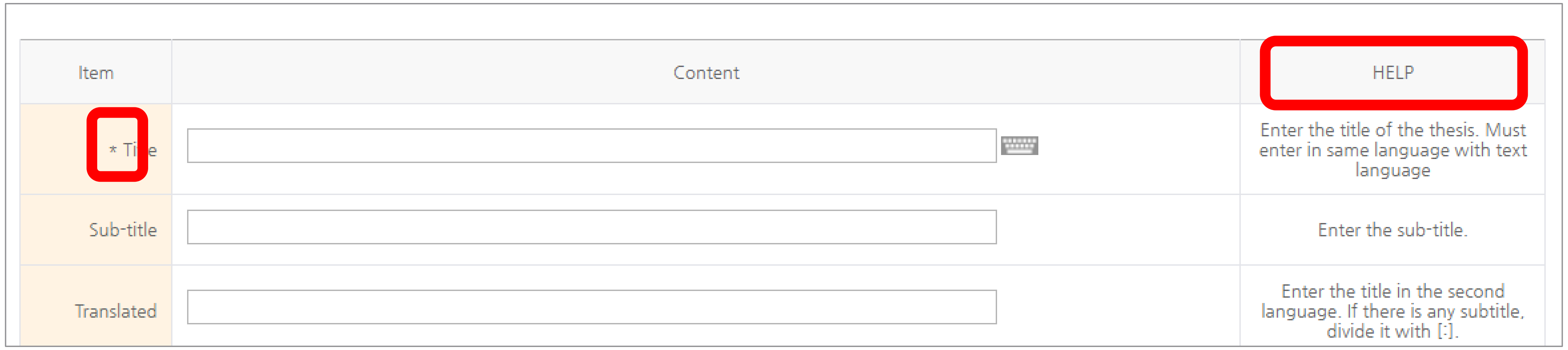
My contact information

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	[redacted] 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.



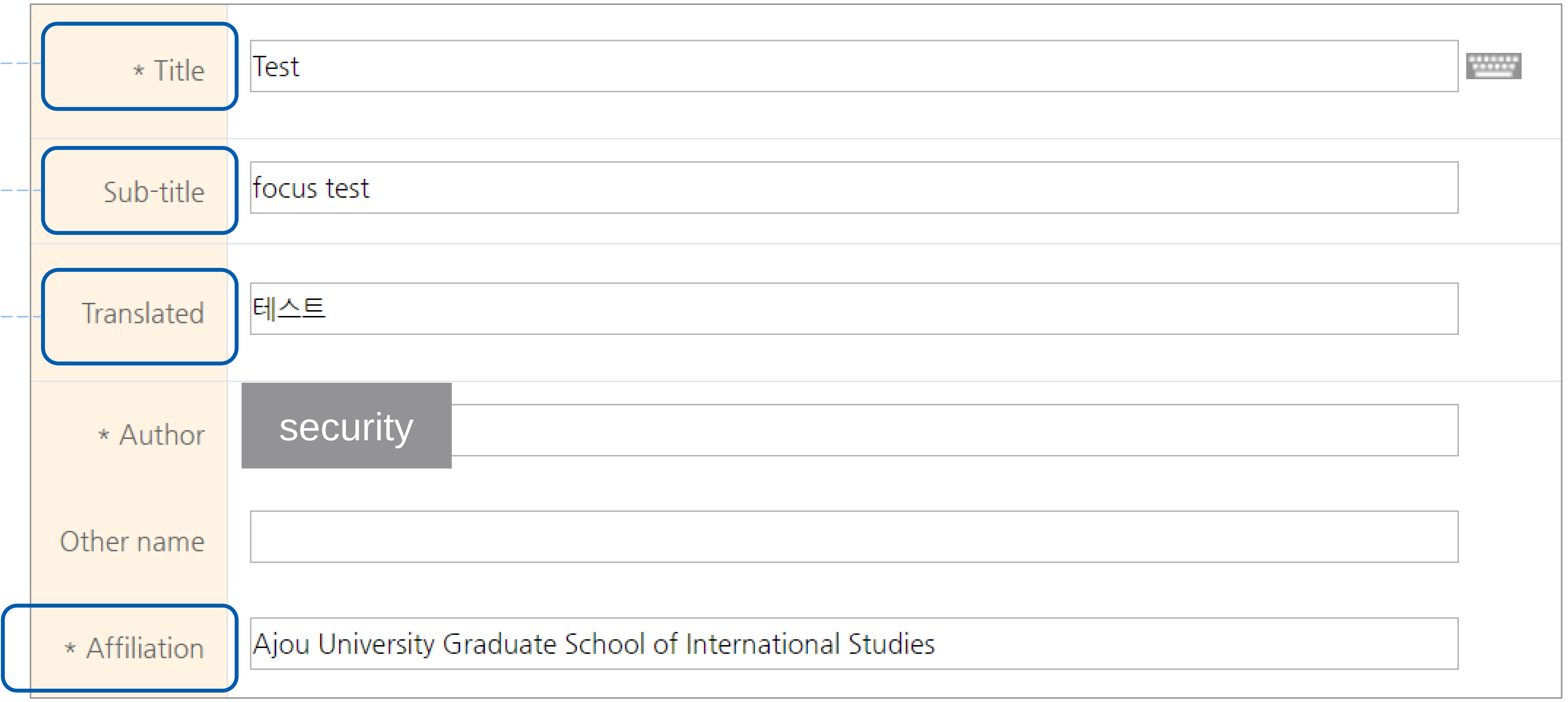
Item	Content	HELP
* Title		Enter the title of the thesis. Must enter in same language with text language
Sub-title		Enter the sub-title.
Translated		Enter the title in the second language. If there is any subtitle, divide it with [:].

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



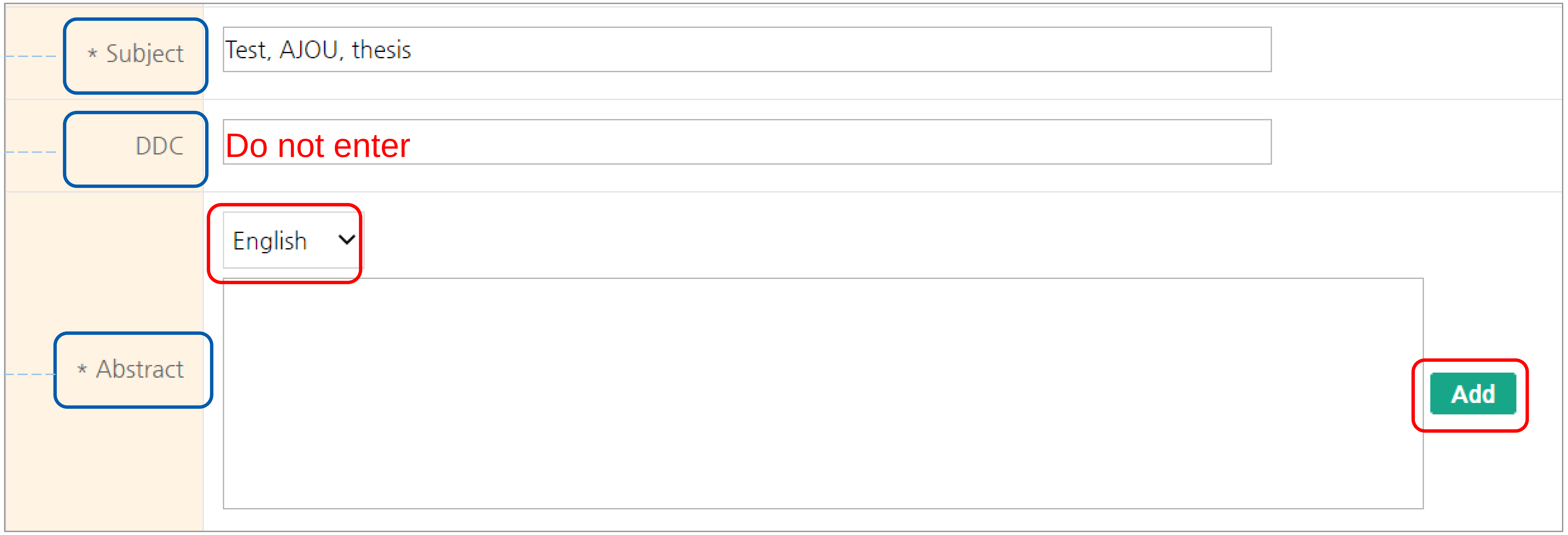
* Title	Test
Sub-title	focus test
Translated	테스트
* Author	security
Other name	
* Affiliation	Ajou University Graduate School of International Studies

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	Test, AJOU, thesis
DDC	Do not enter
* Abstract	English

✓ ★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 conclusion (or you can enter all the table of contents)

YES !!

The first part is the introduction

Chapter 1 1

correct page

1.1 Introduction 1

blank between the title and pages

1.2 Research 4

Chapter 2 7

exact starting page for each title

2.1 Theory 7

2.1.1 Theory Time 7

2.1.2 Help 9

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

Wrong page number

1.1 Introduction 1

The table of contents is in the wrong order

Chapter 2 7

1.2 Research 4

2.1 Theory7

No blank between the title and pages

2.1.1 Theory Time ………………… 7

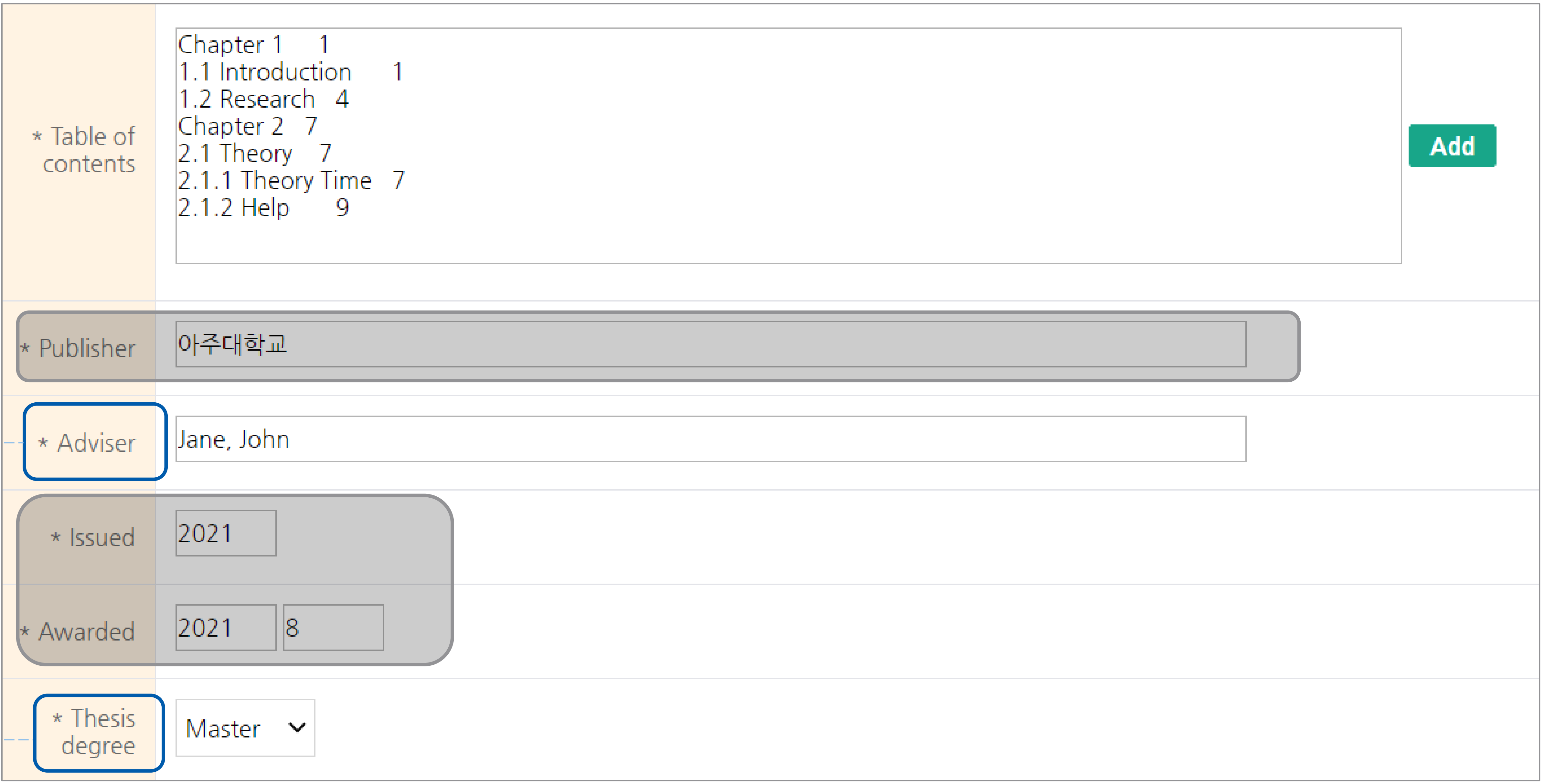
Enter a dotted line between the title and pages

2.1.2 Help 9

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

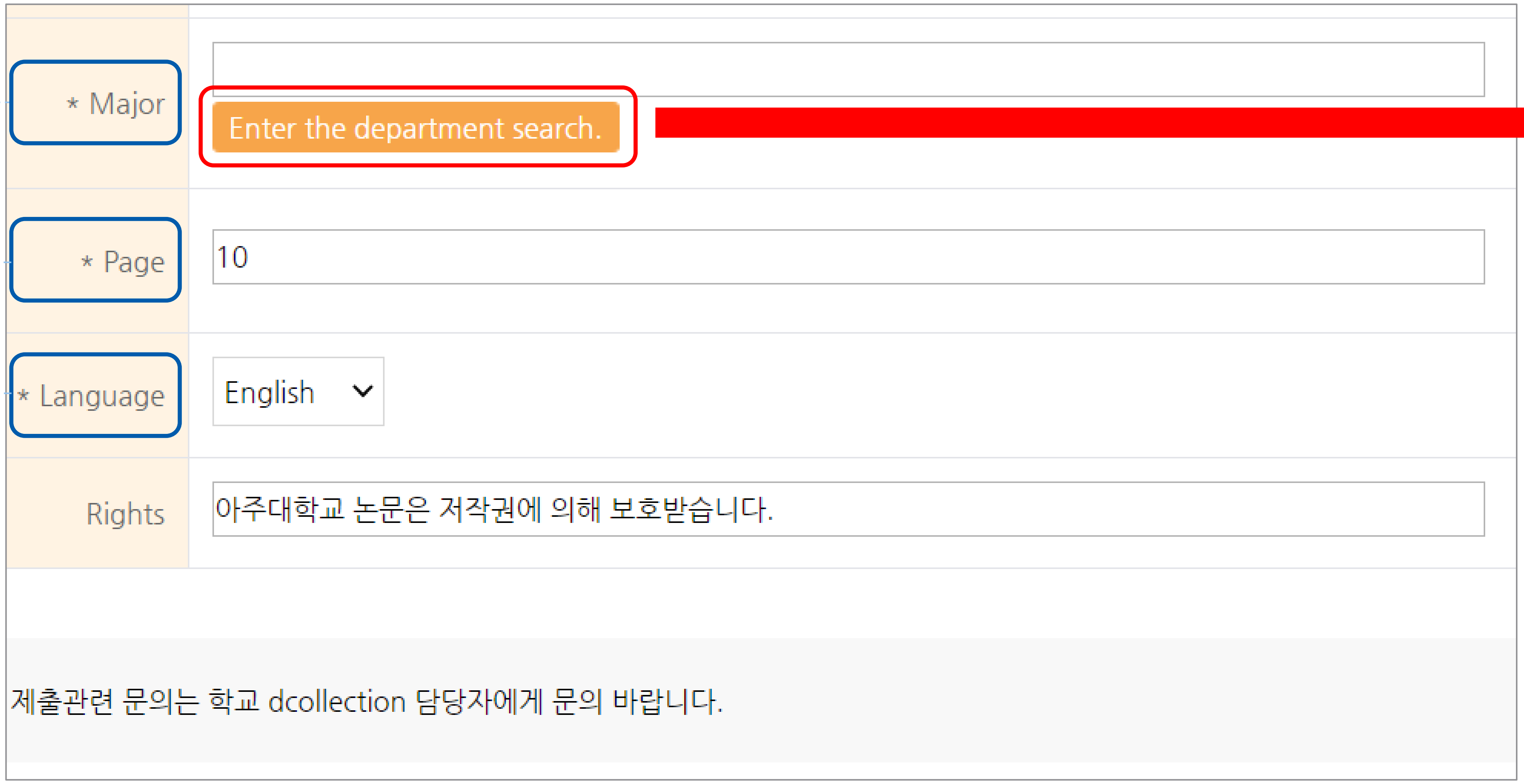


* Table of contents	Chapter 1 1 1.1 Introduction 1 1.2 Research 4 Chapter 2 7 2.1 Theory 7 2.1.1 Theory Time 7 2.1.2 Help 9
* Publisher	아주대학교
* Adviser	Jane, John
* Issued	2021
* Awarded	2021 8
* Thesis degree	Master

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	Enter the department search.
* Page	10
* Language	English
Rights	아주대학교 논문은 저작권에 의해 보호받습니다.

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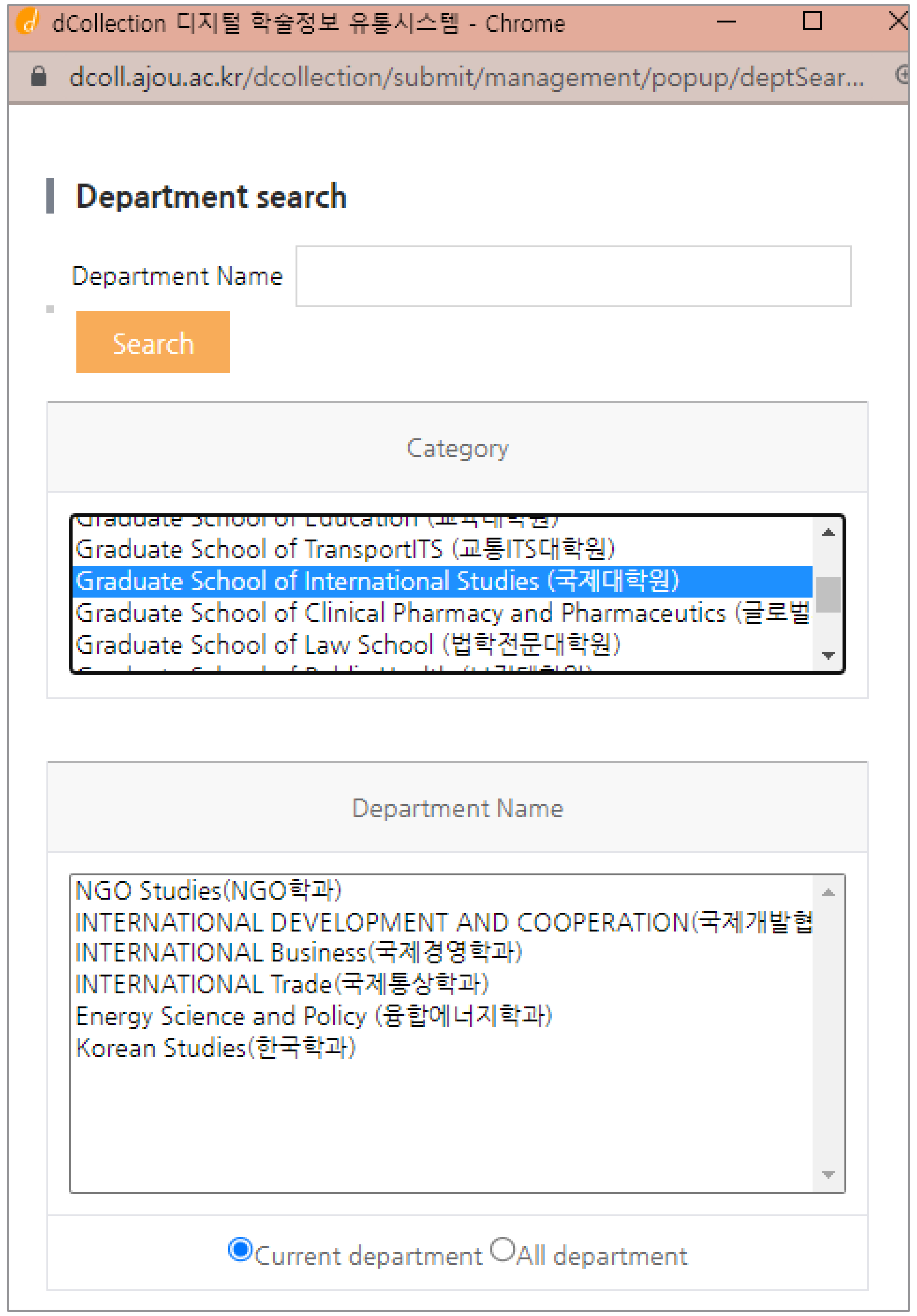


dCollection 디지털 학술정보 유통시스템 - Chrome

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

Department search

Department Name

Category

Graduate School of TransportITS (교통ITS대학원)
Graduate School of International Studies (국제대학원)
Graduate School of Clinical Pharmacy and Pharmaceutics (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)

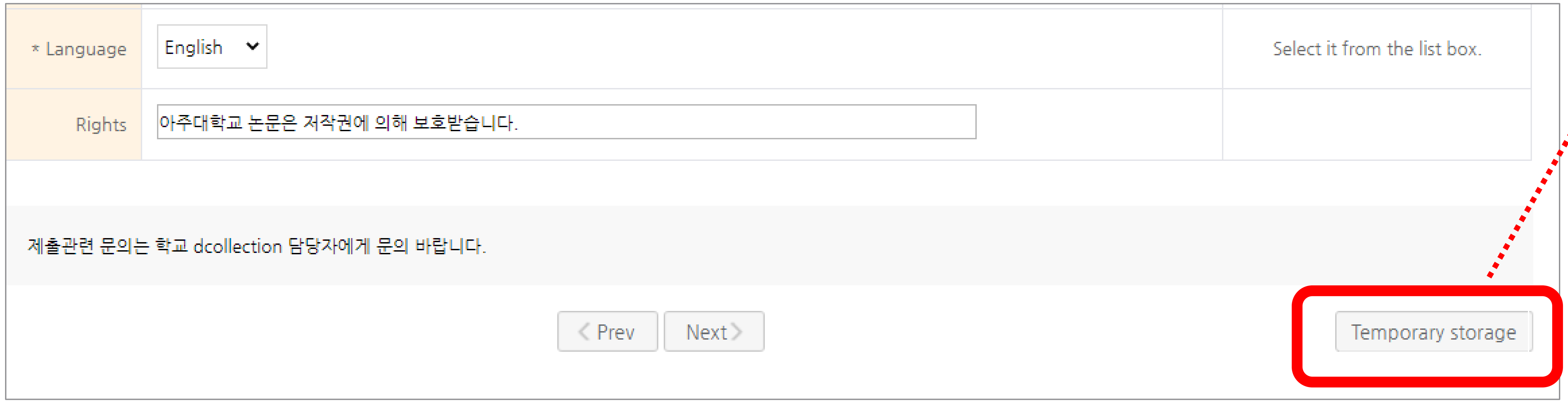
● Current department ○ All department

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

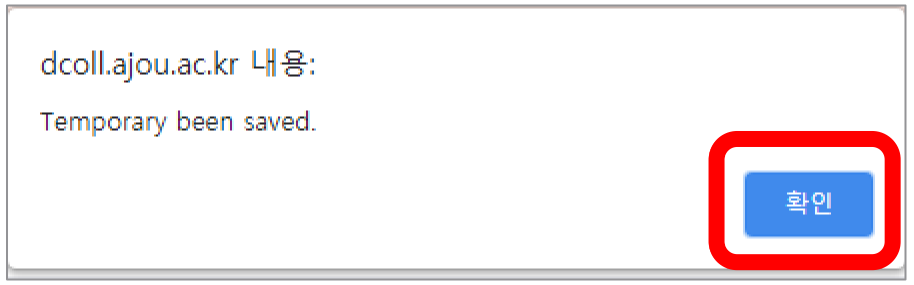
③ Check the saved thesis in the submit history

- 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.

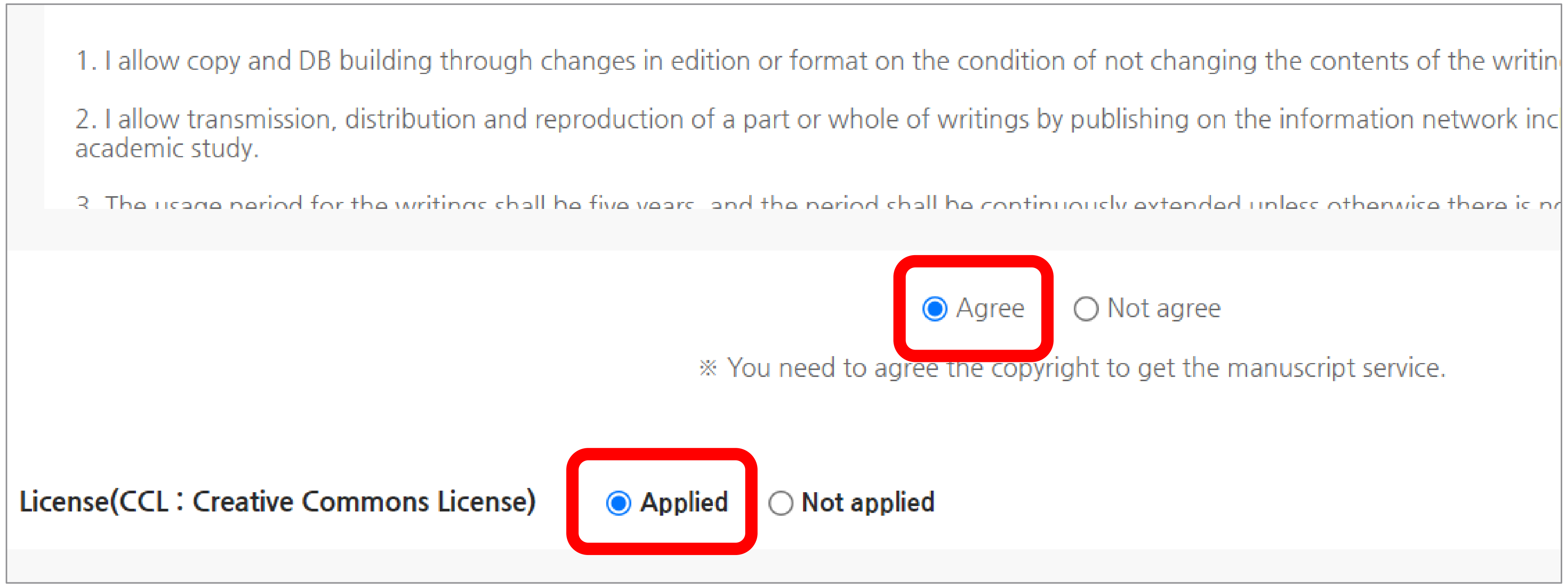


dcoll.ajou.ac.kr 내용:
Temporary been saved.

Copyright	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 writin

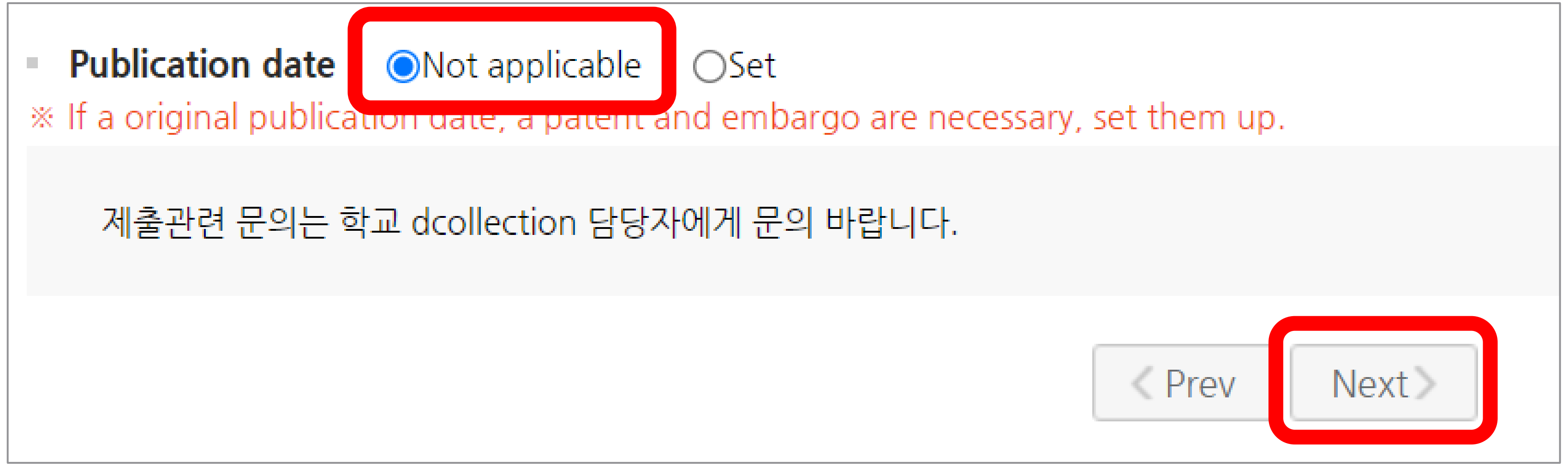
2. I allow transmission, distribution and reproduction of a part or whole of writings by publishing on the information network inc academic study.

3. The usage period for the writings shall be five years, and the period shall be continuously extended unless otherwise there is n

● Agree ○ Not agree

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

License(CCL : Creative Commons License) ● Applied ○ Not applied



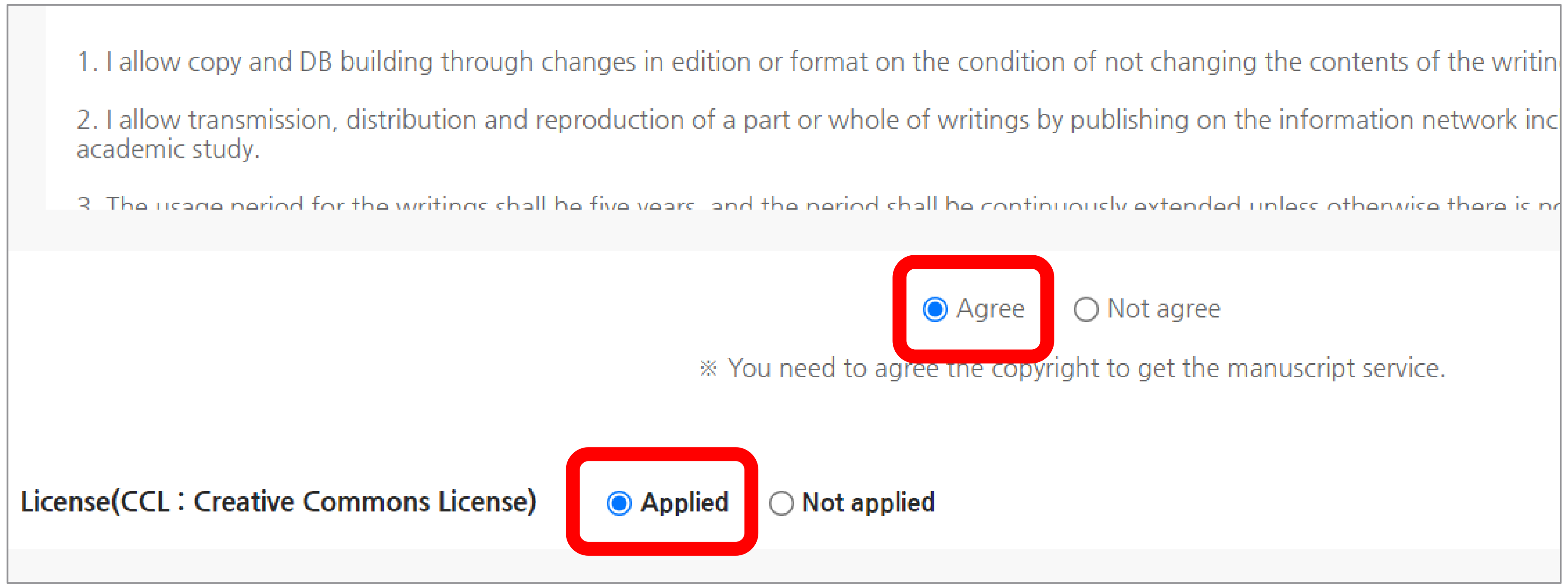
Publication date ● Not applicable ○ Set

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

제출관련 문의는 학교 dcollection 담당자에게 문의 바랍니다.

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 writin

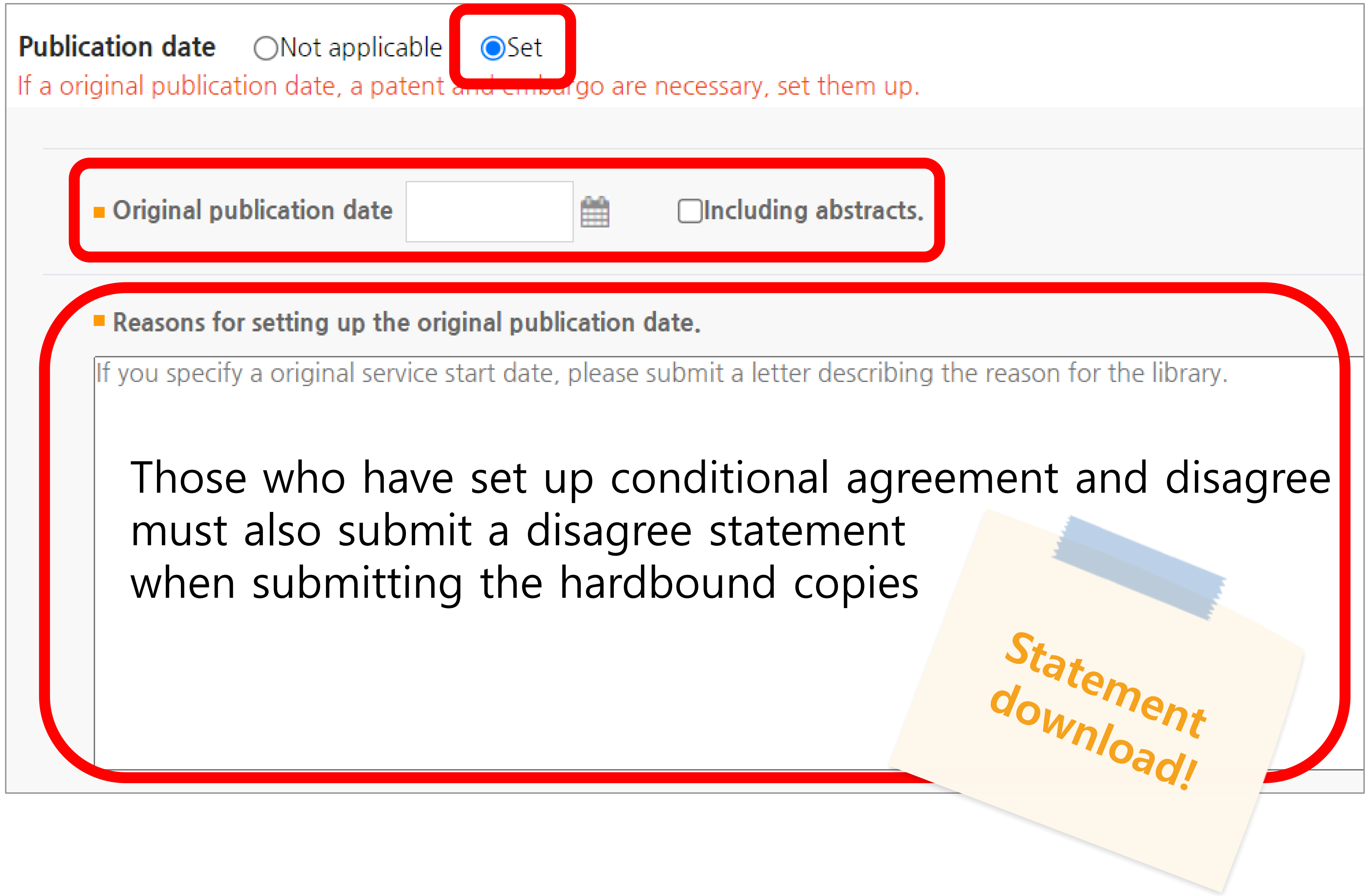
2. I allow transmission, distribution and reproduction of a part or whole of writings by publishing on the information network inc academic study.

3. The usage period for the writings shall be five years, and the period shall be continuously extended unless otherwise there is n

● Agree ○ Not agree

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

License(CCL : Creative Commons License) ● Applied ○ Not applied



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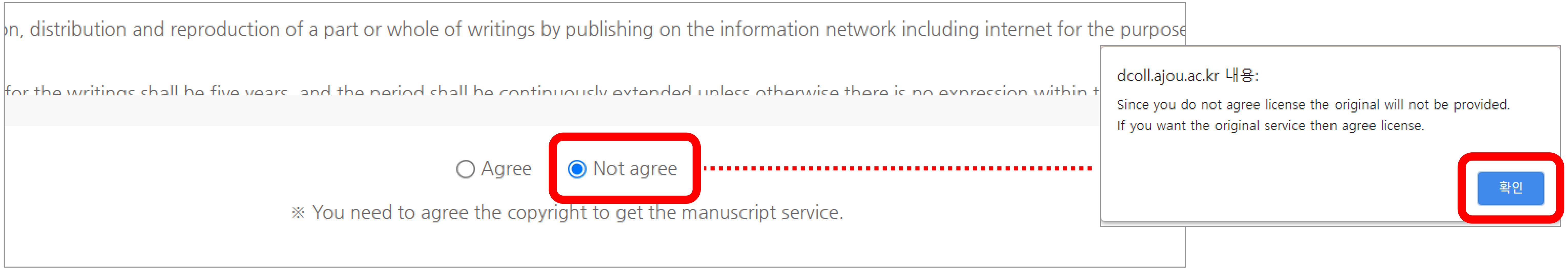

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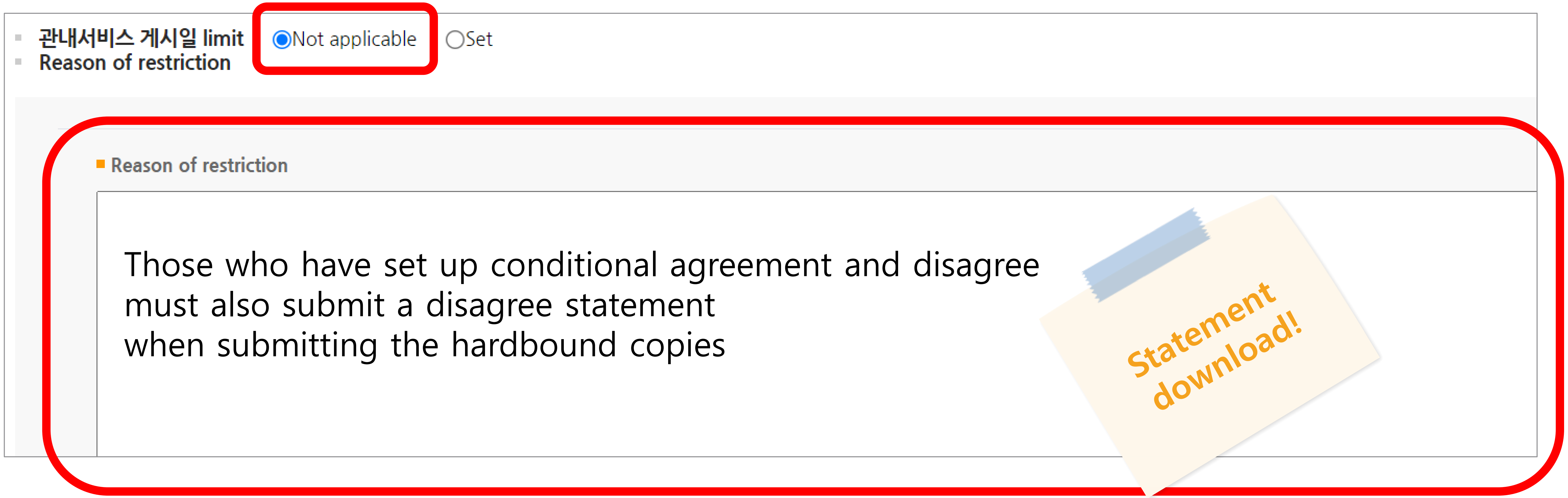

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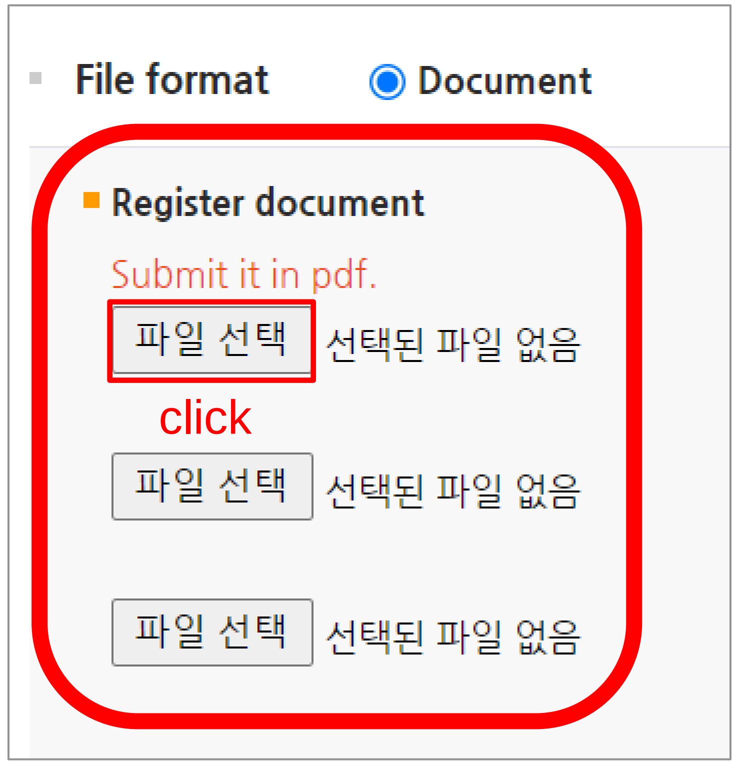

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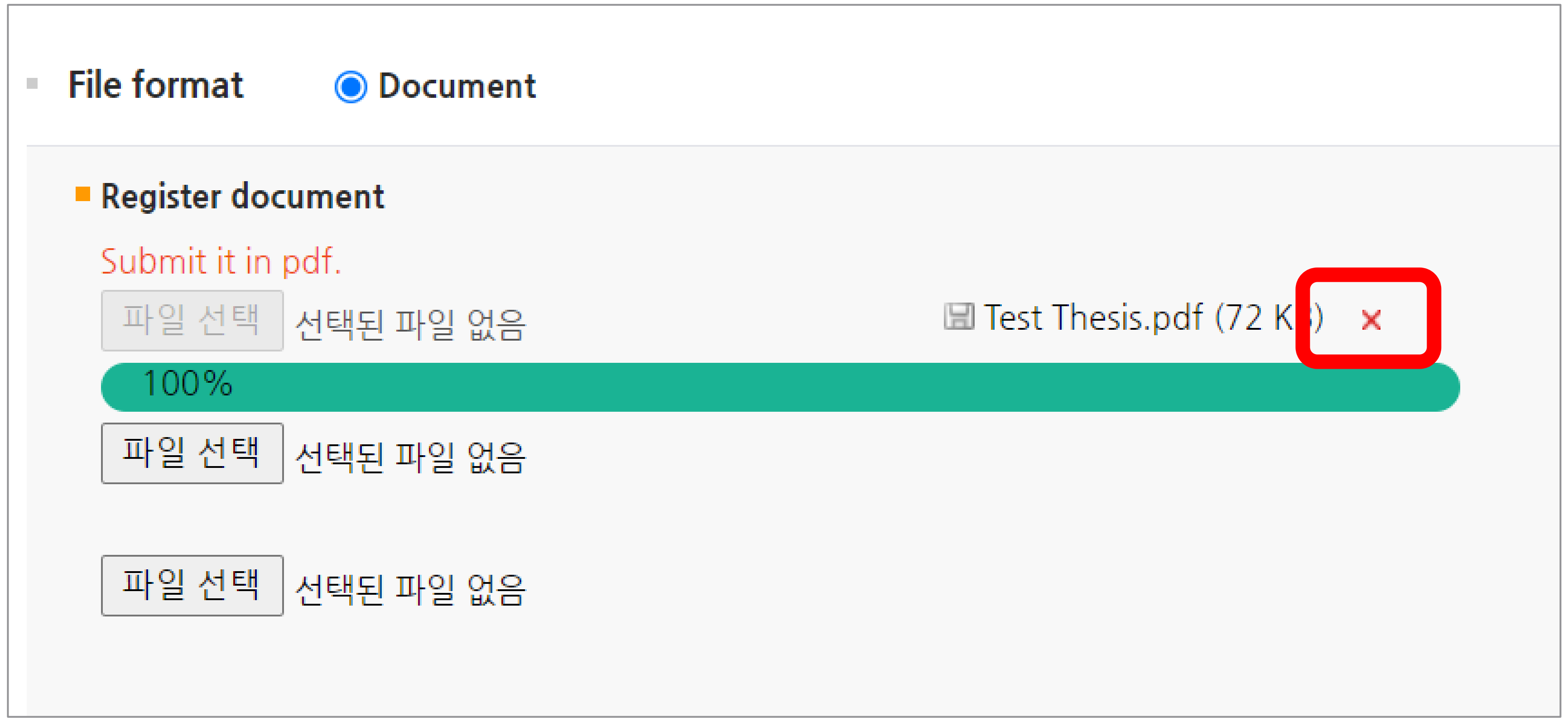

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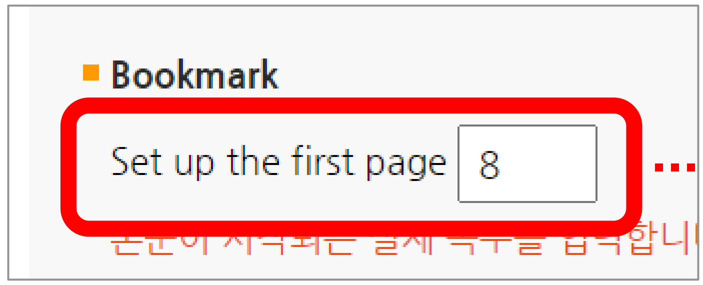

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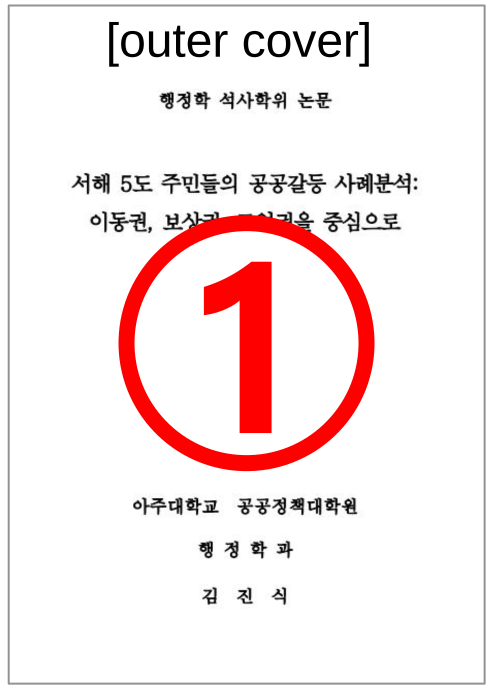

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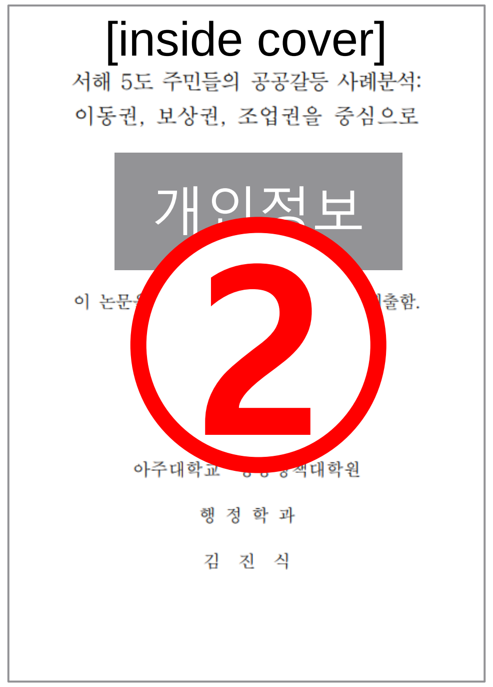

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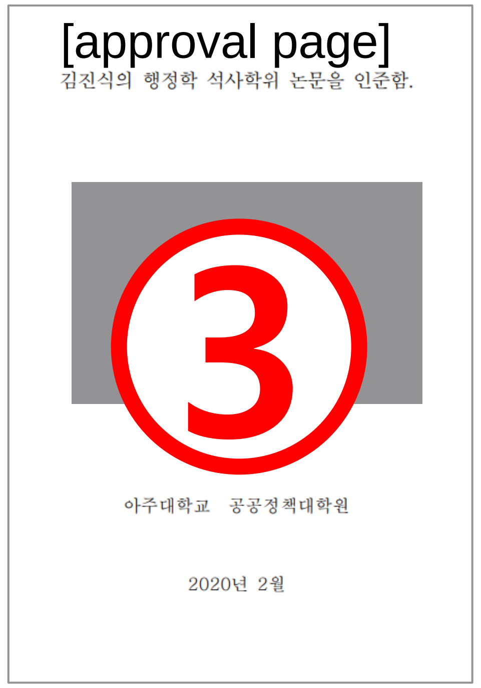

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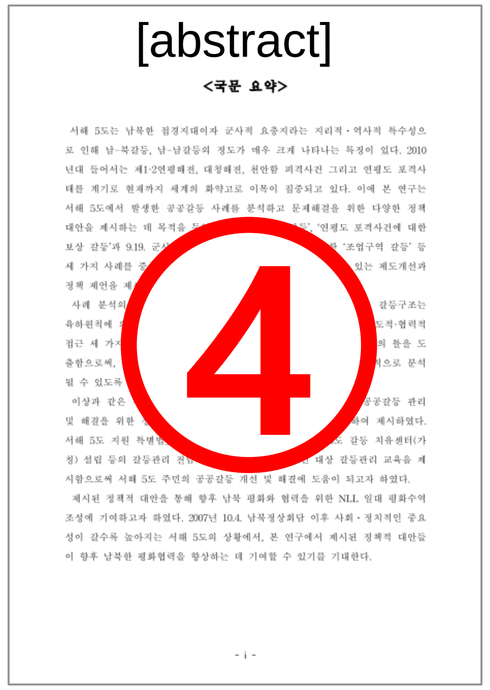

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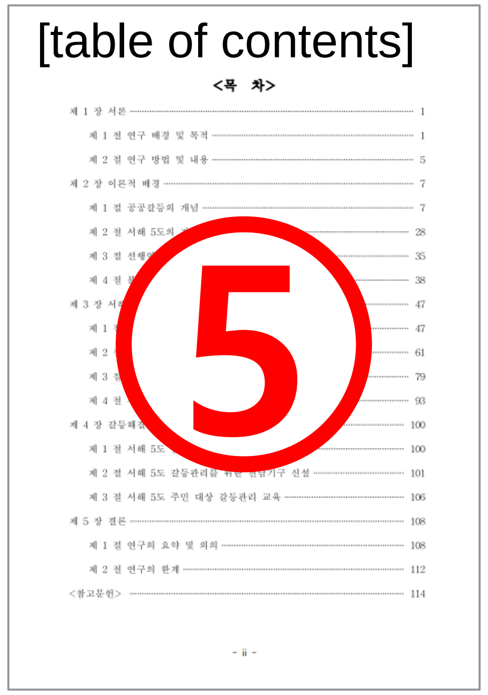

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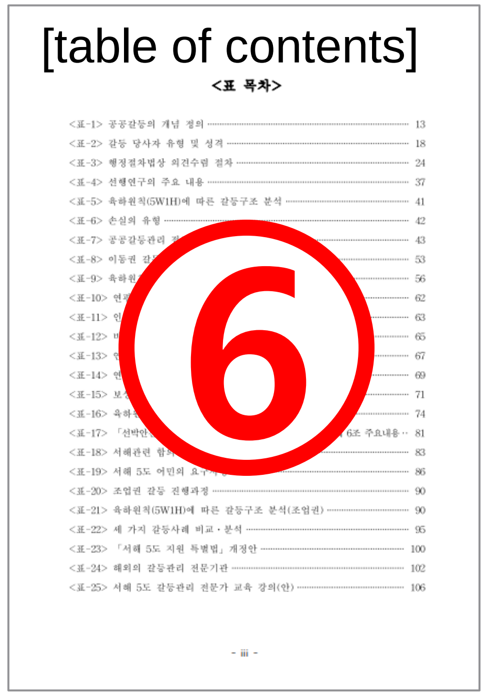

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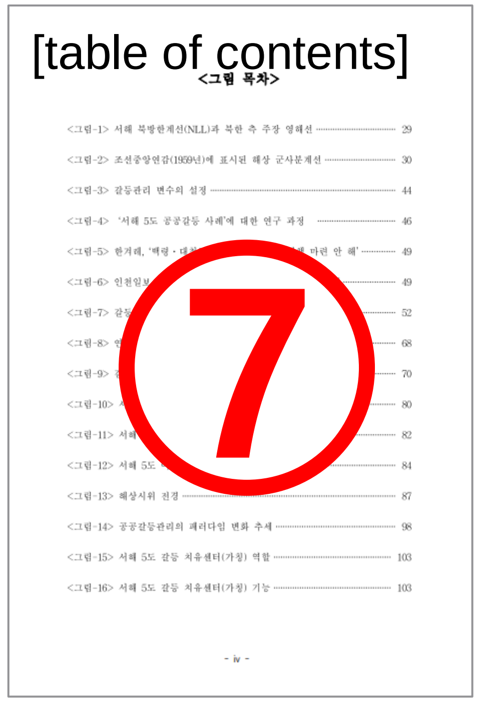

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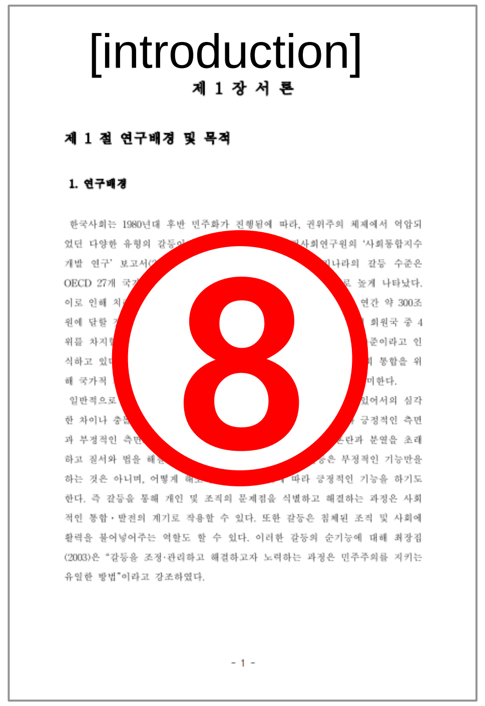

[introduction]

제 1 장 서 론

제 1 절 연구배경 및 목적

1. 연구배경

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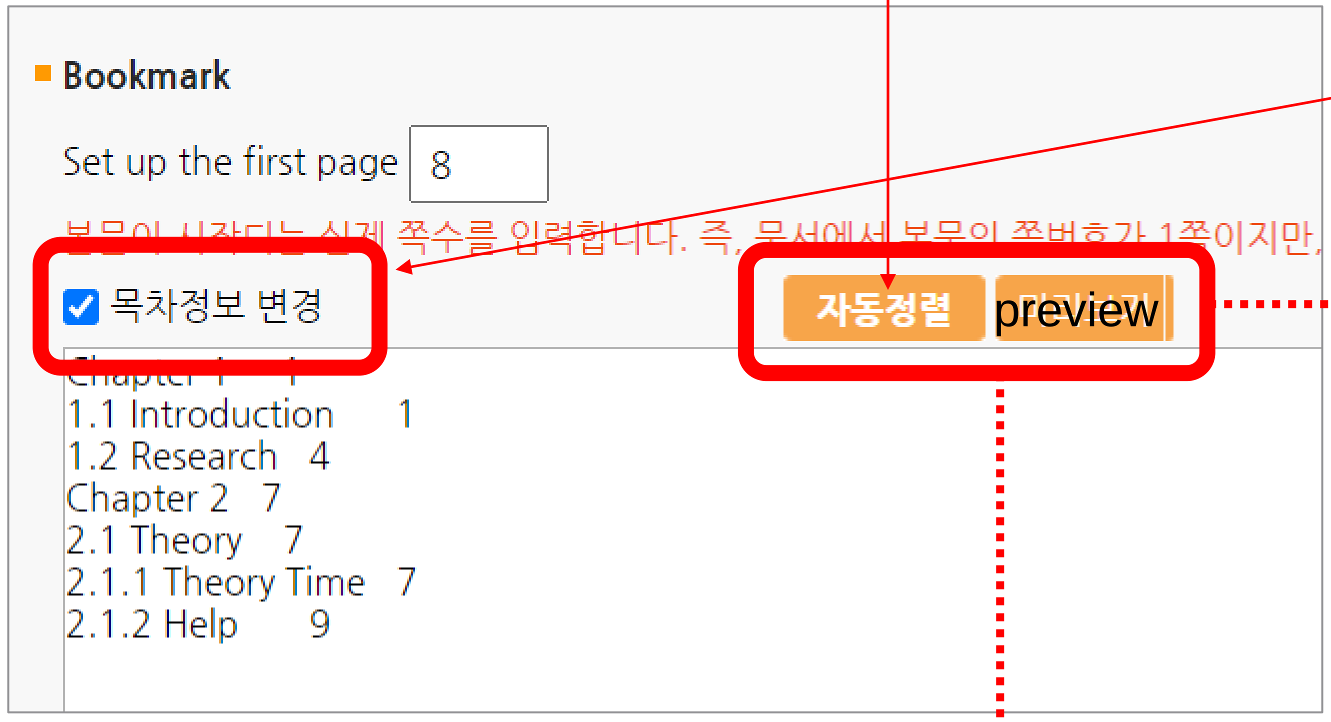

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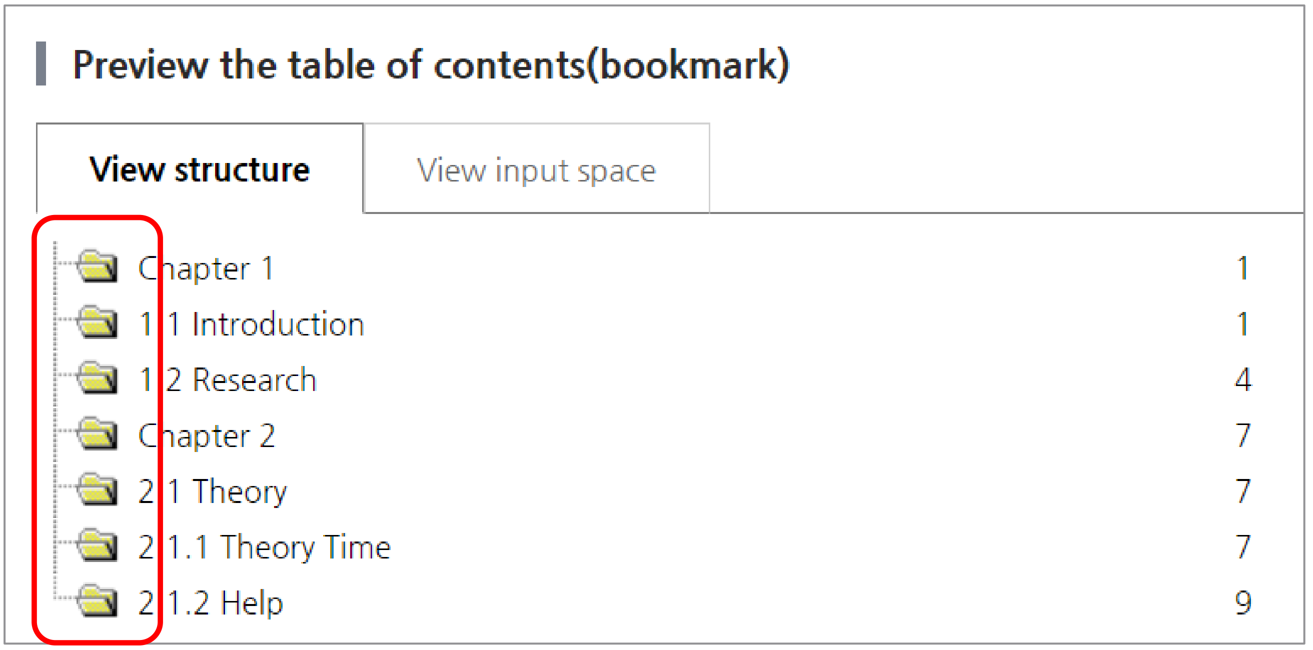
자동정렬
preview

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



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View structure
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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
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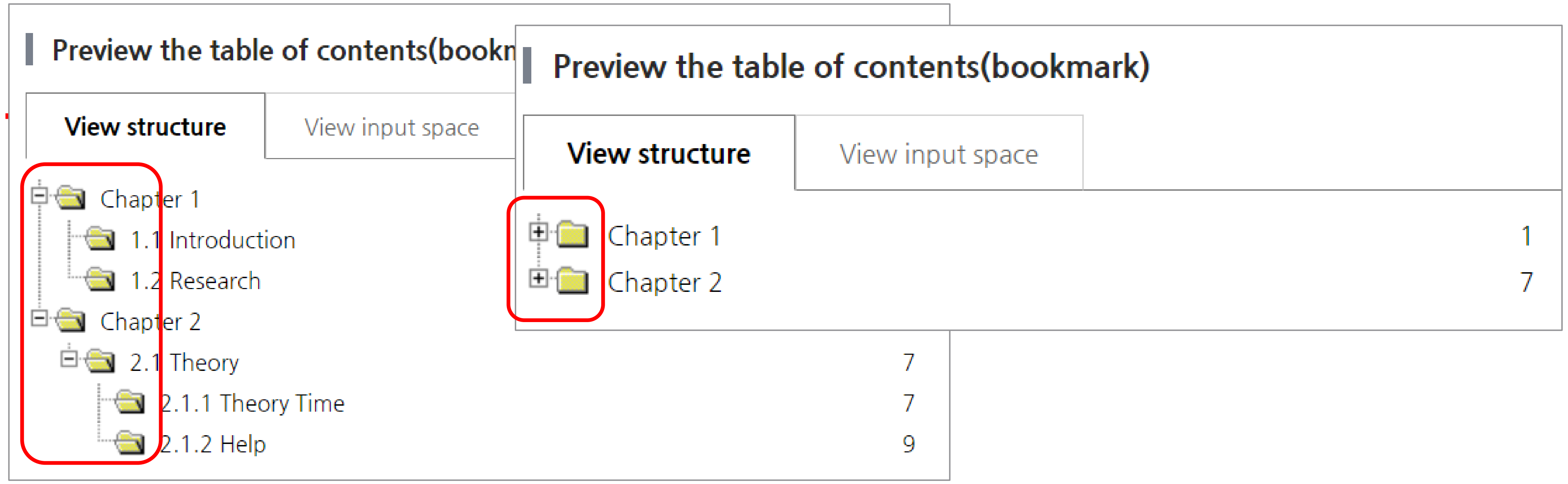

Preview the table of contents(bookmark)

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

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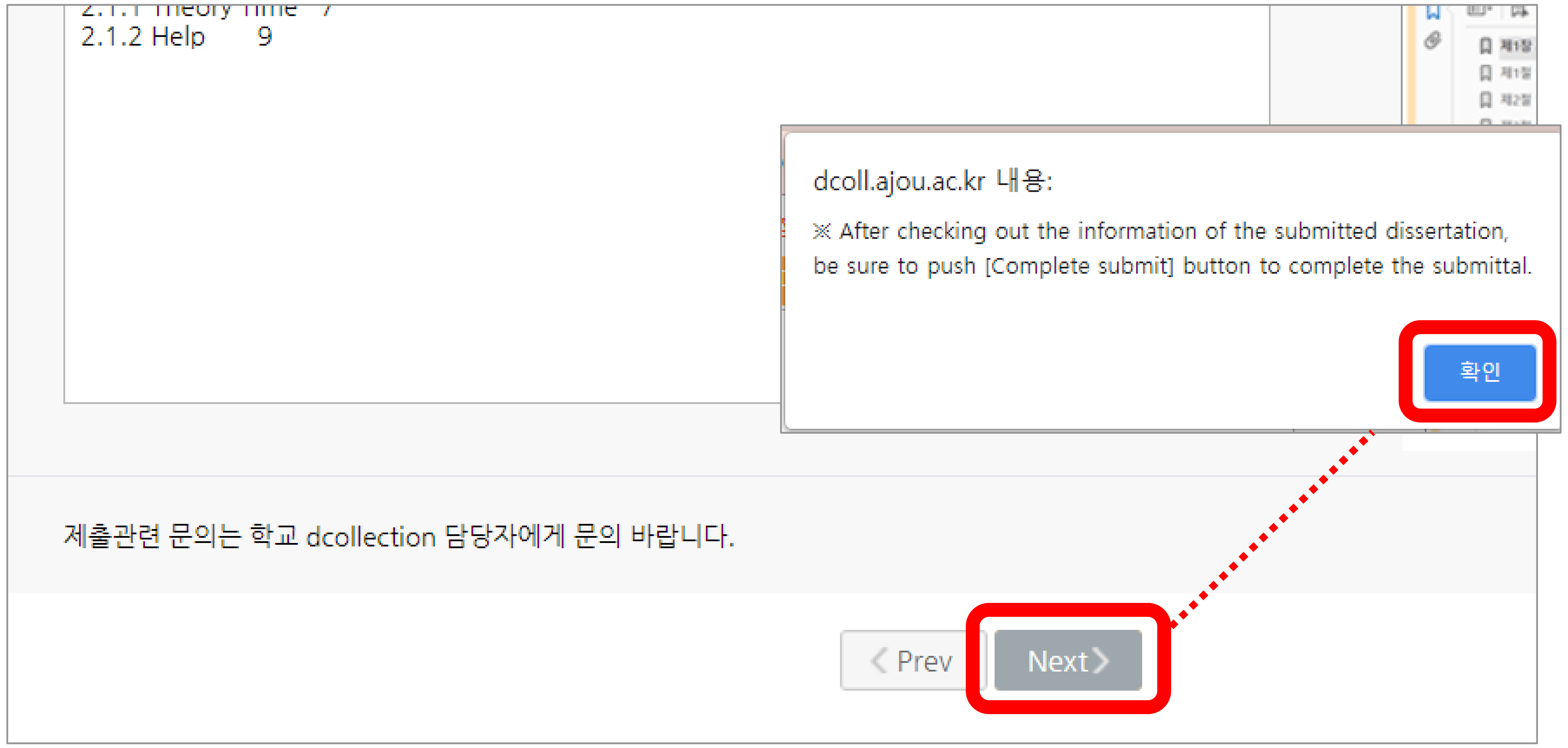

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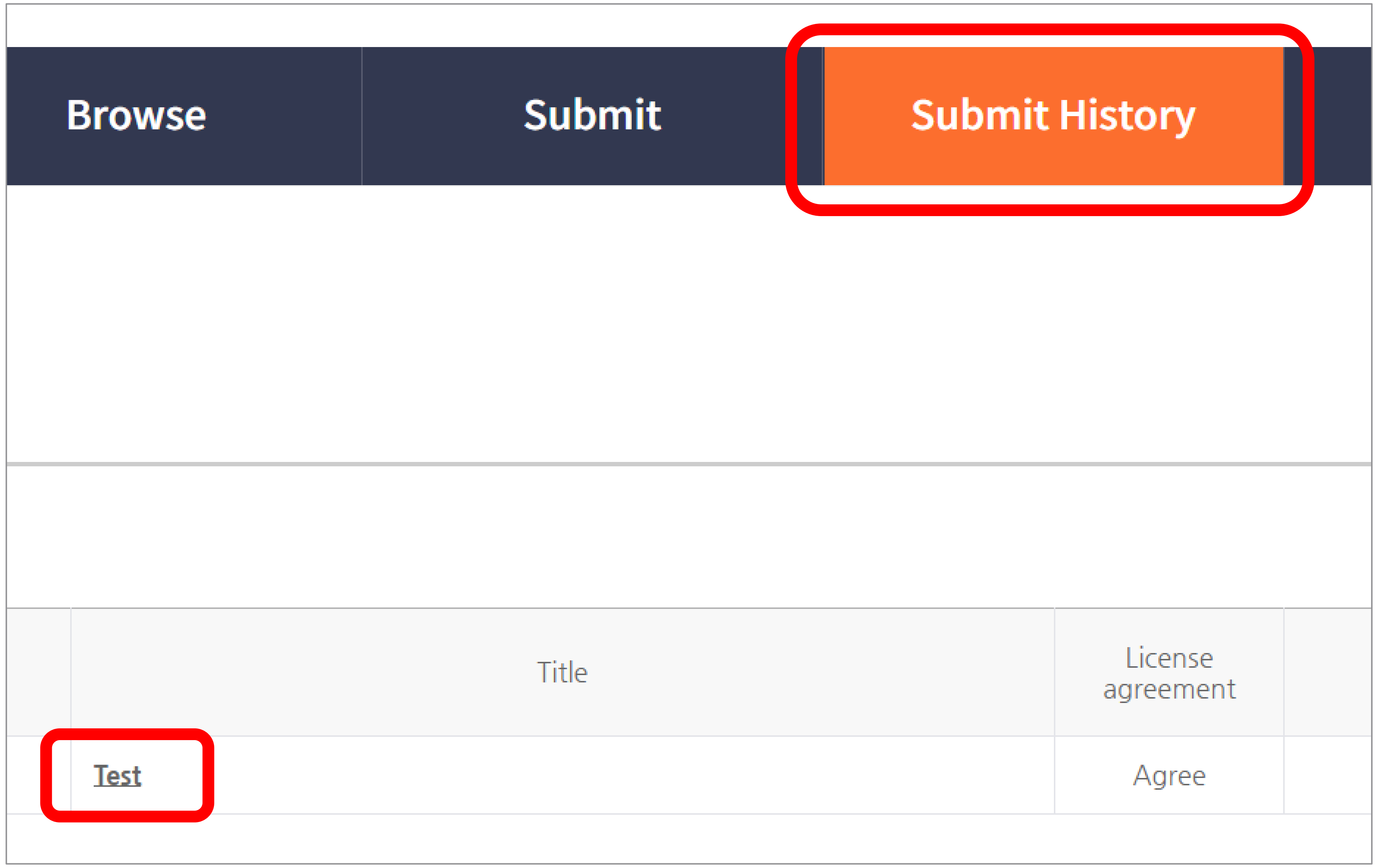

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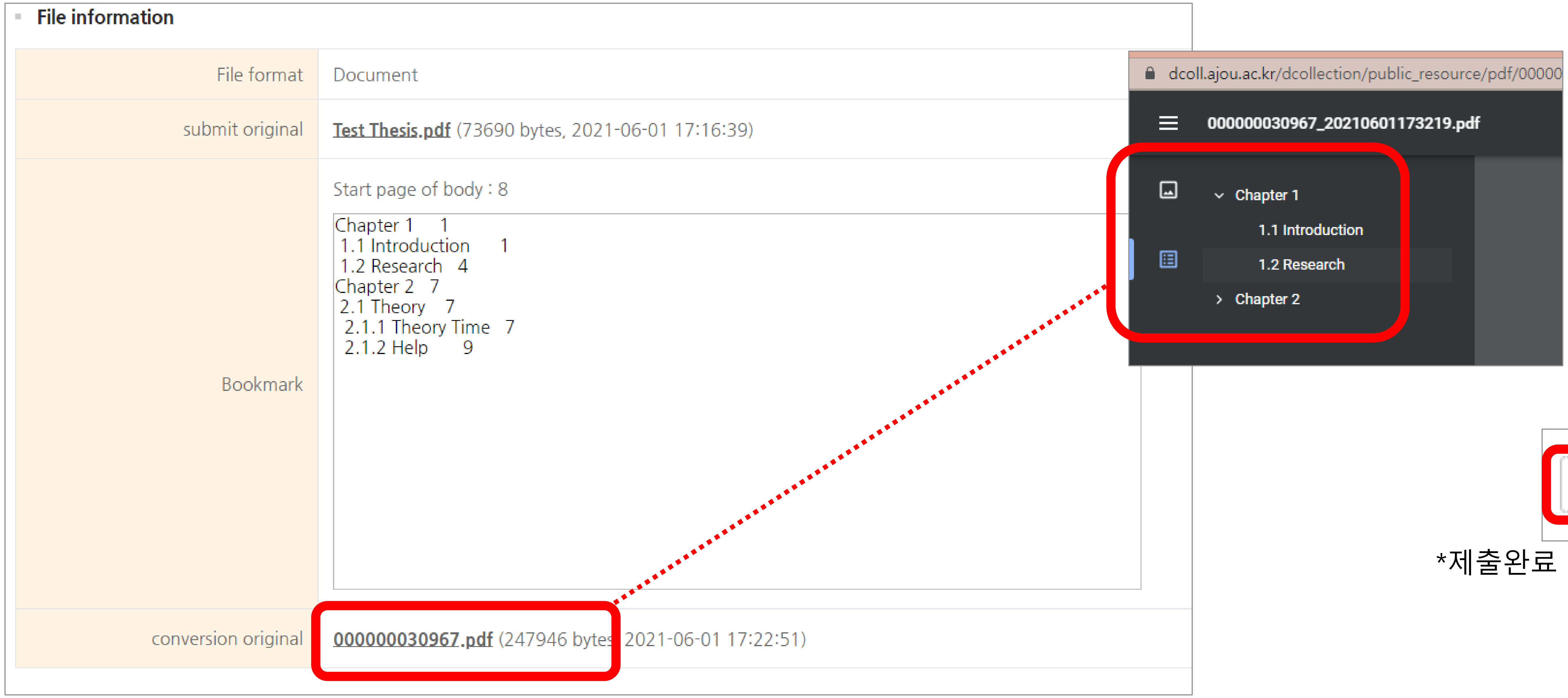

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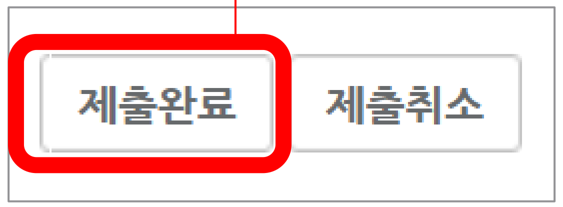
Chapter 1
1.1 Introduction
1.2 Research
Chapter 2



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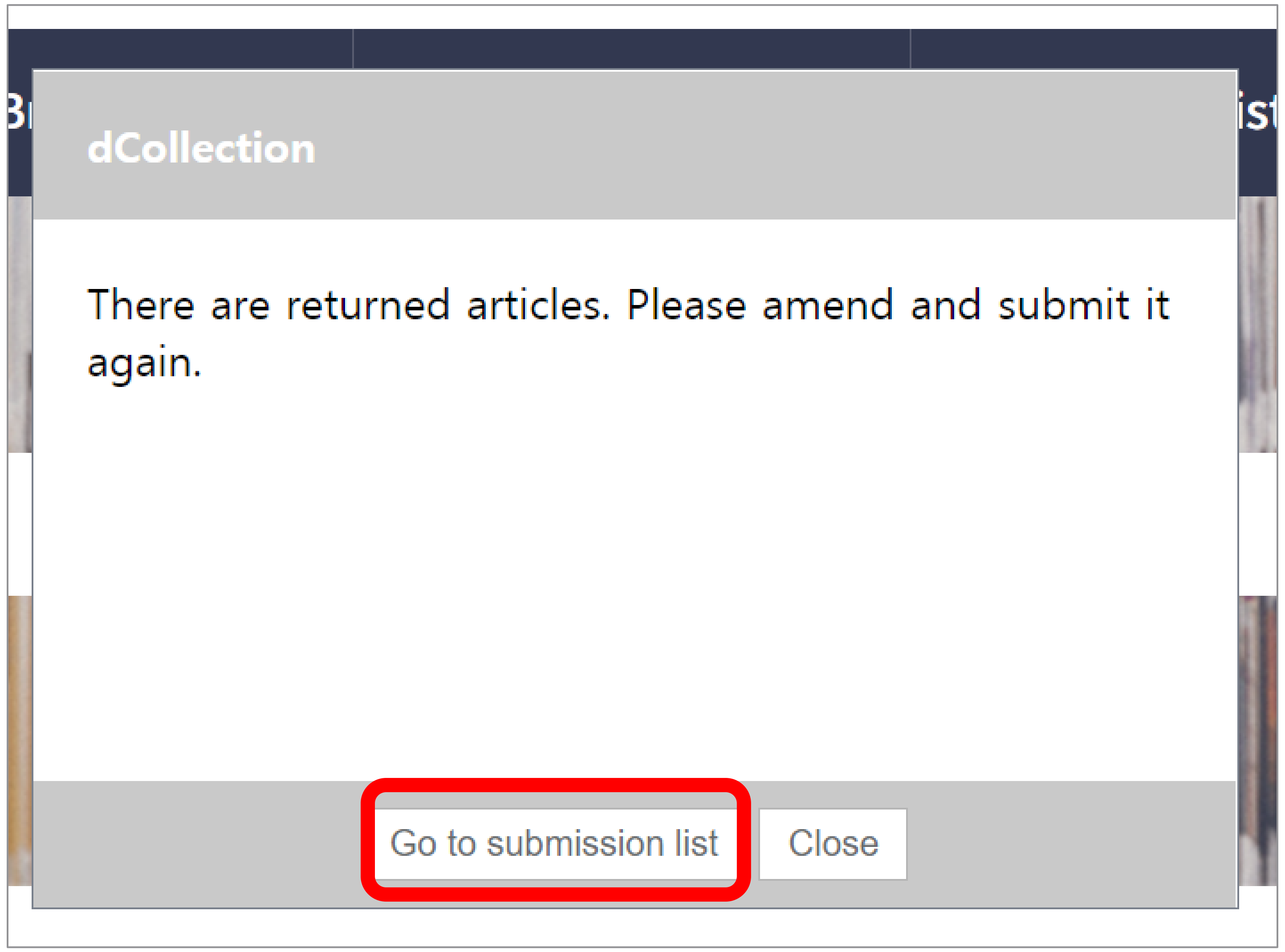

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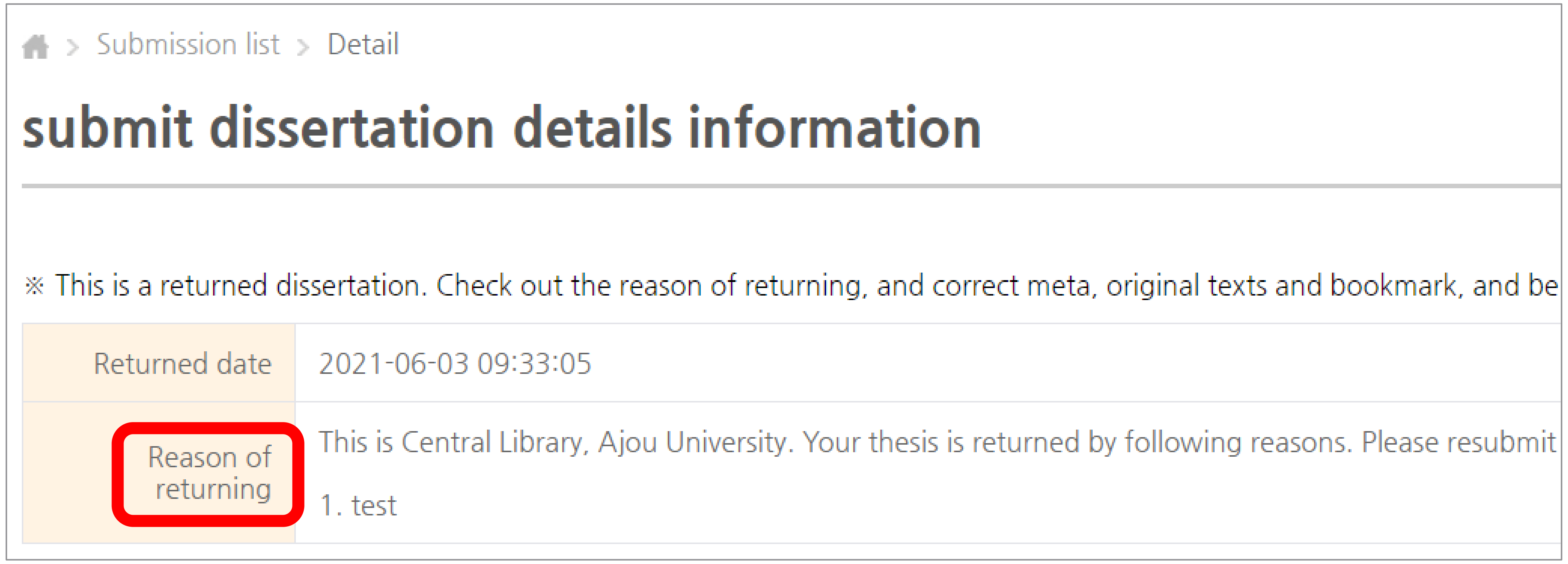

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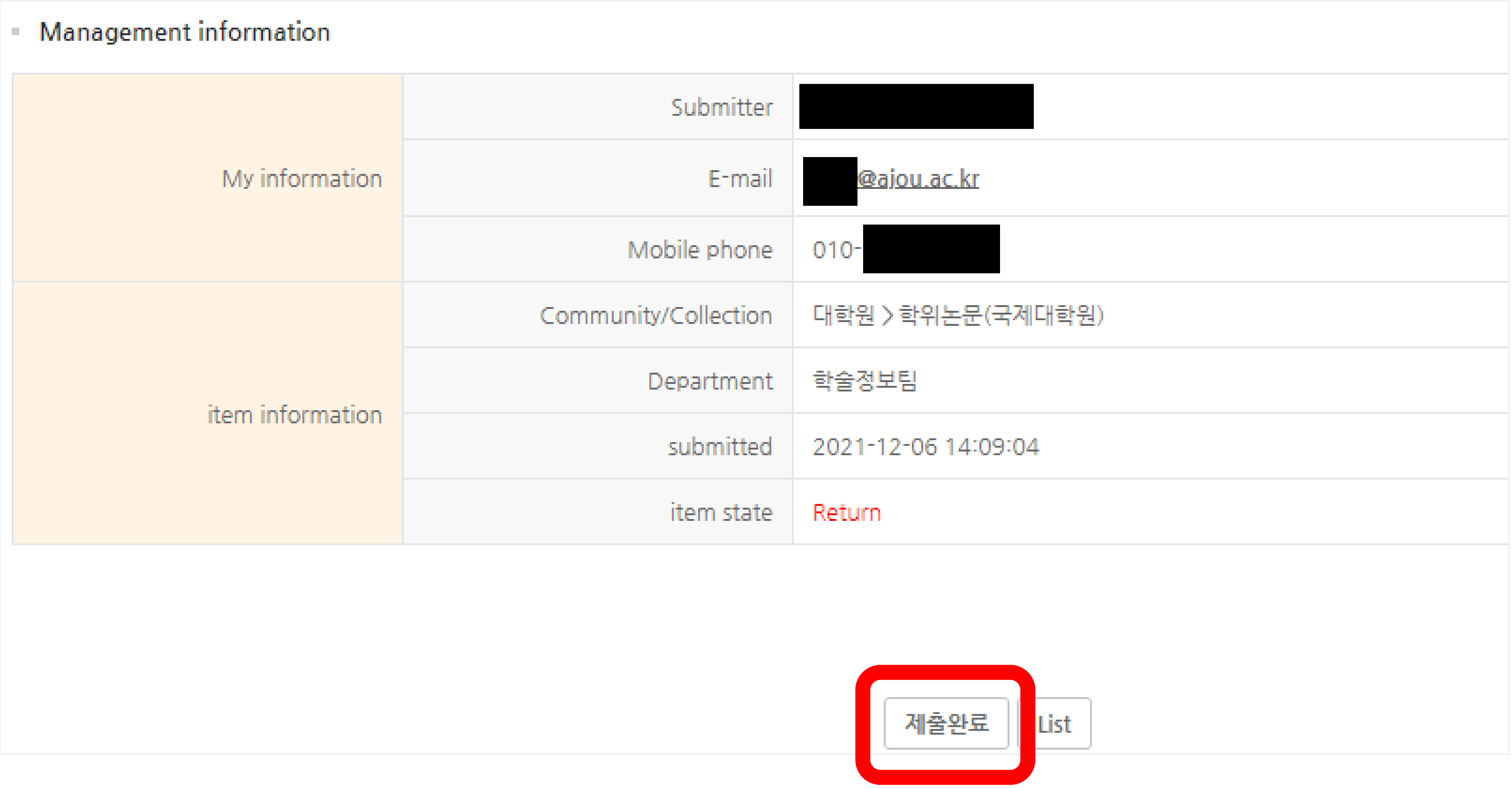

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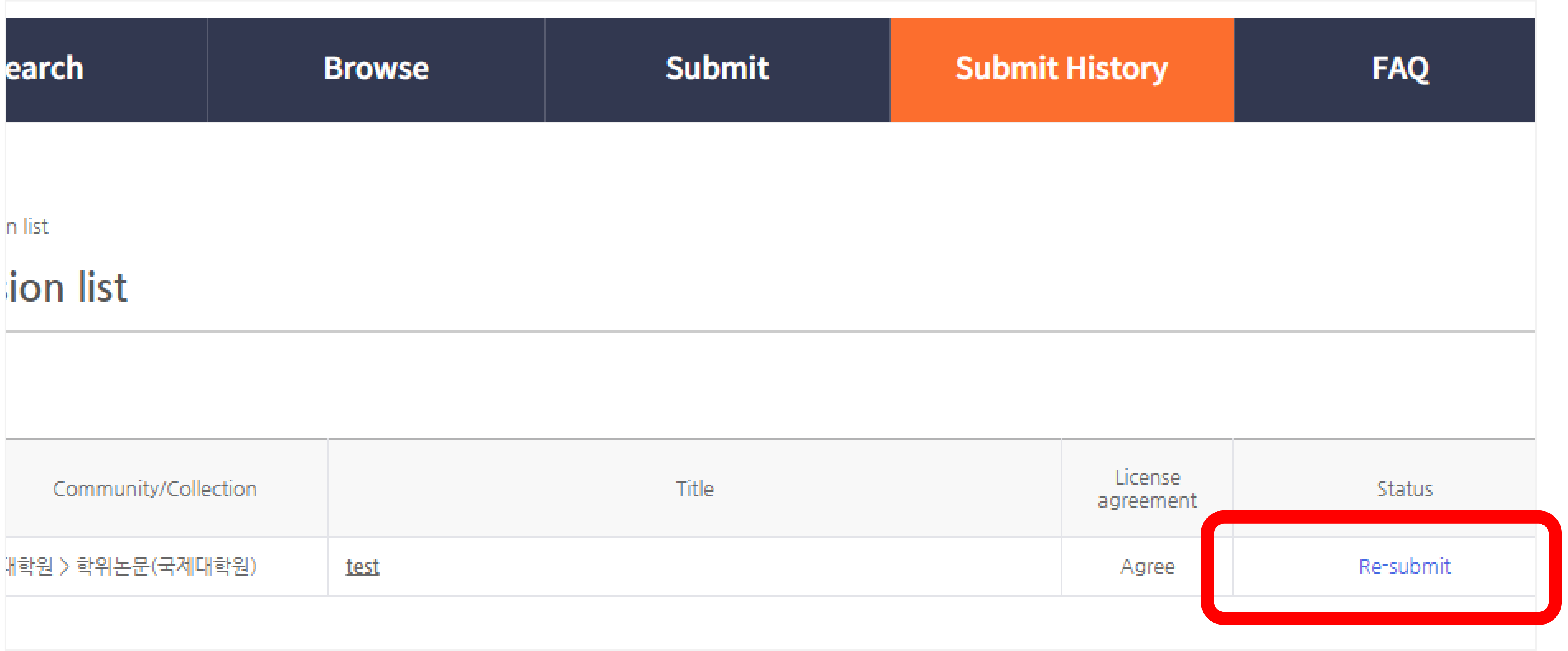

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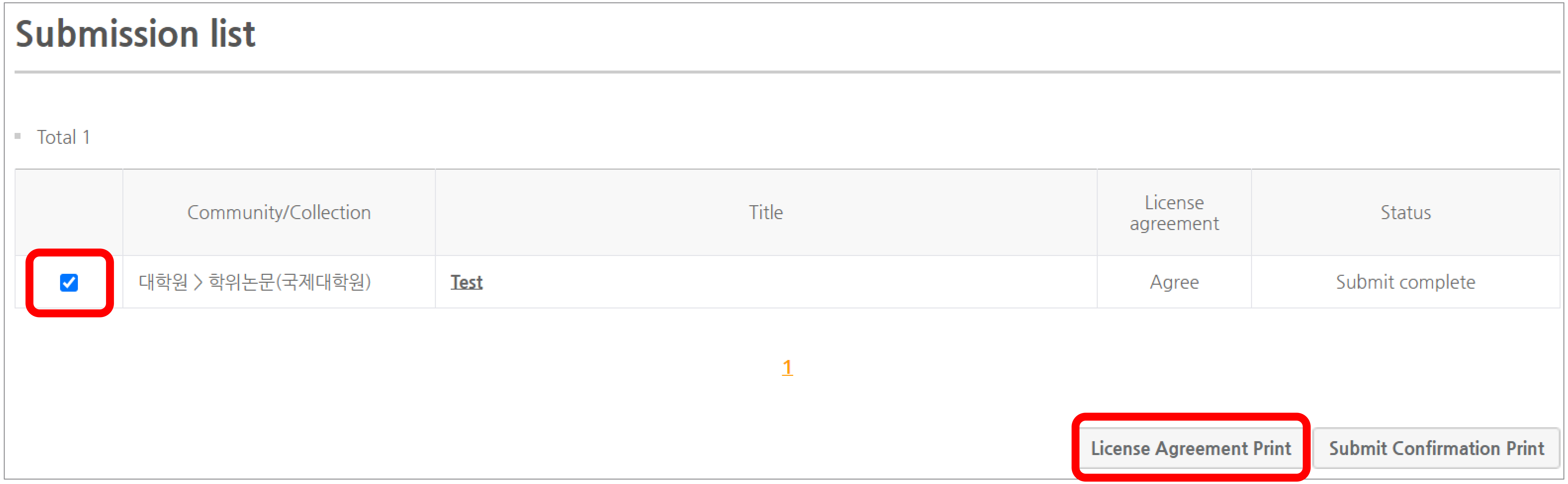

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