

Submission of Thesis for Doctorate degree (2024 Aug Graduation)

Those who are scheduled to graduate in Aug 2024 have to submit the thesis for degree within the designated period below. This is to notify you of information about thesis for Doctorate degree in Aug 2024.

1. Period of submitting the thesis and paying thesis review fee : **April 8th(Mon) ~ Apr 17th(Wed), 2024**
2. Payment of Thesis review fees
 - Thesis review fee: 550,000 KRW
 - Account of payment for thesis review: Virtual Payment Account of each department office (Contact Department office)
 - Please pay the fees with your name (Applicant's name)
3. Submission of Thesis: 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 for Graduate School] (on the top) – Click [Grad/Gruaduation] (on the top/left)
 - 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 doctorate degree
 - List of review members for thesis for doctorate degree
 - Recommendation letter of external review member
 - Personal Resume (Free style)
 - Research Ethics Compliance Statement
 - Confirmation Letter of Dissertation Publication (Attach a copy of the cover page of Dissertation)
 - Applicants who are scheduled to submit the Certificate of Expectant Publication of academic article have to submit a copy of the cover page of the dissertation within the period of review.

** Recognition Criteria of expectant publication*

: Applicants have to submit the Certificate of the Expectant Publication issued from applicable academy. Only in the case that students can't submit it within the designated period owing to unavoidable circumstances, they can submit the Confirmation Letter from their 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 the applicable semester.

- (3) Required documents to submit to thesis review members
 - Thesis for review for each review member
 - Personal Resume for each review member (Free Style)
 - * Thesis title must be written in English and Korean. (In the case of a thesis written in English, applicants can write the English Title on thesis for degree.)
4. Qualification and Organization of thesis review members
 - (1) Thesis review members for Doctorate degree must be composed at least 5 people with Doctorate degrees (including 3 Full-time professors of the said university and 1 external review member [available experts or external professor])
 - (2) Associate Professors or Assistant Professors of the Medical Department with Doctorate degrees can be Internal Thesis Review Members (Full-time professors).
 - (3) Professors in the applicable department have to be appointed preferentially as internal paper screening judges, and internal thesis review members can include professors of related fields.
 - (4) A majority of thesis members has to be composed of those who majored in the same field of study related to thesis contents.
 - (5) In the case that the applicant is a lecturer in the said university, a Full Professor or Associate Professor with a doctorate degree who studied in the same major field and has the same position in the said university as the applicant can be a paper screening judge.
 - (6) The Academic Advisor of the applicant can automatically be a thesis review member as long as there are no special circumstances.
 - (7) The Chairman of a thesis review committee will be selected from among the thesis review members, excluding the academic advisor. (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)
 - (8) Applicants relatives may not become thesis review members.
 - (9) If a professor in a research year can participate in all processes of paper screening, they will be eligible to be a thesis review member, even though they are not teaching at that time.
5. Notices and Forms regarding submission of thesis for Doctorate degree: Please refer to the attached files (All forms for submission)

(1) Qualification for submission of thesis : Any student who satisfied the following conditions

- A student who has completed or is scheduled to complete the doctorate course
- A student who received formal advisement on a thesis for two or more semesters
- 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 after 2014
 - Research Ethics : at least twice or more
 - Research Note Writing : at least once (Only for students majoring in Natural Science and Engineering fields)
 - Thesis writing : at least once or more
 - A student who passed the qualifying examination (Foreign language test and comprehensive examination)
 - A student who has less than 10 years in the doctorate program after admission (excluding the period of leave of absence from school)
 - A student who has completed all required credits for graduation and registered research registration
 - A student who has published or is scheduled to publish the contents of thesis for degree in related academic article (Departmental conditions have priority over graduate school conditions)
 - ▶ Doctorate course
 - Science and Engineering fields: 2 domestic articles or 1 overseas article
 - Medical Department: 2 or more domestic articles or overseas articles published in NRF journals or journals of equal ranking
 - Biomedical Department: 2 or more overseas articles published in SCI journals or journals of equal ranking (including SCI journals 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 Department: 2 or more domestic articles or overseas articles published in NRF journals or journals of equal ranking
 - Biomedical Department: 2 or more overseas articles published in SCI journals or journals of equal ranking (including SCI journals and SCIE journals)
 - Humanities and Social Science fields: 2 or more domestic articles or 1 or more overseas articles
- ※ Dissertation Publication means the thesis that is published in an academic journal after entering the doctorate courses. Dissertation Publication is only recognized in the case of an exact match between contents of the thesis for degree and contents of a publication in an academic journal.

(2) Required Documents for submission of thesis

- Petition for review of thesis for Doctorate degree
 - * Submit a paper copy of the Petition form after uploading it on the portal website.
- List of thesis review members
- Recommendation Letter of External Review member
- Personal Resume (Free style)
- Confirmation Letter of Dissertation Publication
 - * Submit the confirmation letter of dissertation publication after uploading on Portal.
- A copy of the cover page of the dissertation
 - * In the case that the thesis is expected to be published, applicants have to submit the Certificate of Expectant Publication for the academic article, and the cover page of the thesis for degree.
 - * Applicants who are scheduled to submit the Certificate of Expectant Publication have to submit a copy of the cover page of the dissertation within the period of review.
- 5 copies of thesis for review
 - * Submit the 5 copies of thesis for review to the review members directly.
- Research Ethics Compliance Statement

6. Detailed Schedule for submission of thesis

Classification	Period	Remarks
Submission of thesis for degree	Apr 8 th (Mon) ~ Apr 17 th (Wed), 2024	- Pay thesis review fees (550,000 KRW) to Virtual Account of Department (Contact Department office) - All documents to submit need to have signature of Academic Advisor and confirmation from Head of Department
Payment of thesis review fees		
Recommendation of thesis review members		
Paper screening	May 10 th (Fri) ~ Jun 10 th (Mon), 2024	- Paper screening once or more. - Final Screening should be public.
Submission period of final review result	Jun 20 th (Thu), 2024	Required Documents - Final result report of Thesis Screening - Certificate of checking plagiarism of dissertation and related materials
Submission of final printed copy	Jun 28 th (Fri), 2024 ~ Jul 19 th (Fri), 2024	- If a student does not submit the final printed copy of thesis within designated period, he or she will be excluded from the list of graduation. - Can submit by a substitute.

▶ Applicants must submit the final printed copy of thesis to Central Library in Ajou University.

▶ For more detailed information, please refer to the rules of graduate school of the said university and contact each department office.

- Office of Graduate School -

<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(if applicable)>

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

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* 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

<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:

Dissertation publication on Academic Journal					
Name of Academic Journal	Domestic / Overseas	Date of Publication	Issue	Academic journal registered	
				SCI(E)	National Research Foundation of

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)

<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(if applicable)>

Dissertation Academic Adviosr Confirmation Letter

■ Information on Applicant

► **Course:**

► Department(Major):

► Student ID:

► **Name in Full:**

► **Contact No.:**

■ Information on Academic Journal scheduled to be published

► **Title of Thesis:**

► **Name of Academic Journal:**

* Recognition Criteria of expectant publication

:Applicants have to submit the Certificate of the Expectant Publication issued from applicable academy. Only in the case that students can't submit it within the designated period owing to unavoidable circumstances, they can submit the Confirmation Letter from their 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 the applicable semester.

(year) (month) (day)

Applicant:

(Signature)

Academic Advisor:

(Signature)

To Dean of Graduate School

<Required documents for submission of thesis>

Research Ethics Compliance Statement

■ Applicant for Doctorate thesis review

- ▶ Course:
- ▶ Student ID:
- ▶ Address:
- ▶ Department(Major):
- ▶ Name:
- ▶ Phone:

■ 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

<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.

<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

논문심사 신청서류(해당시에만 작성)>

학위 청구논문 심사 취소원

■ 청구논문 제출자

- 학 과:
- 학 번:
- 성 명:
- 논문심사료 환불 계좌번호(은행):

■ 논문 제출취소 사유

20 년 월 일

지도교수: (인)

아주대학교 대학원장 귀하