

Guide to Thesis Submission Procedure

— Ajou Univ. Central Library



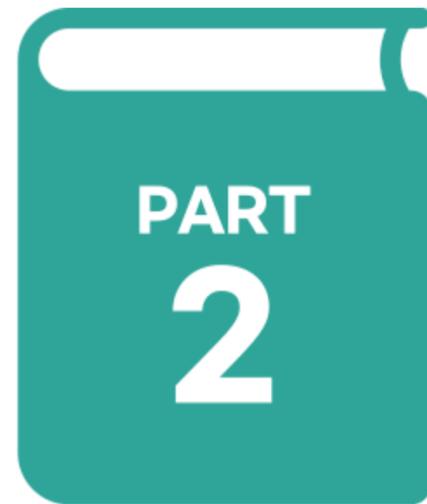
Ye Lim Baek

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**PART
1**

**“
Submission
Notice
”**



dCollection Open : (Online Submission)

Graduate School : Dec 8th (Tue)
Other School : Dec 22th (Tue)

Onsite Submission :
After Verification
of dCollection



▷ **Deadline (Includes online&onsite submission)**
- **Please contact your graduate school office**

▷ **Where & When**

- Central Library 1F (playground side office)
- Weekdays 10:00-16:00 (12:00-13:00 except for lunch)

▷ **Required Documents**

(required documents may vary depending on whether you agree to open your thesis public)

- **Three hardbound copies of your thesis**
(Files uploaded to dCollection and hard copies must be same)
- **One copy of Original License Agreement**
(with author's signature)
- **Conditional Consent / Disagreement (only applicable person)**
: Author Permission Disagreement/Conditional Agreement
Explanation
(Must be signed by author and academic advisor)
△ There is an attached file on the notice

▷ **Can be submitted by proxy**(The buck stops with yourself)

▷ **Wearing a mask**



**PART
2**

“
**Submission
Online**
(dCollection)
”

▼Thesis submission guidance video

Visit Ajou Central Library Website

→ Research

→ Thesis Submission

→ View directly on that page

(Follow the submission of your thesis
while watching the video)

▼YouTube video URL link

[will be updated]

or searching for a

‘ **Ajou University Thesis submission
guidance video** ’ on YouTube

▼Video index

00:14	Submission Notice	
Submission Online (dCollection)	01:48	Log in to the Central Library website and access the dCollection
	02:41	If you can't log in after accessing the dCollection
	02:52	Submission thesis and Steps for Submission
	03:40	Enter the personal information
	03:58	Enter the meta information : title~abstract
	05:09	Enter the meta information : table of contents
	06:07	Enter the meta information : inner cover~
	06:43	Temporary storage.
	07:01	License agreement
	08:53	Upload the thesis file
	09:09	Bookmarks
	09:20	Welcome Page, Order of thesis
	10:43	Information check
	10:47	Bookmarks check
12:47	How to edit my thesis after submission	
12:58	Rreturne and resubmission	
13:40	Waiting time and Notice	
14:15	Copyright Agreement	
14:43	FAQ : Outer cover	



**PART
3**

“
FAQ
”

How to Turn it in?

Ajou University library website
→ Research menu
→ Plagiarism Prevention System (Turnitin)

Check the contents on page and download manual

▶ **Contact your graduate school for more details.**

How to access dCollection?

Only Ajou Univ. Central Library website use

Central Library Login

→ Research menu
→ Thesis Submission
→ Direct link to degree thesis submission system

▶ **There is no another way**

▶ **Login error**

1) If you are a completed student → Refer to p.
2) Change the Password
3) Contact through email or phone
- ajouthesis@ajou.ac.kr
- 031-214-2211, 2124

What is copyright?

▶ **Copyright Agree**

- Your thesis will be released

▶ **Copyright Conditional Consent**

- Private for a certain period of time
- Search? Yes/Available? No
- **Private for 3 years only**

▶ **Copyright Disagreement**

- Your thesis will not be provided to public users.
- Your thesis will not show up even if you search

▶ **Copyright Disagreement & Conditional Consent**

- **You can restriction only when there is a valid reason**

▶ **Change the copyright**

- Same as next answer

How to edit my thesis After submission?

▶ **When you submitted files on a dCollection only**

- Request to return
: Contact through email or phone
- ajouthesis@ajou.ac.kr
- 031-219-2124, 2211

▶ **When you submitted hard bound copies of thesis also**

1) **Before graduation ceremony**

- Contact through email or phone
- We will return your thesis file. Please re-submit after editing on dCollection
- Change your thesis after you submit your new thesis to library

2) **After graduation ceremony**

- Contact your graduate school

Please process my thesis fast!

- ▶ It will be processed in the order
(Please consider the schedule of thesis submit)
- ▶ It will take 1-2 days to verification
- ▶ Submission after 5 p.m. on Friday will be processed After next Monday Morning

When will my thesis public?

- ▶ It will be opened to public first on Online of RISS website end of February
- ▶ Thesis will be opened to public at Ajou University Central Library in between April and middle of May

I might not be able to submit my thesis before deadline

- ▶ Please contact your graduate school office
- ▶ Must be submitted before graduation
 - Your thesis will be legally deposited to National Assembly Library, National Library of Korea in February

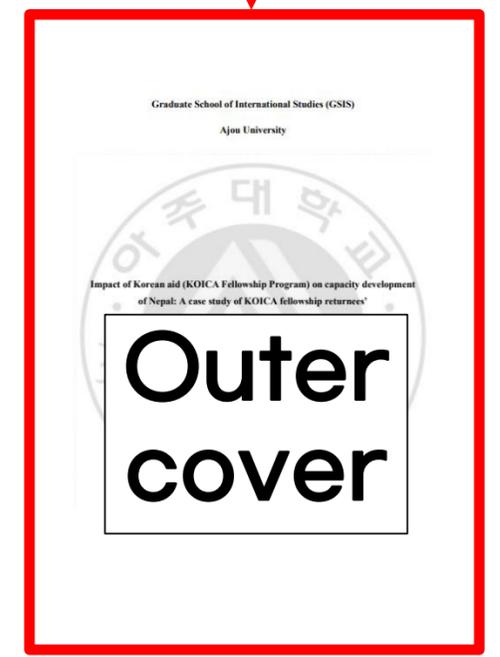
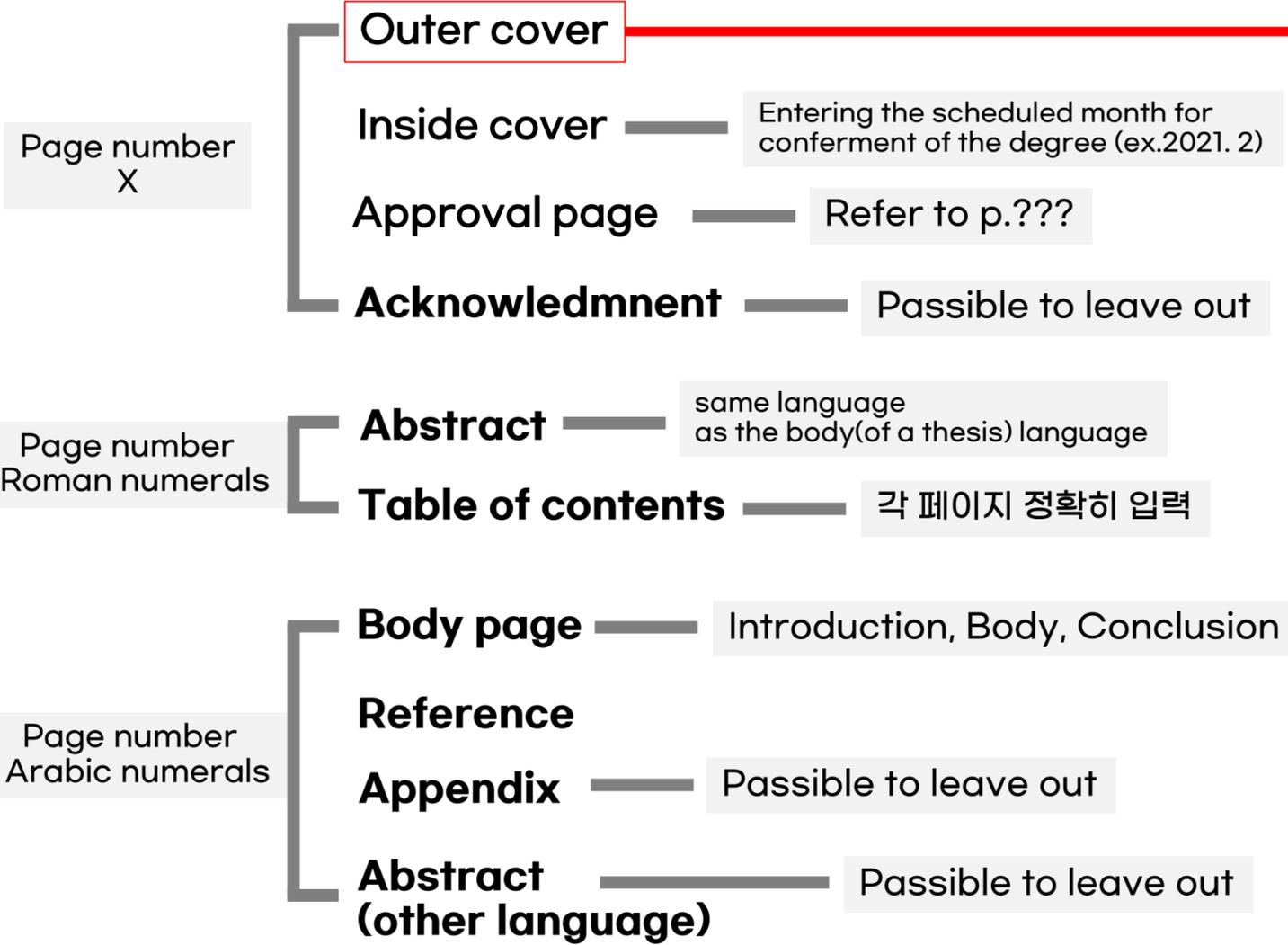
What should be included in Approval Page?

- ▶ **Submit on dCollection**
 - : professor name
(Dose not matter to have a signature or stamp, color, black& white)
- ▶ **Make hard copy**
 - professor name
 - professor signature or stamp
(Dose not matter to original, copy, color, black& white)

The order of thesis

Example : Impact of Korean aid (KOICA Fellowship Program) on capacity development of Nepal (Search on the Central Library)

※ Watermarks are automatically generated ※



The outer cover is not hardcover, No Book spine, No Border

Mistake when submitting thesis file to the dCollection

- 1) You entered the wrong metadata
 - wrong affiliation, name, abstract etc.
- 2) Thesis file error
 - Wrong order, page numbering
 - It has blank page
 - It shows two page in one screen
 - Something wrong with Figures/Tables/Image in thesis
- 3) Table of contents(bookmark) error
 - Wrong page number
 - Include dotted lines
 - Indistinct section
- 4) Misunderstand the copyright
 - The reason for the restriction is insufficient
 - Set a period of more than three years

Mistake when onsite submitting

- 1) dCollection unverified
 - Submit a hardbound copy before verification
 - This may be a waste of your time and money.
- 2) Required documents are omitted
 - Less than 3 hardbound copies, Other thesis are mixed
- 3) Thesis file and hardbound copy different
 - The thesis file verified in dCollection and the hardbound copy must be identical
 - Must be bound as a thesis file validated by dCollection
- 4) If you leave immediately after submitting your thesis
 - It will take some time to check your thesis. So you have to wait.
 - We want you to visit with about half an hour's time (another way, submit by proxy)

※ It will takes thirty minute minimum ※



Central Library website log in, Access dCollection through a link on a website



Submit your thesis file to dCollection



Bound copy after verification



Submit a hardbound copy to the Central Library



Your thesis open to public on online of RISS website after graduation ceremony



Thank You!



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