

# THESIS SUBMISSION GUIDELINE

1. For those who graduate in August 2019

2. Application Form: Attached

3. Application Period

**Apr 22 (Mon) – May 02 (Thu), 2019 16:30**

\* Completed Students and Completed Research Students MUST submit the following documents by **Apr 29** and pay an extra tuition on *the 1<sup>st</sup> or 2<sup>nd</sup> of May*.

\*Submit the following documents to **GSIS Office (#223 Int'l Studies Hall)**

*(Please submit all the documents within the designated period, otherwise it will NOT be accepted.)*

## 1) Application for thesis submission

\* Attached file #1-1(MA) or 1-2 (PhD), refer to a sample #1-3(MA) or 1-3(PhD)

- Recommendation of Thesis Evaluation Committee Members must be written by the Thesis Advisor
- Thesis Evaluation Report: Fill out personal information and thesis title
- Detailed Thesis Assessment: Fill out date and name
- Thesis Evaluation Committee member (2 copies)

: Fill out *the name of committee members, personal information and the Thesis title*

## 2) Thesis for the evaluation (draft version) (Total MA: 3 copies / PhD: 5 copies)

- Submit a copy of your thesis to your Thesis Advisor in person.
- 2 copies for MA students and 4 copies for PhD students should be submitted to GSIS Office.

\* **Submission Date Extension Confirmation Document:** For those who cannot submit the draft by 2<sup>nd</sup> of May, they must fill out the attachment with you and your advisor's signature (The last page of the attached file #1) and submit it to GSIS Office with other documents.

→ Students who submit the "**Submission Date Extension Confirmation Document**" should submit DRAFT THESIS to your advisor and committee members IN PERSON within the date when you discuss with the advisor.

## 3) Evaluation Fee Receipt: Bank Transfer Only

Hana Bank: 391-910005-58304

Account Owner: GSIS, Korea University

\* *Make sure to write your student number when transferring application fee!*

Master's Degree	For students who are currently in regular enrollment: <b>100,000 Won</b>
	For completed students: <b>140,000 Won</b>
Doctoral Degree	For students who are currently in regular enrollment: <b>400,000 Won</b>
	For completed students: <b>450,000 Won</b>

#### 4) Original Transcript (Only 1<sup>st</sup> ~ 3<sup>rd</sup> semester)

\* Applicants who have completed all coursework DO NOT NEED to submit the transcript.

#### 5) Application for Extension of Thesis Submission: For whom meet those conditions below.

For those who exceed 6 years or more (MA), and 10 years or more (PhD) counting from the day the admission, you must get a signature from your Thesis Advisor and submit it to GSIS Office.

#### 4. Thesis Presentation for the Final Defense: May 31 (Fri)

\* All applicants should have a presentation for your final defense in front of the Thesis Committee. If not, you will be automatically disqualified for the thesis evaluation.

- Presentation schedule will be posted on GSIS website later.

#### 5. Submission of Thesis Evaluation Report: Jun 14 (Fri)

\* After the thesis evaluation, your Thesis Advisor (NOT Students) completes the report and submits it to GSIS Office.

#### 6. Submission of the Completed Thesis

\* Subject to Change depending on the Library's schedule.

\* Please refer to the notice on the Library for more information.

##### 1) [Library Website] Upload the Thesis file: **June 24 (Mon) 9:00 – July 5 (Fri) 16:30, 2019**

\* <http://library.korea.ac.kr> > 이용자서비스 > "학위논문제출" 'Upload the Thesis file'

##### 2) Submit the Completed Thesis to the Library: **July 4 (Thu) 9:00 – July 5 (Fri) 16:30, 2019**

###### ① Submit Hard-bound thesis with signs of Thesis Advisor & Committees

\* Master's Degree: 5 copies (Hard-bound thesis with signs of Thesis Advisor & Committees)

\* Doctor's Degree: 5 copies (Hard-bound thesis with signs of Thesis Advisor & Committees)

###### ② (License Agreement) It will be issued at the library after uploading Thesis file

###### ③ (Library Certificate) It will be issued at the library after uploading Thesis file

\* The Library staff will check the certificate and hand it over to you

##### 3) Submit the Completed Thesis to GSIS Office: **July 4 (Thu) 9:00 – July 5 (Fri) 16:30, 2019**

###### ① Original Completed Thesis (Must be signed by Thesis Advisor & Committees)

###### ② Final Thesis Submission Form and Gown Rental (Master Only) (Attached file #2)

\* Doctoral graduates have to order a graduation gown in person

###### ③ Professional Field after Master's Degree Completion (Attached file #3)

###### ④ Library Certificate

7. Please note that you will be automatically disqualified if you fail to submit the Original Completed Thesis to the Library and GSIS Office by **July 5 (Fri), 2019.**