

**<Notices on Examination of Degree Dissertations>**

\* Application: Step 1~4

\* Defense: Step 5

\* After Defense: Step 6~8

Step	Detailed categories	Master's Thesis	Doctoral Dissertation	Notes (For Both Master's and Doctoral Students)
1. Eligibility	Eligibilities	<ul style="list-style-type: none"> <li>* Must meet all of the following requirements:                             <ol style="list-style-type: none"> <li>1. Have passed or been exempted from the required qualification examinations (all of the following):                                     <ul style="list-style-type: none"> <li>- General Examination</li> <li>- Korean Language Test (for students in the Korean Studies major only)</li> </ul> </li> <li>2. Have an approved research proposal</li> <li>3. Have completed the Human Rights and Gender Equality Education and the Research Ethics course (*May be substituted by 'INTRODUCTION TO GRADUATE STUDIES'(GRA511))</li> <li>4. Expected to graduate in August 2026</li> <li>5. Must not have exceeded the maximum period of study. (Within 6 years from admission)</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>* Must meet all of the following requirements:                             <ol style="list-style-type: none"> <li>1. Have passed or been exempted from the required qualification examinations (all of the following):                                     <ul style="list-style-type: none"> <li>- General Examination</li> <li>- English Exam and Second Language Exam</li> </ul> </li> <li>2. The research proposal is eligible to submit</li> <li>3. Have completed the Human Rights and Gender Equality Education and the Research Ethics course (*May be substituted by 'INTRODUCTION TO GRADUATE STUDIES'(GRA511))</li> <li>4. Expected graduates in August 2026</li> <li>5. Must not have exceeded the maximum period of study. (Within 10 years from admission)</li> </ol> </li> </ul>	
	How to Verify Eligibility	<ul style="list-style-type: none"> <li>* Qualification Exam: KUPID → [Registration/Graduation] → [Application/Verification for exams] · Current status of exam</li> <li>* Research Ethics: Refer to 7. Research Ethics Online Course Manual</li> </ul>	<ul style="list-style-type: none"> <li>* Qualification Exam: KUPID → [Registration/Graduation] → [Application/Verification for exams] · Current status of exam</li> <li>* Research Ethics: Refer to 7. Research Ethics Online Course Manual</li> </ul>	
2. Online Application	Period	* Monday, April 20th, 2026 ~ 17:00 Thursday, April 23th, 2026	* Monday, April 20th, 2026 ~ 17:00 Thursday, April 23th, 2026	* Refer to #6. Online Application on KUPID Manual * The Online Application cannot be accepted after the Online Application Period. please meet the deadline.
	Application Process	* KUPID → [Registration/Graduation] → [Evaluation for Thesis] · Evaluation of Thesis (Masters and Doctoral)	* KUPID → [Registration/Graduation] → [Evaluation for Thesis] · Evaluation of Thesis (Masters and Doctoral)	
3. Offline Application	Submission Period	* Monday, April 20th, 2026 ~ 17:00 Thursday, April 23th, 2026 * Within the above period, all of the following must be completed: submission of required documents, payment of the evaluation fee, and submission of the draft.	* Monday, April 20th, 2026 ~ 17:00 Thursday, April 23th, 2026 * Within the above period, all of the following must be completed: submission of required documents, payment of the evaluation fee, and submission of the draft.	
	Place of submission	* The GSIS Administration Office (Required documents, Must be submitted in person)	* The GSIS Administration Office (Required documents, Must be submitted in person)	
	Required Documents	<ol style="list-style-type: none"> <li>1. Application (request) for Master's Thesis Evaluation (Attachment #1)</li> <li>2. Research Ethics Compliance Declaration for Graduate Dissertation &amp; Thesis (Attachment #5)</li> <li>3. Wire Transfer Payment Receipt of Evaluation fee</li> </ol>	<ol style="list-style-type: none"> <li>1. Application (Request) for Doctoral Dissertation Evaluation (Attachment #3)</li> <li>2. Research Ethics Compliance Declaration for Graduate Dissertation &amp; Thesis (Attachment #5)</li> <li>3. Wire Transfer Payment Receipt of Evaluation Fee</li> </ol>	<ul style="list-style-type: none"> <li>* Please refer to 'SAMPLE' when you write your application form</li> <li>* Once the required documents are submitted, they cannot be returned.</li> <li>* In case you are not able to get the handwritten signature from the professor, you must prove the acceptance with the email sent from the professor.</li> <li>* Leave the following entries in application form blank                             <ul style="list-style-type: none"> <li>- "Date of (Expected) Course Completion"</li> <li>- "Undergraduate Diploma / Master's Degree Diploma"</li> </ul> </li> </ul>
	Evaluation fee Payment	<ul style="list-style-type: none"> <li>* Designated Bank Account: KEB HANA BANK 391-904468-08737 KOREA UNIVERSITY</li> <li>* Master's Degree, Current Student: 100,000 KRW</li> <li>* Master's Degree, Completed (Research) Student: 140,000 KRW</li> </ul>	<ul style="list-style-type: none"> <li>* Designated Bank Account: KEB HANA BANK 391-904468-08737 KOREA UNIVERSITY</li> <li>* Doctoral Degree, Current Student: 400,000 KRW</li> <li>* Doctoral Degree, Completed (Research) Student: 450,000 KRW</li> </ul>	* KOICA students do not need to pay the evaluation fee.
Thesis Draft Submission	* Please submit three copies of your thesis draft in person to the Evaluation Committee within the application period. For further details regarding the submission, kindly consult your supervisor.	* Please submit five copies of your dissertation draft in person to the Evaluation Committee within the application period. For further details regarding the submission, kindly consult your supervisor.	<ul style="list-style-type: none"> <li>* You DO NOT need to submit your drafts to the GSIS office.</li> <li>* THESIS/DISSERTATION PLAGIARISM CHECK Turnitin MANUAL &amp; FAQ <a href="https://library.korea.ac.kr/research/turnitin/guide">https://library.korea.ac.kr/research/turnitin/guide</a></li> <li>* Each thesis advisor may have their own specific requirements and deadlines for the submission of the final thesis version for defense. Students are therefore strongly advised to consult directly with their thesis advisor (rather than contacting the GSIS office) to confirm the exact submission timeline for the final version of their thesis (to both the advisor and the committee members).</li> </ul>	
4. Degree Dissertation Tuition Payment	Bill Printing and Payment Period	* Wednesday, May 6th, 2026 ~ 16:00 Friday, May 8th, 2026	* Wednesday, May 6th, 2026 ~ 16:00 Friday, May 8th, 2026	* The bill can be accessed only after completing the online application for the thesis/dissertation evaluation. * Currently enrolled students (non-completers) are not required to make the payment.* No excuse is accepted, please meet the deadline.
	Amount of Tuition	<ul style="list-style-type: none"> <li>* Completed Students: 12% of GSIS Tuition</li> <li>* Completed Research Students: 5% of GSIS Tuition</li> </ul>	<ul style="list-style-type: none"> <li>* Completed Students: 12% of GSIS Tuition</li> <li>* Completed Research Students: 5% of GSIS Tuition</li> </ul>	* Thesis defense will not be succeeded without the tuition payment. * The tuition is non-refundable for any reason.
	Tuition Bill Printing Link	TBA	TBA	
5. Defense	Period	* Thursday, May 28th, 2026 ~ Friday, May 29th, 2026	* Thursday, May 28th, 2026 ~ Friday, May 29th, 2026	* The detailed defense schedule will be posted on the GSIS website on Monday, May 18, 2026.
	Defense Methods	* Either online or offline	* Either online or offline	
	Details	* Consult with your thesis advisor in advance regarding the schedule and the online/offline format.	* Consult with your thesis advisor in advance regarding the schedule and the online/offline format. * Doctoral Dissertation Defense should be conducted 2 times (online or offline) by your supervisor. For offline defense, you should reserve a classroom of International Studies Hall according to the defense schedule.	* All candidates must do the dissertation defense. If not, you will be automatically failed. * After the defense, revise the draft according to the comments you received or consult with your supervisor if you need an extra semester to complete it.
6. View Thesis/Dissertation Evaluation Results	Period	* Thesis Evaluation Committee - Evaluation Report on KUPID: until Friday, June 12th, 2026 * Student - View the Evaluation Report on KUPID: Tuesday, June 16th, 2026	* Thesis Evaluation Committee - Evaluation Report on KUPID: until Friday, June 12th, 2026 * Student - View the Evaluation Report on KUPID: Tuesday, June 16th, 2026	* Printed copies (final bound copies) are not required to be submitted to the library; only the original file should be uploaded. * It is not possible to revise the full text of the thesis after the upload period for the dissertation has ended
	How to Check Results	* KUPID → [Registration/Graduation] → [Evaluation for Thesis] · Evaluation of Thesis (Masters and Doctoral)	* KUPID → [Registration/Graduation] → [Evaluation for Thesis] · Evaluation of Thesis (Masters and Doctoral)	
7. Thesis/Dissertation online upload	Period	* Monday, July 6th, 2026 ~ Wednesday, July 15th, 2026	* Monday, July 6th, 2026 ~ Wednesday, July 15th, 2026	
	Required Documents to Upload	<ul style="list-style-type: none"> <li>* An electronic file the Dissertation/Thesis</li> <li>* Copyright Agreement</li> <li>* Sinature page</li> </ul>	<ul style="list-style-type: none"> <li>* An electronic file the Dissertation/Thesis</li> <li>* Copyright Agreement</li> <li>* Sinature page</li> </ul>	
	How to upload	* Access to the KU Library website( <a href="http://library.korea.ac.kr">http://library.korea.ac.kr</a> )Research -> Research Tools -> Dissertation Writing Guide/Submission (Please refer to the 'Online submission Manual.')	* Access to the KU Library website( <a href="http://library.korea.ac.kr">http://library.korea.ac.kr</a> )Research -> Research Tools -> Dissertation Writing Guide/Submission (Please refer to the 'Online submission Manual.')	
8. Submission of Evaluation Result Documents	Period	* Monday, July 6th, 2026 ~Friday, July 17th, 2026	* Monday, July 6th, 2026 ~Friday, July 17th, 2026	
	Place of submission	* KU GSIS Administration Office (Room 223, International Studies Hall)	* KU GSIS Administration Office (Room 223, International Studies Hall)	* in-person submission only
	Required documents to submit	<ul style="list-style-type: none"> <li>* Confirmation of the submission of a Dissertation/Thesis</li> <li>* Confirmation of Thesis Plagiarism Check(논문표절예방 프로그램 검사확인서)</li> <li>* Title page(논문 속표지)</li> <li>* Copy of signature page(인준지 사본)</li> </ul>	<ul style="list-style-type: none"> <li>* Confirmation of the submission of a Dissertation/Thesis</li> <li>* Confirmation of Thesis Plagiarism Check(논문표절예방 프로그램 검사확인서)</li> <li>* Title page(논문 속표지)</li> <li>* Copy of signature page(인준지 사본)</li> </ul>	* You may submit the copy of signature page after checking it with original one, Students keep the original copy of signature page

<b>Additional Information</b>	<b>Revision of Thesis Title</b>	<ul style="list-style-type: none"> <li>* The title of finalized dissertations must be identical to the dissertation title listed on the dissertation examination application form</li> <li>* Title change is not possible after the final screening</li> </ul>
	<b>Title revision process</b>	Portal(KUPID) → School Register/Graduation → Dissertation Examination → Apply for the Dissertation Examination → Dissertation Title Change
	<b>Evaluation Fee and Tuition Refund</b>	* Application for Examination of Degree Dissertations and Degree Dissertation Tuition fee cannot be cancelled or refunded
	<b>Change of Name in KUPID</b>	<ul style="list-style-type: none"> <li>* The name to be printed on the diploma will follow the name registered in KUPID (Korean diploma: the name entered in the Korean name field in KUPID; English diploma: the name entered in the English name field in KUPID).</li> <li>* Those who need to revise their Korean/English name in KUPID to ensure consistency between the thesis and the diploma are required to complete the attached Form #15 and submit it in person to the KU GSIS Administration Office prior to the submission of the thesis evaluation results.</li> </ul>
	<b>Information on the Application Process for Embargo of Thesis</b>	<ul style="list-style-type: none"> <li>* The conditions for approval by the relevant graduate school academic committee) <ul style="list-style-type: none"> <li>- patent application, military security, and other unavoidable reasons)</li> </ul> </li> <li>* Applicants should fill out the attached form and submit it to the administrative office of his/her department after obtaining the signature of their advisors <ul style="list-style-type: none"> <li>- Bibliographic details (including abstract and table of contents) of the submitted dissertation will still be available for search even if the embargo is chosen.</li> <li>- Embargo period which can be requested for is within three years, and additional two years of extension when it expires.</li> <li>- Please note that the submission schedule for the Embargo Request Form may vary by department. For further details, please contact the administrative office of your college.</li> </ul> </li> <li>* If you wish to apply for non-disclosure of your thesis/dissertation, Please submit the original copy of Thesis embargo application form )Attachment #16) to the KU GSIS Administration Office by Thursday, July 9, 2026, 14:00 (KST).</li> </ul>