

# Submission of Thesis for Master's degree for Spring semester 2024

## (2024 Aug Graduation)

Those who are scheduled to graduate in Aug 2024 have to submit the thesis for degree within the designated period as below. We notify you of information about thesis for Master's degree for Spring semester, 2024.

1. Period of submitting the thesis and paying thesis review fee: Apr 26<sup>th</sup>(Fri) ~ May 2<sup>nd</sup>(Thu), 2024
2. Payment of Thesis review fees
  - 1) Thesis review fee : 100,000 KRW
  - 2) Account of payment for thesis review : Virtual Payment Account of each Department (Contact to Department Office)
  - 3) Please pay the fees with your name (Applicant's name)
3. Submission of thesis for degree: 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] menu on the top
    - ▶ Click [Grade/Graduation(성적/졸업)] Menu
    - 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 Master's degree
    - Petition for thesis substitution for Master's degree (only for students who want to apply for Thesis Substitution)
    - List of Review members for thesis for Master's degree
    - Recommendation letter of External review member (only for relevant students)
    - Research Ethics Compliance Statement

- Certificate of participation for thesis review members staying abroad (only for relevant students)
- Confirmation Letter of Dissertation Publication: Attach the cover page of reprint (printed copy) from Dissertation [Only for students who affiliated in Department that clarify the requirements for students to submit the Confirmation Letter of Dissertation publication as a required documents for Dissertation examination]
- (When scheduled to publication) Certificate of Expectant publication on academic article : Attach the cover page of the thesis for degree

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

3) Required documents to submit to thesis review members

- Thesis for review for each review members

4. Thesis substitution

**(\*\*Applicable from students who had spring semester of 2023 admission year.)**

- Instead of submitting a thesis, the thesis can be replaced with a previous research work **if it meets the requirements.**
- The requirements of substitution for Master's thesis vary by department, so please check the requirements for each department.
- Application Fee: 100,000 KRW (same as Thesis Review)

5. Qualification and Required documents for submission of thesis

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

- A student who completed Master's course or scheduled to complete the Master's course : A student who acquired 24 credits in Major and 6 credits in Research and got a GPA 3.0 or better

*☞ In case of students in Dept. of Dependable software, Financial Engineering and Advanced practice in nursing, they need to check the credits needed for completion. Because the required credits in these departments are different from the regular credits that required for completion in other departments.*

- A student who completed registration for 4 or more semesters
- A student who received the guide(advisement) on thesis for 2 semesters or more
- A student who passed the qualifying examination (Foreign language test and comprehensive examination)

- A student who has yet to have 6 years for Master's program after admission (excluding the period of leave of absence from school)
- A student who completed all courses (took all required credits for graduation) and registered research registration
- 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 in and after 2014)
  - ✓ Research Ethics : at least once or more
  - ✓ Research Note writing : at least once or more
  - ✓ Thesis writing : at least once or more

2) Required documents for submission of thesis

- Petition for review of thesis for Master's degree
  - ☞ Submit the Petition form after uploading on the portal website
- List of thesis review members
- Recommendation letter of external review member (only for relevant students)
- 3 copies of Thesis for review (Submit the 3 copies of thesis for review to review members directly)
- Research Ethics Compliance Statement
- Certificate of participation for thesis review members staying abroad (only for relevant students)
- Confirmation letter of Dissertation publication (Only for students who affiliated in Department that clarify the requirements for students to submit the Confirmation letter of dissertation publication)
- Cover page of reprint(printed copy) from dissertation
  - ☞ In case that thesis will be expected to publish, applicants have to submit the Certificate of Expectant publication on academic article and Cover page of the thesis for degree.

6. Qualification and Organization of thesis review members

1) Qualification of judges for thesis review

- In case that the applicant is a lecturer in the said university, Full-time professor or associate professor with doctorate degree who studied in same major field and same position with applicants in the said university can be a paper screening judge.
- Relatives of the applicant will not become thesis review members.

2) Organization of thesis review members

- Thesis review members for Master's degree must be composed at least 3 people including 2 full-time professors of the said university and can be composed of 1 external review member (available experts or external professor) or honorary professor as one of them.

- Majority of thesis members have to be composed with those who majored in the same field of study related to thesis contents.
- Academic advisor of applicant can be automatically a thesis review member as long as there are no special reasons.
- Chairman of thesis review committee will be selected in thesis review members including academic advisor and 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.
  - ☞ The professor in research year can be composed as a person who participates in all process of paper screening.

**7. Detailed Schedule for submission of thesis for degree**

Classification	Period	Remarks
Submission of thesis for degree	2024.4.26.(Fri) ~ 5.2.(Thu)	<ul style="list-style-type: none"> <li>➤ Pay thesis review fees (100,000 KRW) to Virtual Account of Department (Contact Department office)</li> <li>➤ All documents to submit need to have signature of Academic Advisor and confirmation from Head of Department</li> </ul>
Payment of thesis review fees Recommendation of thesis review members		
Paper screening	2024.5.16.(Thu) ~ 6.14.(Fri)	<ul style="list-style-type: none"> <li>➤ Paper screening once or more</li> <li>➤ Final Screening should be public.</li> </ul>
Submission period of final review results	~ 2024.6.20.(Thu)	<ul style="list-style-type: none"> <li>➤ Final result report of Thesis Screening</li> <li>➤ Certificate of checking plagiarism of dissertation and related materials</li> </ul>
Submission of final printed copy	2024.6.28.(Fri) ~ 7.19.(Fri)	<ul style="list-style-type: none"> <li>➤ Submit the final printed copy of thesis within designated period to the library</li> <li>➤ If not, he or she could be excluded from the list of graduation.</li> </ul>

- 8. Notices and Forms for submission of thesis for Master's degree : Please refer to the attachments.**  
(All forms for submission)

- Office of Graduate school -

<Application form for thesis review>

: Print out this form after completing registration of title of thesis on the portal.

## Petition for review of thesis for Master's degree

▶ Department :

▶ Major :

▶ Student ID :

▶ Name in Full :

▶ Contact No. :

▶ Address :

Title of thesis

▶Korean

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▶English:

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I hereby submit the thesis for Master's 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 Master's degree for the student stated above.

\_\_\_\_\_ (year)

(month)

(day)

Academic Advisor :

(Signature)

<Application form for thesis review (if applicable)>

## Petition for thesis substitution for Master's degree

▶ Department :

▶ Major :

▶ Student ID :

▶ Name in Full :

▶ Contact No. :

▶ Address :

▶ Research Work (choose one below)

Publication of an academic paper (as First or Corresponding author)

▶ Paper Title: \_\_\_\_\_

Name of Academic Journal	Domestic / Overseas	Date of Publication	issue	Academic journal registered	
				SCI(E) /SSCI	National Research Foundation of Korea

Report of Industry-academic cooperation Project

▶ Title: \_\_\_\_\_

Completion of additional units (9credits)

I hereby submit the thesis for Master's 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 Master's degree for the student stated above.

\_\_\_\_\_ (year) (month) (day)

Academic Advisor :

(Signature)

<Application form for thesis review>

## List of Thesis review members for Master's degree

■ Applicant for Master's thesis review

- Department :
- Student ID :
- Name :

The screening committee					Bank Account No.	Stay abroad or not	Remarks
Classification	Department	Major	Position	Name			
Chairman							
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 Master's degree must be composed at least 3 people including 2 Full-time professors of Ajou University and can be composed of 1 external review member(available experts or external professor) or emeritus professor as one of them.
2. Majority of thesis members have to composed with those who majored in the same field of study related to thesis contents.
3. Academic Advisor of applicant can be automatically a thesis review member as long as there are no special reasons.
4. The chairman of the screening committee will be selected in thesis review members including academic advisor. (The external thesis review member can be a chief of thesis screening committee in case that they have enough professionalism on the subject of the thesis.)
5. Relatives of the applicant will not become thesis review members.
6. In case of external thesis review member, write "External" down in the Remarks space and attach the "Letter of recommendation for external review members".
7. 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
8. Please write down the bank account number opened with your name.

\_\_\_\_\_ (year) \_\_\_\_\_ (month) \_\_\_\_\_ (day)

Academic Advisor :

(Signature)

<Application form for thesis review>

## Letter of Recommendation for External review members for Master's degree

1. Applicant for Master's thesis review

- Department :

- Student ID :

- Name :

2. External review member

- Name :

- Resident registration No. :

- Phone :

- Address :

- Final University graduated :

- Name of degree : Ph.D in \_\_\_\_\_

- 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)

<Application form for thesis review>

## Certificate of participation for thesis review members staying abroad

■ Applicant for Master's 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





# Research Ethics Compliance Statement

## ■ Applicant for Master's thesis review

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

## ■ 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

<Result Report of thesis review>

## Final Result Report of Thesis Review/Substitution for Master's Degree

1. Applicant for Master's thesis review

Department:

Student ID:

Name :

2. Title of Thesis : Modified or Unmodified ( )

Korean :

English :

※ Please mark "Modified" in the blank only in case of changing the title of thesis. (Title of thesis stated above will be finally settled). If students did not submit the thesis in the designated period for submitting thesis for degree, they will be expelled from the list of graduation.

3. Date of thesis review : \_\_\_\_\_ (year) \_\_\_\_\_ (month) \_\_\_\_\_ (day)

4. Date of Public Announcement : \_\_\_\_\_ (year) \_\_\_\_\_ (month) \_\_\_\_\_ (day)

- Place of announcement :

- Attendance : \_\_\_\_\_ Professors, \_\_\_\_\_ Graduate students, Others \_\_\_\_\_

5. The result of thesis review : Please fill the blank with Pass or Fail and sign below.

( )

Examiner (Signature)

( )

Examiner (Signature)

( )

Examiner (Signature)

6. The Point and Commentary on thesis

\_\_\_\_\_ (year) \_\_\_\_\_ (month) \_\_\_\_\_ (day)

Chairman of the screening committee

(Signature)

To Dean of Graduate school

<Result Report of thesis review>

## Result Report of Public Announcement

1. Applicant for Master's thesis review

Department:

Student ID:

Name :

2. Title of Thesis :

3. Academic Advisor :

4. Date of Public Announcement : \_\_\_\_\_ (year) \_\_\_\_\_ (month) \_\_\_\_\_ (day)

5. Place of Announcement :

6. Attendance : \_\_\_\_\_ Professors, \_\_\_\_\_ Graduate students, \_\_\_\_\_ Others

7. The point of Announcement :

\_\_\_\_\_ (year) \_\_\_\_\_ (month) \_\_\_\_\_ (day)

Chairman of the screening committee

(Signature)

To Dean of Graduate School

