**Guideline for 2020-2 Thesis/Dissertation** [**Binding and**](http://icc.skku.ac.kr/ice/eng/noticeView?boardSeq=13&categorySeq=0&field=subject&keyword=submi&listPage=1&postSeq=21447) **Submission Process**

Students who are eligible to be conferred a graduate degree in February 2021 should submit your thesis/dissertation to the University as follows:

**1. Please Write in accordance with the attached form.**

**\* Note**

① Please enter the submission sheet date for thesis as "October 2020" and

the approval sheet date of thesis as "December 2020".

 \* Do not change the date.

② Please enter the year on the side of the cover as “2021”

③ Please use HY신명조, 휴먼명조 fonts.

 If you use “Times New Roman” fonts, please increase the font size by 2P.

 **Good Cases Bad Cases**



④ Please observe the fonts size, page layout.

⑤ Do not include acknowledgment.

⑥ If you do not submit your Thesis/Dissertation by online/offline within the designated period, the graduation will be postponed to the next semester. Additionally, if you cannot submit your Thesis/Dissertation in the next semester, the result of your final defense is cancelled and you should apply the final defense again.

**2. ONLINE SUBMISSION**

A. Period: **December 3, 2020 ~ December 31, 2020, 17:00PM**

B. How to submit (Refer to the Attachment)

1) Please go to the relevant website of [http://dcollection.skku.edu](http://dcollection.skku.edu/)

2) Click the Submission of materials button on the blue box.

3) Login the site with ID and Password (Kingo Portal ID and Password)

4) Upload your PDF (or MS-Word) formatted thesis/dissertation.

※ Please include the Thesis/Dissertation Approval sheet without any names and signatures of Advisory Committee members.

5) Please finish up this online submission a day before the offline-submission due to the longer load-time for approval.

|  |
| --- |
| Online Thesis/Dissertation Approval sheet(without any names and signatures) |
|  |

**3. OFFLINE SUBMISSION**

A. Period: **~ January 8, 2021, 17:00PM**

B. To where: (※ Please be sure to wear a mask when visiting the office)

1) General Graduate School : **Office of Academic Services (HSSC(Seoul): 600th Anniversary Building 1st Floor, NSC(Suwon): #26111)**

※ **Exception : Students of School of Medicine, Law School, Academy of East Asian Studies, SAINT, SAIHST should submit to the Administration Office.**

2) Special/Professional Graduate School : **Administration Office**

C. How to submit

1) Prepare 3 copies of Soft/Hard Cover thesis/dissertation for the offline submission.

**- 1 copy** : with the **original** Thesis/Dissertation Approval sheet **signed by all members of the Advisory Committee(containing both of names & signatures).**

**- 2 copies** : with the **blanked Thesis/Dissertation Approval sheet without name/signatures.**

※ Hardcover is available only with Navy (짙은 네이비 포크로스) cover and letters in gold.(금박)

※ Softcover is available only with White(백색 모조지) cover and letters in black.

2) Please submit the thesis/dissertation with the following documents

① **(Required)** Confirmation of Thesis/Dissertation Contents Consistency(학위논문 내용 일치 확인서) ※ It is possible to use the attached form.

② **(Required)** Online submission certificate(학위논문 전자파일 제출 확인서)

 ※ It is possible to print out after approval from online submission site. ([dCollection](http://dcollection.skku.edu))

③ **(Only Ph.D)** (1) Complete the Questionnaire file and submit the Questionnaire document or (2) Visit the website (<http://www.narastat.kr/emdh>) & respond the Questionnaire, submit the “Questionnaire Completion form” (Refer the below detailed information)

④ (Only in the case If you need) Apply postponement of thesis/dissertation release

※ If you need postponement of thesis/dissertation release, please apply as follows:

Fill the form and obtain the signature of advisor and the Department Chair

▶ Apply through GLS System and upload the form

▶ Submit the original document with your thesis/dissertation to the Office of Academic Services

 ※ menu: GLS- 신청/자격관리>학위논문공개유예신청>학위논문비공개(공개유예)신청

|  |  |
| --- | --- |
| **OFFLINE 1 copy with name/signatures** | **OFFLINE 2 copies without name/signatures** |
|  |  |

**4. Questionnaire for 2021 Ph.D. Graduates (Ph.D. Only)**

Students who are eligible to be conferred a graduate degree in February 2021 should submit questionnaire as follows (The questionnaire is organized by the Ministry of Education.)

1. Subject : Ph.D. Graduates(Including CMP) in February of 2021

2. Period : ~ January 8, 2020, 17:00PM

3. How to Submit : Choose one of the following ways and submit with your printed Thesis/Dissertation copies

1) Submit a completed the Questionnaire file (attached) (with Thesis/Dissertation) to the Office

2) Respond the survey of the following website (<http://www.narastat.kr/emdh>) and Submit the “Questionnaire Completion form” (with Thesis/Dissertation) to the Office of Academic.

\* For more information on thesis/dissertation submission, please feel free to contact us as below.

- Online Submission: Samsung Library Office 031-299-4034, 4025

- Offline Submission: Office of Academic Services 1811-8585