

# How to apply for the final thesis examination via GLS

[Menu] GLS – 신청/자격관리 – 학위논문심사신청 – 논문본심신청/신청결과조회

※ If there is any chance that your department accepts the documental application only, please contact to the departmental office first.

5    7

심사신청		영수신청	취소
①	논문제목1라인		
	논문제목2라인		
	논문제목3라인		
	논문부제목1라인		
	논문부제목2라인		
	학위논문심사원		파일찾기 삭제
	논문작성계획서		파일찾기 삭제
	연구윤리준수 서약서		파일찾기 삭제
	안전교육이수확인서		파일찾기 삭제
	학술지논문실적		파일찾기 삭제
<p style="font-size: small; margin: 0;">① 안전교육이수확인서는 이수 의무가 부과된 단과대학만 제출하면 됩니다.                  ② 학술지논문실적은 박사학위 논문을 작성하는 학생에게만 해당됩니다.</p>			
	지도교수1		지도교수2

- ① To insert the title of the thesis
- You may type in 70byte (한글 35자) maximum per line.
  - Go to the second line if your title is not finished in the first line.
  - If you have sub-title for the thesis, you can type in the text just like the way you did for the main title.

# How to apply for the final thesis examination via GLS

[Menu] GLS – 신청/자격관리 – 학위논문심사신청 – 논문본심신청/신청결과조회

The screenshot shows a web form for '심사신청' (Application for Thesis Examination). At the top right, there are buttons for '입수신청' (Apply for Admission) and '취소' (Cancel). The form contains several input fields for document uploads, each with a '파일찾기' (Find File) and '삭제' (Delete) button. A red box labeled '②-1' highlights the '학위논문심사원' (Thesis Examination Application) field. Below this, there are fields for '지도교수1' (Advisor 1) and '지도교수2' (Advisor 2). Another red box labeled '②-2' highlights the '제출양식 다운로드' (Download Application Form) section, which includes buttons for '제출양식다운로드', '학위논문심사원', '연구윤리준수서약서', '안전교육이수확인서', and '외부심사위원인적사항기재표'. Below the download section, there is a warning icon and a list of instructions: 1) Upload documents after payment confirmation, 2) Cancel application after payment, 3) Cancellation is possible before payment.

② To upload essential documents

-> Download 1) Application for the final thesis examination(학위논문심사원), 2) a pledge of research ethics compliance(연구윤리준수서약서), and 3) a certificate of safety education completion(안전교육이수확인서) at ②-2.

-> Sign your own autograph and get advisor's signature. Then, upload the scanned file to ②-1.

-> For the doctorate degree, students should additionally upload theses record from the academic journal which each department admits to.

# How to apply for the final thesis examination via GLS

[Menu] GLS – 신청/자격관리 – 학위논문심사신청 – 논문본심신청/신청결과조회

③ 추가 삭제

<input type="checkbox"/>	번호	심사위원구분	교내외위원구분	성명	소속	직종
<input type="checkbox"/>	등록	지도교수1	교내	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	등록		교내	<input type="text"/>	<input type="text"/>	

외부심사위원1	성명   <input type="text" value="Test"/>	소속기관   <input type="text" value="Test"/>	전공분야   <input type="text" value="Test"/>
외부교원증빙자료 업로드	(붙임9) 외부 심사위원 인적사항 기재표(양식)_영문포함.hwp (13 KB)		
	<span style="background-color: #8ebf42; color: white; padding: 2px 5px;">파일찾기</span> <span style="background-color: #444; color: white; padding: 2px 5px;">삭제</span>		
외부심사위원2	성명   <input type="text"/>	소속기관   <input type="text"/>	전공분야   <input type="text"/>
외부교원증빙자료 업로드			
	<span style="background-color: #8ebf42; color: white; padding: 2px 5px;">파일찾기</span> <span style="background-color: #444; color: white; padding: 2px 5px;">삭제</span>		

### ③ To insert examiners

- Click the add("추가") button(③)-> Click the magnifying glass icon -> find the examiner
- Type in names of the chairperson, the examiner, and the advisor(the information should be the same as you wrote in "예비심사원", which is the preliminary examination application)
- Please be more conscious of classifying people with the same name. See closely his/her position and where they belong.

# How to apply for the final thesis examination via GLS

[Manu] GLS – 신청/자격관리 – 학위논문심사신청 – 논문본심신청/신청결과조회

심사위원 신청 Total 2 / 2 추가 삭제

<input type="checkbox"/>	번호	심사위원구분	교내외위원구분	성명	소속	직종
<input type="checkbox"/>	등록	지도교수1	교내	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/>	등록		교내	<input type="text"/>	<input type="text"/>	

  

④

외부심사위원1	성명   <input type="text" value="Test"/>	소속기관   <input type="text" value="Test"/>	전공분야   <input type="text" value="Test"/>
외부교원증빙자료 업로드	(붙임9) 외부 심사위원 인적사항 기재표(양식)_영문포함.hwp (13 KB)		
외부심사위원2	성명   <input type="text"/>	소속기관   <input type="text"/>	전공분야   <input type="text"/>
외부교원증빙자료 업로드	<input type="text"/>		

파일찾기 삭제

④ If you have external examiner, you should insert not only his/her name, but also where he/she belongs to and what his/her major field of study is.  
 -> Upload 1)External Examiner's Personal Information('외부심사위원인적사항기재표'(②-2)) and 2)his/her evidence materials.

- You may choose one of the evidence material among below documents.
    - 1) Capture file of the university(or company, institute etc.) homepage
    - 2) A list of research performance or CV
    - 3) An employment certificate
    - 4) Any other materials that may prove the advisor has qualification to supervise your thesis
- Compress all the documents into a folder and upload at all together.

# How to apply for the final thesis examination via GLS

신청결과

신청결과	신청	납부여부	아니오	삼사료	510000		
심사비납부기간	//	~	//	가상계좌번호		⑥ 접수증	특수문자
환불여부	아니오	환불은행		환불계좌		예금주	

※ 접수신청 후 가상계좌를 생성하시면 접수확인증을 발급할 수 있습니다.  
※ 납부기간 내 심사료를 납부하지 않으면 논문심사신청이 취소됩니다.

⑤ Click the apply('접수신청') button

⑥ Now, you may get the filing receipt. Click the filing receipt('접수증') button(⑥).

- You may see the examination fee paying account.
- Pay the examination fee.

⑦ To cancel the examination application

- Withdrawal of examination is available only before the examination date.
- If you need to withdraw the examination, advised to submit the withdrawal application form to your departmental office.