

Information on Thesis Submission for Master's and Doctorate Degree

(For February 2019 Graduates)

We are receiving Master's and Doctorate theses, so please submit yours as follows.

Classification	Original File	Hard Copy
When to submit	2018. 12. 24 (Mon) ~ 2019. 1. 6 (Fri)	According to the own schedule of each graduate school
How to submit	<ol style="list-style-type: none"> 1. Original file of the thesis should be submitted prior to the submission of the hard copy 2. Go to the library web-page > RESEARCH > Submitting thesis 	<ol style="list-style-type: none"> 1. After submitting the original file online and receiving approval, print one copy of 'Confirmation document for submission' and "Permission form for copyright use" out. 2. Numbers of submission copies needed. <ul style="list-style-type: none"> ▪ Master's : 4 copies (With hard cover, including one copy of the original approval letter) ▪ Doctorate : 4 copies (With hard cover, including one copy of the original approval letter)
Where to submit	Online Submission	Central Library Periodical Room (2F)
Required documents	<ol style="list-style-type: none"> 1. Submission Confirmation Form of Thesis Original File Submission Confirmation Form 2. Permission form for copyright use 3. Statement of reasons for disapproving the release of the thesis (if applicable) 4. Statement of reasons for late release of the thesis (if applicable) 	

■ Order of submitting thesis

1. Submit electronic file version of the thesis ([dCollection](#), available for 24 hours)

log in : log in after Login procedure of Submitter

"log In" icon click → "Login procedure of Submitter" icon click → Input Student ID, Name, email → Confirm → Check login authentication email → Click the authentication URL → Set the password → log-in

Submitting Steps

Choose Collection → Check, modify My Information → Fill out Metadata(thesis information, abstract and the table of content) → Select License Agreement(Copyright and CCL) → Upload file → Confirm submission → Finish submission → Staff's approval → Print approval document → Submit documents with printed theses

2. After getting approval of submission, print out following documents.

- Submission Confirmation Form of Thesis Original File Submission Confirmation Form (on the system)
- Permission form for copyright use (on the system)
- [Statement of reasons for disapproving the release of the thesis](#) (if applicable)
- [Statement of reasons for late release of the thesis](#) (if applicable)

3. Approval of the electronic version of the thesis happens during the regular working hours(09:00~17:00) and it takes about 1~2 days.

4. Submit the hard copy of the thesis with the documents to the Central library Periodical Room(2F)

- Master's 4 copies (With hard cover, including one copy of the original approval letter)
- Doctorate 4 copies (With hard cover, including one copy of the original approval letter)

For more information, please refer to library homepage > Research > Research Support > [Submit thesis](#)

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