

Guideline for Thesis Submission (Online PDF & Printed Binding Thesis)

Date	Submission Process	Notes
~ early July 2017	Write academic thesis referring to the guideline for thesis binding and printing method	Guide for font types, font sizes, margins is recommendations to reduce errors occurring while binding and making file conversions
Thesis Examination ~ July 24th 2017 (Mon.)	Preparation of PDF file – for online submission	<ul style="list-style-type: none"> ● Thesis Components (Mandatory): cover page, abstract, table of contents, body, reference, appendix, index, abstract in foreign language(s) other than English (if needed) ● Non – Thesis components (Optional): stamp page (optional), consent form for citation, letter of thanks
	Submission of PDF ver. of thesis	<ul style="list-style-type: none"> ● http://library.snu.ac.kr -> “Using the Libraries” -> “Thesis Submission”-> “학위논문 온라인제출 바로가기” ● Able to modify to “unauthorized” status after the submission of PDF ver. ● Unable to modify after submitting printed ver. and receiving confirmation slip for submission
July 25th 2017 (Tues.) ~ July 27th (Thur.)	[Submission of printed ver. of thesis]	
	① Confirmation for online submission	Confirmation of online submission via ‘academic thesis online submission’ webpage
	② Confirmation of late charge, any non-returned books from SNU Central Library	Payment for late charge should be made to central delivery room in SNU Central Library and completion of return commitment form
	③ Submission of 1 copy of academic thesis	<ul style="list-style-type: none"> ● Including stamp page, consent form for citation In case consent form is not included, please complete the consent form prepared on the submission desk (students may hand-write the form)
	④ Submission of 2 copies of academic thesis	<ul style="list-style-type: none"> ● Excluding the consent form for thesis citation In case binding has been made including the consent form, please detach the form before submitting the thesis copies ● May exclude letter of thanks (optional)
⑤ Submission of 1 copy of academic thesis & submission of confirmation form for online submission	Submit them to GSIS Administrations Office	
~July 28th (Fri.)	Application for deferral of public opening of academic thesis (optional): Phd.	Submit the form to GSIS Administrations Office (optional)