

# 2014 Fall Semester Thesis Defense for the Master's Thesis

## 1. Qualifications to Write Thesis (Thesis Examination)

- A) Applicants must have passed the Thesis Submission Qualification Examination and have met the foreign language requirements
- B) Applicants must have completed or expected to complete all required credits by the end of this semester (at least 45)
- C) Applicants must submit their thesis within four years (Master's program) of completing their coursework
  - \*Applicants who cannot meet this requirement due to military service, must hand in papers of proof of service
- D) Applicants who have been approved for the extension of the thesis submission deadline according to the clause 2 of Article 9 of SNU's Degree Conferral Regulations
- E) Applicants who may submit their thesis according to the clause 4 of Article 9 of SNU's Degree Conferral Regulations
- F) Applicants who have completed all coursework must be registered as research students
- G) Applicants must have presented and submitted their thesis proposals (Thesis proposal and thesis defense cannot be done in the same semester)

## 2. Procedure for Registration of Thesis Examination

- A) Registration
  - a) Period: **October 7, 2014 ~ October 14, 2014**
  - b) Place: GSIS Administration Office
  - c) Documents to Submit:
    - ① Application for Master's Thesis Examination
    - ② Application for Appointing Examination Committee
    - ③ Research Integrity Compliance Statement

## 3. Payment of Thesis Examination

- A) Payment
  - a) Period: **October 23, 2014 ~ October 30, 2014**
    - (\* Only those who registered can pay the thesis fee.)
  - b) Place: Any Nonghyup or Shinhan Bank
  - c) Fee: KRW 100,000 (Master's program)

- d) Procedure: ① Print out the payment bill from the website, <http://my.snu.ac.kr> (login and click on "학사행정" from the main menu → "졸업" → "논문심사료 납부 고지서" → "출력")
- ② Pay fee at bank (or Transfer to own virtual account by internet banking)

#### **4. Printing and Submitting Thesis**

**\* Those who fail to submit their thesis within the specified time frame will not be qualified to receive degree.**

Those who have passed the thesis examination must submit their thesis according to the specified time frame and the “Guidelines for Thesis Binding and Printing.”

\* Title of the thesis must be the same as the title of ‘Evaluation Master’s Thesis.’

A) Submission of Thesis (PDF File):

(a) Period: After Thesis Examination is completed ~ January 29, 2015

(b) Place: On-line (<http://lib.snu.ac.kr> → "학술연구지원" → "학위논문온라인제출")

B) Submission of Thesis (Fully Bounded Copies with Silver Letters for a Master’s Thesis):

(a) Period: February 2, 2015 ~ February 4, 2015

(b) Place: Central Library 4<sup>th</sup> Floor

(c) Number of Copies: Three (1 original, 2 copied)

\* When handing in your thesis to the Central Library, please keep the Thesis Submission Certificate to hand in to the GSIS Administration Office.

C) Others: 1 copy of thesis and Thesis Submission Certificate must be handed to the GSIS Administration Office

September 2014

**Dean of Graduate School of International Studies  
Seoul National University**

## Master's Thesis Examination of the Fall Semester of 2014

● **Students must meet the deadline.**

Period	Description of the Procedure	Details	Remarks
October 7, 2014 ~ October 14, 2014	Registration	2. Registration - Submission of Application Form: ① Application for Master's Thesis Examination ② Application for Appointing Examination Committee ③ Research Integrity Compliance Statement - Place: GSIS Administration Office	* Registration Period to be a Research Student : -October 2, 2014
October 23, 2014 ~ October 30, 2014	Payment	1. Payment - Thesis Examination Fee: 100,000 won - Place : Nonghyup or Shinhan bank - Procedure : Print out the payment bill from the website ( <a href="http://my.snu.ac.kr">http://my.snu.ac.kr</a> ) and pay the fee through the bank bank. (or Transfer to your virtual account by internet banking.)	
November 5, 2014 ~ November 6, 2014	Thesis Submission for Examination	1. Procedure: Submit three copies of the thesis (including abstracts) to the GSIS Administration Office. * Do not forget to include <b>keywords</b> of your thesis and your <b>student ID number</b> at the bottom of the abstract. * If one of the committee members is not within GSIS, it is the student's responsibility to give the member his or her thesis copy. 2. For detailed guidelines, please refer to the "Master's and Doctoral Program Guidelines for Thesis Binding and Printing"	
November 21, 2014 ~ November 28, 2014	(Final) Thesis Examination	1. Date and Location: Information will be announced on the NOTICE board of the GSIS website 2. Thesis Examination - The chairman of the examination committee will moderate the procedure. - Evaluation · A: All Examiners Agree · B: 2/3 of Examiners Agree	Students who would like to withdraw from the examination process must submit 'Withdrawal

		<ul style="list-style-type: none"> <li>- C: 1/3 of Examiners or below Agree</li> <li>- Passing Grade : Grade of "B" or above</li> </ul> <p>3. Oral Presentation of the Summary of Thesis</p> <ul style="list-style-type: none"> <li>- Passing Grade of Oral Examination : 60/ 100</li> </ul> <p>4. Deadline for Submission of 'Evaluation of Master's Thesis': January 12, 2015</p> <ul style="list-style-type: none"> <li>- The Examination Committee Chair must write and submit results of the examination signed by all examiners to the GSIS Administration Office.</li> </ul>	<p style="text-align: center;">of Master's Thesis Examination'  before the date of thesis examination.</p>
<ul style="list-style-type: none"> <li>- Submission of Thesis (PDF): After Thesis Examination is completed ~ January 29, 2015</li> <li>- Submission of Thesis (Bounded Copies): February 2, 2015 ~February 4, 2015</li> </ul>	<p style="text-align: center;">Thesis Submission for Archiving</p>	<p>1. Submission of Thesis (PDF):</p> <ul style="list-style-type: none"> <li>- The PDF file must be submitted on "학위논문 온라인 제출" of the Central Library website.</li> <li>- The PDF file must be submitted before the submission of the bounded copies of thesis.</li> </ul> <p>2. Submission of Bounded Copies of Thesis:</p> <ul style="list-style-type: none"> <li>- Submission of 3 Bounded Copies to the Central Library (1 Original and 2 Copies)</li> <li>* Students must submit an original copy of the thesis containing first, the 'Confirmation Sheet' signed by all examiners, and second, an 'Agreement on the Original Contents Provision' form. Other 23 bounded copies must contain the form of 'Confirmation Sheet' signed by all examiners.</li> <li>- Submission to the Administration Office of GSIS: 1 copy of thesis and Thesis Submission Certificate (not printable for the examinee who has borrowed books at the library)</li> </ul> <p>※ Printing</p> <ul style="list-style-type: none"> <li>- Refer to the "Master's and Doctoral Program Guidelines for Thesis Binding and Printing"</li> <li>- The title of the Thesis must be the same as that of the 'Evaluation of Master's Thesis.'</li> </ul>	<p style="text-align: center;">If you do not submit the thesis within the specified time frame you will be denied your degree.</p>

**【Appendix 1】 Procedures Post Thesis Examination Results**

**(Procedures that need to be followed depending on your thesis examination results)**

Results	Conditions of Results	Needed Procedures Post Results (Following Semester)	Requirement(s) for Thesis to Maintain Validity from Previous Semester	Remarks
A. Withdrawal (Master's)	(Thesis Examination results are considered to be withdrawn if) ① Failed to submit thesis even after registration of thesis examination ② Needed various adjustments in thesis content ③ Passed thesis exams but degree conferral is or expected to be cancelled	(Thesis writing) Process must be started from the beginning	Quality of thesis content is maintained throughout	Thesis submitted in the final semester may not be withdrawn
B. Fail	(Thesis Examination results are considered to be failed if) ① Results are unsatisfactory, or/ and re-examination necessary due to complete change of thesis title and content ② Conditions of A (Withdrawal) are not met	(Thesis writing) Process must be started from the beginning	Quality of thesis content is <u>not</u> maintained throughout	

# 2014 Fall Semester Thesis Proposal for Master's Program

## 1. Requirements

None

## 2. Procedure for Thesis Proposal

A) Submission of 'Application for Appointing Examination Committee'

(a) Period: **October 7, 2014 ~ October 14, 2014**

(b) Place: GSIS Administration Office

B) Submission of Thesis Proposal

(a) Period: November 5, 2014 ~ November 6, 2014

(b) Place: GSIS Administration Office

\* Submit **3 copies** of the thesis proposal (free format) to the GSIS Administration Office (If one of the committee members is not within GSIS, the student must give the thesis proposal directly to that member)

C) Screening of Thesis Proposal

- Period: November 21, 2014 ~ November 28, 2014

\* Detailed information will be announced on the Notice board of GSIS website

D) Submission Date of 'Result of Master's Thesis Proposal Examination'

Advisory professor must submit the screening results to the Administration Office by **January 12, 2015**.

## 3. Eligibility for Thesis Committee Members

A) Chairman: SNU professor, associate professor, and assistant professor

B) Vice chairman: SNU professor, associate professor, assistant professor, full-time lecturer with a Ph.D., and non-SNU professional with a Ph.D.

C) Thesis advisor: SNU GSIS professor, associate professor, assistant professor, and full-time lecturer with a Ph.D. (excluding visiting professors and part-time lecturers)

\* The committee members should be chosen through consultation with the advisory professor and the student needs to be approved by all prospective committee members.

## 4. Others

A) Students should be prepared with handouts on the day of the presentation.

(Presentation with a PowerPoint is preferred)

B) The presentation should take approximately 15 minutes; students must conduct their thesis based on the review given by the committee members.