

# 2016 Spring Semester Thesis Proposal for Doctoral Program

## 1. Requirements

Applicants who have passed all thesis qualifying exams: Comprehensive Examination, and English Language Examination (TOEFL, TEPS, etc.)

Applicants who register as research student

## 2. Procedure for Thesis Proposal

A) Submission of Thesis Proposal Application Form

(a) Period: April 5, 2016 ~ April 8, 2016

(b) Place: GSIS Administration Office

(c) Needed Documents:

① application for doctoral thesis proposal,

B) Screening of Thesis Proposal: the presentation will be conducted under the charge of Chairperson

C) Submission Date of ‘Result of Doctoral Thesis Proposal’

Advisory professor must submit the screening results to the Administration Office by **July 11, 2016.**

## 3. Thesis Proposal Committee

A) Eligibility for a thesis advisor: SNU GSIS professor, associate professor, assistant professor, and full-time lecturer with a Ph.D.

B) Committee Member Qualifications

(a) Members at Seoul National University with a PhD

- Must be registered as full-time lecturer, assistant professor, associate professor, or professor

(b) Members outside of Seoul National University with a PhD

- Must be registered as an assistant professor, associate professor, or professor at a university

- Must be registered as a researcher from a research institute with a minimum of 2 years experience in relevant field **OR**

- Must be approved by the Dean of the GSIS as satisfying criteria as a Member

C) Committee Member Composition

(a) Number and Composition

- Thesis advisor will recommend 3 or more Committee Members to the Dean of the GSIS via the Chair of the Department

- Committee will compose of: 1 chair, 1 vice-chair, 1 or more members

- Committee Members can be changed, if the reason is approved

(b) Chair of Committee

- Thesis Advisor, Professors Emeritus and non-SNU professionals cannot be appointed Committee Chair

- Committee Chair has the right to exercise his or her voting power as other Members

- Committee Chair is responsible for thesis proposal procedure

# 2016 Spring Semester Thesis Defense for the Doctoral 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

- Applicants must have one or more articles published in a Double-blind peer review journal (either as single author or primary author of two authors, corresponding author)

\*Double-blind peer review journal

Double-blind peer review journals are reviewed by specialists without knowing who the author is (When neither the author nor the reviewer knows the identity of the other) in order to provide an unbiased assessment of an article.

When submitting a published journal article, you are required to submit a letter of endorsement for the certification as a 'Double-blind peer review' journal.

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 six years (Doctoral 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 Application for thesis defense

A) Application

**a) Period: April 5, 2016 ~ April 8, 2016**

b) Place: GSIS Administration Office

c) Documents to Submit:

- ① Application for Doctoral Thesis Examination
- ② Recommendation from Thesis Advisor
- ③ Curriculum Vitae

- ④ Application for Appointing Examination Committee
- ⑤ Research Integrity Compliance Statement
- ⑥ Abstract
- ⑦ documentary evidence of publication or expected publication of article(s) on Double-blind peer review journal(s)
- ⑧ a letter of endorsement for the certification as a ‘Double-blind peer review’ journal from chief editor

\*Double-blind peer review journal

Double-blind peer review journals are reviewed by specialists without knowing who the author is (When neither the author nor the reviewer knows the identity of the other) in order to provide an unbiased assessment of an article.

When submitting a published journal article, you are required to submit a letter of endorsement for the certification as a 'Double-blind peer review' journal.

\* An Applicant who already submitted publication in his(her) thesis proposal doesn't need to submit some documents (⑦, ⑧) again.

### 3. Payment of Thesis Examination

#### A) Payment

- a) **Period: April 12, 2016 ~ April 18, 2016** (\* Only those who registered can pay the thesis fee.)
- b) Place: Any Nonghyup or Shinhan Bank
- c) Fee: KRW 300,000
- 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 ‘Summary of Doctoral Thesis Examination.’

#### A) Submission of Thesis (PDF File):

- (a) Period: After Thesis Examination is completed ~ July 28, 2016

- (b) Place: On-line (<http://lib.snu.ac.kr> → "학술연구지원" → "학위논문온라인제출")
- B) Submission of Thesis (Fully Bounded Copies with Gold Letters for a Doctoral Dissertation):
- (a) Period: July 26, 2016 ~ July 28, 2016
- (b) Place: Central Library 4<sup>th</sup> Floor
- (c) Number of Copies: Three (1 original, 3 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

March 2016

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

## Doctoral Thesis Examination of the Spring Semester of 2016

● **Students must meet the deadline.**

Period	Description of the Procedure	Details	Remarks
April 5, 2016 ~ April 8, 2016	Registration	- Submission of Application Form: ① Application for Doctoral Thesis Examination ② Recommendation from Thesis Advisor ③ Curriculum Vitae ④ Application for Appointing Examination Committee ⑤ Research Integrity Compliance Statement ⑥ Abstract ⑦ documentary evidence of publication or expected publication of article(s) on Double-blind peer review journal(s) ⑧ a letter of endorsement for the certification as a 'Double-blind peer review' journal from chief editor - Place: GSIS Administration Office	* Registration Period to be a Research Student : ~April 14 , 2016  * Students who are approved to extend the period of thesis examination are not required to submit application forms and exempt from thesis examination fee.
April 12, 2016 ~ April 18, 2016	Payment	- Thesis Examination Fee: 300,000 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	
Will be conducted under the charge of Chairperson	Presentation of Thesis Summary	The applicant for the doctoral thesis will submit and present his/her completed thesis draft.	3 (or more) /5 of the examiners have to attend.
	Pre-Examination	1. Number of Times: must be held at least twice 2. Reporting: The chairperson will prepare "Result of Doctoral Thesis Pre-examination" and submit it to the GSIS Administration Office after the completion of preliminary examination and before the final examination	3 (or more) /5 of the examiners have to attend.
	(Final) Thesis Examination	1. Evaluation Method: the examining committee members will prepare "Oral Examination Score" under the charge of the Chairperson and decide whether or not that thesis can be passed by secret ballot. - To pass the thesis examination, the applicant must	Students who would like to withdraw from the examination process must

		<p>receive 4/5 or above agreement of the Committee Members <b>and</b></p> <ul style="list-style-type: none"> <li>- The applicant must acquire an average of 70 points or above (4/5 of the examiners must give 70 points or above) in order to pass the oral examination.</li> </ul> <p>2. Decision Contents: "Pass," "Withdrawal," "Extension of Examination Period" and "Fail"</p> <p>3. Decision Report: Chairperson will submit "Summary of Doctoral Thesis Examination," "Result of Doctoral Thesis Examination," "Oral Examination Score," and "Ballot Paper" to the GSIS Administration Office by July 11, 2016.</p>	<p>submit 'Application for Withdrawal of Doctoral Thesis Examination' before the date of thesis examination.</p>
<p>- Submission of Result of TURNITIN PROGRAM: ~ July 4, 2016</p>	<p>Result of Turnitin Program</p>	<p>1. Submission of Result of Turnitin Program:</p> <ul style="list-style-type: none"> <li>- Turnitin program confirms whether there is no plagiarism in student's thesis.</li> <li>- Send email to main library of SNU and request ID &amp; Password to sign in Turnitin.</li> <li>- After student finish using the program, please print out the result version of thesis and submit to own advisor.</li> <li>-Advisor should read student's result version of thesis and fill in 'Confirmation for Result of Turnitin'.</li> <li>- After that, student has to submit the 'Confirmation for Result of Turnitin Form' to admin. Office of GSIS.</li> </ul>	<p>* In consideration of result of Turnitin Program, advisor should submit the result of student's thesis screening until July 11, 2016.</p>
<p>~ July 11, 2016</p>	<p>Extension of Thesis Examination Period</p>	<p>1. With a request to the GSIS Academic Committee by the Examining Committee Chair, the thesis examination May be extended up to one semester.</p> <p>2. Students who would like to extend the period must submit 'Application for Extension of Doctoral Thesis Examination Period' to the GSIS Administration Office by July 11, 2016.</p>	
<p>- Submission of Thesis (PDF): After Thesis Examination is completed ~ July 28, 2016</p>	<p>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>	<p>If you do not submit the thesis within the specified time frame you will be denied your</p>

<p>- Submission of Thesis (Bounded Copies): July 26, 2016 ~ July 28, 2016</p>		<ul style="list-style-type: none"> <li>- Submission of 4 Bounded Copies to the Central Library (1 Original and 3 Copies) <ul style="list-style-type: none"> <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 2 bounded copies must contain the form of 'Confirmation Sheet' signed by all examiners.</li> </ul> </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> <li>※ Printing <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 'Summary of Doctoral Thesis Examination.'</li> </ul> </li> </ul>	<p>degree.</p>
<p>* Submission of 'Application for Non-publication of Thesis': by July 11, 2016</p>	<p>Publication of Thesis</p>	<ol style="list-style-type: none"> <li>1. According to Article 28 of the degree conferral regulations, students who have received a doctoral degree must publish their theses within one year after acquiring the degree. The theses May be published in the following manner: through a printed book, academic publications, other types of publications (including international ones), academic seminars, and other means.</li> <li>2. Despite the regulations above, students who have requested a delay on their theses publication May remain under such status for three years upon approval of the Chair of Academic Committee of GSIS. Some of the reasons for a hold request May include an expected application for a patent, military service, and other acceptable reasons. In this case, 'Application for Non-publication of Thesis' must be submitted to the GSIS Administration Office by July 11, 2016.</li> </ol>	

## 【Appendix 1】 Procedures Post Thesis Examination Results

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

Results	Conditions of Results	Following Semester Examination Procedures (See below for further details)	Requirement(s) for Thesis to Maintain Validity from Previous Semester	Remarks
A. Withdrawal (for master's and doctoral program)	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	㉑ ~ ㉓	Quality of thesis content is maintained throughout	Thesis submitted in the final semester May not be withdrawn (those in the doctoral program May only apply for an <u>extension</u> of thesis examination)
B. Extension (doctoral program only)	Further adjustments of thesis content is necessary (postponement possible for another semester or until final submission date)	㉑, ㉓ ~ ㉓	Same as above	Extension must be approved by <u>all members</u> of the Board
C. Fail	① Thesis results are unsatisfactory, or/ and re-examination necessary due to complete change of thesis title and content ② Conditions of A. or B. are not met	㉑ ~ ㉓	Quality of thesis content <u>is not</u> maintained throughout	

㉑ Submission of documents related to the thesis ㉒ Payment of thesis examination fee ㉓ Report on students whose thesis are to be examined ㉔ Selection of academic advisor ㉕ Pre-arranged examination and final examination ㉖ Report on results of thesis examination ㉗ Submission of thesis for archival purposes