

## Guideline on Thesis Submission

- Inquiry on Online File Submission: Central Library Digital Service Department 880-5567, libit@snu.ac.kr

Thesis Submission Process			Schedule	Template Download																														
1	Write thesis based on '학위논문 작성 요령' and 'Template'. ↳ Fonts, font size, and margins are <b>recommended items</b> to reduce error when bookbinding and file conversion																																	
2	<p>Prepare <b>online submission files</b> by confirming the below inclusion list.</p> <p>1) Upload the thesis approval sheet scan file ↳ <b>One PDF File Only</b> ↳ Scan the approval sheet containing the signature or stamp of the judges and upload it as a separate file</p> <p>2) Upload the thesis file ↳ <b>One PDF File Only (File Size limit: less than 100 MB)</b> ↳ In thesis file, include approval sheet <b>without</b> a signature or stamp</p> <table><tr><th colspan="2">Thesis organization</th><th>Whether to Include</th></tr><tr><td colspan="2"></td><td>O: Must include/ △: Optional/ X: Must exclude</td></tr><tr><td rowspan="10">Thesis File</td><td>Title page</td><td>O</td></tr><tr><td><b>Thesis Approval sheet (not including judge's seal or sign)</b></td><td><b>O</b></td></tr><tr><td>Thesis and Dissertation Deposit Agreement</td><td>X (Check the agreement form on the online submission page of the dCollection (required agree))</td></tr><tr><td>Abstract</td><td>O</td></tr><tr><td>Table of contents</td><td>O</td></tr><tr><td>Body</td><td>O</td></tr><tr><td>Bibliography</td><td>O</td></tr><tr><td>Appendix, index, and others</td><td>△ (only if necessary)</td></tr><tr><td>Abstract (other language)</td><td>O</td></tr><tr><td>Acknowledgment</td><td>△</td></tr><tr><td>Thesis approval sheet scan file</td><td><b>Thesis Approval sheet (including judge's seal or sign)</b></td><td><b>O (Separate file from the thesis)</b></td></tr></table>		Thesis organization		Whether to Include			O: Must include/ △: Optional/ X: Must exclude	Thesis File	Title page	O	<b>Thesis Approval sheet (not including judge's seal or sign)</b>	<b>O</b>	Thesis and Dissertation Deposit Agreement	X (Check the agreement form on the online submission page of the dCollection (required agree))	Abstract	O	Table of contents	O	Body	O	Bibliography	O	Appendix, index, and others	△ (only if necessary)	Abstract (other language)	O	Acknowledgment	△	Thesis approval sheet scan file	<b>Thesis Approval sheet (including judge's seal or sign)</b>	<b>O (Separate file from the thesis)</b>		<a href="#">Online Submission Manual</a>
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	<p>※ (Important) Thesis Approval sheet submit manual</p> <ul style="list-style-type: none"> <li>- Thesis Approval sheet <b>not including</b> judge's seal or sign → Attach <b>between the title and abstract page</b></li> <li>- Thesis Approval sheet <b>including</b> judge's seal or sign → Upload File <b>Separately</b></li> </ul> <p>※ If a proof (e-mail) to confirm the approval of the thesis committee is available, personal signature or seal of the committee on the approval sheet can be replaced with the signature file (if unavailable, personal signature or seal of the committee is required)</p> <p>i.e.) If personal signatures of 3 out of 5 thesis committee are received, and signature files of other 2 are received, proofs for those 2 members are required</p>		
3	<p><b>Submit the thesis online.</b></p> <ul style="list-style-type: none"> <li>↳ Each student needs to upload the electronic copy of the thesis on dCollection of KERIS</li> <li>↳ Submission: Central library webpage &gt; 'Using the Libraries' Tab &gt; 'Thesis submission' Tab &gt; 'Go to Online Thesis Submission(dCollection)' Tab (<a href="https://dcollection.snu.ac.kr/">https://dcollection.snu.ac.kr/</a>)</li> <li>↳ <b>Online submission and revision are not allowed after the submission date</b></li> </ul> <p>※ Revision is only available within the submission date and submission deadline cannot be extended (Before and after uploading, re-check for abnormalities in the file)</p>	2024. 7. 19.(Fri) ~ 8. 5.(Mon) <18 days>	
4	<p>After submitting the online thesis, submit the <b>"Certificate of digital thesis submission(제출 확인서)" and the original "Thesis approval sheet"</b> to your college office before the end of the submission period.</p> <ul style="list-style-type: none"> <li>↳ "Certificate of digital thesis submission" cannot be printed in case of having overdue books or payment, so please print after returning the book and paying the fee.</li> <li>↳ When <b>replacing the personal signature/seal with the signature file</b> in the thesis approval sheet, <b>submit a proof</b> that can verify the thesis committee's approval.</li> <li>↳ Submission schedule: 2024. 7. 19.(Fri) ~ 8. 5.(Mon) Specific reception time is according to the department guidance. (Contact each department office for the information on submitting a "Certificate of digital thesis submission" and the original "Thesis approval sheet")</li> </ul> <p>※ <b>Those who have not submitted</b> the certificate of digital thesis submission and the original thesis approval sheet <b>are excluded from the degree conferment</b></p>	Submit until the end of thesis submission date	

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Please inquire to the administration office of affiliated department (or college) **regarding the embargo and errata of thesis.**

↳ The deferral of public opening (embargo) of the thesis can be applied through the affiliated college to the library with official documents, and can be managed only when the official documents are submitted.

※ Refer to [Annex 6] Guideline on Revised Submission of Final Thesis regarding the revised submission of the thesis

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Thesis submitted online can be accessed online after verification (Original file status and metadata errors.). (Requires around 2~3 months)

↳ Online service of thesis will be provided accordingly based on the CCL agreement.  
Please check your copyright agreement. [Online thesis submission page(dCollection) > Submission list > click on Thesis Title]

Copyright Consent		Service Method	Service DB	Note
Consent to Use	CCL Consent			
<input type="radio"/>	X	Serviced after copyright protection applied (ezPDF) ↳ Copy·paste of contents forbidden, 7 days of use available on the computer with the saved file	SNU Library, RISS, Naver	Mobile service unavailable
<input type="radio"/>	O	<b>Serviced as a general PDF</b>	SNU Library, RISS, Naver, S-Space(Google)	Mobile service available

↳ If you agree for legal deposit, thesis files will be provided to the National Assembly Library and the National Library of Korea.

※ You can choose the agreement for legal deposit during the thesis submission.

※ In case of non-reponse, **thesis files will be provided** to the National Assembly Library and the National Library of Korea.

※ Thesis with embargo will be provided after the end of the period.

**Service Expected from October, 2024.**