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Online thesis submission manual

- SNU Thesis submission FAQ Kakaotalk plus friend ID : snuthesis
  (Kakaotalk > Find friends (magnifier button) > search 'snuthesis')
- Online thesis file submission : libit@snu.ac.kr, 02-880-5567
- Regulations for granting a degree : boaboa@snu.ac.kr, 02-880-5161
- Loans·Overdue Fines : libcirc@snu.ac.kr, 02-880-5301

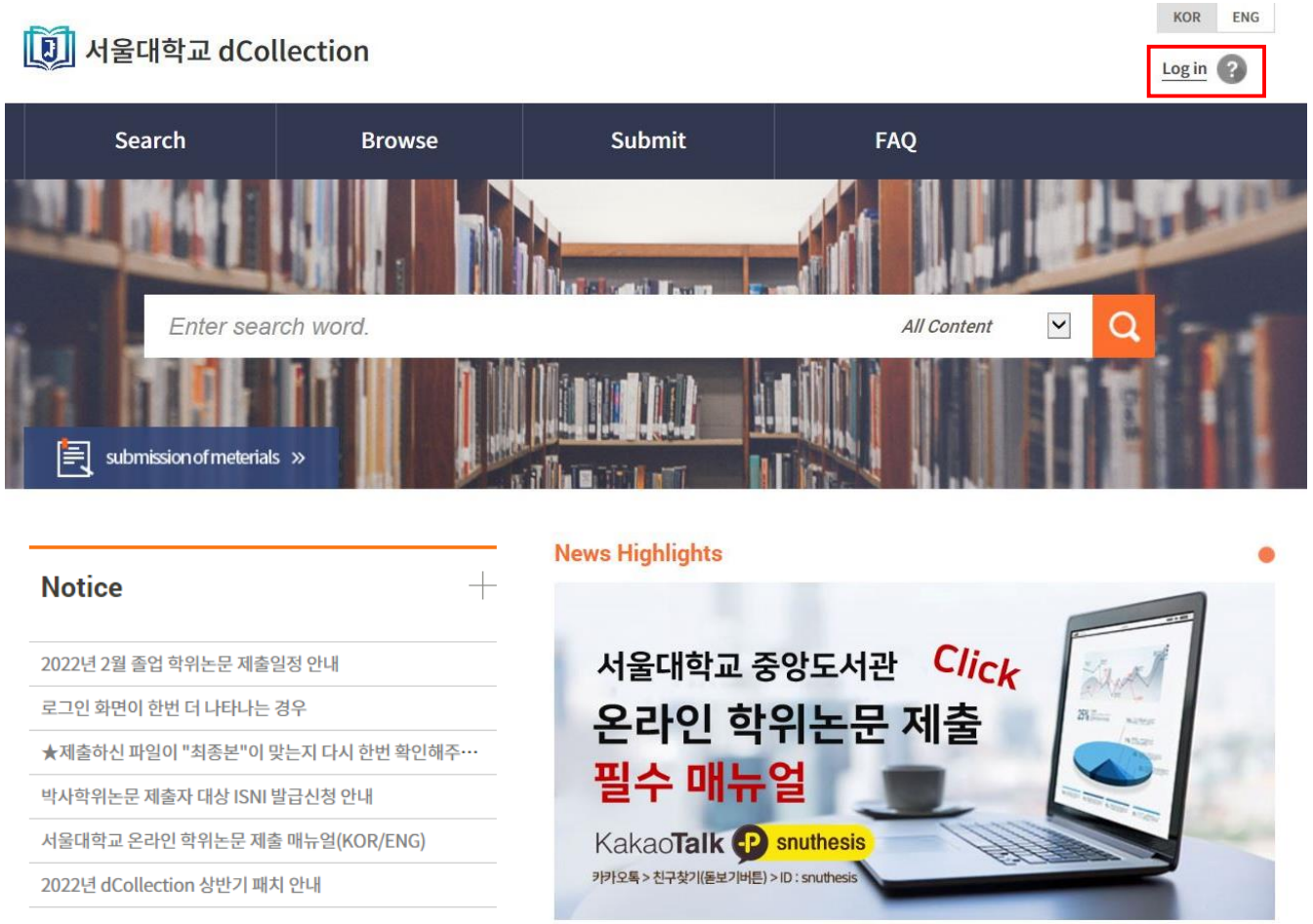
Chat on KaKaoTalk

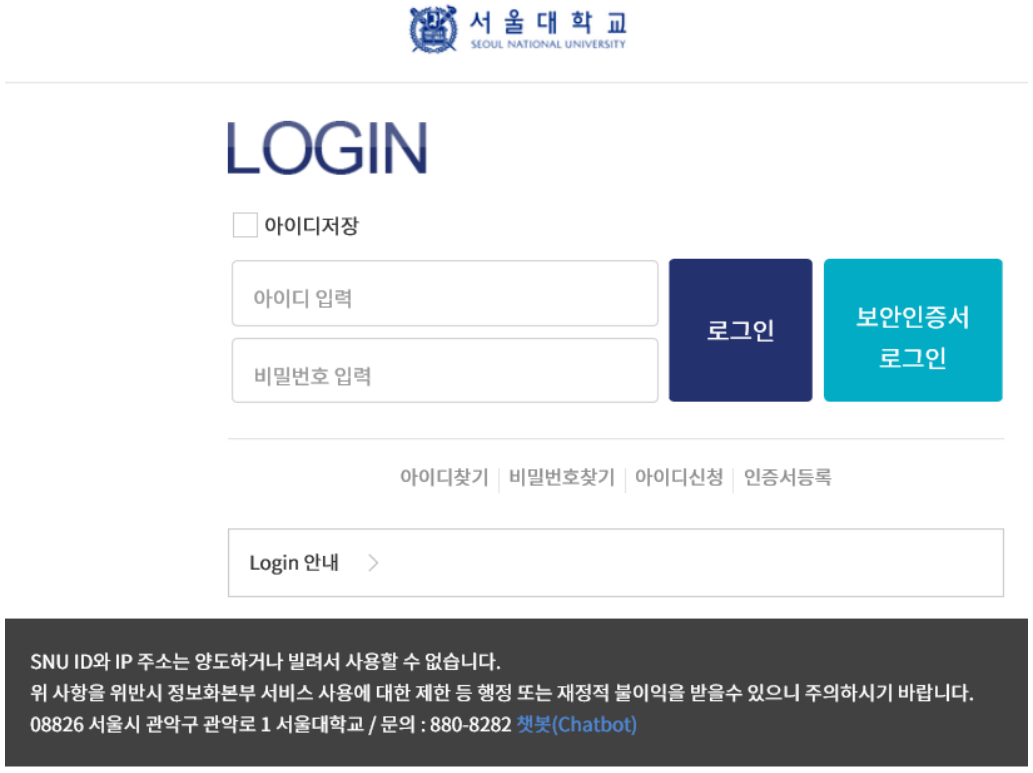
SNUL Collections and Information Management Division

libit@snu.ac.kr / 02) 880-5567

1. dCollection Log in

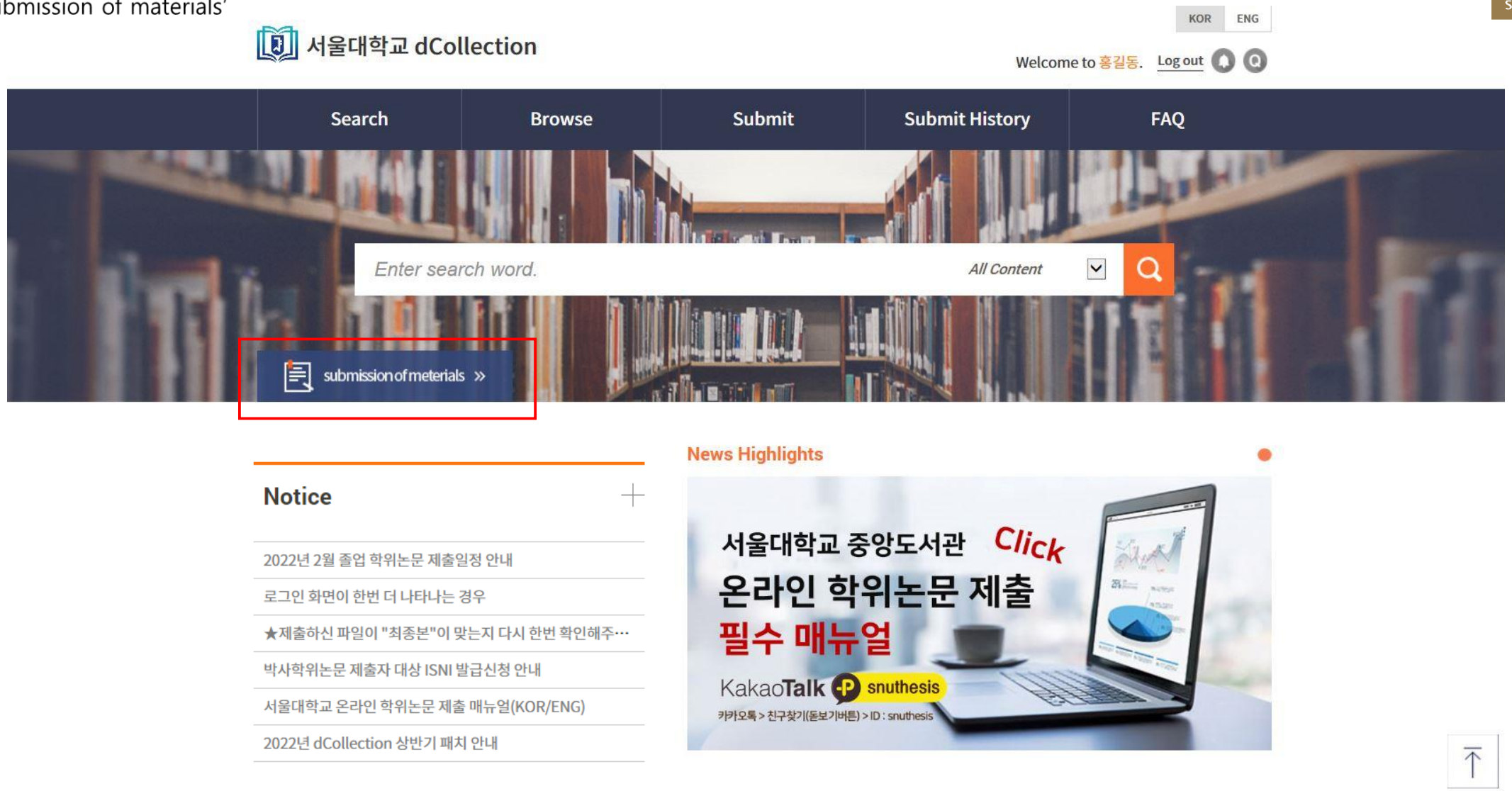
1) https://dcollection.snu.ac.kr/
2) 'Log in' Click
3) Log in with your mySNU portal ID/PW (If you see the login screen again, please try logging in again)





2. Submit online thesis

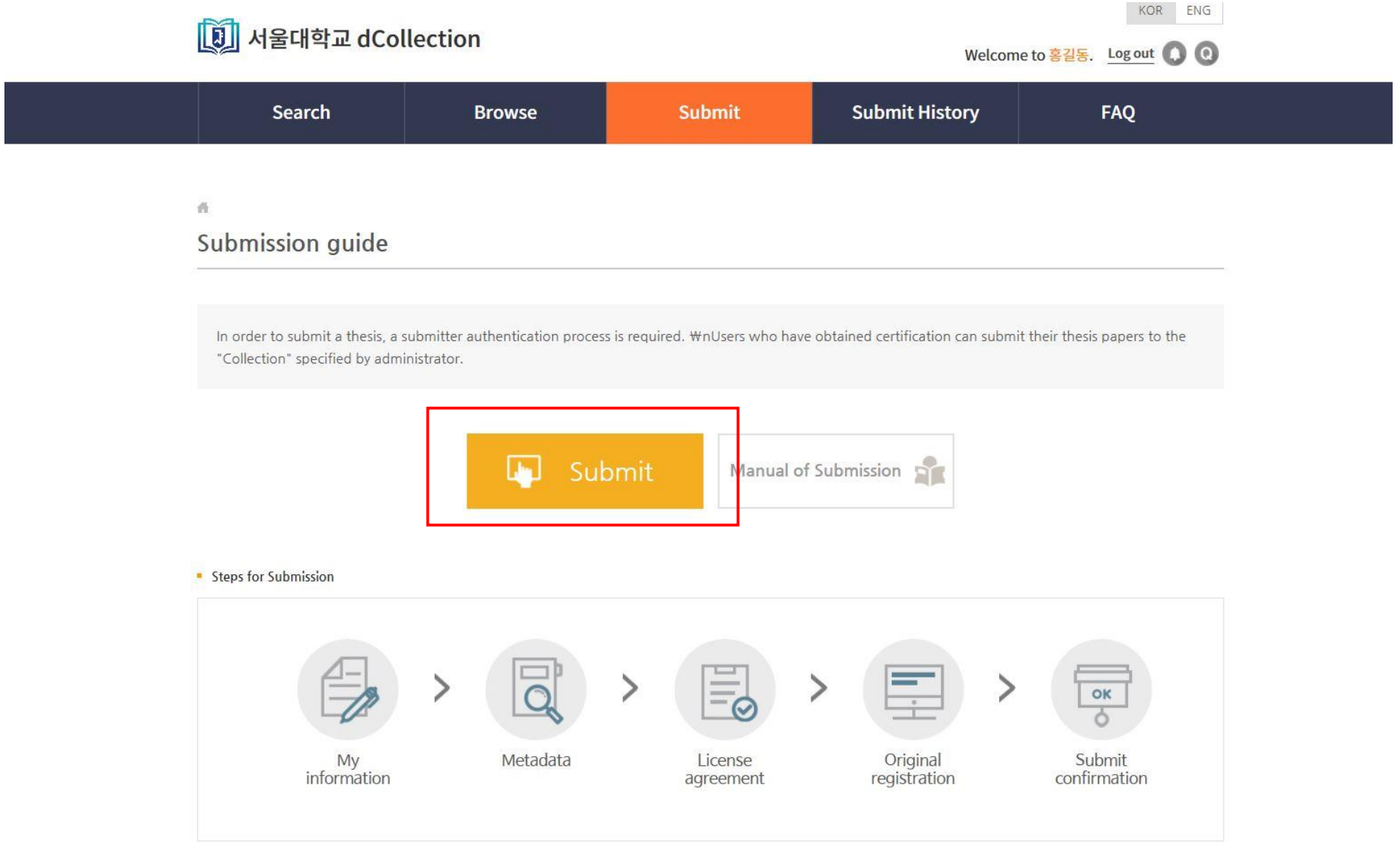
1) Click 'submission of materials'



2. Submit online thesis

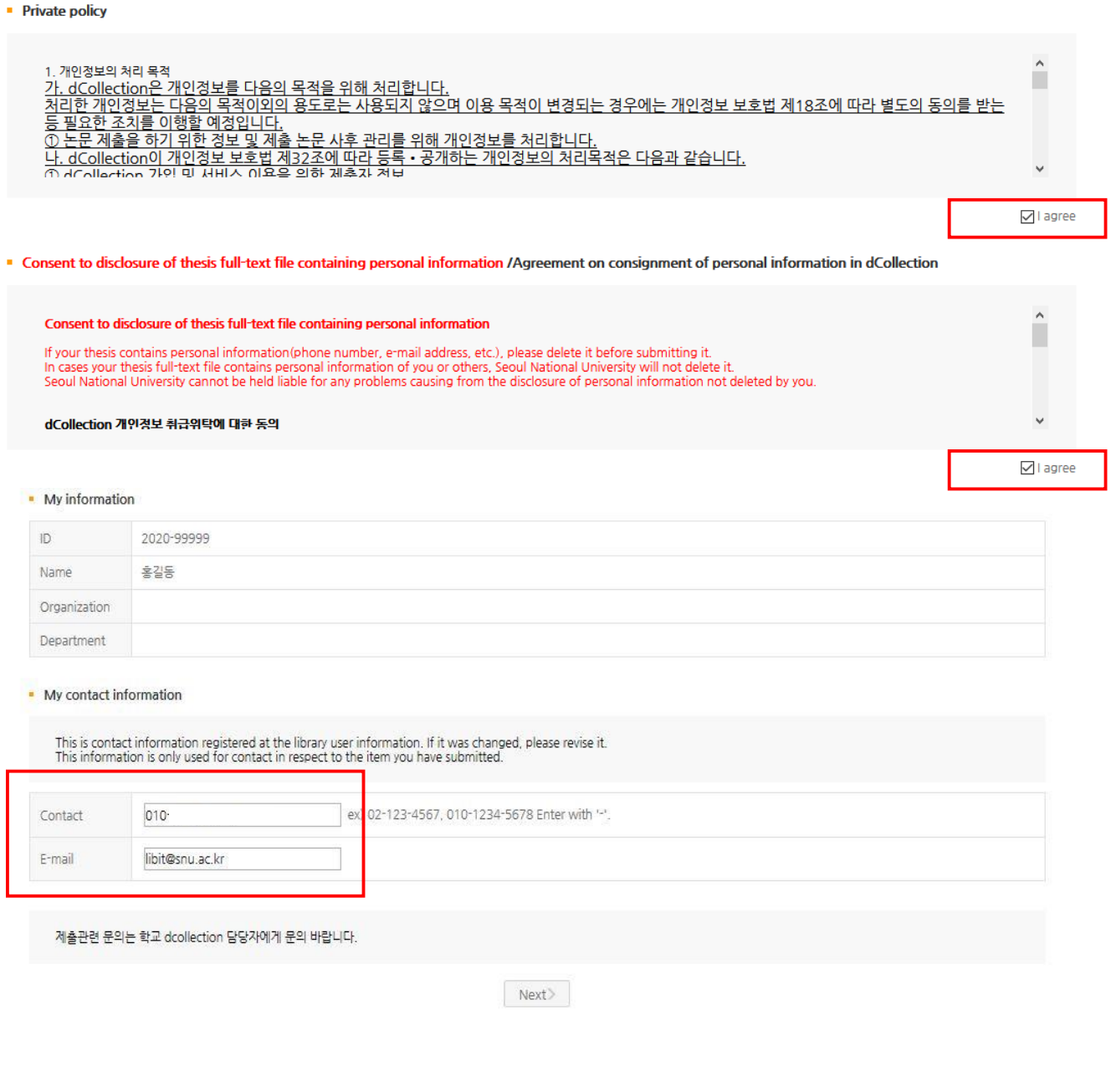
2) Click 'Submit'

※ If you were a submitter before, there can be several submit objects. Just click the object of your graduation year **(2022년 8월 졸업 석박사 학위논문 제출)**



3. Confirm my information

1) Agree to Private policy
2) Confirm the information (contact, e-mail)



4. Complete Metadata

1) Enter the bibliography information about the thesis
※ Entry with * in front of it is compulsory

Item	Content	HELP
* Title	A Study on the Raised Recognition of Copyright among Elementary School Library Staffs	Enter the title of the dissertation.
Sub-title	With a focus on author's property right	Enter the subtitle.
* Translated	Korean: 초등학교도서관 담당자의 저작권 인지도 제고에 관한 연구: 저작재산권을 중심으로	Enter the title in the second language. If there is any subtitle, divide it with [:].
* Author	홍길동	Enter the author's name without space.
* Other name	Hong, Gil-dong	Enter the author's name in the second language.
Affiliation	OOO Research Center	Enter the school of the author in the form of [name of university, name of graduate school].
E-mail	libit@snu.ac.kr	Enter the author's email or homepage address.
* Subject	right, copyright education for school librarians, copyright education, elementary school library staffs	to separate parts of keywords, put a comma(",") AFTER KEYWORD
* DDC	658.4	학과선택시 자동입력되므로 별도로 입력하지 마십시오.

* Abstract	English: This study set out to investigate the perceptions of author's property right and its limitation provisions and the current state of copyright education among the staffs of elementary school libraries to help to increase their recognition of copyright and expand their opportunities to receive copyright education and in-service training. The investigator first examined the concept and concerned provisions of author's property right through literature study with a focus on author's property right and administered a questionnaire to figure out the recognition of copyright among the staffs of elementary school libraries. The survey was taken with the library staffs and teachers at 156 elementary schools designated as School to Receive Special Supports for Education Welfare in 2013 in Seoul. The questionnaire consisted of four major sections including the recognition of	Add	You can cut and paste an abstract into this box. If the number of abstract is more than two, enter all and select item language.
* Abstract	Korean: 본 연구는 초등학교도서관 담당자의 저작권에 대한 인지도 제고와 저작권 교육 및 연수 기회의 확대를 위하여 학교도서관 담당자의 저작재산권과 그 제한 규정에 대한 인지도 및 저작권 교육현황을 조사하였다. 우선 문헌연구를 통하여 저작재산권에 중점을 두어 저작권의 개념과 관련 규정을 알아보았다. 그리고 설문지법을 활용하여 초등학교도서관 담당자와 교사의 저작권 인지도 를 조사하였다. 설문조사 대상은 2013년 교육복지특별지원학교로 선정된 156개의 서울시 초등학교도서관 담당자와 교사였다. 설문의 내용은 크게 4부분으로 구성하였 다. 즉 저작재산권 및 저작재산권 제한 규정에 대한 인지도, 저작재산권과 관련된 학교도서관 서비스의 경험여부 및 저작권 교육에 대한 사항으로 이루 어져 있다. 연구 결과는 다음과 같다. 학교도서관 담당자는 저작재산권 중 복제권, 공연권, 전시권을 교사는 공연 권, 전시	Delete	You can cut and paste an abstract into this box. If the number of abstract is more than two, enter all and select item language.
* Table of contents	CHAPTER I. Overview 10 I-1. Types of RNAs 11 I-2. Life of mRNA: how are genes expressed? 12 I-3. RNA-binding proteins modulate gene expression 13 I-4. RNA-binding domains 15 I-5. Embryonic stem cells and pluripotency networks 17 I-6. Tripartite motif (TRIM) proteins 20 CHAPTER II. The RNA-binding protein repertoire of embryonic stem cells 23		You can cut and paste an abstract into this box Omit table/figure contents.
* Publisher	서울대학교 대학원		*서울대학교 대학원*으로 통일합니다.
* Advisor	김지훈	Add	Enter the name of adviser. Omit the position.
* Issued	2021		Select it with the arrow.
* Awarded	2021 2		Enter the year and month when you receive the degree. Select it with the arrow.
* Thesis degree	Master		Select it from the list box.
* Major	경영전문대학원 경영학과(SNU MBA) Enter the department search.		Click [Browse] to select.
Specialty			Enter the specialt
* Page	110		Enter the number of p stated in the file.
* Language	English		Select it from the list box.

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1) Copyright / License (CCL)

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Under this Agreement, I represent and warrant that my dissertation or thesis(the "Work") does not infringe the intellectual property rights, including copyright, of any third party. I grant the Seoul National University(the "SNU") certain rights as follows.

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▶ CCL of the authors own work themselves freely available to other users is a standard agreement that allows one. CCL works bearing the mark of the users freely use and distribute under the terms and conditions can help.

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According to the SNUL graduation rule, 'Agree' is essential.
※ Even though you are going to set embargo, you should choose 'Agree'.
(And then apply privately to your department)

Step 2. License (CCL : Creative Commons License)

2-1. Applied / Not Applied (Optional)

	Applied	Not Applied
Distri-bution	Provided in general PDF format	Provided in a protected(DRM) format(ezPDF), Copying of text is not possible, File is accessible for 7 days on the downloaded computer only
Data base	SNU Library, RISS, Naver, S-Space(SNU Repository), Google	SNU Library, RISS, Naver, Google

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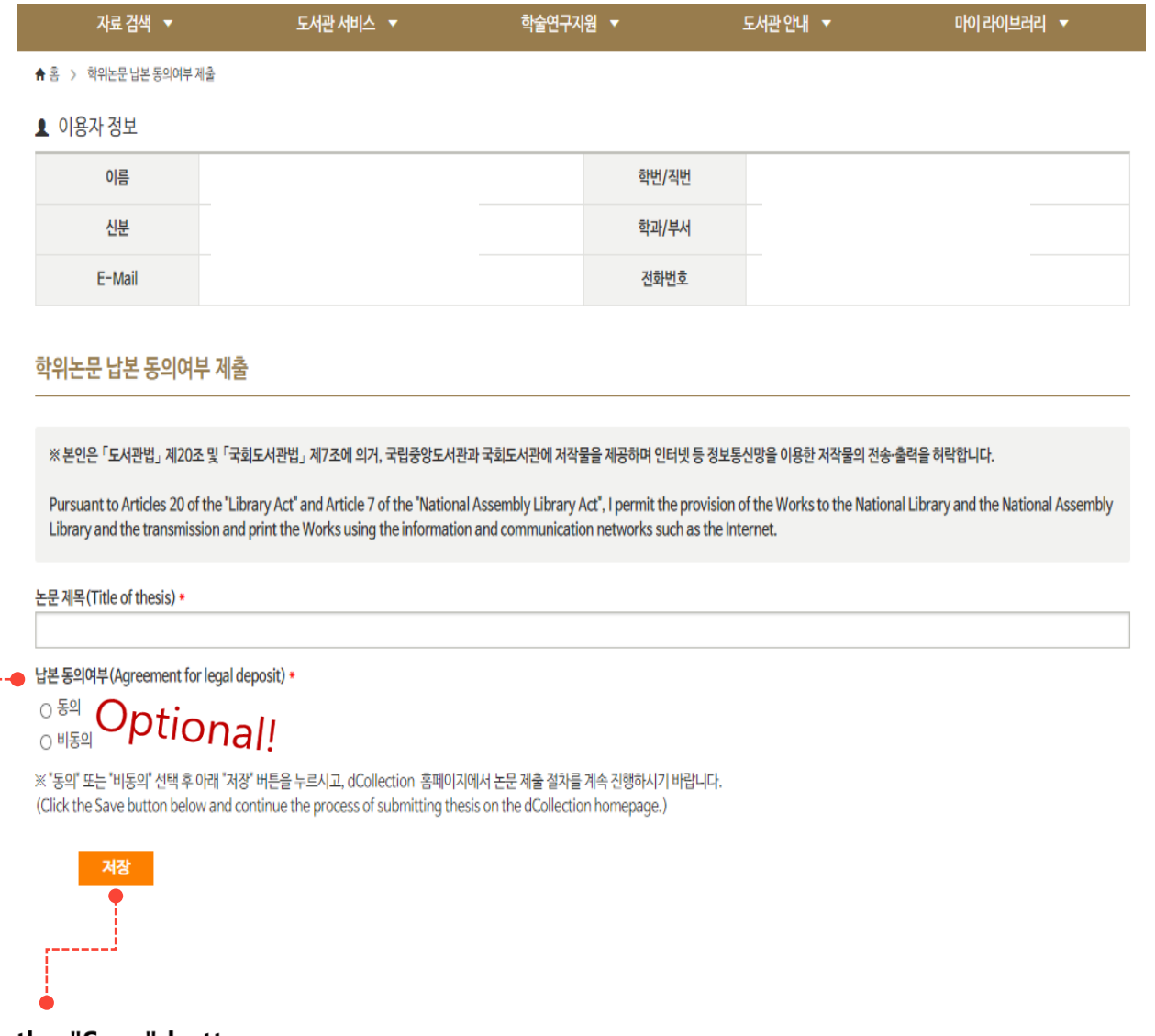
서울대학교 중앙도서관 온라인 학위논문 제출

5. Complete License

2) Agreement for legal deposit

		서상 맡은 컴퓨터에서만 /일 동안 이용 가능.		
0	0	일반 PDF로 서비스	서울대 도서관, RISS, 네이버, S-Space(구글 등)	모바일 서비스 가능

Step 1. Click the blue button to go to the legal deposit page

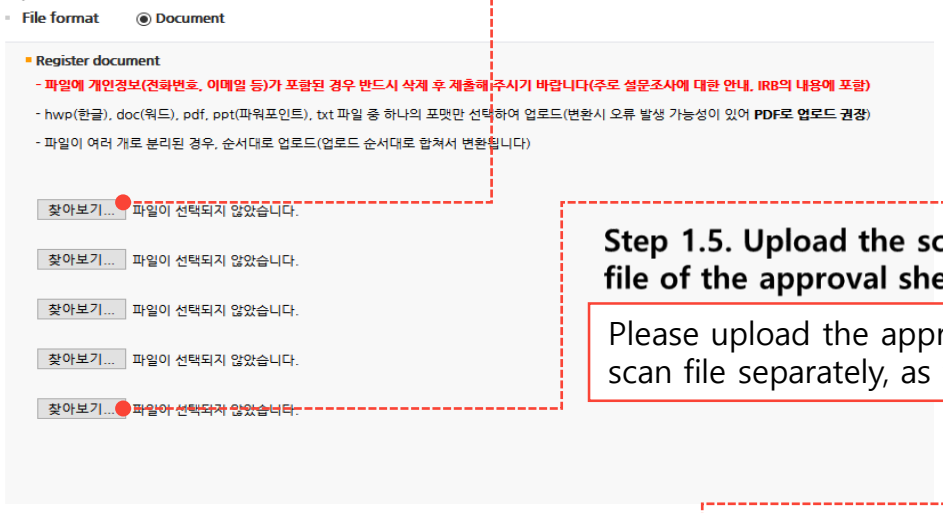


Step 2. Choose whether to accept the legal deposit
(If you only see a blank screen, you are not logged in, so log back in with mySNU ID.)

Step 3. Press the "Save" button, return to the submit your thesis page and press the "Next" button to continue

6. Upload the thesis and the approval sheet file

1) Upload the thesis file
   - Upload the scanned approval sheet file as a separate file
2) Set a bookmark



Step 1. Upload the thesis file

In thesis file, include approval sheet without a signature or stamp.

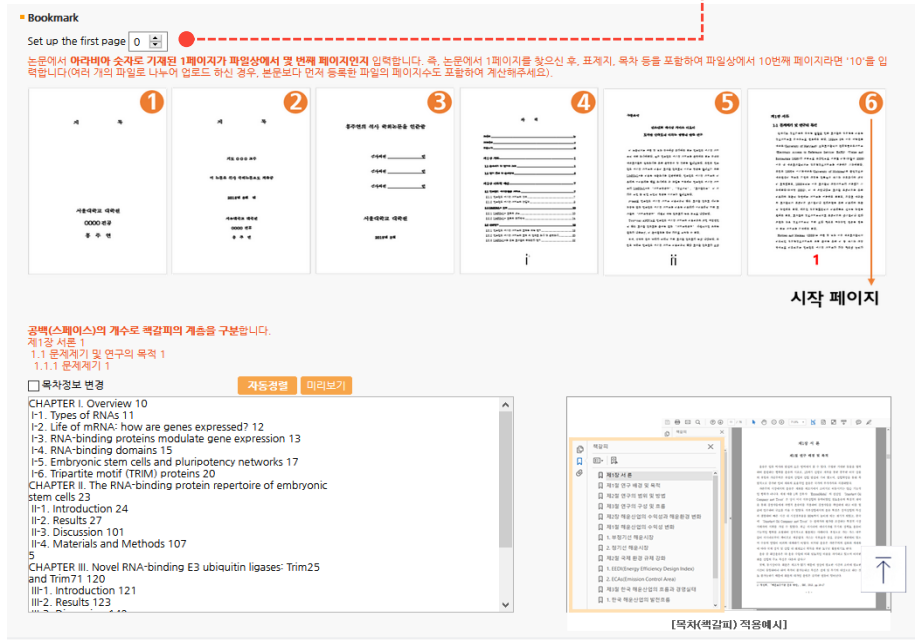
- pdf, hwp, doc, ppt, txt are possible. Choose one. **(PDF recommended)**
- In case of documents are separated, upload the files in order.
- The approval sheet located on the next page of the cover must **not have the signature or stamp** of the judges(caution).

※ Scanning the approval sheet containing the signature or stamp of the judges and uploading it as a separate file (in the last order of upload files).

- If you do not got a signature(stamp) directly from the judge and receive an electronic signature or signature(stamp) image by e-mail, please edit it so that all judges' signatures(stamp) can be seen using Hangul, Word, Photoshop, PDF editor. etc. and upload the approval sheet.

Step 1.5. Upload the scanned file of the approval sheet

Please upload the approval sheet scan file separately, as the last order.



[목차(책갈피) 적용예시]

Step 2. Set a bookmark

2-1. Set up the first page

- Insert the page number in the file which is marked as page '1' by an arabic number.
- Usually, the starting page of the introduction.

2-2. Confirm the table of contents

- The table of contents you input at the metadata session is shown. (use spacebar for the hierarchy(depth))

7. Complete the submission

※ After checking out the information of the submitted dissertation, be sure to push [Complete submit] button to complete the submittal.

▪ 관리정보

제출자정보	제출자정보	
	이메일	libit@snu.ac.kr
	연락처	010·
아이템정보	커뮤니티/컬렉션	2021년 2월 석박사 졸업논문 > 2021년 2월 석박사 졸업논문
	학과	중앙도서관
	제출일	2020-12-23 14:49:36
	아이템 상태	Not completed

Edit management information

제출관련 문의는 학교 dcollection 담당자에게 문의 바랍니다.

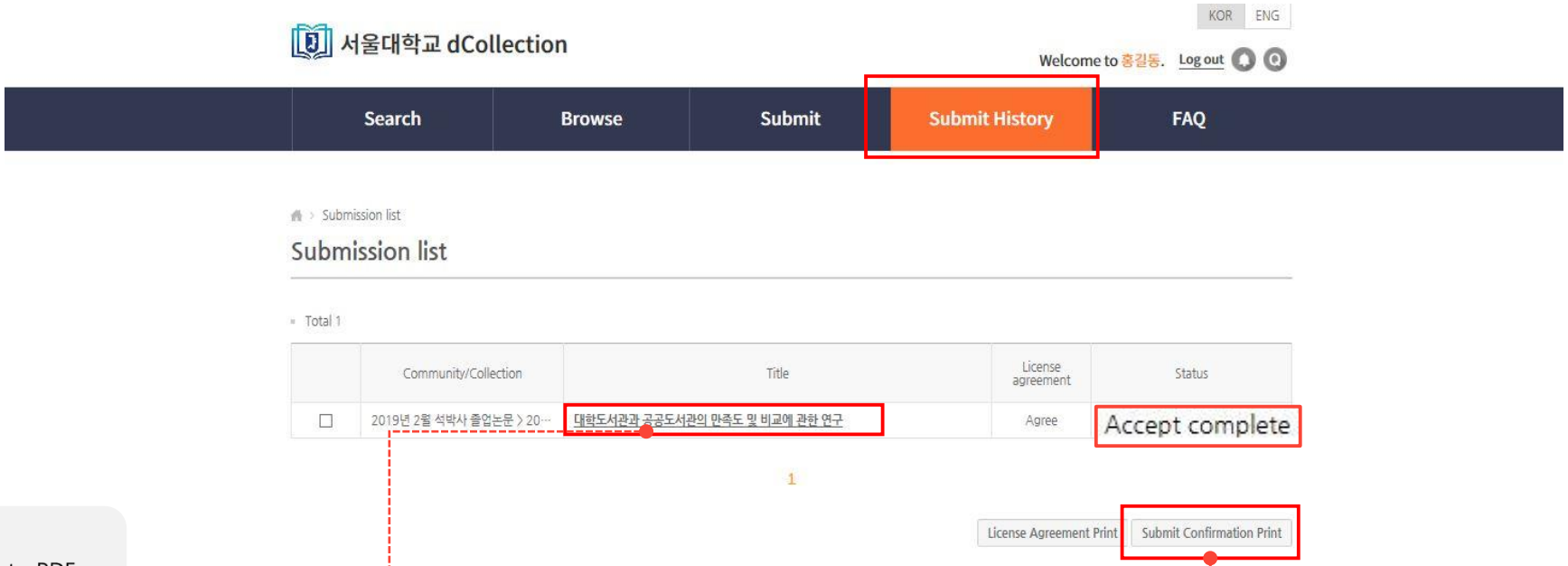
※ After checking out the information of the submitted dissertation, be sure to push [Complete submit] button to complete the submittal.

Complete submit

- Even after submission is completed, you can modify it by the deadline for submission.
- **You can't modify it after the submission deadline!**

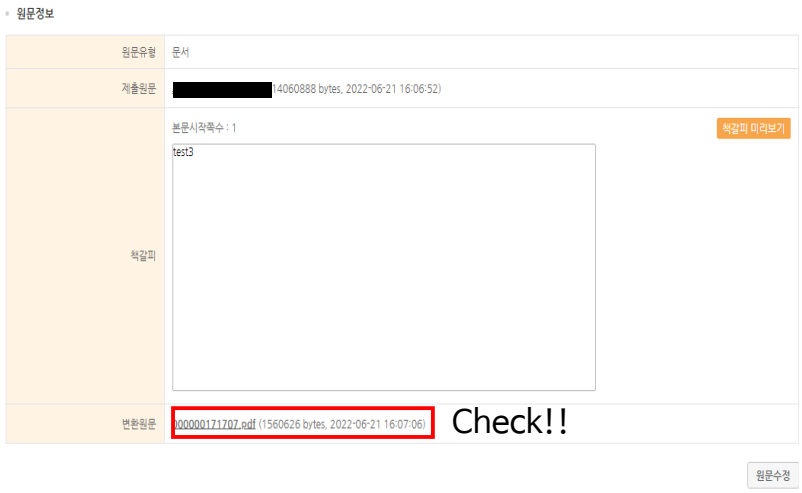
8. Submit Confirmation Print

1) After check again, click 'done'
2) Status will be changed to 'Accept complete'



- Click on the thesis title after submission

※ **Please check your thesis after submission**, when converting to PDF on the system, errors can occur in tables and figures.



※ Print the "Submit Confirmation" and submit it to the department office with the original thesis approval sheet.

- You should pay the overdue fine before printing.
- If you are **registered in duplicate with a status other than a student,** such as instructor, assistant, professional researcher, and employee, etc, errors may occur when checking overdue fine, and if you **send an e-mail to the central library (libit@snu.ac.kr), we will issue a confirmation.**
- License Agreement does not need to be printed.

FAQ

※ When is my thesis published online?

- in the middle of April (graduation on February) / in the middle of October (graduation on August)
- After the submission, SNU Library process the examination on all the submission for two months

※ Should I follow the template and rules?

- the templates are just recommended. You can modify it if you don't deviate significantly from the typical thesis format.

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  (Kakaotalk > Find friends (magnifier button) > search 'snuthesis')
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