

Notice for Submission of Final Dissertation

1. For those who are scheduled to graduate in August 2021)

2. **Submission Period:** from June 30th(Wed), 2021 through July 9th(Fri), 2021

3. Submission (ONLINE)

- 1) Login to the Login to the Central Library website and click Online Thesis submission system(dCollection) (LINK at the website)
- 2) Submit thesis contents
- 3) Agree with CCL(Creative Commons License)
- 4) Upload the Original file of your Dissertation(Do not set up the password and security when you save the file)
- 5) After approval from system administrator, print out your agreement on intellectual property rights and sign your own signature.
- 6) Submit the required documents including the thesis in book form to the Information Support room of the Central Library.
 - ※ Before submitting the thesis in book form, you have to upload and approve the original file of your dissertation on dCollection. Then you should submit your thesis, which is same with the thesis on dCollection system.

4. Submission (OFFLINE)

- 1) Place of Submission : Information Support Room, 1st floor, Central Library (The South side of Library)
- 2) Time for Submission : From 10 am to 4 pm, on weekdays (Monday to Friday)
- 3) Required Documents
 - Thesis in book form(with signatures of the thesis review committee) - 3 copies
 - Agreement on Intellectual property rights (with the submitter's signature)
 - can download after submitting the thesis on dCollection system
 - Author Permission Disagreement/Conditional Agreement Explanation (with the academic advisor's signature)
 - ※ Representative submission available

5. **detailed submission process: check the attachment manual**

6. INQUIRY

- thesis writing and submission period: Ms. Bora Jin (Tel: 031-219-3999, Email: jinbora@ajou.ac.kr) of the Office of graduate school
- submission system(dCollection) and offline submission: Ms. Ye Lim, Baek (Tel: 031-219-2124, Email: lune@ajou.ac.kr) of the Academic Information Development Team of Ajou Central Library
- thesis upload page: <https://library.ajou.ac.kr/#/education/dcollection>

Attachement : (2021.8)Guide to Thesis Submission Procedure_AJOU UNIVERSITY

GRADUATE SCHOOL OFFICE