

# Guidelines for Preparing Thesis for Degree

## I . Preparation and Submission of Thesis Defense Version

### 1. Qualification for Submission

- ① A person who completed or expects to complete the courses, for any of the degree courses
- ② A person who received thesis guidance for 2 semesters or more
- ③ A person who passed a foreign language examination and a comprehensive examination
- ④ A person who does not exceed 6 years for the Master's course, and 10 years for the Doctorate course or the Integrated course, after admission to university, excluding absence periods
- ⑤ As for the Doctorate course, a person who published (or plans to publish) the contents of a thesis in a relevant society's journal as follows:
  - Natural Science & Engineering field: Publishing on 2 or more occasions domestically or 1 or more occasions internationally
  - Dept. of Medical Sciences: 2 or more domestic or overseas articles
  - Dept. of Biomedical Sciences: 2 or more overseas articles
  - Humanities and Sociology field: Publishing on 1 or more occasions domestically or internationally
- ⑥ As for the Integrated course, a person who published (or plans to publish) the contents of a thesis in a relevant society's journal as follows:
  - Natural Science & Engineering field: Publishing on 1 or more occasions internationally
  - Dept. of Medical Sciences: 2 or more domestic or overseas articles
  - Dept. of Biomedical Sciences: 2 or more overseas articles
  - Humanities and Sociology field: Publishing on 2 or more occasions domestically or 1 or more occasions internationally

### 2. Required Documents for Submission

Doctorate Degree	Master's Degree
① Petition for review of thesis for Doctorate degree	① Petition for review of thesis for Master's degree
② List of thesis review members	② List of thesis review members
③ Recommendation letter of external review member	③ Recommendation letter of external review member
④ Curriculum Vitae (Personal Resume)	(only for relevant students)
⑤ Research Ethics Compliance statement	④ Research Ethics Compliance statement
⑥ Confirmation letter of dissertation publication(attach the cover page of printed copy from dissertation)	⑤ ***Confirmation letter of dissertation publication (attach the cover page of printed copy from dissertation)
* Certificate of expectant publication in academic journal (Only for students who expect to	* Certificate of expectant publication in academic journal

publish) (attach the cover page of thesis for degree)	(only for students who expect to publish) (attach the cover page of thesis for degree) **Only for students affiliated with a Department that requires students to publish their dissertation in an academic journal
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## II. Preparation and Submission of the Final Copy of Thesis

### 1. Qualification for Submission

The final copy of a thesis shall be prepared and submitted after the Committee President reports to the Dean of a graduate school that a copy for thesis defense has passed the thesis defense committee.

### 2. Preparation and Submission Method

- ① The final thesis shall be prepared according to the thesis preparation guidelines.
- ② The final thesis must first be uploaded to the dCollection(thesis submission system) and approved. The approved thesis can then be printed and submitted to the Central Library.
- ③ Submission Procedure
  - ③-1. Online Submission
    - Access the thesis submission system (dCollection) of the Central Library's homepage
      - ▶ Central Library Homepage → Research → Research Support → Thesis Submission(<https://library.ajou.ac.kr/en/#/education/dcollection>)
    - Log in with your Ajou University integrated login account
    - Upload original thesis for degree file (do not set password and security key when you save the file)
    - Consent to the Use of Personal Information and Copyright
    - The original file must include the approval letter(with the names of the thesis advisor and reviewers)
  - ③-2. Submission of the Thesis Booklet
    - After submitting the original thesis, the thesis booklet can be submitted after it has been reviewed by the Central Library and the "Submission Process Complete" step has been reached in dCollection system. (The thesis booklet and the original must be identical in order to be deposited at the National Central Library of Korea and the National Assembly Library)
    - Number of thesis booklets to be submitted to the library: **3**
    - When submitting the thesis booklet, a copy of the signature and seal on the approval letter must be submitted.
    - 1 copy of the Copyright Agreement (if conditional or not agreed, the thesis advisor and department head must sign)

- Related website: <https://library.ajou.ac.kr/#/education/dcollection-check>

#### ④ Required Documents

- Number of Copies for Submission: **3 copies** for Master's degree, **3 copies** for Doctorate degree (Cloth book binding; hard cover; a copy of thesis with signatures and seals of thesis review committee)  
(2 copies for deposit at the National Central Library of Korea and the National Assembly Library, and 1 copy for preservation and reference at the Central Library)
- A copy of document allowing use of work with your own signature

### III. Structure and Format of a Thesis

#### 1. Standards and Organization of a Thesis

- The title of a thesis shall be written in less than 26 letters, and a subheading may be given when necessary, but only the main title shall be written.
- The language of a thesis shall be in Korean in principle, but it may be prepared in foreign languages by obtaining approval from academic advisor when necessary.
- Binding Book Size: 16K [190 x 260 mm]
- Plate Type: B5 (182 x 257 mm)
- Paper Quality: imitation vellum greater than 70 lbs.
- Printing shall be done in 'master printing' or 'offset printing' on both sides, or possibly on one side.
- Color of Cover Page: A Master's thesis shall be in "ultra marine blue", and a Doctoral thesis shall be in "black."
- Binding Method: A thesis shall have cloth binding.
- **Cover Page Printing Method: A thesis should be printed in the myeongjo font type plated with gold.**
- The cover page, cover page repeated and an approval page shall be based on separate forms.

#### 2. Order of a Thesis

##### A. Hard Cover Page [Form 1]

A separate white sheet of paper shall be inserted following the Hard Cover Page.

##### B. Outer Title Page [Remove the spine of book from Form 1]

##### C. Inner Title Page [Form 2]

##### D. Approval Page [Form 3]

##### E. Acknowledgement: Such may be omitted.

##### F. Abstract

The essential points of a thesis shall be prepared in Korean and English,

within about 2 pages, and the abstract in Korean shall precede, and the English abstract shall be inserted after the bibliography in case of the text being in Korean.

At the bottom of the abstract, enter the keywords in no more than 5 words for searching theses for degrees.

## G. Table of Contents

### 1) List of Text

Classification	Example	Font Size and Text type
The listing of Contents	I A. 1.	16p boldface type, Center text 14p boldface type 11p boldface type
Subsection	(A) (1) a. ①	11p

\* Inter-items can be omitted, and words spacing is flexible.

### 2) List of Figures

Consecutive numbers, such as picture 1 and picture 2, are assigned in order to correspond with the contents of the text, and the title and page numbers shall be entered.

[Example]

▶ Figure 1. Fuel and Air Connecting Diagram ..... 16

### 3) List of Photographs

Consecutive numbers, such as photograph 1 and photograph 2, are assigned in order to correspond with the contents of the text, and the title and page numbers shall be entered.

[Example]

▶ Photograph 1. Experimental Device ..... 16

### 4) List of Tables

Indication of tables shall be in the order of numerical tables and diagrams, and they are indicated as table 1, table 2, .... diagram 1, diagram 2,

[Example]

▶ Table 1. Performance of the Doubly-encoded Code ..... 12

### 5) List of Symbols

A page explaining symbols that are not popularized, in case of using such symbols, shall be inserted in the text.

## H. Text

### 1) The text shall include the following contents.

Introduction, subject, conclusion

### 2) Titles of figures and photographs shall be specified underneath the figures

and photographs, and titles in Korean are required.

[Example]

Fig 1. Experimental Device

- 3) Titles of tables shall be specified underneath the tables, and titles in Korean are required.

[Example]

Table 1. Experimental Parameter Matrix

- 4) How to write cited references and supplementary explanations
- Because the criteria of how to write cited references and supplementary explanations is different depending on the field of study, we recommend that you consult with your Academic Advisor and refer to the Guide for Thesis Writing from the Ajou University Central Library homepage.
  - \* Central Library Homepage–Research Support–References Management– How to prepare reference document
- 5) Names of foreigners or places shall be indicated in Korean, but the original language should be added within a parenthesis.

## **I. Bibliography / References**

Because the criteria of how to write a bibliography is different depending on the field of study, we recommend that you consult with your Academic Advisor and refer to the Guide for Thesis Writing from Ajou University Central Library homepage.

- \* Central Library Homepage–Research Support–References Management– How to prepare reference document



4cm

# Thesis Title

<22pt>

○ ○ ○, Advisor

<16pt>

I submit this thesis as the  
Master's (Doctoral) thesis in ○ ○.

<14pt>

August 2024

<14pt>

(Entering the scheduled month for conferment of the degree)

Graduate School of Ajou University

<16pt>

1cm

Department of ○ ○ ○ ○

<16pt>

1cm

○ ○ ○ (Name)

<16pt>

3cm

6cm

The Master's (Doctoral) thesis of ○○○ (name) in ○○  
is hereby approved.

Doctor's Degree	Master's Degree	Thesis Defense Committee Chair	Signature <14pt>
		Member	Signature
		Member	Signature
		Member	Signature
		Member	Signature

Graduate School of Ajou University

1cm

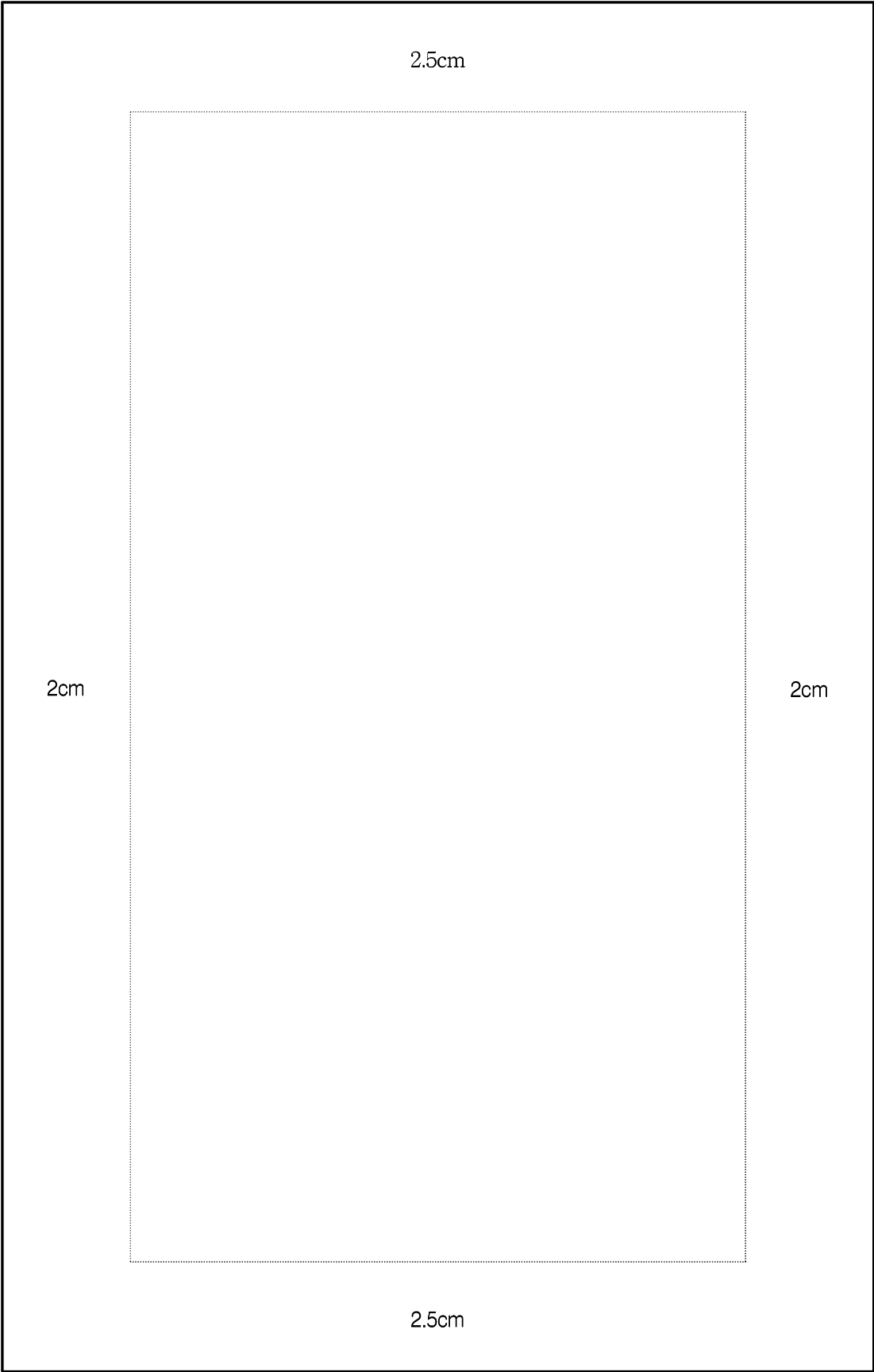
August, 2024

(Entering the scheduled month for conferment of the degree)

3cm



**(Standard Chart for Text Area Margin)**



※ Haansoft Hangul-10~11pt, Spacing-200%/MS Word-10-12pt, Spacing-1.5 lines (33 letters x 23 lines)