

[Notice] Master's and Doctoral Thesis Submission Guidelines

A. Eligibility

- Students scheduled to graduate (Master's/Doctoral) **in August 2026**

B. Submission Period

- **June 25th, 2026 (Thu) – July 24th, 2026 (Fri)**
- **Weekdays 10:00–16:00 (Lunch break 12:00–13:00 excluded)**

C. Submission Procedure

1. (Important) Pre-submission Checklist: <https://library.ajou.ac.kr/research/dcollection/check>

2. Submission Link

a) [Ajou University Library Website](#) → Research & Learning Support

→ Submission of thesis → [dCollection](#) website

※ To access dCollection, you must first log in to the Ajou University Library website using your Ajou portal ID and then access dCollection through the library website. Direct access to dCollection is not accessible.

3. Required Documents and Format

a) Step 1. Submit the Thesis File (PDF) to dCollection

- The thesis PDF must include the approval (signature) page containing the names and signatures of the advisor and committee members.
- The approval page must be uploaded to **dCollection** as a PDF file.

※ **Files created by converting photographs or scanned images into PDF format are not accepted.**

b) Step 2. After submitting your thesis to dCollection

- Wait until the library administrator completes the verification process and the status in dCollection changes to “Submission Completed.”
- Once the status is confirmed as “Submission Completed,” proceed to Step 3.

c) Step 3. Submit Copyright-Related Documents (PDF) via Google Form

- **Google Form:** <https://forms.gle/k3v5XZEJRUEtvksa6>

① Original Copyright Agreement Form (must include the student's signature)

② Conditional Consent/Non-Consent Statement (if applicable)

(must include the signatures of the advisor and department chair)

※ **Files created by converting photographs or scanned images into PDF format are not accepted.**

D. Mandatory Training for Thesis Submission

- Course Title: 학위논문 제출을 위한 메타데이터 생성과 저작권의 이해
- Course period: June 5th, 2026 ~ June 30th, 2026
- How to Take the Course:
Ajou Portal → Login → Top Menu “MOCA” → Click ‘Login’ → Top Menu “MOOCs” → Search course by its name above in Korean and complete the program
- **All thesis submission candidates must complete the above training prior to submission.**

E. Contact Information

- a) Detailed Guide Page for Thesis Submission
 - KR/EN: <https://library.ajou.ac.kr/research/dcollection/guide>
 - Instruction Video: <https://www.youtube.com/watch?v=RyVZJGqibnw>
- b) Inquiries
 - **Thesis submission system (dCollection) usage, submission procedure, manual & checklist inquiries:** Central Library, Academic Information Team (☎2130, tkdtn85@ajou.ac.kr)
 - **Thesis examination schedule, submission timeline:** Office of Graduate School(☎3011, egysk@ajou.ac.kr)