

## Information on Master's Thesis Submission

The schedule on Master's thesis defense and submission is as below.

### [Foreign Language Proficiency Exam]

\* Please check whether you have passed foreign language proficiency exam as you may not be able to submit thesis or graduate.

(The foreign language exam for this semester will be on October 12(Sat) and the result will be announced after 3 weeks)

- International students in Korean studies department: submit TOPIK level 4 or above(submit certificate)

- Korean students in Korean studies department and students in other departments: English and Major Language(Regional Language)

- U-Peace department: English

(If your major language is English, you need to pass both General English and Major English exam. Major English exam is only exempted by obtaining A0 or above from language course and not by submitting any certified English scores)

\* General English can be exempted by submitting certified English score such as TOEIC, TOEFL, IELTS, and FLEX. Please be noted that you may be exempted from taking major language exam if you are native speaker or by obtaining A0 or above in your language course but you still need to apply for exemption in academic info system.

### [Schedule on thesis submission and related documents to be submitted]

1. Submission of Application of M.A Thesis Defense	
Due	September 11(Wed) 2019
Submission	Application of M.A Thesis Defense
Description	This is the first step to thesis submission and graduation. When this form is submitted you will be registered as a graduate candidate and will receive all necessary

	announcements regarding thesis submission from GSIAS office. Please submit the attached form to GSIAS office with approval from thesis advisor and department head.
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## 2. Submission of thesis submission approval form, statement of research ethics conformation, and certificate of research ethics course completion

Due	<b>November 8(Fri)</b>
Submission	<ul style="list-style-type: none"> <li>- Thesis submission approval form</li> <li>- Statement of Research Ethics Conformation</li> <li>- Certificate of On-line Research Ethics course completion</li> <li>- Payment receipt of thesis examination fee (160,000 KRW) (or any other documents that states time and date, amount transferred)</li> <li>- If one of your committee members is the specialist outside HUFs, please submit the additional form which includes the specialist's personal information including a bank account.</li> </ul>
Description	This is the step to confirm your thesis submission after completing public presentation held by each department. According to regulation, you are required to submit certificate of on-line research ethics course completion which is awarded when completed on-line course on Korea Institute of Human Resources Development in Science & Technology along with other documents. Also please be reminded that you need to select your desired degree title on thesis submission approval form.

## 3. Submission of Master's Thesis Defense Report

Due	<b>December 6(Fri)</b>
Submission	Please bring the Master's Thesis Defense Report form on your thesis defense day and have your thesis advisor and examiner to fill out.
Description	This is the step when you have thesis defense either by department or individually. Master's thesis defense report will be submitted by your committee chair to GSIAS office and if you have obtained above 80 for thesis defense score, you are

	eligible to revise/complete your final thesis. If your defense is scheduled after December 6(Fri), please inform GSIAS office in advance.
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<b>4. Submission of printed thesis</b>	
Due	<b>to library by January 3(Fri), 2020</b> * The exact date of submission and additional information will be announced again at the end of the semester.
Submission	<ul style="list-style-type: none"> <li>- Upload thesis file to library website</li> <li>- Submit 7 copies of printed thesis to library</li> <li>- Submit confirmation of thesis submission form, title page and signature page of thesis to GSIAS office</li> </ul>
Description	This is a step when you submit your final printed thesis. Please upload your thesis file to library website and submit 6 copies of printed thesis to library. Then you will receive confirmation of thesis submission form from the library which you need to submit to GSIAS office along with copy of title page and signature page of thesis.

Please inform GSIAS office should you have any changes during your course of thesis writing such as deferring to next semester.

Please be noted that we have adopted plagiarism detection tool called "Turnitin" so please visit library website to use it.