

Information on Ph.D Thesis Submission

The schedule on Ph.D thesis submission is as below.

[Foreign Language Proficiency Exam and Comprehensive Exam]

* Those who haven't passed the foreign language proficiency exam and the comprehensive exam are not eligible to submit thesis or graduate.

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

[Schedule on submission of thesis and related documents]

1. Submission of Application of Ph.D thesis defense	
Due	September 11(Wed) 2019
Submission	Application form of Ph.D thesis defense(link below)
Description	This is the first step of thesis submission and graduation. When this form is submitted, you will be registered as a graduate candidate and will receive all the necessary announcements regarding thesis submission from GSIAS office. Please submit the attached form to GSIAS office with approval from thesis advisor and the head of department.

2. Submission of thesis submission approval form, statement of research ethics conformation, and certificate of research ethics course completion	
Due	October 25(Fri) 2019
Submission	<ul style="list-style-type: none"> - Thesis submission approval form - Statement of Research Ethics Conformation - Certificate of On-line Research Ethics course completion - Payment receipt of thesis examination fee (800,000 KRW) (or any other documents that states time and date, amount transferred) - If one of your committee members is the specialist outside of HUFS, please submit the committee members account info

	form.
Description	This is the step to confirm your thesis submission after completing public presentation led 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 note that you need to select your desired degree title on thesis submission approval form.

3. Submission of Ph.D Thesis Defense Report	
Due	December 6(Fri)
Submission	<ul style="list-style-type: none"> - Ph.D Thesis Defense Report form <p>Please print out the form(see attached) on your thesis defense day and have your thesis advisor and examiner to fill it out. This form is submitted by your committee chair within the due date.</p> <p>The thesis defense report includes: 'Ph.D thesis defense final report' by committee chair, 'Ph.D thesis defense report' by each committee members, and 'Ph.D thesis defense meeting note' which needs to be held at least 3 times.</p>
Description	This is the step when you have thesis defense either by department or individually. You are eligible to revise/complete your final thesis when you have obtained above 80 for thesis defense score. If your defense is scheduled after December 6(Fri), please inform GSIAS office in advance.

4. Submission of printed thesis	
Due	January 3(Fri), 2020
Submission	<ul style="list-style-type: none"> * The exact date of submission and additional information will be announced again at the end of the semester. - Upload thesis file to library website - Submit 7 copies of printed thesis to library - Submit confirmation of thesis submission form, title page and signature page of thesis to GSIAS office
Description	This is the step to submit your final printed thesis. Please

	upload your thesis file to library website and submit 7 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 the copy of title page and signature page of thesis.
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Should you have any changes during your course of thesis writing such as deferring to next semester, please inform GSIAS office

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