

# THESIS SUBMISSION GUIDE

## GIT THESIS SUBMISSION GUIDE (MUST READ)

<https://dcollection.yonsei.ac.kr/bbs/notice/noticeDetail/000000001025>

↑↑↑ MUST CLICK THE LINK ABOVE AND READ BEFORE YOU FOLLOW THE NOTICE BELOW!!!



**Online Submission: by the end of June or the end of December (TBA)**



**Booklet Submission: by early July or early January (TBA)**

- If you are abroad now, please ask one of your friends in Korea to submit the hard copies of your thesis on your behalf.

## EXAMINERS' SIGNATURE

1. Please note that all thesis candidates must receive **all examiners' approval signature or stamp** on “the thesis approval page” (so-called “학위논문 인준서”).
2. Your supervisor's name will be listed at the top, and you must follow the order of other Professors' names **in the order of seniority** and affiliation. If you don't know the members' name order, please feel free to ask the GIT Office.

### <<UGST Professors' names according to priority>>

Prof. Young-Gweon You

Prof. Hyun-Sook Kim

Prof. Samuel Y. Pang

Prof. Sang-Keun Kim

Prof. Soo-Young Kwon

Prof. Ho-Hyun Sohn

Prof. Koog-Pyoung Hong

Prof. Sung-Uk Lim

Prof. Junghyung Kim

Prof. Chammah J. Kaunda

Prof. I-Sil Yoon

\* The adjunct Professors' and external examiners' names will be followed behind the full-time Professors' names.

3. **At least one copy must be the original page signed by all examiners.** For example, among the 4 copies you are asked to submit, at least one must contain the original approval sheet while the others can be duplicates.
4. After you've passed the thesis defense, you have to contact the examiners to make an appointment to meet them in person and receive their "original" signature or stamp. **Yonsei library strongly prohibits electronic signatures except for examiners who stay abroad.** If the examiner is out of campus, you can be asked to send the signature approval paper to his/her office or residence via post so that he/she will sign it and send it back to you.
5. The signature of the approval sheet should be completed **before the 'book submission' deadline.** In the case of 'Online Submission', you can submit the soft copy to the dCollection website without the examiner's signature.

▼ 6. (← Click) **If your examiner is staying overseas - an electronic signature (exceptional)**

- a) The GIT Office will ask the professor(s) abroad to sign the approval sheet.
- b) When the examiner sends his/her e-signature to the GIT Office, the office will make an official copy of the approval sheet with his/her e-signature and send it to the student directly.
- c) The student will bring the approval sheet and collect the other examiners' signatures in person.

## BOOKBINDING

1. For booklet submission, it is recommended to use the print shop located on the Sinchon campus.
2. The GIT Office recommends one of the print shops which provides thesis bookbinding services.

### Print Shop Information - Copyworks Printshop (광복관 카피웍스)

- Tel. 02-2123-8146 / E-mail. [copyworksy@naver.com](mailto:copyworksy@naver.com)

- Location: B1F Yonsei Law School bld. (Gwang-bok gwan), near the UGST bld. (광복관 B1층)
- Basic price: 105,000 KRW (for bookbinding cover & golden carved seal) \*   
subject to change
- Colored print for the approval page: 250 KRW \* the number of hard-copies
- Unit price: 40 KRW per page \* the number of hard copies (if you order more than 10 booklets, the unit price will be discounted to 35 KRW per page.)
- (e.g.) If your thesis consists of 100 pages in total and you want to make 4 copies of booklets, it will be (40 pages \* 100 KRW \* 4 copies) + (4 copies \* 250 KRW) + 105,000 KRW = 122,000 KRW in total.
- Cash or wire transfer available, 10% VAT added if paid by credit or debit card



#### **HOW TO MAKE AN ORDER at Copyworks**

1. Visit the print shop in person with **the USB drive which contains "BOTH" the MS Word and PDF files of your thesis** and the original copy of the approval page which has all examiners' original signatures. **Or** send both the MS Word and PDF files of your thesis to **"copyworksy@naver.com"** indicating your name, student ID, degree(master's or doctoral), phone number, and the number of copies you want to order (but you have to visit the print shop in person and give them the original copy of the approval page).
2. It will take at least 2-3 business days to be printed. Please make sure to place an order "in advance" to meet the booklet submission deadline.
3. When the print shop sends you a text message, please visit the print shop to pick up the completed booklets.

## **IMPORTANT NOTE**

**!!!! Before you submit the thesis, please make sure to edit your final work along with the standard format designated by Yonsei University. !!!!**

1. Instructions on how to comply with a thesis format in Yonsei University:  
<https://graduate.yonsei.ac.kr/graduate/academic/paper06.do>
2. **Especially in the link above, please read thoroughly the "Format of Thesis" part such as margins, typeface & printing, and page numbers.**
3. **Sample format of English thesis provided by Yonsei University:**  
<https://git.yonsei.ac.kr/git/news/Downloads.do?mode=view&articleNo=62201&article.offset=0&articleLimit=10>
4. If you are staying abroad and cannot submit your thesis booklets in person, submitting by the deputy is available if your deputy brings the booklets to the library **with your certificate of attendance (재학증명서) or student ID card (학생증).**

## Contact (regarding Thesis Submission)

학술문화처 도서관 학술자료운영팀 (Yonsei Library Academic Material Management Team)

Tel. 02) 2123 - 4643 / 4644 / 6319

E-mail: [thesis@yonsei.ac.kr](mailto:thesis@yonsei.ac.kr)

Service hours: 09:00 ~ 17:00 on weekdays