

Notice of Submission and Review Schedule for Thesis Documents

For Graduates / Graduate School Academic Affairs

※ 논문심사 관련 유의사항

1. Please note that the thesis guidance fee has been abolished starting from the 2019 academic year.
(However, the thesis review fee for current students will remain unchanged. Those who enrolled in 2019 and later and have completed their coursework must pay the research registration fee after completion. Please refer to page 8 after completing page 7)
2. Thesis writing guidelines and samples can be found on the Graduate School website.
3. Submission and review are not possible if deadlines for each stage are missed, so please be sure to adhere to the specified submission deadlines.
4. When submitting documents, ensure that the signatures and seals of the advisor or Department head are not omitted.
5. Consent to personal information is mandatory when appointing external reviewers, so please ensure that the consent checkbox and signature are not missing.
6. A checklist is attached to assist with the submission of thesis documents. Please refer to the first page of this document.
7. When binding the thesis, include the research ethics pledge in front of the table of contents. Refer to the format on page 19.

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Dissertation Checklist

Department	Program	Student ID	Name

Category	Submission documents	Submission Status	Remarks
1. Thesis Proposal Submission Stage (Sept. 01.(Tue) ~ Sept. 29.(Tue))	Thesis Proposal	Submitted [] /Unsubmitted []	
	Research Ethics Declaration Form	Submitted [] /Unsubmitted []	
	Thesis Supervision Application Form (For completion Students Only)	Submitted [] /Unsubmitted []	For Completed Student Only
2. Pre-Review Document Submission Stage (Sept. 30.(Wed) ~ Oct. 02.(Mon))	Submission Approval & Thesis Supervision Confirmation	Submitted [] /Unsubmitted []	
	Application for Appointing Examination Committee	Submitted [] /Unsubmitted []	<Members> Master 3명/Ph.D 5명
	Offprint and Proof of Forthcoming Publication	Submitted [] /Unsubmitted []	Ph.D only
	Recommendation Form for Appointment of External Examiner for Thesis	Submitted [] /Unsubmitted []	For Completed Student Only
3. Thesis Review and Post-Review Document Submission Stage (Nov. 19.(Thu) ~ Dec. 15.(Tue))	Result Sheet for Oral Thesis Examination	Submitted [] /Unsubmitted []	
	Thesis Review Report	Submitted [] /Unsubmitted []	
	Evaluation of Thesis (Master 3부, Ph.D 5부)	Submitted [] /Unsubmitted []	Filled out by committee member
	Examination fee Receipt	Submitted [] /Unsubmitted []	
4. Upload Thesis File and Submit Documents (Nov. 23.(Mon) ~ 27. Jan. 12.(Tue))	Copyright Agreement Paper	제출 [] / 미제출 []	After Uploading to the Digital Library
	Thesis Plagiarism Check Report	Submitted [] /Unsubmitted []	
	Survey for New Ph.D Receipts	Submitted [] /Unsubmitted []	Ph.D only
	Using AI Agreement Paper	Submitted [] /Unsubmitted []	Only for those who wish
5. Research Ethics Declaration Form	Research Integrity Compliance Statement	Submitted [] /Unsubmitted []	Required for binding Not to be submitted to the Academic Affairs

1. Thesis Proposal Stage

A. Period : September 01 (Tue) - September 29 (Tue)

B. Procedure : Write the Thesis Proposal ⇨ Approval from the Advisor and Department Chair
⇨ Submit to the Graduate School Academic Affairs Team

C. How to write a thesis proposal

① Log in Portal ⇨ Click 「통합정보(학사)」 ⇨ On the left banner(Student Menu), Find Thesis

⇨ Click 「Thesis Research Plan Submission」

② Click 「신규」

③ Enter the thesis title, content, research methods, etc and click 「저장」

④ Click 「논문계획서 출력」 and print out thesis proposal or Print 5&6 pages.

⑤ Get signatures from Advisor and department chair

⑥ Submit to the graduate academic affairs Team

※ Writing a thesis plan is possible only after the application and approval of the advisor assignment have been completed in advance. Please apply for advisor assignment.

D. If the thesis plan is not entered into the system, it will be excluded from the review, so please make sure to enter it within the deadline.

E. Submitted Documents

Title of Submitted Documents	Number of Copies	Notes	Remarks
1) Thesis Proposal	1	Page 5	Written by Student, Thesis Advisor check
2) Research Ethics Declaration Form	1	Page 6	Written by Thesis Advisor
3) Thesis Supervision Application Form (For Completion Students Only)	1	Page 7	Written by Student, Thesis Advisor check

[서식 - 논문 - 1]

Thesis Proposal

(Complete after submitting the information on Portal)

Thesis Advisor : 인

Co-Thesis Advisor : 인

Department Head : 인

Graduate School Name			Department Name		
Degree Program	Master [], Ph.D []				
Student Number		Name		Semester	
Academic Status	Enrolled [], Complete []		Phone Number	- -	
Expected Semester of Thesis Submission		2026 Academic Year Semester			
논문제목	Title in Korean				
	Title in English				
Main Contents	Field	☐ Humanities		☐ Social Sciences	
		☐ Arts		☐ Physical Education	
		☐ Natural Sciences		☐ Engineering	
		☐ Others ()			
	Contents	(별지사용 가능)			
Study of Methods	Type	☐ Literature Review		☐ Survey Research	
		☐ Observational Study		☐ Behavioral Experimental Research	
		☐ Qualitative Research		☐ Clinical Experimental Research	
		☐ Science and Engineering Experiment		☐ Other Research	
	Study of Methods of Description	(별지사용 가능)			

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Research Ethics Declaration Form

Applicant	Degree Program	Master [] Ph.D []	Department	
	Student Number		Name	
Thesis Advisor	Affiliated Department		Name	
Title of Thesis	Title in Korean			
	Title in English			

As the advisor of the above-mentioned dissertation candidate, I will ensure that no research misconduct occurs during the writing of the dissertation. Furthermore, I acknowledge that if the dissertation is found to have been written with research misconduct after the degree has been awarded, I may be subject to disciplinary action

yyyy. mm. dd.

Verifier : Advisor

인

To the Dean Of Hoseo University Graduate School

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Thesis Supervision Application Form

(For Completion Students Only)

 2026
Academic Year 2nd Semester

Graduate School : Department :

Degree Program : Student Number : Name :

Year of Enrollment

Contact Number

<Consent Form for the Collection and Use of Personal Information for Thesis Guidance>

Hoseo University Graduate School intends to collect and use personal information as described below in relation to the thesis guidance application for graduates. Please read the details carefully and decide whether to agree.

■Collection and Use of Unique Identification Information

Item	Purpose	Retention Period
Contact Number	Thesis Supervision Application Form	10 years

※ You have the right to refuse to consent to the collection and use of your personal information as described above. However, if you refuse to provide consent, you may be subject to limitations in matters such as thesis evaluation.

Do you consent to the collection and use of your personal information as described above?
(Yes , No)

I hereby apply for thesis guidance as a program completer.

2026. . .

Applicant : (Signature)

Advisor : (Signature)

To the Dean Of Hoseo University Graduate School

Charge	Team Leader	Dean

처 리 절 차

 Fill Out
Application
Form

 Approval by
Advisor

 Submit to
Graduate
Academic
Affairs

 Thesis Review
Process

2. Documents for Thesis Review Stage

A. Period : 2026. September. 30.(Wed) ~ November. 02.(Mon)

B. Procedure: Apply for Thesis Review ⇨ Get Approval from Department Head and Advisor ⇨ Appoint Review Committee Members ⇨ Submit to Graduate Academic Affairs

C. How to Apply for Review

- ① Login Portal ⇨ Click 「통합정보시스템 (학사)」 ⇨ Click 「Thesis Review Application」
- ② Enter the thesis title (in Korean and English) and click "저장"
- ③ Under the Review Committee Members tab, click "신규" for the number of members needed and click "저장"
 - ※ If appointing external members, check "외부여부" and provide detailed information such as affiliated university, highest degree, etc.
 - ※ External members cannot be appointed without consent to personal information.
- ④ Click 「신청」
- ⑤ Print the "Application Form," "Appointment Application Form," and "Recommendation Form" or fill out the attached documents (pages 10, 11, 12).

D. If the review application is not completed within the deadline, the review cannot proceed.

E. Submitted Documents

Title of Submitted Documents	Copies	Note	Remarks
1) Submission Approval and Thesis Supervision Confirmation	1 page	page 9	Written by Student, Thesis Advisor, Head Professor check
2) Application for Appointing Examination Committee	1 page	page 10	Written by Student, Thesis Advisor, Head Professor check
3) Recommendation Form for Appointment of External Examiner for Thesis	1 page each	page 11	Written by Student, Thesis Advisor, Head Professor check

F. Notes on Appointing Review Committee Members

- ① Master's Thesis: Three examiners, including at least two full-time faculty members of the university.
 Doctoral Dissertation: Five examiners, including at least three full-time faculty members of the university. If necessary, an expert in the relevant field may be appointed as an examiner.
- ② The academic advisor shall serve as an ex officio examiner but may not serve as the chair of the examination committee.

G. Payment of Thesis Examination

① Currently Enrolled Students

Master's: KRW 150,000 / Doctoral: KRW 500,000

Bank Account: [Shinhan Bank 100-038-809770](#)

Please make the deposit using your name + student ID number.

② Program Completers

A research registration fee is charged instead of the thesis examination fee.

Master's: 10% of the tuition fee for the respective field

Doctoral: 15% of the tuition fee for the respective field

Bank Account: [An individual virtual account will be assigned.](#)

- ※ The virtual account will be issued after applying for the thesis examination through the Integrated Information System.
- ※ Students admitted before 2019 are required to pay the thesis examination fee at the same rate as currently enrolled students.

H. Program completers should follow the same thesis examination application procedure as above.

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Submission Approval and Thesis Supervision Confirmation

Graduate School		Department		Major	
Program		Student Nubmer		Name	
Thesis Title					
Advisor	Name:	Department:	Position:		

I hereby confirm that the thesis of the above student is suitable for a (Master's/Doctoral) degree dissertation. I have diligently supervised the thesis, and accordingly, I submit the approval for the submission of the review thesis as stated above.

2026. . .

Department Head : 인

Adviser : 인

Approved for the submission of the above individual's review thesis.

2026. . .

Applicant : 인

To the Dean Of Hoseo University Graduate School

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Application for Appointing Examination Committee

Graduate School	
Major	
Degree Program	
Name	
Student Number	

I request approval to appoint the following individuals as review committee members for the (Master's/Doctoral) degree dissertation of the above student.

– Detail –

Category	Name	Department Name	Position
Chair			
Committee Member			
Committee Member			
Committee Member			
Committee Member			

※ Master's: 3 members; Doctoral: 5 members (including the Chair)

※ External members must complete Page 7: Recommendation for Appointment of External Thesis Examiners.

2026. . .

Department Head : 인

Adviser : 인

To the Dean Of Hoseo University Graduate School

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Recommendation Form for Appointment of External Examiner for Thesis

Thesis Submitter	Name		Student number	
	Department/ Major		Degree Program	Master's [], Ph.D []
Examiner	Name		Phone number	
	Affiliation	University	Title	
	Alma Mater	University	Department	
		Major	최종학위명	
	Account Number		Bank Name/ Account Holder	/
	Address			
Resident Registration Number	(Required for tax deduction)			

< Consent Form for the Collection and Use of Personal Information for Thesis Examination >

Hoseo University Graduate School collects and uses personal information for thesis examination.
Please review the information below and indicate your consent.

○Collection and Use of Personal Information

Items Collected•Used	Purpose of Collection•Use	Retention Period
Name, Account Number, Final Degree	Verification of Reviewer Qualifications. Payment of Review Fees	10 years

- ※ You have the right to refuse consent to the collection and use of your personal information.
However, refusal may limit your participation in the thesis examination.
Do you agree to the collection and use of personal information as described above? (Yes/No)

○Collection and use of Unique Identification Information

Items Collected•Used	Purpose of Collection•Use	Retention Period
Resident Registration Number	Verification of Identify, Tax Deductions	10 years

- ※ You have the right to refuse consent to the collection and use of your unique identification information. However, refusal may limit your participation in the thesis examination.
Do you consent to the collection and use of your unique identification information as described above? (Yes/No)

2026. . .

Name

(Signature)

I hereby recommend the above person for appointment as a thesis examiner for the 2026
academic year.

2026. . .

Department Head :

㉠

Adviser :

㉠

To the Dean Of Hoseo University Graduate School

3. Documents After Thesis Review Stage

A. Period : November. 19. 2026.(Thu) ~ December. 15. 2026.(Tue)

B. Procedure : Thesis Review ⇨ Evaluation by Review Committee ⇨ Submission of Review Results to Graduate School Administration Team

C. Required Documents

Required Documents	Copies	Form	Remark
1) Oral Examination Results	1 copy	p13	To be completed by Chair
2) Thesis Examination Report	1 copy	p14	To be completed by Chair
3) Thesis Examination Summary	1 per each	p15	To be completed by each examiner
4) Examination Fee Deposit Receipt	1 copy	Deposit Receipt	Payment required before submission

D. Important Notes

- ① The Oral Examination Results and Thesis Examination Report require the signatures/seals of all examiners. Please ensure that all required signatures/seals are obtained from the Chair or academic advisor after the examination.
- ② The Thesis Examination Summary must be completed by each examiner. A total of 3 copies for master's students and 5 copies for doctoral students must be submitted.
- ③ For external examiners, it may be difficult to obtain missing signatures or seals after the examination. Please complete all required documentation on the day of the final examination whenever possible.

E. (Enrolled) Thesis Examination Fee

- ① Examination Fee : Master's 150,000KRW / Ph.D 500,000KRW
- ② Bank Account : Shinhan 100-038-809770
 - ※ Please make the deposit under Student Name + Student ID number

F. (Completed) Research Registration Fee

- ① Research Registration Fee : Master's 10% / Doctoral 15% of the tuition fee for the respective field of study
- ② Bank Account : Individual Virtual Account
 - ※ Portal <Thesis Examination> apply first and then issued
 - ※ Students admitted before 2019 must pay the thesis examination fee in the same manner as enrolled students.

※ Please submit the deposit receipt for the thesis examination fee (research registration fee) together with the Thesis Examination Report. One payment per person is required.

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Result Sheet for Oral Thesis Examination

Department		Student Number		Name	
Exam Date	2026. . .		Time		
Examination Venue					
Oral Examination Evaluation	: <i>Please indicate (Pass / Fail).</i>				

(/ 100) Committee Head : 인

(/ 100) Committee Member : 인

(/ 100) Committee Member : 인

(/ 100) Committee Member : 인

(/ 100) Committee Member : 인

※ Passing Criteria

1. A score of 80 or higher is required for an individual pass.
2. The examination is passed when at least 2 examiners for a master's degree or 4 examiners for a doctoral degree give a passing evaluation.

The Oral Examination Results for the degree thesis are hereby submitted as stated above.

2026. . .

Committee Head : 인

To the Dean Of Hoseo University Graduate School

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Thesis Examination report

Department	
Student Number	
Name	

Title :
Exam : 2026. . .
Date :
Decision :

I hereby report the results of the degree dissertation review as stated above.

2026. . .

	Name	Pass	Fail
Committee head :	인	()	()
Committee member	인	()	()
Committee member	인	()	()
Committee member	인	()	()
Committee member	인	()	()

To the Dean Of Hoseo University Graduate School

- 1. This result report is to be completed by the committee chair.
- 2. The evaluation field should indicate "Pass" or "Fail."
- 3. All review committee members must stamp the corresponding "Pass" or "Fail" section.

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Thesis Examination Summery

Name :

Program :

Title :

Exam :

Date

Decision : Pass () Fail ()

※ Evaluation of Thesis

2026. . .

Committee :
member

인

To the Dean Of Hoseo University Graduate School

1. This result report is to be completed by the committee chair.
2. The evaluation field should indicate "Pass" or "Fail."
3. All review committee members must stamp the corresponding "Pass" or "Fail" section.

4. Thesis File Upload Stage

A. Schedule : November. 23.(Mon) ~ January. 12.(Tue) ※ No extension will be granted

B. File Upload procedure

- ① Log in to the Digital Library
 - For first-time access, you must go through the [「Submitter Login Authentication」](#) process when logging in.
 - Enter your ID (student number), name, and email address, then click [「Confirm」](#)
 - Check the authentication email and try logging in again.
- ② Click [「자료제출」](#) on the top menu.
- ③ Select [「February 2027 Graduation~」](#) as the submission target, then click [「자료제출」](#)
- ④ If you agree to the copyright terms, the full text will be made public to general users. You can also set permissions regarding modifications and commercial use of the work. (For details, refer to the manual on the corresponding page.)
- ⑤ If you do not consent to the copyright agreement, the full text will not be available to the general public. In this case, you must provide a reason for restricting access.
- ⑥ Upload the final thesis file. [The Research Ethics Pledge \(see p.19\)](#) must be included before the [<Table of Contents>](#). [The Approval Page with professors' signatures must not be included in the file and should be uploaded separately.](#)
- ⑦ Approval by the Graduate School Academic Affairs Team.

C. Copyright Agreement

- ① After uploading the thesis file and obtaining approval from the Graduate Academic Affairs the copyright agreement form can be printed.
- ② The copyright agreement form is a document that certifies the submitter's rights to the degree dissertation. It must be submitted within the specified deadline.

D. Anti-Plagiarism System Inspection Results Report

- ① Plagiarism Check Usage : Login Portal ⇨ Integrated Information System ⇨ Thesis Plagiarism Check System⇨ Click [「논문표절검사시스템 LINK」](#)
- ② When conducting the plagiarism check, do not change the inspection conditions. After completion, sign the first page of the inspection result report, which includes the plagiarism rate, and submit it to the Graduate Academic Affairs.
- ③ For detailed instructions, refer to the Graduate School website (link).

E. Required Documents

Title of Document	Copies	Remark
1) Copyright Agreement	1부	
2) Anti-Plagiarism System Inspection Results Report	1부	A similarity rate of less than 10% is recommended.
3) New Ph.D. Recipient Survey	1부	Please refer to the Graduate School website.
4) Consent Form for AI Use in Thesis	1부	Optional (submit if desired; see p. 18).

Research Ethics Pledge

As a graduate student of Hoseo University, I hereby pledge to comply with the following fundamental principles of research ethics in the process of writing this thesis and confirm that I have adhered to them.

First, I shall conduct my research honestly and rigorously under the guidance of my academic advisor and write this thesis accordingly.

Second, I shall not engage in any form of research misconduct that undermines academic integrity, including commissioning others to write my thesis, plagiarizing other works, or fabricating or falsifying research data.

2026. . .

Program :

Department :

Name : 인

To the Dean Of Hoseo University Graduate School

Consent Form for AI Use in Thesis

Affiliation			
Name		Student Number	
Contact Information	Mobile Number:	Email:	
Thesis Title			

I consent to the use of this thesis as AI training data for AI technology-based services provided by the National Assembly Library.

Agree () Disagree()

Consent to the Collection and Use of Personal Information for Permission to Use Thesis Dissertation

※ In accordance with the「Personal Information Protection Act」, we are obtaining your consent for the collection and use of personal information as follows. The information you provide will not be used for purposes other than those stated, and the data subject has the right to request access to, correction of, or deletion of their personal information.

- ☐ (Purpose of Collection and Use of Personal Information) Verification of consent for permission to use the copyrighted work
- ☐ (Items of Personal Information Collected) Affiliation, name, student ID number, contact information
- ☐ (Retention and Use Period of Personal Information) The collected personal information will be retained permanently for the purpose of verifying consent for the use of the copyrighted work.
- ☐ (Right to Refuse Consent) You have the right to refuse consent to the collection and use of the above personal information; however, consent is required in order to provide services related to the use of the copyrighted work.

I hereby consent to the collection and use of my personal information as stated above

2026. . . .

Author : (Signature)

To the Director of Hoseo University Central Library