

# Graduate Thesis Research Proposal Submission and Thesis Evaluation Procedures (2023 Spring)

Please write a research paper proposal according to article 7(research paper for a degree) and receive a 'set-up check' from your professor before receiving pre-evaluation and main evaluation.

## ■ Research Paper Submission and Evaluation Schedule ■

Classification	Contents	Schedule	Remark
Thesis Research Proposal	<b>Eligibility :</b> Students who passed <u>the qualification examinations (foreign language, comprehensive)</u> until <u>the last semester(2022-2)</u> are only eligible to submit Thesis Research Proposal. (In the period of leave of absence, it is not possible to submit it. The Thesis Research Proposal submitted during the leave of absence will be removed. After returning to school, it is possible to submit it.)	Entry and Submission/Department Admission Period: <u>2023. 2. 16. (Thu.) ~ 3. 17. (Fri.)</u>  Graduate School Admission Period: <u>2023. 2. 16. (Thu.) ~ 3. 17. (Fri.)</u>	<a href="http://portal.yonsei.ac.kr">http://portal.yonsei.ac.kr</a>
	<b>Submission Procedure:</b> Step 1. Log-in to Yonsei Portal system→Paper Evaluation Step 2. Consent to the graduate thesis ethics commitment <b>Step 3. Upload Research Proposal. Save and print it out. (Only can be printed during the entry period)</b> Step 4. Get it approved by the research advisor and submit the approved copy to the department office Step 5. The department approves the proposal based on the research advisor's comments Step 6. Graduate School approves the proposal Step 7. Admission Check-up *Ph.D Evaluation: Ph.D course student can receive pre-evaluation and main evaluation on the next semester that one has submitted the proposal. *Students cannot submit the paper proposal during the leave semester. (If submitted, it will be deleted.)		
	<b>Evaluation Committee List Submission: Student → Department office</b> Evaluation Committee Entry: Department office *Master's Degree: Enter professor name and evaluation committee *Ph.D Degree: Enter <u>professor name</u> for <u>the proposal submission semester</u> and <u>evaluation committee</u> for <u>the proposal evaluation semester</u> . (Students who submitted the proposal must have the professor name entered.)	1. <u>Evaluation committee List Submission Due-date(Student→Department Office): 3.21 (Tue.)</u>  2. <u>Evaluation Committee Entry(Department Office): 2023. 2. 16 (Thu.) ~ 3. 22 (Wed.)</u>	Department office will receive the evaluation committee list and enter as a whole
Preliminary Evaluation	Report format of preliminary evaluation results receipt (Report: Head of evaluation committee)	2023. 3. 23 (Thu.)	Printed out and handed out by the department office
	Preliminary Evaluation	2023. 3. 24 (Fri.) ~ 4. 26 (Wed.)	Conducted due to the school schedule
	Preliminary evaluation results submission (Submit to respective departmental offices)	2023. 3. 24 (Fri.) ~ 4. 26 (Wed.)	Department Receipt Close
Final Evaluation	Report format of final evaluation results receipt (Report: A whole evaluation committee)	2023. 5. 18 (Thu.)	Printed out and handed out by the department office
	Final evaluation	2023. 5. 19 (Fri.) ~ 6. 21 (Wed.)	Conducted due to the school schedule
	Final evaluation results submission and input (grade input close) – cannot be edited later	2023. 5. 19 (Fri.) ~ 6. 23 (Fri.)	Evaluation grade entry
Completed Final thesis Submission	Final thesis reception close(Master's degree: 4 copies, Ph.D degree: 4 copies): Original copy of confirmation included. When submitted online, anonymous or law school	Deadline for submitting final thesis online(expect): 2023. 6. 23 (Fri.) ~ 6. 29 (Thu.)	Due-date and the number of copies are not fixed.

	student: 5 copies Final thesis submission procedure: Refer to the Yonsei library homepage notice. <a href="http://dcollection.yonsei.ac.kr">http://dcollection.yonsei.ac.kr</a> Reception: Yonsei Samsung library 1F exhibition gallery-Research paper reception desk	Deadline for submitting final thesis in hard copy(Expect): 2023. 6. 30 (Fri.) ~ 7. 7 (Fri.)	
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1. Ph.D students who matriculated post Fall 2006 are obliged to write their dissertation in English.
- For certain topics that are difficult to be written in English, students may request an approval from their research advisor for writing the dissertation in Korean or any other foreign language except English. In this case, students must get the approval for it by Mar 19(Fri).
- Format can be downloaded at Yonsei Graduate School web-site.  
 [Procedure]  
 Step 1. Log-in to Yonsei Graduate School web-site(graduate.yonsei.ac.kr)  
 Step 2. Download the form named '영어이외의 외국어 박사학위논문 작성승인요청서' on the web-site, and fill out the form  
 Step 3. Get the approval from research advisor(Sign on the form) and submit it to the department office  
 Step 4. The department office ask the approval to Graduate School  
 Step 5. Graduate School approve  
 \* Download the form('영어이외의 외국어 박사학위논문 작성승인요청서')  
 Web-site Main Page -> Academics -> Downloads -> '학위논문' -> No.7 '[학위논문] 학위논문 관련 각종 양식'->'국문 또는 영어 이외의 박사학위논문 작성 승인요청서'
2. Ph.D students must publish one's paper in a year from the date that one has received the degree.
3. It is impossible to input the data at the portal system after the deadline.
4. Check one's English name(Passport) and phone number on the portal system. (It will be printed out on the degree paper and all other certificates.)
- Period of English name revision on Yonsei Portal : **Feb 16(Thu) 2023 ~ Mar 17(Wed) 2023**
5. If there's any changes of the paper title or the format, a student must require the department office to change on the portal system.
6. Students must keep the final paper submission due-date. (Consider the evaluation committee's business trip schedule and etc. to get the confirmation on time)
7. Refer to the graduate school homepage(<http://graduate.yonsei.ac.kr>) for the research paper qualification and set-up.
8. Scheduled degree conferment certificate can be issued from 2023. 5. 1.