

## [1] 2023-1 graduation schedule

### 1. Graduation application (Portal)

- 1) period: ~ 5.19.(Fri)
- 2) How to: [Portal] → [Graduation] → [Request for Graduation]

### 2. Thesis committee registration (Portal)

- 1) period: ~ 5.19.(Fri)
- 2) How to: [Portal] → [Graduation] → [Thesis/Dissertation info] →  
[Graduate Thesis management] → Input your information  
→ Print out the form → Get advisor & Committee's signature  
→ Upload on portal

### 3. Document submission(Before the defense)

- 1) period: ~5.24.(Wed), 15:00
- 2) Document list
  - The paper you've uploaded on the portal(signed application form)
  - Pledge of observance of research ethics [ATT1]
  - English test(ex: TOEIC, OPIC, etc) result
  - \*Office: Juyoung Jun at College of Engineering(Bldg. 108 Room. U203-2)

### 4. Defense: ~ 6.16.(Fri)

- 1) Send your thesis to all committee members 2 weeks before the defense
- 2) Things to prepare
  - Evaluation form [ATT2], [ATT3]
  - Oral test evaluation form [ATT4] (ONLY MS students)
    - \* Evaluation for presentation ability using English
  - Thesis approval form [ATT5]
  - Result of "Turn it in"
    - \* All graduates must conduct a Turn it in (thesis plagiarism test)
    - \* You must submit the results of the plagiarism test to the committee chair

### ※ Turn it in

- Manual [ATT6]
- When the result score is equals to or higher than 20%, you must fill out [ATT7] with the advisor's opinion
- Inquiry: Jieun Hwang at the library (052-217-1405 / jieunh0206@unist.ac.kr)

5. Document submission(After the defense)

1) Period: ~6.23.(Fri)

2) Document list

- Evaluation [ATT2, ATT3, ATT4]
- Thesis approval [ATT5]
  - \* You must upload the thesis approval and submit the original one to the office
- Result of "Turn it in"
  - \* Print out the page including your name and plagiarism %
  - \* When the result score is equals to or higher than 20%, you must submit [ATT7]
- 박사학위 취득 설문조사 결과(Survey for PhD holders)
  - \* The survey is conducted in Korean. Please ask one of your Korean colleague for help and proceed with the survey
  - \* Please refer to the manual [ATT8]

6. Permanent course completion: ~6.23.(Fri)

1) Studetns who can't complete the thesis or official English test within the attendance period may apply for Permanent course completion

- \* Attendance period: MS 6th sem, Ph.D 12th sem, MS-Ph.D 14th sem
- \* The attendance period can be extended (1 year) only once with the UEE education committee's approval (contact the staff first)

2) Application: Submit the application [ATT9] to the office

3) Students who apply for permanent course completion, cannot get MS or PhD degree from UNIST.

7. Thesis submission

1) Online: 7.10.(Mon) ~ 7.12.(Wed), <http://unist.dcollection.net>

2) Hardcover: 7.13.(Thu) ~ 7.14.(Fri)

- Submission to the library (MS: 3 books / Ph.D: 3 books)
- Please fill out 'Agreement on thesis open & release' [ATT10] and send it to the library when you submit the hardcover

8. Thesis template & guideline: [ATT11], [ATT12]

- Information on thesis writing, submission and usage  
: <https://library.unist.ac.kr/en/research/thesis/>
- Thesis FAQ : <https://library.unist.ac.kr/en/research/faq/>

9. Inquiry: Juyoung Jun

(052-217-1803 / jyjeon326@unist.ac.kr / Bldg.108, Room.U 203-2)

10. Remark

- 1) Please read the thesis guideline thoroughly.
- 2) Please use the thesis template after reading the guideline

11. FAQ

- 1) Defense deadline: 6.16.(Fri)
- 2) To prevent COVID-19 spread, Online / Offline / Hybrid(Online+Offline) defense are all available
  - In case of Offline / Hybrid(Online+Offline) defense, you must arrange a rooms that can accommodate twice the number of offline attendees
- 3) Electronic signature is also available

**[2] Predefense (ONLY Ph.D + MS-Ph.D)**

1. Students who are going to graduate in the second(fall) semester of 2023, must proceed Predefense by 1st semester of 2023.
2. Pre-defense : ~6.16.(Fri)
  - Period: 2 weeks before 12.16. ~ the last day of the semester (6.16.)

※ Things to prepare

- English version of thesis
- Thesis evaluation form [ATT13]