

[1] 2023-2 graduation schedule

1. Graduation application (Portal)

- 1) period: ~ 2023.11.17.(Fri)
- 2) How to: [Portal] → [Graduation] → [Request for Graduation]

2. Thesis committee registration (Portal)

- 1) period: ~ 2023.11.17.(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: ~2023.11.22.(Wed)
- 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: ~ 2023.12.15.(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: Yulee Kwon at the library (052-217-1405 / kyl7539@unist.ac.kr)

5. Document submission(After the defense)

1) Period: ~2023.12.22.(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: ~2023.12.22.(Fri)

1) Students 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: 2024.1.15.(Mon) ~ 1.17.(Wed), <http://unist.dcollection.net>

2) Hardcover: 2023.1.18.(Thu) ~ 1.19.(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: 12.15.(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 first(spring) semester of 2024, must proceed Predefense by 2nd semester of 2023.

2. Pre-defense : ~12.15.(Fri)

- Period: 2 weeks before 12.15. ~ the last day of the semester (12.15.)

※ Things to prepare

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

※ Result submission: Visit UNIST CoE(Bldg.110 Rm.U203-2) or email(jyjeon326@unist.ac.kr)