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| **◆  대학원 학위청구논문 일정 및 제출  ◆**  **Application for Submission of Thesis**  **※ In case of any discrepancies between the English translation and the original version in Korean, the Korean version takes precedence over the translation. When in doubt, you are strongly advised to get help from your academic advisor or Korean colleagues in your department.**  **1. 제출자격 및 요건 : 아래 항을 모두 충족한 자 All the followings must be met for eligibility:**  가. 학위과정을 수료한 자 또는 2022학년도 1학기 수료예정자  a student who has completed all required courses or a student who will complete all required course in the 1st semester of 2022 academic year  나. 외국어시험 및 종합시험에 합격한 자  a who has passed the foreign language test and graduation qualifying exam  다. 해당학과에서 정한 기준을 충족한 자  a student who has met all the conditions regulated by the student’s department  라. 2022학년도 1학기 연구생 등록을 필한 자(수료생만 해당)  a student who registered as the graduate research student (only the student who has  completed all required courses) for the spring semester of 2022 academic year  **2. 제출기간 및 제출서류** **Application Period & Required Documents**  가. 제출기간 : 2022. 5. 2.(월) 09:00 ~ 2022. 5. 4.(수) 17:00  application period: 09:00 May. 2(Mon.) 2022 ~ 17:00 Mar. 4(Wed.) 2022  나. 제출서류 required documents       1) 학위청구논문 제출신청서(Web에서 신청 후 출력) 1부  a completed one (1) copy of ‘Application Form for the Submission of the Master’s and Doctoral Thesis’      2) 심사위원 제청서(Web에서 신청 후 출력) 1부  one (1) copy of ‘Recommendation for Thesis and Request for Examiners’  3) 학위논문연구윤리준수서약서(Web에서 신청 후 출력) 1부  one (1) copy of ‘Pledge of Research Ethics Observance of Graduate Thesis’  4) 논문심사위원자격인정승인원(외부심사위원, 비전임교원)  one (1) copy of ‘Confirmation of eligibility of committee members from outside institutions’  5) 외부심사위원 재직증명서 및 계좌등록신청서 각 1부(신규 외부심사위원 및 변경자에 한함)  each copy of ‘Certificate of Employment’ and ‘Registration of Bank account for  committee members from outside’ (outside new committee members and Modifiers)  6) 심사료 : ●석사 100,000원, ●박사 : 360,000원  thesis examination fee: 100,000 KRW for master’s, 360,000 KRW for doctor’s  [납부방법 : Web출력 학위청구논문제출신청서 상의 본인 납부계좌로 납부]  how to pay: pay the fee by the designated bank account stated on your application form.  다. 제출방법  웹(URP종합정보)→졸업관리→학위청구논문제출신청→신청서, 심사위원제청서,  윤리준수서약서를 출력하여 지도교수 및 주임교수 확인→논문심사료 납부→  대학원행정실 제출  How to apply:  log onto University Information System → click on ‘졸업관리’(Graduation management) → click on ‘학위청구논문제출신청’(Degree Thesis Application) → print out 'Application Form for the Submission of the Master’s and Doctoral Thesis', 'Recommendation for a Doctoral Thesis’, ‘Request for Examiners,' and 'Pledge of Research Ethics Observance of Graduate Thesis' → get signatures from your academic advisor and the department chair → pay the thesis examination fee → submit the documents to the Graduate School Office  **※수료자가 학위논문청구를 할 경우 연구생등록 (아래6번 참조)을 필히 하시기 바랍니다.**  If students who have completed all courses required for the degree want to apply for the thesis defense, they should register as a graduate research student.  (refer to No.6 below for ‘The research student registration [additional registration]’ )  **3. 학위청구논문 공개발표(본 발표) 기간** : 2022. 5. 16.(월) ~ 2022. 6. 20.(월)  **Period for Public Presentation of Thesis**: May. 16(Mon.) 2022 ~ Jun. 20(Mon.) 2022  **4. 학위청구논문 발표 결과 및 심사요지 보고서** 제출 : 2022. 6. 30.(목) 17:00까지  **Submission of Final Oral Examination Report**: 17:00 Jun. 30(Thu.), 2022  ※ 논문심사는 석사 2회, 박사 3회 이상 : 공개발표 포함  Dissertation Draft Approval Meeting must be held at least twice for master’s, and three (3) times for doctor’s (including public presentation).  **5. 학위 청구논문(완성본) 제출(논문심사 통과자에 한함) :** 2022. 7. 13.(수) ~ 7. 18.(월)  **Submission of final thesis by the student who passed the Final Oral Examination:**  Jul. 13(Wed.) 2022 ~ Jul. 18(Mon.) 2022  가. 완성본 4부(공법, 사법학과는 6부)[심사위원날인 원본 1부 포함]  four (4) copies with soft cover (six (6) copies for students in Dept. of Public and Private Law)  (including one (1) copy bearing all committee members’ signatures)  나. 학위논문저작권동의서 1부 (도서관 온라인학위논문등록 후 출력)  one (1) copy of Agreement for Thesis Copyright  (print out the form after registering the thesis online to the YU Library)  다. 2022년 국내 신규 박사학위취득자 조사표  questionnaire for 2022 Doctor’s Graduate  (print out the form online to “Notice” of the YU Graduate School Homepage)  ※ 붙임파일의 완성본 제출요령(국문, 영문) 및 기타 관련사항을 참고하시기 바랍니다.  refer to the attached for submission of final thesis for further information.  ※ 논문원문파일 제출 방법  도서관 홈페이지(http://libs.yu.ac.kr/) --> 온라인학위논문제출 --> 논문정보입력 -->  학위논문저작권동의서(대학원행정실로 제출) 및 논문제출확인서(본인보관) 출력  How to submit the electronic file of your final thesis:  visit YU library (http://libs.yu.ac.kr) --> 1)click "온라인학위논문제출" (middle on the left side) -> upload the thesis information --> print out the “Written Consent for using the thesis” and “Confirmation of Thesis submission” forms --> submit the “Written Consent for using the thesis” to the Graduate School Office (including the items ① and ②) above. Keep the “Confirmation of Thesis submission” for your record.  **6. 연구생등록 Registration for Graduate Research Student**  가. 등록 기간 : 2022. 5. 2.(월) 09:00 ~ 2022. 5. 4.(수) 17:00  application period: 09:00 May. 2(Mon.), 2022 ~ 17:00 May. 4(Wed.), 2022  나. 등 록 비 : ●인문사회,예체능계 150,000원, ●자연,공학,의학계 : 200,000원 Registration fee :   ● Humanities, Social Science, Fine Arts & Physical Education: 150,000 KRW  ● Natural Sciences, Engineering, Medicine: 200,000 KRW        [납부방법 : Web출력 연구생등록신청서 상의 본인 납부계좌로 납부]   [How to pay: pay by the designated bank account stated on your application form]  다. 제출방법 : 웹(URP종합정보)→졸업관리→연구생등록신청→신청서 출력해서  지도교수 확인→연구생등록비 납부→해당 학과(학과 주임 교수)로 제출  How to register: log onto University Information System → Graduation management → Researcher registration application →Print out the completed form and get signatures from your advisor → Pay the graduate research student registration fee → Submit the form to that the Department (Head professor)  ------------------------------------------------------------------------  **7. 문의처 : 대학원행정실(T.810-3767)**  If you have further questions about registration, please call Graduate School Office at 053-810-3767. |
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