

# Notice on Submission of Master's Thesis for Review (August 2026 Graduation)

Students who are expected to graduate in August 2026 are required to submit their Master's Thesis for review within the period specified below. Please carefully read the following instructions.

## 1. Period for Submission and Payment: April 23rd(Thu) ~ 29th(Wed), 2026

## 2. Payment of Thesis Review Fee

- Amount: KRW 100,000
- Payment Account: Virtual account assigned by each department (Please contact your department office for details)
- ※ Important: Payment must be made under the applicant's name.

## 3. Submission of Master's Thesis

### (1) Online Application via Portal

: Log in to the portal → [Academic Affairs] → [Graduation] → [Thesis Registration]

- Enter the thesis title (in both Korean and English) → click [APPLY] → [PRINT EXAMINER] → print the Petition for Review of Master's Thesis (학위청구논문심사원) and submit it to your department office.

※ The thesis title must be entered in both Korean and English.

(If the thesis is written in English, the English title may be used for both.)

- Go to [Dissertation Publication Registration (GgrdStdThssPubReg)] → [NEW] → enter publication details and upload the required materials → click [COMPLETED].

※ This step is only for departments that require journal publication for Master's students

- Click [DETAILS] → [PRINT] → print the Confirmation of Dissertation Publication (학위청구논문 학회지 게재 확인서) and submit it to your department office.

### (2) Required Documents (Student → Department)

- Petition for Review of Master's Thesis
- Petition for Thesis Substitution (only for applicable students)
- List of Thesis Review Committee Members
- Recommendation Letter for External review members (only if applicable)
- Curriculum Vitae (No specific form provided)
- Research Ethics Compliance Statement
- Confirmation of Dissertation Publication and cover page of the publication (only if applicable)
- Certificate of Expected Publication (if applicable)
- Advisor Confirmation Letter (if publication is not yet confirmed)

- ※ Note: The official Certificate of Expected Publication must be submitted within two weeks following the final review result deadline.
- Three (3) copies of the thesis for review (To be submitted directly to the review committee members)

***[Criteria for Recognizing Expected Publication]***

*Standard Requirement: Applicants must submit an official Certificate of Expected Publication issued by the relevant academic society.*

*Temporary Exception: If the certificate cannot be issued within the designated period due to unavoidable circumstances, an Advisor Confirmation Letter may be submitted as a temporary substitute.*

*Final Submission: The official Certificate of Expected Publication must be submitted no later than the Final Graduation Evaluation deadline (the date of the final review results submission).*

**⚠ Warning:** > Failure to submit the official certificate by the final deadline will result in automatic disqualification from graduation for the current semester.

- 4. Thesis Substitution** (Applicable to students admitted in or after Spring 2023)
- A research work may substitute for the Master's thesis submission, provided it satisfies departmental requirements.
  - Department-Specific Criteria: Substitution requirements vary by department. Applicants must verify specific criteria with their respective department office.
  - Application Fee: 100,000 KRW (Same as the Thesis Review fee).

**5. Eligibility for Thesis Submission**

Applicants must meet all of the following requirements:

- (1) Program Completion: Completion (or expected completion) of the Master's program with at least 24 credits in Major coursework and 6 credits in Research coursework (Minimum GPA 3.0).
  - ✓ Note: Students in Dependable Software, Financial Engineering, and Advanced Practice in Nursing must verify their specific credit requirements.
- (2) Enrollment: Completion of at least four (4) semesters.
- (3) Thesis Supervision: At least two (2) semesters of thesis supervision.
- (4) Qualifying Examinations: Passing of the foreign language and comprehensive exams.
- (5) Candidacy Period: Within 6 years of admission (excluding leave of absence).
- (6) Research Registration: Completion of research registration (for those who have completed coursework).
- (7) Non-curricular Research Training (for students admitted from 2014 onward):
  - Research Ethics: at least 1 sessions
  - Research Note Writing: at least 1 session (Science & Engineering only)

- Thesis Writing: at least 1 session
  - ※ Completion of designated departmental courses may be recognized as a substitute for the above requirements
- (8) Publication Requirements: Only for students in departments that mandate journal publication as a prerequisite for thesis submission.

## 6. Thesis Review Committee

### (1) Composition

- At least three (3) members holding doctoral degrees.
- Must include at least two (2) full-time faculty members of Ajou University.
- One (1) external examiner or honorary professor may be included.
- Academic advisor automatically serves as a member.

### (2) Regulations

- The majority must be experts in the relevant field.
- The Chairperson is elected among the members.
- Relatives of the applicant are not permitted to serve on the committee.
- Faculty on sabbatical may serve if they fully participate in the entire review process.

## 7. Schedule

Classification	Period	Remarks
Submission of Thesis for Review	Apr 23 <sup>th</sup> (Thu) ~ Apr 29 <sup>th</sup> (Wed), 2026	<ul style="list-style-type: none"> <li>• Pay thesis review fee (100,000 KRW) to the Department's virtual account (Contact Department Office).</li> <li>• All submitted documents must include signatures from the Academic Advisor and Head of Department.</li> </ul>
Payment of Thesis Review Fees		
Recommendation of Thesis Review Members		
Thesis Screening (Review Period)	May 18 <sup>th</sup> (Mon) ~ Jun 16 <sup>th</sup> (Tue), 2026	<ul style="list-style-type: none"> <li>• Conduct at least one screening/review session.</li> <li>• The Final Screening (Defense) must be open to the public.</li> </ul>
Submission Period of Final Review Result	~ Jun 22 <sup>nd</sup> (Mon), 2026	<ul style="list-style-type: none"> <li>• Submit the Final Result Report of Thesis Screening.</li> <li>• Submit the Plagiarism Check Certificate and related materials.</li> </ul>
dCollection Upload & Final Document Submission	Jun 29 <sup>th</sup> (Mon) ~ Jul 20 <sup>th</sup> (Mon), 2026	<ul style="list-style-type: none"> <li>• Online Submission: Upload the final thesis and required documents to dCollection.</li> <li>• Important: Failure to meet the deadline will result in exclusion from the graduation assessment.</li> <li>• Note: Schedule is subject to change based on Library circumstances.</li> </ul>

## 8. Notices and Forms for Master's Thesis Submission:

Please refer to the attachments for detailed guidelines and all required forms.

**- Office of the Graduate School –**

<Application form for thesis review>

: Print out this form after completing registration of title of thesis on the portal.

## Petition for review of Master's thesis

▶ Department :

▶ Major :

▶ Student ID :

▶ Name in Full :

▶ Contact No. :

▶ Address :

Title of thesis

▶Korean \_\_\_\_\_

▶English: \_\_\_\_\_

I hereby submit the thesis for Master's degree in accordance with the rules of thesis submission and thesis review of graduate school and ask for the examination of a thesis for degree.

Applicant :

(Signature)

### Letter of Recommendation from the Academic advisor

I officially request for the examination of a thesis for Master's degree for the student stated above.

\_\_\_\_\_ (year) (month) (day)

Academic Advisor :

(Signature)

<Application form for thesis review (if applicable)>

## Petition for thesis substitution

▶ Department :

▶ Major :

▶ Student ID :

▶ Name in Full :

▶ Contact No. :

▶ Address :

▶ Research Work (choose one below)

Publication of an academic paper (as First or Corresponding author)

▶ Paper Title: \_\_\_\_\_

Name of Academic Journal	Domestic / Overseas	Date of Publication	issue	Academic journal registered	
				SCI(E) / SSCI	National Research Foundation of Korea

Report of Industry-academic cooperation Project

▶ Title: \_\_\_\_\_

Completion of additional units (9credits)

I hereby submit the thesis for Master's degree in accordance with the rules of thesis submission and thesis review of graduate school and ask for the examination of a thesis for degree.

Applicant :

(Signature)

### Letter of Recommendation from the Academic advisor

I officially request for the examination of a thesis for Master's degree for the student stated above.

\_\_\_\_\_ (year) (month) (day)

Academic Advisor :

(Signature)

<Application form for thesis review>

## List of thesis(substitution) review committee members for Master's Degree

■ Applicant for Master's thesis review

- Department :

- Student ID :

- Name :

The screening committee					Bank Account No.	Stay abroad or not	Remarks
Classification	Department	Major	Position	Name			
Chairman							
Examiner							
Examiner							

\* In case that one of the thesis screening committee stay abroad in the period of thesis review, Please check the space of "Stay abroad or not" stated above and submit the "certificate of participation of thesis review members staying abroad".

<Notes>

1. Thesis screening committee for Master's degree must be composed at least 3 people including 2 Full-time professors of Ajou University and can be composed of 1 external review member(available experts or external professor) or emeritus professor as one of them.
2. Majority of thesis members have to composed with those who majored in the same field of study related to thesis contents.
3. Academic Advisor of applicant can be automatically a thesis review member as long as there are no special reasons.
4. The chairman of the screening committee will be selected in thesis review members including academic advisor. (The external thesis review member can be a chief of thesis screening committee in case that they have enough professionalism on the subject of the thesis.)
5. Relatives of the applicant will not become thesis review members.
6. In case of external thesis review member, write "External" down in the Remarks space and attach the "Letter of recommendation for external review members".
7. Method of payment for thesis review
  - Professor affiliated in Ajou university : Pay in the salary account
  - Professor of Medical school and External Professor : Pay in the above-stated account
8. Please write down the bank account number opened with your name.

\_\_\_\_\_ (year) \_\_\_\_\_ (month) \_\_\_\_\_ (day)

Academic Advisor :

(Signature)

<Application form for thesis review>

## Recommendation Letter for External review members

### 1. Applicant for Master's thesis review

- Department :

- Student ID :

- Name :

### 2. External review member

- Name :

- Resident registration No. :

- Phone :

- Address :

- Final University graduated :

- Name of degree : Ph.D in \_\_\_\_\_

- Affiliated institution :

- Position :

I officially ask for your permission to acknowledge the stated above external professor as a thesis review member for the above student's thesis for Master's degree of \_\_\_\_\_ semester in \_\_\_\_\_ (year).

\_\_\_\_\_ (year) \_\_\_\_\_ (month) \_\_\_\_\_ (day)

Academic Advisor :

(Signature)

<Application form for thesis review>

## Certificate of participation for thesis review members staying abroad

■ Applicant for Master's thesis review

- Department :

- Student ID :

- Name :

■ Thesis Review member staying abroad

- Affiliated Institution :

- Position :

- Name :

■ Method of participation in the examination of a thesis \*

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\* Examiners staying abroad have to contact with other thesis review members and manage the screening process simultaneously through voice or video conference. In addition, they are required to attach a picture of meeting separately when you submitting the screening results later.

As one of the thesis screening committee, I hereby ask your permission for me to participate in the examination of a thesis for the above student by using the method mentioned above because of the unavoidable overseas stay reason.

Thesis Review member :

(Signature)

Chairman of the screening committee :

(Signature)

To Dean of Graduate School





To Dean of Graduate School

## Research Ethics Compliance Statement

■ Applicant for Master's thesis review

▶Course:

▶Department(Major):

▶Student ID:

▶Name:

▶Phone:

▶Address:

■ Title of Thesis

▶Korean:

▶English:

I hereby pledge to abide completely by all rules and regulations of research ethics and not to commit impropriety such as ghostwriting and plagiarism of a title of thesis, a table of contents and contents of thesis. I swear not to make an objection against any disciplinary measures if I violates the regulations of research ethics for thesis.

\_\_\_\_\_ (year) (month) (day)

Applicant : (Signature)

Academic Advisor : (Signature)

To Dean of Graduate School



<Result Report of thesis review>

## Final Result Report of Thesis Review/Substitution for Master's Degree

1. Applicant for Master's thesis review

Department:

Student ID:

Name :

2. Title of Thesis : Modified or Unmodified ( )

Korean :

English :

※ Please mark "Modified" in the blank only in case of changing the title of thesis. (Title of thesis stated above will be finally settled). If students did not submit the thesis in the designated period for submitting thesis for degree, they will be expelled from the list of graduation.

3. Date of thesis review : \_\_\_\_\_ (year) \_\_\_\_\_ (month) \_\_\_\_\_ (day)

4. Date of Public Announcement : \_\_\_\_\_ (year) \_\_\_\_\_ (month) \_\_\_\_\_ (day)

- Place of announcement :

- Attendance : \_\_\_\_\_ Professors, \_\_\_\_\_ Graduate students, Others \_\_\_\_\_

5. The result of thesis review : Please fill the blank with Pass or Fail and sign below.

( )

Examiner (Signature)

( )

Examiner (Signature)

( )

Examiner (Signature)

6. The Point and Commentary on thesis

\_\_\_\_\_ (year) \_\_\_\_\_ (month) \_\_\_\_\_ (day)

Chairman of the screening committee

(Signature)

To Dean of Graduate school

<Result Report of thesis review>

## Result Report of Public Announcement

1. Applicant for Master's thesis review

Department:

Student ID:

Name :

2. Title of Thesis :

3. Academic Advisor :

4. Date of Public Announcement : \_\_\_\_\_ (year) \_\_\_\_\_ (month) \_\_\_\_\_ (day)

5. Place of Announcement :

6. Attendance : \_\_\_\_\_ Professors, \_\_\_\_\_ Graduate students, \_\_\_\_\_ Others

7. The point of Announcement :

\_\_\_\_\_ (year) \_\_\_\_\_ (month) \_\_\_\_\_ (day)

Chairman of the screening committee

(Signature)

To Dean of Graduate School



<Result Report of thesis review>

## Application for Cancellation of Thesis Review

■ Applicant for thesis review

- Department :
- Student ID :
- Name :
- Bank account number for refund of thesis review  
:

■ Reason for Cancellation of thesis review

\_\_\_\_\_ (year)      (month)      (day)

Academic Advisor :

(Signature)

To Dean of Graduate school