

# Thesis/Dissertation Submission Guide

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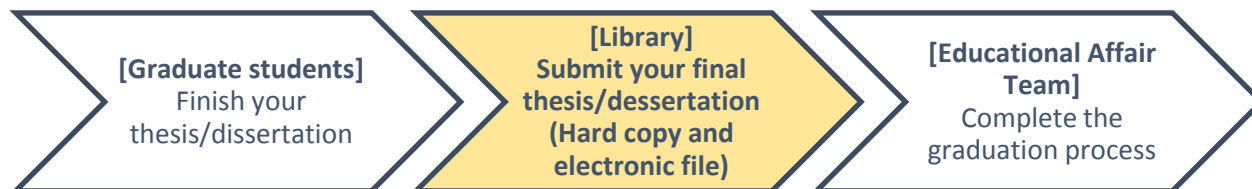


**UNIST LIBRARY**

# Thesis/Dissertation Submission: Overview

## ■ Why Should I Submit my Thesis/Dissertation?

- ✓ Thesis/dissertation submission is a necessary process to get your doctorate or master's degree.
- ✓ To report your research results to the UNIST and share that with UNIST members and others.



## ■ Thesis Submission Process

- ✓ There are 2 steps to submit your thesis/dissertation
  - ① Submit the electronic file of your thesis on the online submission system 'dCollection'.
  - ② Submit hardbacks to the library and school office.
- ✓ The electronic file and hardback should be same contents.



## ■ Guide for Thesis/Dissertation Writing

- ✓ 「Guide for Thesis/Dissertation Writing」: UNIST Portal – Notice for Graduate student
- ✓ Notes
  - ① Paper size: A4, The original color of pictures and images should be maintained even after printing.
  - ② Signed page of 'The confirmation of thesis/dissertation approval' should be included in hardbacks.

## ■ Requirements

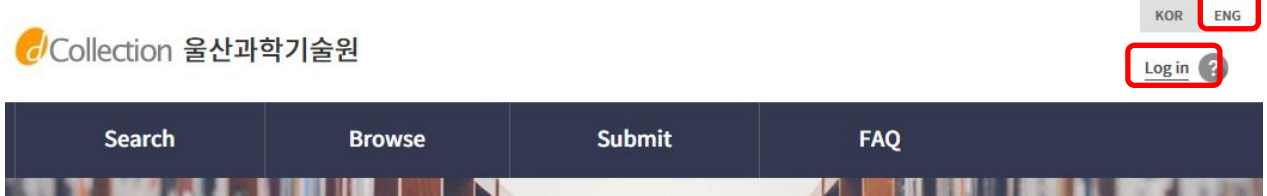
Online submission	Thesis electronic file (MS Word or PDF file. PDF format is recommended)
Hardback submission	<ol style="list-style-type: none"><li>① To the library: 2 copies (for Master's) / 4 copies (for doctorate) of hardbacks</li><li>② 「Thesis/Dissertation Agreement」<ul style="list-style-type: none"><li>- The author and author's advisor's signatures are required.</li><li>- The format will be available to download on the dCollection or library website.</li></ul></li><li>③ 「Certificate of Thesis/Dissertation Submission」<ul style="list-style-type: none"><li>- It'll be available to print out on the 'dCollection' website after getting approval for online submission from the library.</li></ul></li></ol>

※ Contact Info.: Kwon, Yulee (Librarian, 217-1405, kyl7539@unist.ac.kr)

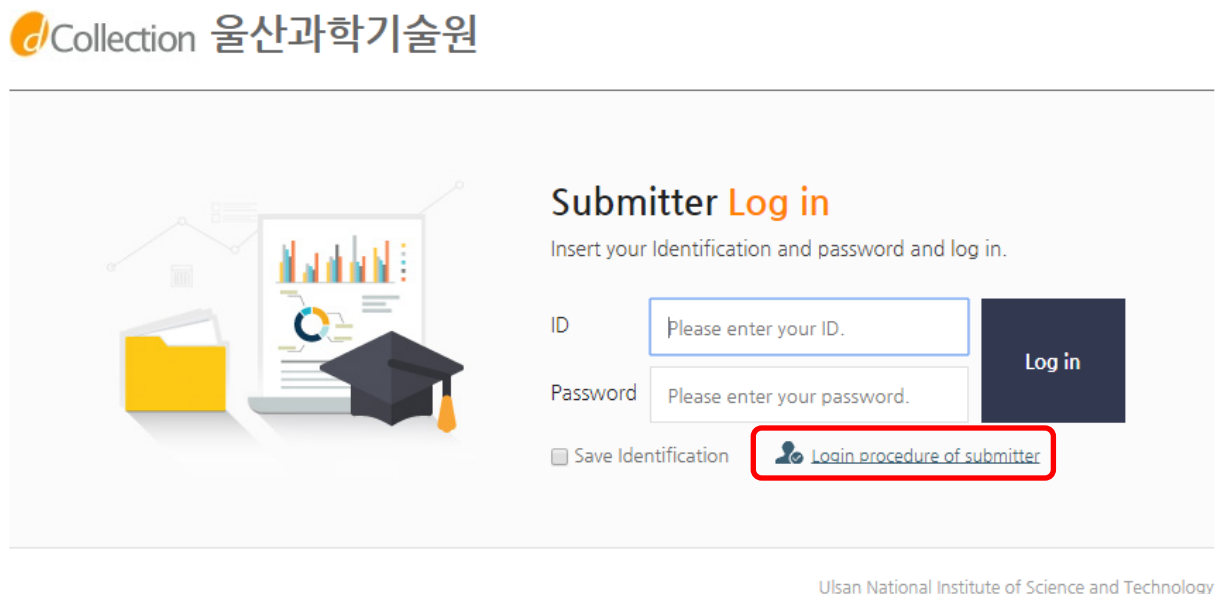
# Step 1. Online Submission

## 1. Set your password on the dCollection website to log in the system

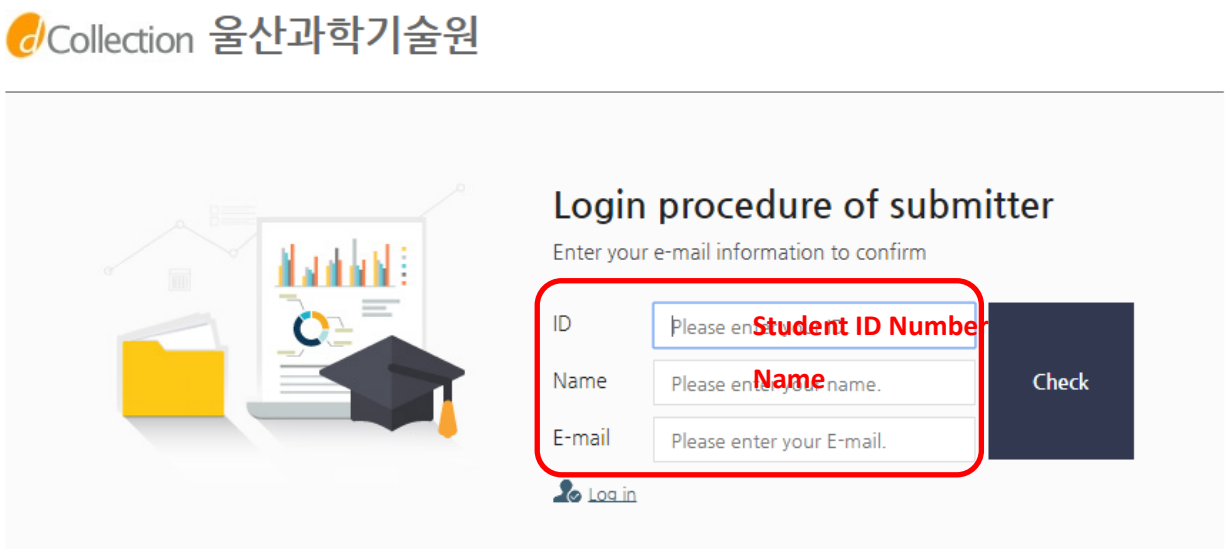
- ① URL: UNIST dCollection (<http://unist.dcollection.net>)
- ② Click the 'Log In' button on the top right of the website



- ③ Click a link 'Login procedure of submitter'



- ④ Enter your information: ID (UNIST ID #, e.g. 2017####), Name, e-mail (To receive a link for setting your password)



- ⑤ Receive an email from the dCollection → **Click the verification URL** to set your password

**dCollection 울산과학기술원**

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Title [dCollection] certification e-mail.

Contents This e-mail is for certification of dCollection account. To finish your certification, please access to the address as below.

\* Need to finish certification within 24 hours from the moment of certification request. if expired, proceed from the beginning again.

Verification URL <http://unist.dcollection.net/authentication/confirm/?key=JPsnTq7by51rVlKxDqo6ukh2CwkoEFzxrqDqeo8D0SaDgPXnrqwK3ChqlwUpEAn>

- ⑥ Set your password (※ Password must be 10 to 16 characters long and must contain a mix of letters, numbers or special characters(?, !, @ , etc.) → Log In

**dCollection 울산과학기술원**

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**제출자 비밀번호 설정**  
비밀번호를 등록해주세요.

아이디 :

비밀번호

비밀번호확인

※ 영문,숫자,특수문자 조합으로 10~16자리

## 2. Confirm your information and complete agreements

① **Submit** → Click the '**Agree**' button to complete this process

※ These are information on 'Personal Information Collection and Usage Agreement'

※ Under the Article 20<sup>th</sup> of the Korean Library Act, "Deposit of Library Materials", UNIST can collect and use personal information of the thesis author for related purposes.

KORENG

Welcome to Library. Log out

Collection 울산과학기술원

Search

Browse

Submit

Submit History

FAQ

My information

Metadata

License agreement

Original registration

Submit confirmation

Private policy

1. 개인정보의 처리 목적  
가. dCollection은 개인정보를 다음의 목적을 위해 처리합니다.  
처리한 개인정보는 다음의 목적 이외의 용도로는 사용되지 않으며 이용 목적이 변경되는 경우에는 개인정보 보호법 제18조에 따라 별도의 동의를 받는 등 필요한 조치를 이행할 예정입니다.  
① 논문 제출을 하기 위한 정보 및 제출 논문 사후 관리를 위해 개인정보를 처리합니다.  
나. dCollection이 개인정보 보호법 제32조에 따라 등록·공개하는 개인정보의 처리목적은 다음과 같습니다.  
① dCollection 가입 및 서비스 이용을 위한 제출자 정보  
- 개인정보 항목: 아이디, 비밀번호, 학번, 이름, 소속, 이메일, 연락처, 핸드폰 번호  
※ dCollection의 개인정보 등록사항 공개는 행정자치부 개인정보보호 종합지원 포털(www.privacy.go.kr) → 개인정보민원 → 개인정보열람등 요구 → 개인정보파일 목록검색 메뉴를 활용

I agree to Private policy.

② **Enter your contact information** → Next

My contact information

This is contact information registered at the library user information. If it was changed, please revise it.  
This information is only used for contact in respect to the item you have submitted.

Contact

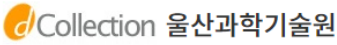
E-mail

Next >

↑


### 3. Enter metadata of your thesis/dissertation

KOR ENG




Welcome to Library. [Log out](#)


Search
Browse
Submit
Submit History
FAQ




My information




Metadata



License agreement



Original registration



Submit confirmation

Item	Content	HELP
* Title	<input type="text"/>	Enter the title of the dissertation.
Sub-title	<input type="text"/>	Enter the subtitle.
Translated	<input type="text"/>	Enter the title in the second language. If there is any subtitle, divide it with [ ].
* Author	<input type="text"/>	Enter the author's name without space.
Other name	<input type="text"/>	Enter the author's name in the second language.
* Affiliation	<input type="text"/>	Ulsan National Institute of Science and Technology (UNIST)
Subject	<input type="text"/>	to separate parts of keywords, put a comma(",") after keyword
* Abstract	<div style="display: flex;"> <div style="flex: 1;"> <div style="margin-bottom: 5px;">Korean ▼</div> <div style="border: 1px solid #ccc; height: 100px;"></div> </div> <div style="flex: 1; border: 1px solid #ccc; padding: 5px;"> <div style="margin-bottom: 5px;">Department search</div> <div style="margin-bottom: 5px;">Department Name <input type="text"/></div> <div style="text-align: center; margin-bottom: 5px;">Search</div> <div style="border: 1px solid #ccc; padding: 2px;">           Category           <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">             Graduate School of Creative Design Engineering              Graduate School of UNIST              Graduate School of UNIST (by Program, 2012-2013)              Graduate School of UNIST (by School, 2010-2011)           </div> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;">           Department Name           <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;">             Graduate School of UNIST &gt; Department of Biological Sciences              Graduate School of UNIST &gt; Department of Biomedical Engineering              Graduate School of UNIST &gt; Department of Chemical Engineering              Graduate School of UNIST &gt; Department of Chemistry              Graduate School of UNIST &gt; Department of Computer Science and Engin              Graduate School of UNIST &gt; Department of Electrical Engineering              Graduate School of UNIST &gt; Department of Energy Engineering              Graduate School of UNIST &gt; Department of Human Factors Engineering              Graduate School of UNIST &gt; Department of Management Engineering              Graduate School of UNIST &gt; Department of Materials Science Engineerin           </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Current department</span> <span>All department</span> </div> </div> </div>	
Table of contents	<div style="border: 1px solid #ccc; height: 100px;"></div>	
* Publisher	<input type="text" value="Graduate School of UNIST"/>	
* Adviser	<input type="text"/>	
* Issued	<input type="text" value="2018"/>	
* Awarded	<input type="text" value="2018"/> <input type="text" value="2"/>	
* Thesis degree	<div style="display: flex; align-items: center;"> <span>Bachelor ▼</span> </div>	
* Major	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">           Enter the department search.         </div>	Click [Browse] to choose.
Specialty	<input type="text" value="Major (ex) Battery Science and Technology, Environmental Science and Engineering"/>	Enter the specialty.
* Page	<input type="text"/>	Enter the number of pages as stated in the file.
Description	<div style="border: 1px solid #ccc; height: 30px;"></div>	
* Language	<div style="display: flex; align-items: center;"> <span>English ▼</span> </div>	Choose it from the list box.
Rights	<input type="text" value="울산과학기술원 논문은 저작권에 의해 보호받습니다."/>	

#### 4. Select access options of accessing your electronic thesis/dissertation

- ✓ Select your decisions on the access to your thesis/dissertation on this step and **submit a signed 'Thesis/Dissertation Agreement' to the library when you submit hard copies. (Agreement form is available to download on the notice board of dCollection.)**
- ✓ For more information, please refer to the 'Guide to Thesis/Dissertation Agreement'
- ✓ Options

Options	View	Save	Print	Note
<b>Agree (Open Access)</b>	<b>O</b>	<b>O</b>	<b>O</b>	※ Creative Commons License (CCL) is required. It will be posted on the first page of your electronic file automatically. ※ If the thesis/dissertation is not available to release immediately for some reasons such as publishing journal articles or patents, etc. <b>the author can make it temporarily restricted from public by setting a date of release. (Conditional Access)</b>
<b>Not Agree (Block Access)</b>	<b>X</b>	<b>X</b>	<b>X</b>	※ Specific reasons are required.

KOR ENG

Welcome to Library. [Log out](#)

Search Browse Submit Submit History FAQ

My information

Metadata

License agreement

Original registration

Submit confirmation

☒ Agree ☐ Not agree

※ You need to agree the copyright to get the manuscript service.

License(CCL : Creative Commons License)
☒ Applied ☐ Not applied

Do you allow to change your writing?

☐ Yes ☒ No ☐ Yes, but only when same condition applies

Do you allow to use the writing for commercial purpose?

☐ Yes ☒ No

Selected License

You have selected Creative Commons copy-writer expression- non profit- DO NOT change 2.0 South Korea.

▶ dCollection a Creative Commons License(CCL)compliant.  
 ▶ CCL of the authors own work themselves freely available to other users is a standard agreement that allows one. CCL works bearing the mark of the users freely use and distribute under the terms and conditions can help.

Full-text service start date limit ☐ Not applicable ☒ Set

※ If a original publication date, a patent and embargo are necessary, set them up.

Original publication date  ☐ Including abstracts.

Reasons for setting up the full-text service start date.

※ Conditional Access: Set a date of release

## ※ Open and release of thesis/dissertation

- Theses and dissertations submitted to the UNIST library are deposited in many libraries and **made available to the public electronically for sharing research results.**
- Therefore, **all authors of thesis/dissertation are required to make decision on the access to their thesis/dissertation.**
- Please refer to the UNIST thesis/dissertation policy and make decision on the /access of thesis/dissertation'

## ※ UNIST Thesis/Dissertation Policy

- UNIST library encourages graduate students to **open and release their thesis/dissertation** to promote and share their research results.
- If **the thesis/dissertation is not available to release immediately** for some reasons such as publishing journal article or patents, etc., **the author can make it temporarily restricted from public by selecting a 'Conditional Access' option** (Setting a date of release on the dCollection).
- Please discuss your choice on the 'Access of Thesis/Dissertation' with your advisor before making decision.

Type	Policy	Option	Note
Metadata	Essential	n/a	Theses/dissertation will be searchable on the web
Hard copy	Optional	Open Access	Only available in the library and not allowed to check-out
		Conditional Access	Temporarily restricted from public for a restricted period of time
Abstract and Electronic file		Open Access	Available to access and view the full-text on the web
		Conditional Access	Temporarily restricted from the public. Full-text will be available on the web after the restricted period of time has elapsed.
		Block Access	Not release, only preservation

## ※ Thesis/Dissertation Agreement (Revised in December 2017)

- Agreement form is available to download on the notice board of dCollection website.
- The author and advisor's signatures are required.**

### 학위논문 공개 및 이용 동의서

본인의 학위논문을 다음과 같은 조건으로 공개 및 이용하는 것에 동의합니다.

성명	학원	학위	
소속	학위	<input type="checkbox"/> 석사 <input type="checkbox"/> 박사	
연락처 (E-mail)	(Phone)		
학위논문 제목			

※ 도서관 및 제2차(보)사전자자료의 남용을 방지하기 위하여 학위논문 저자의 개인정보를 수집·이용할 수 있습니다.

**I. 학위논문 공개**

학술연구 목적의 서비스를 위하여 도서관 내 및 인터넷을 포함한 정보통신망(도서관 웹사이트, 기관 정보시스템 ScholarWorks@UNIST) 중 어느 공개하여 학위논문의 일부 또는 전부의 열람, 전송, 배포, 복제하는 것에 대하여 아래와 같이 의사표시합니다.

<input type="checkbox"/> <b>일체 공개</b> <input type="checkbox"/> <b>조건부 공개 (공개 유예)</b>	<input type="checkbox"/> <b>제한적 열람</b> <input type="checkbox"/> <b>공개</b> <input type="checkbox"/> <b>조건부 공개 (공개 유예)</b> <input type="checkbox"/> <b>비공개 (보존용 관리)</b>
---	--

※ 조건부 공개 시 유예 기간: 논문 제출일 ~ (YYYY/MM/DD) ☐ **요청 포함**

※ 전자기료를 비공개 선택하더라도 인쇄본은 공개 조건에 따라 도서관 내에서 열람할 수 있음.

※ 유예 사유: ☐ 학술지 논문 출판 예정 (※ UNIST 연구윤리규정을 준수함) ☐ 특허 출원 예정 혹은 심사 중 ☐ 기타 (상세 기술):

**II. 위 의사 표명에 따라 아래와 같은 조건으로 학위논문을 이용하는 것에 동의합니다.**

- 학위논문의 내용을 변경하지 않는 범위 내에서 편집 혹은 형태의 변경을 통한 복제 및 2차 저작 가능함.
- 학위논문의 저작권자가 그 저작권을 타인에게 양도하거나 승인을 한다면 경우 본 동의서의 효력은 상실되며, 이에 즉시 UNIST에 통보하여야 함.
- UNIST는 학위논문을 공개 및 이용 동의 이후 발생하는 타인에 의한 무단 복제에 대하여 일체의 법적 책임을 지지 않음.
- 전자기료를 '공개' 혹은 '비공개' 열람, 열람기록(연구윤리규정정보, 연구윤리규정 등)이 인터넷 등 정보통신망을 이용한 저작물의 전송, 복제, 출판 등을 수 있도록 제공할 수 있음.

20 . . .

저자 (서명) 지도교수 (서명)

물산과학기술포럼 총장 귀하

### Thesis/Dissertation Agreement

I agree that my thesis/dissertation may be accessed and used in following methods and conditions.

Name	UNIST ID #	Degree	<input type="checkbox"/> Master <input type="checkbox"/> Doctorate
Department			
Contact Information (E-mail)	(Phone)		
Thesis/Dissertation Title			

※ Under the Article 20<sup>th</sup> of the Korean Library Act, "Deposit of Library Materials", the UNIST can collect and use personal information of thesis author for related purpose.

**I. Access of Thesis/Dissertation**

I express my decision on access to the thesis/dissertation for using in the library or making available to the public electronically by transmitting, distributing and reproducing of whole or part of thesis/dissertation through the information networks, such as over the Internet (library website, UNIST institutional repository, ScholarWorks@UNIST, etc.) for scholarly use.

<b>Hardback</b> <input type="checkbox"/> <b>Open Access</b> <input type="checkbox"/> <b>Conditional Access</b> (temporarily restricted from public)	<b>Electronic file</b> <input type="checkbox"/> <b>Open Access</b> <input type="checkbox"/> <b>Conditional Access</b> (temporarily restricted from public) <input type="checkbox"/> <b>Block Access</b> (Only preservation)
---	--

※ Restricted period (conditional access): Date of submission ~ (YYYY/MM/DD) ☐ Including abstract

※ The hardback can be used in the library based on the condition, even if the author selects "Block Access" for electronic file.

※ Reason: ☐ It will be published in journal articles. (※ I will comply with the UNIST Regulations on Research Ethics)  
☐ It includes patents that are not yet published.  
☐ Other (Please specify):

**II. According to the upper "Access of Thesis/Dissertation", I agree my thesis/dissertation may be used in following conditions.**

- I allow UNIST to archive and reproduce my thesis/dissertation to the extent of not changing contents in order to preserve or make it available online.
- If the author grant the copyright ownership to others or allow to publish, this agreement will be invalidity. And the author should contact the UNIST in the event that and copyright condition is changed.
- UNIST will not be held any legal responsibility for the infringement due to my thesis/dissertation after I sign this agreement.
- If I choose the access option "Open Access" or "Conditional Access", the UNIST may provide the thesis/dissertation for any contracted institutions (KERIS, National Assembly Library of Korea, etc.) to make it transfer, copy and print through the Internet network.

20 . . .

Author (signature) Advisor (signature)

President of UNIST




## 5. Upload electronic file(s)

- ✓ **The electronic file and hardback should be same contents.**
- ✓ In the electronic file, signatures are not necessary on the 'Thesis/Dissertation Approval' page and 'Confirmation of Thesis/Dissertation Approval' page, however, hardbacks should contain signatures.
- ✓ Click the **'Complete submit'** button to finish the process


[KOR](#) [ENG](#)

Welcome to Library. [Log out](#)


Search
Browse
Submit
Submit History
FAQ




My information




Metadata



License agreement



Original registration



Submit confirmation

File format ☒ Document

Register document

hwp, doc, ppt, pdf, txt 확장자 파일만 등록하세요.

파일 선택
선택된 파일 없음

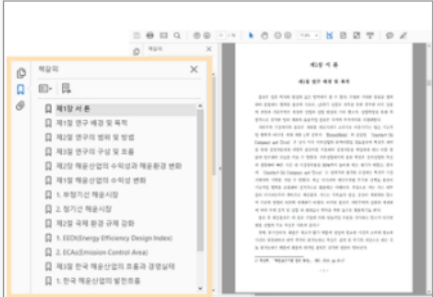
파일 선택
선택된 파일 없음

파일 선택
선택된 파일 없음

Bookmark

Set up the first page  본문이 시작되는 실제 쪽수를 입력합니다. 즉, 문서에서 본문의 쪽번호가 1쪽이지만, 제목, 목차 등을 포함한 실제 쪽수가 5쪽이라면 '5'를 입력하세요.

Add 'Table of Contents'



[목차(책갈피) 적용예시]

제출관련 문의는 학교 dcollection 담당자에게 문의 바랍니다.

< Prev

Complete submit

Temporary storage

## Step 2. Get Approval of Online Submission

### ■ Check the state of your submission and print a certificate

- ✓ After finishing the online submission, the library will check the submission and approve that.
- ✓ Approval process usually takes 1 or 2 days. When the submission is approved, please print a certificate on the dCollection website by clicking the 'Submit Confirmation Print' button and submit to the library with hardbacks.

The screenshot shows the dCollection website interface. At the top, there's a header with the logo 'dCollection 울산과학기술원' and language options 'KOR' and 'ENG'. Below the header is a navigation bar with buttons: 'Search', 'Browse', 'Submit', 'Submit History' (highlighted in orange), and 'FAQ'. The main content area shows a 'Submission list' with a table. The table has columns: 'Community/Collection', 'Title', 'License agreement', 'Accept', and 'Status'. A row is visible with 'UNIST Theses/Dissertations > 20...', 'Test', 'Agree', and 'Submit complete'. The 'Accept' column has a red box around the 'Approve' button. Below the table, there's a pagination bar with '1'. At the bottom, there's a row of buttons: 'License Agreement Print', 'Submit Confirmation Print' (highlighted with a red box), and 'Service Confirmation Print'.

## Step 3. Hardback Submission

### ■ Requirements and where to submit

- ✓ After finishing the online submission, graduate students should submit hardbacks and related documents to the library and their school office.
- ✓ Requirements and where to submit
  - ① **Hardbacks**
    - **Master's degree: 2 copies to the library** (1 copy for UNIST library, 1 copy for National Assembly Library of Korea) **and 1 copy to the school office**
    - **Doctorate degree: 4 copies to the library** (1 copy for UNIST library, 3 copies for National Library of Korea and National Assembly Library of Korea) **and 1 copy to the school office**
  - ② **Signed 'Thesis/Dissertation Agreement'**
    - Form is available to download on the notice board of the dCollection website.
    - Fill out the form and sign (Advisor's signature is also required).
    - Submit to the library with hardbacks.
  - ③ **「Certificate of Thesis/Dissertation Submission」**
    - Print out on the online submission website 'dCollection' and submit to the library with hardbacks.
- ✓ Where to submit: **Library 3F Info-desk** (Only during the hardback submission period, 9 am - 6 pm)