

Thesis/Dissertation Submission Guide

Table of Contents

Thesis/Dissertation Submission: Overview	1
■ Why Should I Submit my Thesis/Dissertation?	1
■ Thesis Submission Process	1
■ Guide for Thesis/Dissertation Writing	1
■ Requirements.....	1
Step 1. Online Submission	2
1. Set your password on the dCollection website to log in the system	2
2. Confirm your information and complete agreements	4
3. Enter metadata of your thesis/dissertation	5
4. Select access options of accessing your electronic thesis/dissertation	6
5. Upload electronic file(s)	8
Step 2. Get Approval of Online Submission.....	9
■ Check the state of your submission and print a certificate	9
Step 3. Hardback Submission	9
■ Requirements and where to submit	9

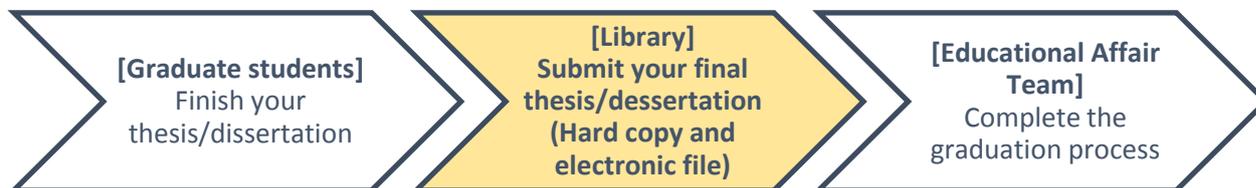


UNIST LIBRARY

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

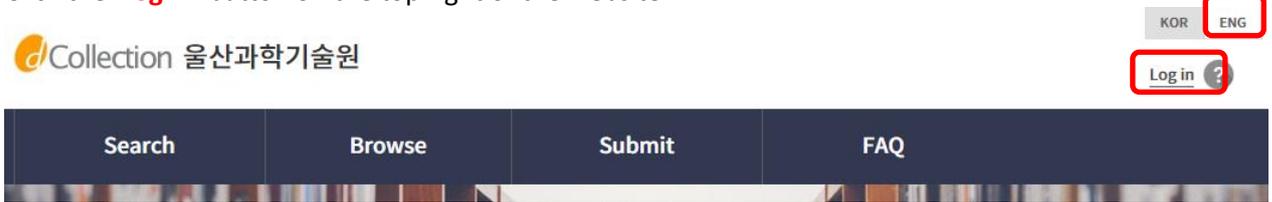
Online submission	Thesis electronic file (MS Word or PDF file. PDF format is recommended)
Hardback submission	<p>① To the library: 2 copies (for Master's) / 4 copies (for doctorate) of hardbacks</p> <p>② 「Thesis/Dissertation Agreement」</p> <p>- The author and author's advisor's signatures are required.</p> <p>- The format will be available to download on the dCollection or library website.</p> <p>③ 「Certificate of Thesis/Dissertation Submission」</p> <p>- It'll be available to print out on the 'dCollection' website after getting approval for online submission from the library.</p>

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

Step 1. Online Submission

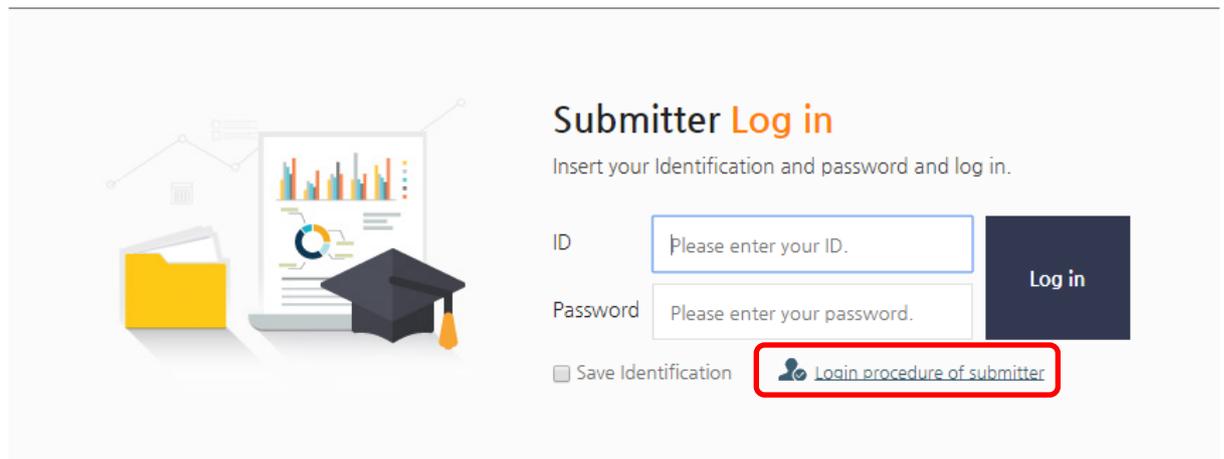
1. Set your password on the dCollection website to log in the system

- 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'

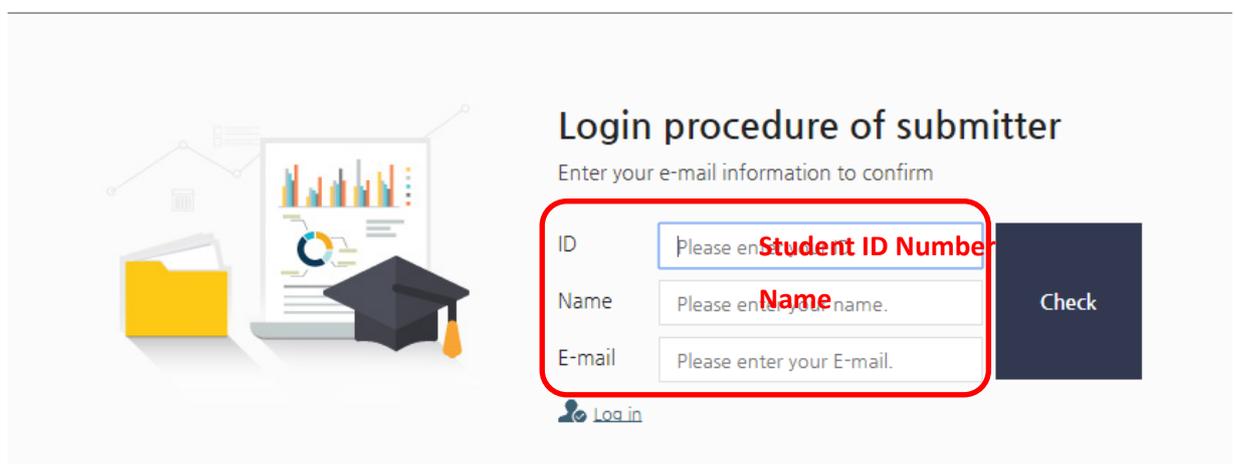
dCollection 울산과학기술원



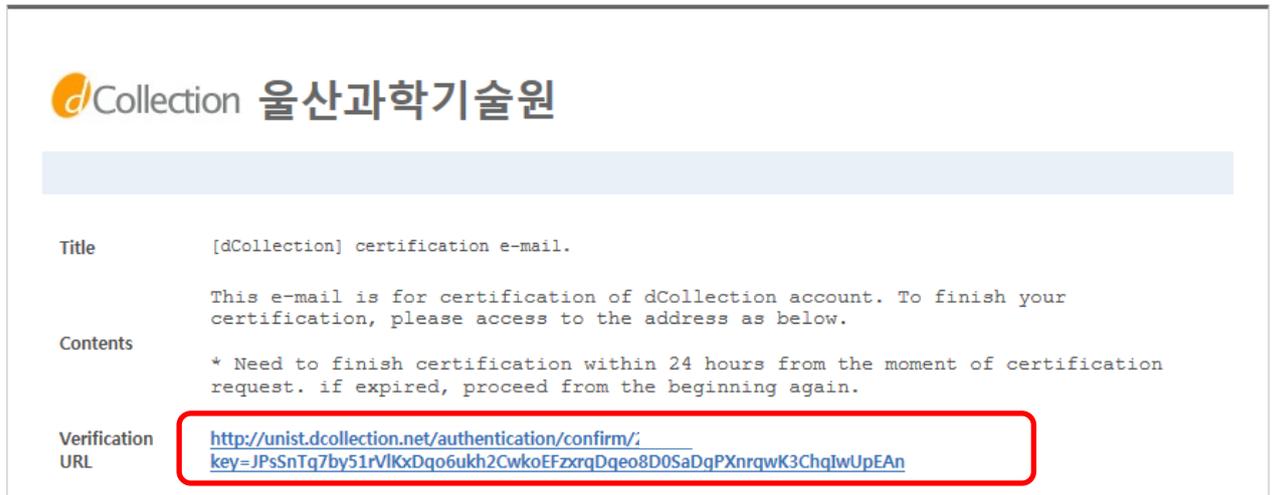
Ulsan National Institute of Science and Technology

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

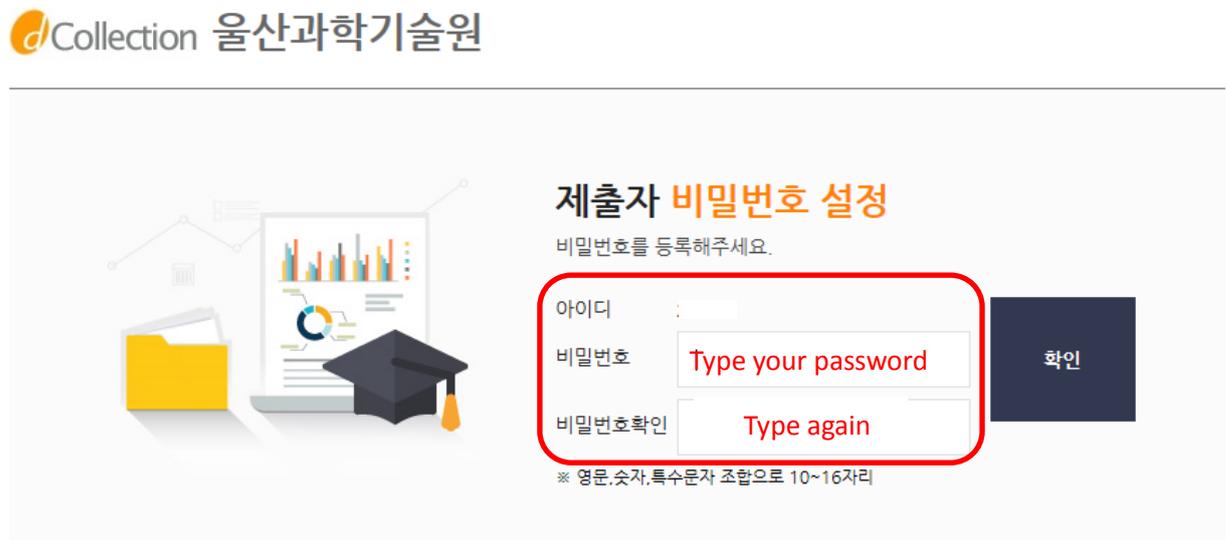
dCollection 울산과학기술원



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



- 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



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 20th of the Korean Library Act, "Deposit of Library Materials", UNIST can collect and use personal information of the thesis author for related purposes.

The screenshot shows the dCollection website interface. At the top right, there are language options for 'KOR' and 'ENG', and a 'Welcome to Library. Log out' message with notification and search icons. A navigation bar contains 'Search', 'Browse', 'Submit' (highlighted in orange), 'Submit History', and 'FAQ'. Below this is a process flow diagram with five steps: 'My information' (document icon), 'Metadata' (document with magnifying glass), 'License agreement' (document with checkmark), 'Original registration' (computer monitor), and 'Submit confirmation' (OK button). A 'Private policy' section is expanded, showing text about the purpose of personal information collection and a checkbox labeled 'I agree to Private policy.' which is checked and highlighted with a red box.

② **Enter your contact information** → Next

The screenshot shows the 'My contact information' form. A message states: '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.' The form has two fields: 'Contact' and 'E-mail'. The 'Contact' field is highlighted with a red box and contains the text '(ex) 02-123-4567, 010-1234-5678 Enter with '+''. Below the form, a note says '제출관련 문의는 학교 dcollection 담당자에게 문의 바랍니다.' At the bottom, there is a 'Next >' button highlighted with a red box and an upward arrow icon.

3. Enter metadata of your thesis/dissertation

Search Browse **Submit** Submit History FAQ



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; align-items: flex-start;"> <div style="margin-right: 10px;"> <p>Korean ▾</p> <input style="width: 100%; height: 100%;" type="text"/> </div> <div style="border: 1px solid gray; padding: 5px; width: 300px;"> <p>Department search</p> <p>Department Name <input style="width: 80%;" type="text"/></p> <p><input type="button" value="Search"/></p> <hr/> <p>Category</p> <ul style="list-style-type: none"> 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) <hr/> <p>Department Name</p> <ul style="list-style-type: none"> Graduate School of UNIST > Department of Biological Sciences Graduate School of UNIST > Department of Biomedical Engineering Graduate School of UNIST > Department of Chemical Engineering Graduate School of UNIST > Department of Chemistry Graduate School of UNIST > Department of Computer Science and Engin Graduate School of UNIST > Department of Electrical Engineering Graduate School of UNIST > Department of Energy Engineering Graduate School of UNIST > Department of Human Factors Engineering Graduate School of UNIST > Department of Management Engineering Graduate School of UNIST > Department of Materials Science Engineerin <p><input checked="" type="radio"/> Current department <input type="radio"/> All department</p> </div> </div>	
Table of contents	<input type="text"/>	
* Publisher	Graduate School of UNIST	
* Adviser	<input type="text"/>	
* Issued	2018	
* Awarded	2018 2	
* Thesis degree	Bachelor ▾	
* Major	<input type="text" value="Enter the department search."/>	Click [Browse] to choose.
Specialty	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	<input type="text"/>	
* Language	English ▾	Choose it from the list box.
Rights	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
Agree (Open Access)	O	O	O	※ 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. the author can make it temporarily restricted from public by setting a date of release. (Conditional Access)
Not Agree (Block Access)	X	X	X	※ 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

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

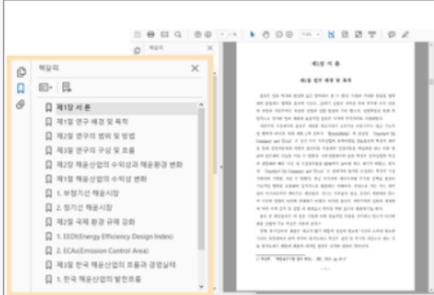
파일 선택 선택된 파일 없음

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 are language options (KOR, ENG) and a user greeting. Below is a navigation menu with buttons for Search, Browse, Submit, Submit History (highlighted in orange), and FAQ. The main content area shows the 'Submission list' page with a breadcrumb trail and a table of submissions. The table has columns for Community/Collection, Title, License agreement, and Status. One submission is listed with the title 'Test' and status 'Submit complete'. The 'Accept' button in the table is highlighted with a red box. Below the table, there are three buttons: 'License Agreement Print', 'Submit Confirmation Print' (highlighted with a red box), and 'Service Confirmation Print'.

	Community/Collection	Title	License agreement	Accept	Status
<input type="checkbox"/>	UNIST Theses/Dissertations > 20--	Test	Agree	approve	Submit complete

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)