Thesis/Dissertation Submission Guide

(Oct 2019)

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※　More Info.: Library website (http://library.unist.ac.kr)
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UNIST LIBRARY
TODAY'S READER,
TOMORROW'S LEADER

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.

[Graduate students] Finish your thesis/dissertation	[Library] Submit your final thesis/dessertation (Hard copy and electronic file)	[Educational Affair Team] Complete the graduation process
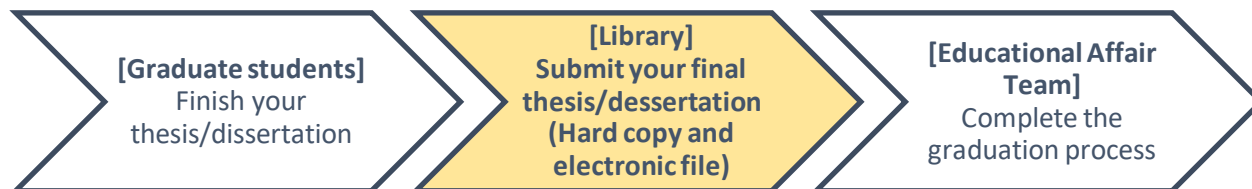
■ Thesis Submission Process

- ✓ 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 hardhacks and signed agreement to the library.
- ✓ The electronic file and hardback should be same contents.

Online submission @ dCollection	Get approval for online submission from the library	Hardback & Agreement submission @ Library

■ Requirements

No.	Requirements	Note	Where to Submit
1	**Electronic file**	MS Word or PDF file, PDF format is recommended	dCollection (http://unist.dcollection.net)
2	**Hard copies**	**3 copies**	Library
3	**Thesis/Dissertation Agreement**	The format is available on the dCollection website	Library (Bring the document when you submit hard copies to the library)

## ■ 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.

※ Contact Info.: Kwon, Yulee (Librarian, 217-1405, kyl7539@unist.ac.kr)
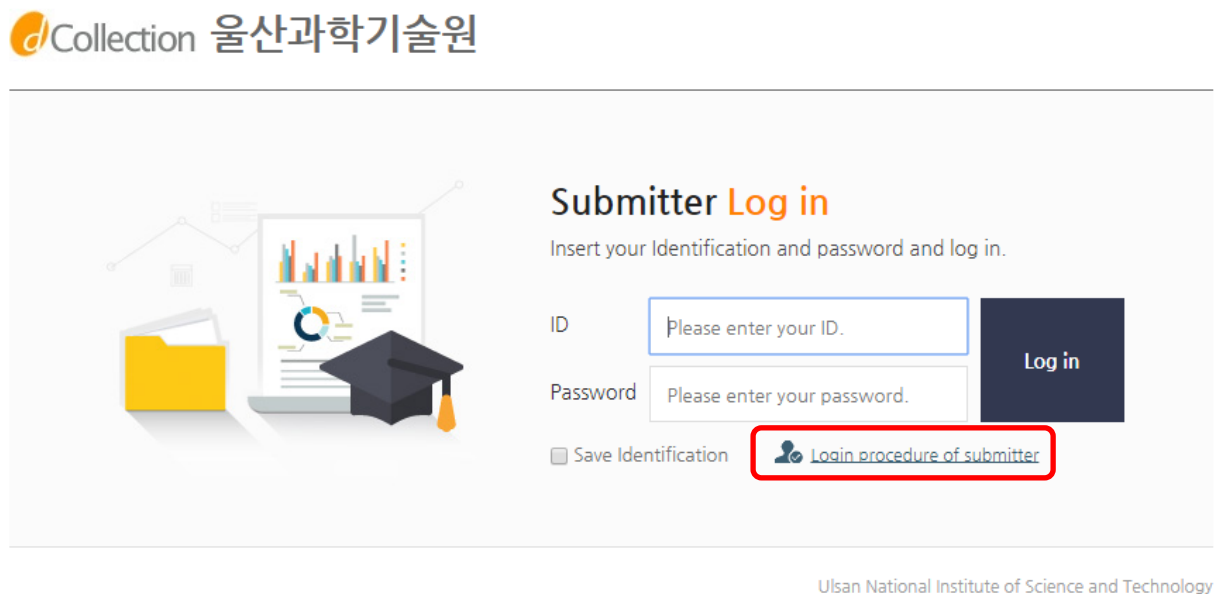
Step 1. Online Submission

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

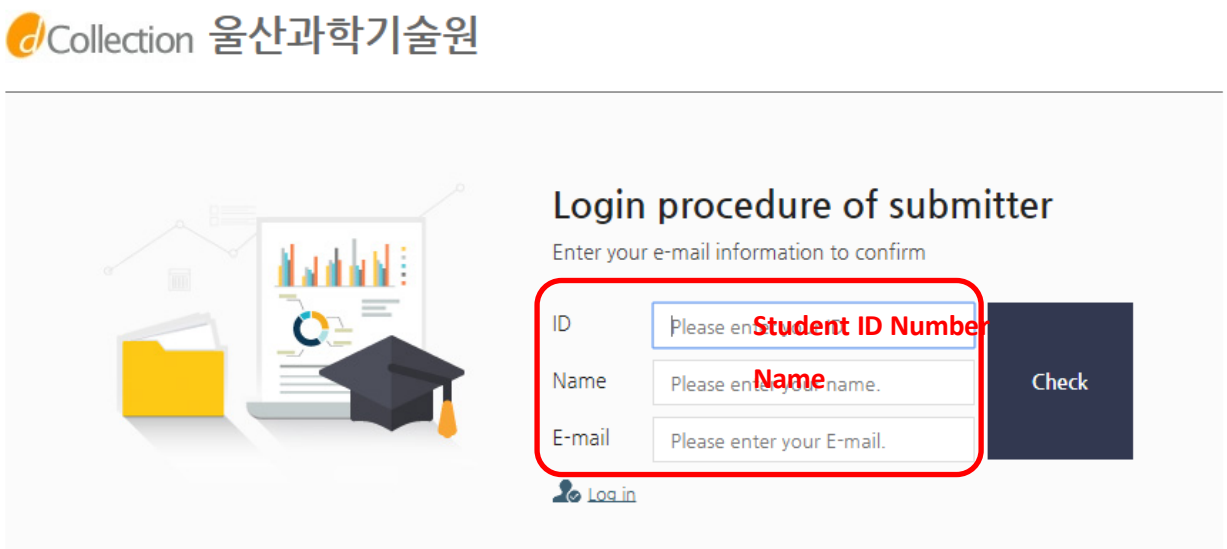   ① URL: UNIST dCollection (http://unist.dcollection.net)

   ② Click the **'Log In'** button on the top right of the website
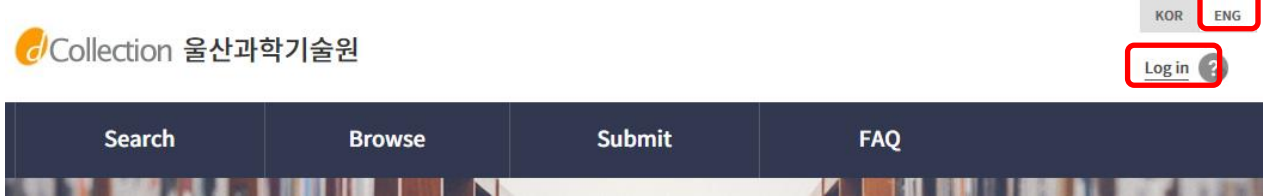
   ③ Click a link **'Login procedure of submitter'**

   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

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.

② **Enter your contact information** → Next

3. Enter metadata of your thesis/dissertation

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

✓ Select your decisions on the access to the electronic file of your thesis/dissertation on this step.
✓ Your decisions should also be submitted as 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

Your decision		How to Choose		Note
		A	B	
Open Access	Users can view, save and print your file	Agree	Not applicable	Release the thesis/dissertation file on the web immediately after graduation
Conditional Access		Agree	Set	Postpone the release date of the thesis for specific reasons such as publishing journal articles or patents, etc. by setting a date of release.
Block Access	Nobody can access, only for preservation	Not agree	Not applicable	Specific reasons are required.

※ Creative Commons License (CCL) will be inserted into first page of your electronic file automatically when you choose 'Agree' option.

※ 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.

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.
  If you need to edit something after completing the process, please contact the library.
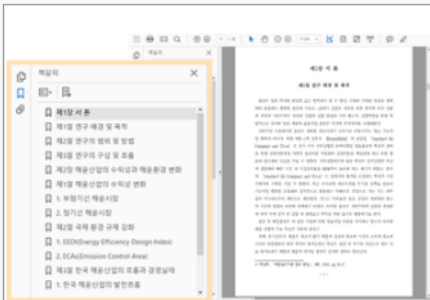
Step 2. Hardback Submission

1. Check the status of your submission

  ✓ After finishing the online submission, the library will check your submission and approve that. (It is usually takes 1 or 2 days)
  ✓ After the status of the submission changes to 'Submit complete', submit your hard copies to the library.

2. Submit hard copies and signed agreement

  ✓ After finishing the online submission, graduate students should submit hardbacks and signed agreement to the library.
  ✓ Requirements
  ① **Hardbacks: 3 copies** (1 copy for UNIST library, 2 copies for National Library of Korea and National Assembly Library of Korea)
  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.

  ✓ Where to submit: Library 3F Info-desk (Only during the hardback submission period, 9 am - 6 pm)