Thesis/Dissertation Submission Guide

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More Info.: Library website (<u>http://library.unist.ac.kr</u>)
 → Research Supports → Writing & Submitting Thesis/FAQ



Why Should I Submit my Thesis/Dissertation?

- ✓ Thesis/dissertation submission is a necessary process to get your doctorate or master's degree.
- \checkmark 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 hardhacks and signed agreement to the library.
- ✓ The electronic file and hardback should be same contents.



Requirements

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

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

Collection 울산과학기술원					
Search	Browse	Submit	FAQ		

③ Click a link 'Login procedure of submitter'

♂Collection 울산과학기술원

Submitter Log in Insert your Identification and password and log in.
ID Please enter your ID.
Password Please enter your password.
Save Identification

Ulsan National Institute of Science and Technology

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 \rightarrow Click the verification URL to set your password

<mark>∂</mark> Collection 울산과학기술원						
Title	[dCollection] certification e-mail.					
	This e-mail is for certification of dCollection account. To finish your certification, please access to the address as below.					
Contents	* Need to finish certification within 24 hours from the moment of certification request. if expired, proceed from the beginning again.					
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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

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2. Confirm your information and complete agreements

(1) **Submit** \rightarrow Click the 'Agree' button to complete this process

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

X 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** \rightarrow Next

My contact information

This is contac This informat	t information registered at the library us ion is only used for contact in respect to	ser information. If it was changed, please revise it. the item you have submitted.	
Contact		ex) 02-123-4567, 010-1234-5678 Enter with '-'.	
E-mail			
제출관련 문의	는 학교 dcollection 담당자에게 문의 바랍니	IC}.	
		Next>	$\overline{\uparrow}$

3. Enter metadata of your thesis/dissertation

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* Title		Enter the title of the dissertation.
Sub-title		Enter the subtitle.
Translated		Enter the title in the second language. If there is any subtitle, divide it with [:].
* Author		Enter the author's name without space.
Other name		Enter the author's name in the second language.
Affiliation	Ulsan National Institute of Science and Technology	Enter the school of the author in the form of [name of university, name of graduate school].
Subject		to separate parts of keywords. put a comma(",") after ke
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Page		Enter the number of pages as stated in the file.
Description		
* Language	English 🖌	Choose it from the list box.

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

Vourd	Your decision		o Choose	Noto	
four d			В	Note	
Open Access	Users can	Agree	Not applicable	Release the thesis/dissertation file on the web immediately after graduation	
Conditional Access	view, save and print your file	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.	

♂Collection 울산과학기술원

KOR ENG Welcome to Library. Log out

Search	Browse	Submit	Submit History	FAQ
My information	Metadata	License agreement	Driginal registration S	ubmit confirmation
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※ 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.

Туре	Policy	Option	Note
Metadata	Essential	n/a	Theses/dissertation will be searchable on the web
Hard conv		Open Access	Only available in the library and not allowed to check-out
пага сору		Conditional	Temporarily restricted from public for a restricted
		Access	period of time
	Optional	Open Access	Available to access and view the full-text on the web
Abstract and Electronic file	stract and Conditi lectronic Acce		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

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

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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.

🖯Collection 울산과혁	박기술원 	KOR ENG Welcome to Library. Log out		
Search	Browse	Submit	Submit History	FAQ
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• Register document hwp, doc, ppt, pdf, txt 확장자 파일 파일 선택 선택된 파일 없음 파일 선택 선택된 파일 없음 파일 선택 선택된 파일 없음	만 등록하세요.			
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	< Prev	Complete submit		Temporary storage

1. Check the status of your submission

- ✓ After finishing the online submission, the library will check your submission and approve that.
- ✓ It is recommended to submit your hardbacks after the status changes to 'Submit complete'. If not, you can also submit hardbacks during the submission period.

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	Search	FAQ			
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	UNIST Theses/Dissertations > 20…	thesis submission test		Agree	Submit complete

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)