

# Thesis/Dissertation Submission Guide

(Mar 2021)

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



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



## ■ Requirements

No.	Requirements	Note	Where to Submit
1	<b>Electronic file</b>	MS Word or PDF file, PDF format is recommended	dCollection ( <a href="http://unist.dcollection.net">http://unist.dcollection.net</a> )
2	<b>Hard copies</b>	<b>3 copies</b>	Library
3	<b>Thesis/Dissertation Agreement</b>	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

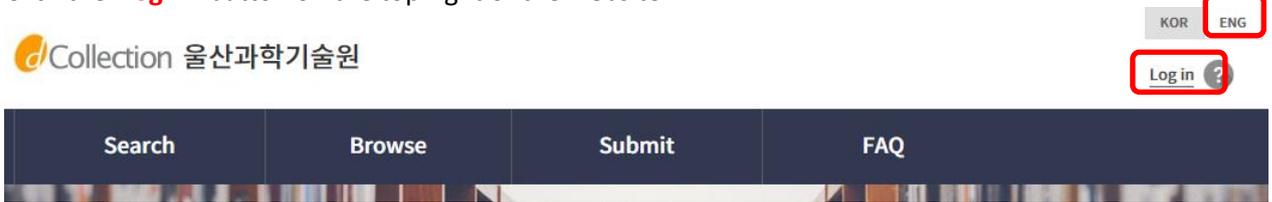
- ✓ 「**Guide for Thesis/Dissertation Writing**」: UNIST Portal – Notice for Graduate student
- ✓ Notes
  - ① Paper size: A4, The original color of pictures and images should be maintained even after printing.
  - ② Signed page of 'The confirmation of thesis/dissertation approval' should be included in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

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

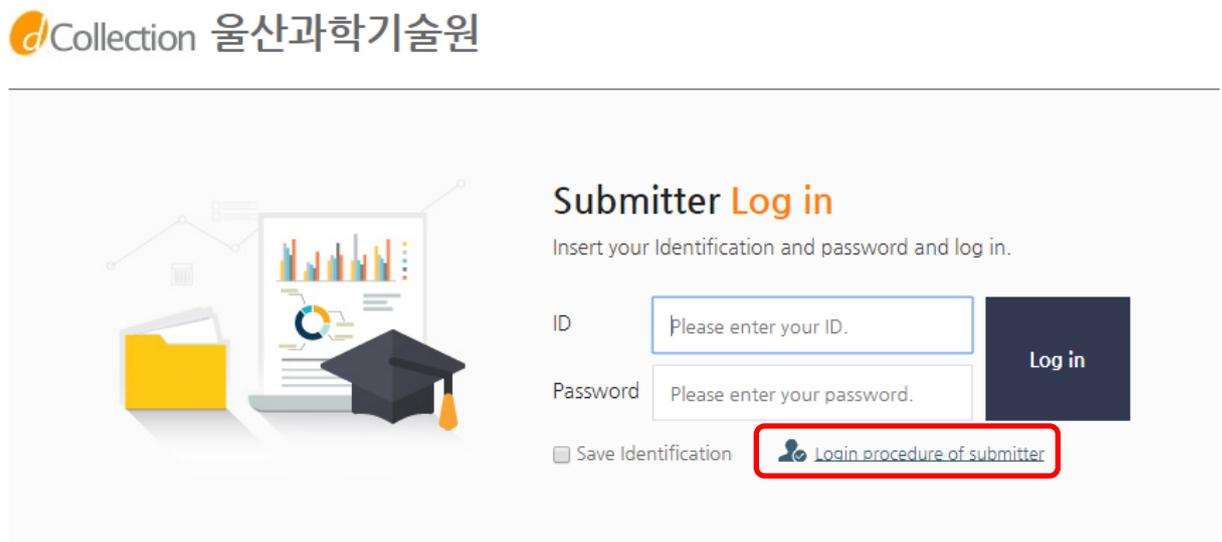
# Step 1. Online Submission

## 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

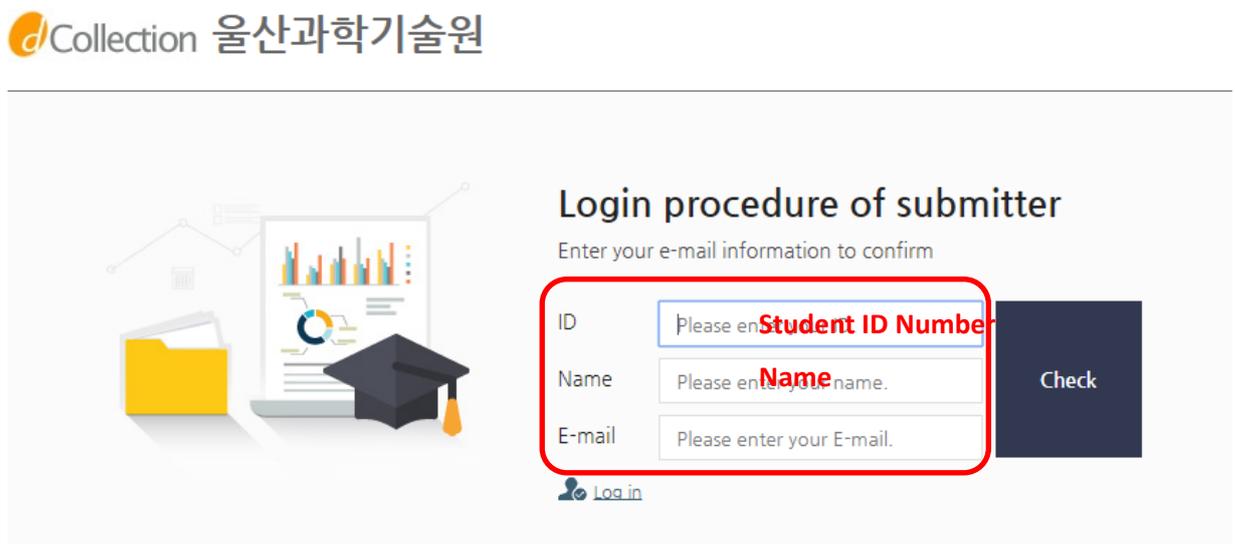


- ③ Click a link 'Login procedure of submitter'



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)**



- 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=JPsSnTq7by51rVlKxDqo6ukh2CwkoEFzxrqDqeo8D0SaDqPXnrqwk3ChqIwUpEAn>

- 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

확인

※ 영문,숫자,특수문자 조합으로 10~16자리

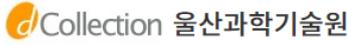
## 2. Confirm your information and complete agreements

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.

KOR ENG


Welcome to **Library**. [Log out](#)  

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 목적이외의 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	<input type="text"/>	(ex) 02-123-4567, 010-1234-5678 Enter with '+-'
E-mail	<input type="text"/>	

제출관련 문의는 학교 dcollection 담당자에게 문의 바랍니다.



### 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	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	<input type="text"/>	to separate parts of keywords, put a comma(",") after ke
* Abstract	<div style="border: 1px solid gray; padding: 5px;"> <p>Korean <input type="button" value="v"/></p> </div>	
Table of contents	<input type="text"/>	
* Publisher	Ulsan National Institute of Science and Technology	
* Adviser	<input type="text"/>	
* Issued	2021	
* Awarded	2021 8	
* Thesis degree	Master <input type="button" value="v"/>	
* Major	<div style="border: 1px solid orange; padding: 2px; display: inline-block;">Enter the department search.</div>	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 <input type="button" value="v"/>	Choose it from the list box.

**Department search**

Department Name

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Category

- NoRecord (Graduate School of Creative Design Engineering)
- NoRecord (Graduate School of Technology and Innovation Management)
- Ulsan National Institute of Science and Technology (Ulsan National Institute of Science and Technology)

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Department Name

- Department of Biological Sciences(Department of Biological Sciences)
- Department of Biomedical Engineering(Department of Biomedical Engineering)
- Department of Chemistry(Department of Chemistry)
- Department of Computer Science and Engineering(Department of Computer Science and Engineering)
- Department of Design(Department of Design)
- Department of Electrical Engineering(Department of Electrical Engineering)
- Department of Industrial Engineering(Department of Industrial Engineering)
- Department of Materials Science and Engineering(Department of Materials Science and Engineering)
- Department of Mathematical Sciences(Department of Mathematical Sciences)
- Department of Mechanical Engineering(Department of Mechanical Engineering)

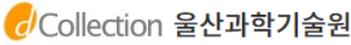
Current department
  All department

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

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Search
Browse
Submit
Submit History
FAQ



My information



Metadata



License agreement



Original registration



Submit confirmation

A

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.

B

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



## 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.

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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.

선택된 파일 없음

선택된 파일 없음

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. 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 recommended to submit your hardbacks after the status changes to 'Submit complete'. If not, you can also submit hardbacks during the submission period.

dCollection 울산과학기술원 | UNIST

Log out

Search Browse Submit **Submit History** FAQ

Submission list

Total 1

	Community/Collection	Title	License agreement	Status
<input type="checkbox"/>	UNIST Theses/Dissertations > 20...	<a href="#">thesis submission test</a>	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)