

Thesis preparation and submission guidelines

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Office of Academic Affairs, Educational Affairs Team



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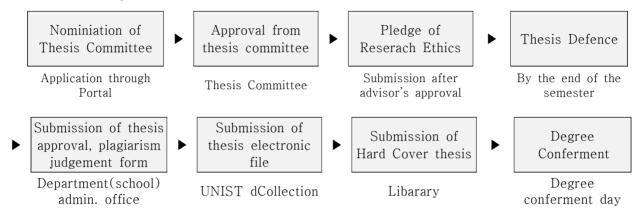
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Thesis preparation and submission guideline

Thesis/dissertations shall be classified into thesis/disserations for examination and those for submission. When preparing a thesis, this guidleine must be referred to, and the guided form must be complied with. Degree thesis in UNIST must be written in English. The entire process of thesis writing shall comply with the research ethics.

1. Thesis defense procedure



2. Eligibility for submission of thesis

- A. In order to submit a thesis for a master's degree, the following requirements shall be satisfied
 - 1) Should obtain credits for completion and the GPA should be B0(3.0) or higher.
 - 2) Students who have passed the foreign language test(Implemented in accordance with the guidelines presented by each department(school)/major)
 - 3) Students who were recommended by the thesis advisor and the head of the school (department) *Students who got approved by 3 committee members will be deemed recommended by the school(department) head
- B. In order to submit a thesis for a doctoral degree, the following requirements shall be satisfied.
 - 1) Should obtain credits for completion and the GPA should be B0(3.0) or higher.
 - 2) Students who have passed both Qualification Exam and foreign language test (Official English Qualification Test)
 - 3) Students whose research proposal have been approved.
 - <Submission of Research Proposal>
 - (Students entered before 2018) should submit the proposal at least 1 year before graduation
 - -(Students entered in 2019 and onwards) should submit the proposal within 2 years of entrance
 - 4) Students who were recommended by the thesis advisor and the head of the school (department) *Students who got approved by 5 committee members will be deemed recommended by the school(department) head

3. Composition of thesis committee (Examiner)

A. There shall be three master's thesis examiners including the thesis advisor, and the advisor shall be the chairman.



- B. An outsider with a doctoral degree in a similar field may be appointed as one the thesis examiners.
- C. There shall be five doctoral thesis examiners including the thesis advisor, and the advisor shall be the chairman.
- D. Outsiders with a doctoral degree in a similar field or faculty members from other major must be appointed as one or more of the thesis examiners, and there shall be three or more UNIST faculty members.

4. Thesis for Examination

- A. The thesis for examination shall be written in English. There are no applicable limits to the quantity.
- B. MS Word shall be the basic writing tool.
- C. The paper size shall be $A4(210\text{mm}\times297\text{mm})$.
- D. An abstract shall be written within 1,000 words
- E. The completed thesis shall be submitted to the relevant thesis/dissertation examining committee.

5. Thesis for Submission

- A. The front cover of a thesis shall be bound in hardcover(black)
- B. The front cover shall be followed by a title page with the title of the thesis indicated;
- C. The paper size shall be A4 (210mm x 297mm) and the color of the paper shall be white; print in single-sided paper.
- D. Photos shall be printed in such a way as to maintain their original colors;
- E. The thesis shall be bound with the confirmation of thesis/dissertation approval included;
- F. The composition of the main text sahll comply with the following requirements(for MS Word);
- 1) Main Content: Font size 11pt; Line spacing 1.5 lines;
- 2) Footnotes: Font size 9pt;
- 3) Typeface: Times New Roman;
- 4) Font color: Black (annexes including numbers and figures may be printed in color)
- 5) Margins: Upper 3 cm, Lower 2.54 cm; Left 2.54 cm, Right 2.54 cm (based on MS Word)
- 6) Page numbers shall be centered at the bottom of each page.
- G. An electronic thesis/dissertation file shall be made in a single file containing all contents including the title paper, abstract and image files. Also, its content shall be identical to the thesis/dissertation in bould form.

6. Composition of thesis

- 1. Front cover [Appendix 1-1]
- 2. Title Page [Appendix 1-2]
- 3. Thesis/Dissertation Approval [Appendix 1-3]
- 4. Confirmation of Thesis/Dissertation Approval [Appendix 1-4]
- 5. Thesis/Dissertation Abstract
- 6. Separate sheet of white paper



- 7. Table of Contents [Appendix 1-5]
- 8. List of Figures
- 9. List of Tables
- 10. Technical Terms and Abbreviations
- 11. Example of Main Body Composition
- A. Introduction
- B. Theoretical & Mathematical Development
- C. Experimental Method & Materials
- D. Results
- E. Discussion
- F. Conclusion
- * The content of the main body (from Introduction to Conclusion) may be different depending on the writer.
- 12. References [Appendix 1-6]
- 13. Acknowledgements
- 14. Separate sheet of white paper
- 15. Back Cover
- * For Appendix, refer to page 12~17 and use distributed MS Word file.

7. Check your department and major name

When writing thesis, it is necessary for all students to double check department(school) and major name. Please refer to page 7~8 for exact names. *Please note you should write major name only if the name of the major is different from the department(school) name)

- 8. Submission of thesis bound in hardcover
- 3 copies of both master's and doctoral thesis bound in hardcover should submitted to the library.

9. Suspension of Degree Conferment

Students who fail to submit a printed thesis by the deadline shall be suspended from degree conferment in the semester and considered as the prospective graduate of the next semester, despite the passing of the thesis examination. (Regulations on the Degree Conferment Article 34)

10. Cancellation of Degree Conferment

If a degree is obatined by a false or fraudulent method, the President may cancel the degree conferment. (Regulations on the Degree Conferment Article 35)

11. Information on the revision of the thesis

After the final submission of the thesis, it is impossible to revise the thesis of the student who has received the degree. Special attention should be paid to write thesis in complying with the research ethics.



[Definitions of Research Misconduct]

- 1. "Fabrication" means fraudulent creation, recording, or reporting of nonexistent raw data, research materials, or research findings.
- 2. "Falsification" means distortion of research content or findings by artificial manipulation of research materials, equipment, processes, etc. or arbitrary modification or deletion or raw data or research materials.
- 3. "Plagiarism" means the following appropriation of another person's original ideas or creations that are not common knowledge without giving appropriate credit as to make it appear to third parties that such ideas and creations are the author's own
- 4. "False indication of authorship" means when a person who has made a scientific or technological contribution to research content or findings is not credited as an author without reasonable grounds, or when a person who has not made a scientific or technological contribution is credited as an author on the grounds of acknowledgment or privilege.

12. Notification of research ethics.

To observe research ethics, UNIST confirms following two things during thesis defence.

- 1) Pledge of Observance of Research Ethics for Degree thesis: A pledge is submitted to prevent fabrication, falsification, plagiarism, false indication of authorship during thesis writing.
- 2) Plagiarism Judgement: Students should use Turn-it-in program to diagnose thesis plagiarism and should submit the result to the thesis committee prior to the thesis defence. Students should also submit the final plagiarism judgement result to the school. If the result is more than 20%, students should additionally submit plagiarism judgement report.



13. Name of Each Department

College	School(Department)		
	Department of Mechanical Engineering		
	Department of Urban and Environmental Engineering		
	Graduate School of Semiconductor Materials and Devices Engineering		
College of Engineering	Department of Materials Science and Engineering		
	School of Energy and Chemical Engineering		
	Department of Nuclear Engineering		
	<u>Graduate School of</u> Carbon Neutrality		
	Department of Design		
	Department of Biomedical Engineering		
College of	Department of Industrial Engineering		
Information—Bio Convergence	Department of Biological Sciences		
Engineering	Graduate School of Artificial Intelligence		
	Department of Electrical Engineering		
	Department of Computer Science and Engineering		
	Department of Physics		
College of Natural Sciences	Department of Mathematical Sciences		
	Department of Chemistry		
-	School of Business Administration		



14. Name of Major

*(Note) Write only if the name of the major is different from the department. For majors written in the yellow box should write their major on the thesis. (Refer when writing Appendix 1-1, 1-2)

Name of the department	Name of the Major
Department of	Mechanical Engineering
Mechanical Engineering	System Design and Control Engineering
	Urban Infrastructure Engineering
Department of	Disaster Management Engineering
Urban and Environmental Engineering	Environmental Science and Engineering
	Water-Energy Nexus
Graduate School of Semiconductor Materials and Devices Engineering	Semiconductor Materials and Devices Engineering
Department of Materials Science and Engineering	Materials Science and Engineering
	Chemical Engineering
<u>School</u> of Energy and	Energy Engineering
Chemical Engineering	Energy Engineering (Battery Science and Technology)
Department of Nuclear Engineering	Nuclear Engineering
	Carbon Neutrality
	(Energy Engineering)
<u>Graduate School of</u> Carbon Neutrality	Carbon Neutrality
	(Chemical Engineering)
	Carbon Neutrality(Environment)
Department of Design	Design
Department of	Human Factors Engineering
Biomedical Engineering	Biomedical Engineering
Department of Industrial Engineering	Industrial Engineering
Department of Biological Sciences	Biological Sciences
Graduate School of Artificial Intelligence	Artificial Intelligence
Department of Electrical Engineering	Electrical Engineering
Department of Computer Science and Engineering	Computer Science and Engineering
Department of	Physics
Physics	Applied Physics
Department of Mathematical Sciences	Mathematical Sciences
Department of Chemistry	Chemistry
School of Business Administration	Management Engineering



15. Inquiries regarding graduation

[General questions regarding graduation] Educational Affairs Tema - (<u>bscent@unist.ac.kr</u>)
[Questions regarding thesis submission] Library Team - (<u>jieunh0206@unist.ac.kr</u>)

College	College Department		E-mail
	Department of Mechanical Engineering /Graduate School of Semiconductor Materials and Devices Engineering	1807	taehoonc@unist.ac.kr
College of	Department of Urban and Environmental Engineering	1803	jyjeon326@unist.ac.kr
Engineering	Department of Materials Science and Engineering	1802	kiresy@unist.ac.kr
	Department of Nuclear Engineering	1804	imchae@unist.ac.kr
	School of Energy and Chemical Engineering /Graduate School of Carbon Neutrality	1806	jinayoon@unist.ac.kr
College of	Department of Design /Graduate School of Artificial Intelligence /Department of Computer Science and Engineering	1846	happyh220@unist.ac.kr
Information—Bio Convergence Engineering	Department of Biomedical Engineering /Department of Biological Sciences	1845	heejeongryu@unist.ac.kr
	Department of Industrial Engineering /Department of Electrical Engineering	1847	yoonj12@unist.ac.kr
College of Natural Sciences	Department of Physics /Department of Mathematical Sciences	1882	diani@unist.ac.kr
	Department of Chemistry	1883	cavna@unist.ac.kr
- School of Business Administration		3666	himal99@unist.ac.kr



FAQ

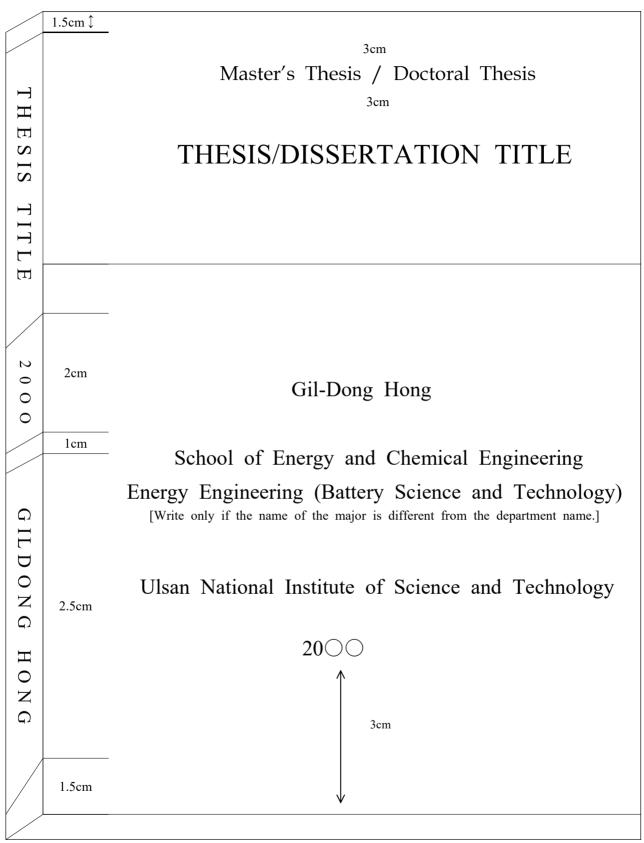
- Q1) Which color should I print the title page? Gold or Silver?
- A1) Use Gold.
- Q2) When submitting the electronic version of the thesis, should I submit a file containing the signature of the thesis committee?
- A2) You don't need to submit on the electronic file. However, please be aware that in the hardcover thesis the signature must be included.
- Q3) I would like to submit plagiarism Judgment result. Can I submit the result operated before final version?
- A3) During the thesis defence, the plagiarism judgment result must be notified to the thesis examiners. Also, when submitting the result to the school, the final result of plagiarism shall be submitted. If the result of a plagiarism judgment is 20% and over, an additional plagiarism judgment form shall be submitted. (Even if your thesis includes your own thesis, you must also submit the form.)
- Q4) How can I get a signature when submitting a hard copy of my thesis?
- A4) Three copies can be made by scanning the signed form, or one copy for real signed one and two with copied one, but the signature and name must be identifiable.
- *If the paper is not identifiable, such as being scanned several times and changed to dark page, it cannot be submitted.
- Signature can be replaced by stamp, but should get committee's approval.
- Please be noted if you use a signature or stamp without the approval of the thesis committee, you can be legally punished and the degree can be cancelled according to Regulations on the Degree Conferment.



Appendix #1) Forms related to thesis







Note) * Font Size: Title 21pt, Others 16pt, Year: Mark graduation year

- * Name of the institution cannot be abbreviated (Write full name of UNIST)
- * Text on the side should be written in a lay-down format.



THESIS/DISSERTATION TITLE

Gil-Dong Hong

School of Energy and Chemical Engineering

Energy Engineering (Battery Science and Technology)

[Write only if the name of the major is different from the department name.]

Ulsan National Institute of Science and Technology

Note) * Font Size: Title 21pt, Others 16pt

* Major should be written only if the name of the major is different from the department name.



Thesis/Dissertation Title

A thesis/dissertation submitted to

Ulsan National Institute of Science and Technology
in partial fulfillment of the
requirements for the degree of

Doctor of Philosophy/Master of Science

Gil-Dong Hong

6. 20. 2023 Month/Day/Year of submission Approved by

Advisor Cheol-Su Kim

Note) * Font Size: Title 21pt, Others 14pt

- * Month/Day/Year: Indicate the date of signing (Approval date of thesis is also available)
- * Only one advisor name can be written. (UNIST doesn't have Co-advisor policy)

Thesis/Dissertation Title

Gil-Dong Hong

This certifies that the thesis/dissertation of Gil-dong Hong is approved.

6. 20. 2023 Month/Day/Year of submission

	signature					
	A	Advisor: Cheol-Su Kim				
		sigı	nature			
typed	name:	Thesis	Committee	Member #1		
		sign	nature			
typed	name:	Thesis	Committee	Member #2		
		sign	ature			
typed	name:	Thesis	Committee	Member #3		
		sign	ature			
typed	name:	Thesis	Committee	Member #4;		
th	ree sio	natures	total in cas	se of masters		

Note) * Font Size: 14pt

- * Three signatures total for masters, five for doctoral.
- * Month/Day/Year: Indicate the date of signing (Approval date of thesis is also available)



[Appendix 1-5] Contents

Contents

I . Introduction1
II. Theoretical & Mathematical Development3
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2.25
Ⅲ. Experimental Method & Materials6
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3.28
3.310
3.412

Note) * Font Size: Table of Contetns 14pt, Others 11pt,

- * Numbering of the contetns shall be made with attention.
- * The format can be adjusted appropriately considering the readability.



REFERENCES

- 1. Elder, B 1995, The magic of Australia, Beaut Books, Sydney.
- 2. Yeric, J & Todd, J 1989, *Public opinion: the visible politics*, Peacock Publishers, Chicago.
- 3. Byrne, J 1995, 'Disabilities in tertiary education', in L Rowan & J McNamee (eds), *Voices of a margin*, CQU Press, Rockhampton.
- 4. Dawson, P & Browning, MC(eds) 1986, *The world at war*, vol. 3, The Asian conflict, Penguin, Harmondsworth.
- 5. Barro, RJ 1997, Macroeconomics, 5th edn, viewed 17 February 2006, http://purl.library.cqu.edu.au/EBOOKS/339-0289-29960
- 6. Conderen, P 1999, 'Swiss prepare charges', Weekend Australian, 30-31 July, p.1.

Note) * Font Size: Title 14pt, Others 11pt

- * Method of composition: Choose any one of the ACS, AMS, APA, IEEE, or Harvard styles.
- * The format can be adjusted appropriately considering the readability and major characteristics. However, each reference should contain sufficient information.



Appendix #2)
Forms related to graduation



(Form 1**)** Nomination of thesis/dissertation examining committee (You can automatically print out this form after portal system input)

MISSA NATIONAL INSTITUTE OF SCHEME AND TECHNOLOGY 2009

UNIST GRADUATE

NOMINATION OF THESIS/DISSERTATION EXAMINING COMMITTEE

Please type or print legibly. Read the regulations on the bottom of this form before completing it. SEND TO: Vice President of FROM: Department(School) of _____ Degree: ☐ M.S ☐ Ph.D Major: Student I.D First name Last name Thesis/Dissertation Title The Department(School) nominates the following persons to serve as the Thesis/Dissertation examining Committee: Name(First, Last) Signature of the committee Affiliation Signature of Department(School) Head Date(dd/mm/yyyy)

REGULATIONS GOVERNING THE NOMINATION OF THESIS/DISSERTATION EXAMINING COMMITTEES

- 1. Thesis/Dissertation committees are appointed by the Head of the Department(School).
- 2. Master's Thesis committee members consist of three examiners of which one may come from outside the university.
- 3. Doctoral dissertation committee members consist of five examiners of which at least one must come from outside the university.



[Form 2] Pledge of Observance of Research Ethics for Degree Thesis

Pledge of Observance of Research Ethics for Degree Thesis

Student	Student ID	Name
Information	Department (School)	Major
Advisor	Name	
Thesis Title		

I hereby submit this written pledge, promising not to commit any research irregularities that undermine academic integrity, such as employing a ghost writer, forgery, tampering, plagiarism, and unfair overlapping publication etc. and to observe other research ethics while I write my degree thesis paper.

I the author myself shall take full responsibility for any problems that may arise due to failure to comply with research ethics.

MM/DD/YYYY

Student: (Signature)

Advisor: (Signature)

To the Department/School Head



[Form 3] Master's Thesis/Doctoral Disseration Approval



UNIST GRADUATE PROGRAM MASTER'S THESIS/DOCTORAL DISSERTATION APPROVAL

THIS FORM MUST BE SUBMITTED WITH THE FINAL VERSION OF THE DEFENDED THESIS/DISSERTATION DEGREE: \square M.S □ Ph.D Submitted by: Student ID: First Name Last Name Choose Degree Type Degree Name in Full (e.g. Master of Science, Doctor of Philosophy) Name of Program(Major) Date of Defence: Title: As advisor for the above student, I certify that I have read the following defended thesis/dissertation, have approved changes required by the final examiners, and recommend it to the Department(School) for acceptance. Furthermore, I the advisor, certify that the aforementioned thesis/ dissertation is the original work done by the student and all referenced work is properly accredited. Name of Chair examining committee (Advisor) Signature of Chair examining committee Date (yyyy/mm/dd) The undersigned certify that they recommend this thesis/dissertation to the Graduate School for acceptance and also guarantee that it is the student's original work. Name of Examining Committee Member Signature of Examining Committee Member Date (yyyy/mm/dd) Signature of Examining Committee Member Name of Examining Committee Member Date (yyyy/mm/dd) Name of Examining Committee Member Signature of Examining Committee Member Date (yyyy/mm/dd) Name of Examining Committee Member Signature of Examining Committee Member Date (yyyy/mm/dd) NOTE: The signatures of all examining committee members are required for approval. PROGRAM COMPLETION Student has passed comprehensive exams: ☐ Yes ☐ No Student has attained required credits for the degree: ☐ Yes ☐ No

Signature of Department(School) Head

Date (yyyy/mm/dd)

Name of Department(School) Head

[Form 4] Plagiarism Judment Report

Plagiarism Judgment Report

Student	Student ID			Name		
Information	Department (School)			Major		
Thesis Title						
Similarity Index			%	,)		
Opinion of the Advisor						
Plagiarism Judgment		Yes			No	
I confirm that	the above de	gree thesis naner	has 1	heen subjected	to a strict	

I confirm that the above degree thesis paper has been subjected to a strict similarity test and there are no unusual or special issues related to plagiarism.

MM/DD/YYYY

Student: (Signature)
Advisor: (Signature)

Attachment: Turn-it-in result

To the Department/School Head



[Form 5] Thesis/Dissertation Agreement

Thesis/Dissertation Agreement

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

N	Name		UNIST ID#			
Dep	artment		Degree	☐ Master ☐ Doctorate		
	ontact			El Musici El Doctorate		
Info	rmation	(E-mail)	(Phone)			
/Dis	Thesis sertation Title					
፠ Uncauthor	der the Artic for related	le 20 th of the Korean Library Act, "Deposit of Library Nourposes.	Materials", UNIST can	collect and use personal information of the thesis		
I. A	Access of	Thesis/Dissertation				
by tra	nsmitting,	y decision on access to the thesis/dissertation for u distributing and reproducing of whole or part of the ary website, UNIST institutional repository "School"	nesis/dissertation thre	ough the information networks, such as over		
	Hardbac	k	Electronic file	☐ Open Access		
		☐ Conditional Access (temporarily restricted from public)		☐ Conditional Access (temporarily restricted from public)		
				☐ Block Access (Only preservation)		
	* Restr	cted period (Conditional access): Date of submiss	sion ~ YYYY/MM/D	□ Including abstract for conditional access		
	※ The harmonic	rd copy can be used in the library based on the cond	itions, even if the auth	nor selects 'Block Access' for electronic file.		
	Reaso (Condition		I will comply with	the UNIST Regulations on Research Ethics.)		
	or Block	☐ It includes patents that are not yet published.				
	Access)	☐ Other (Please specify):				
		g to the upper "Access of Thesis/Disserta	ntion", I agree m	y thesis/dissertation may be used in		
1		UNIST to archive and reproduce my thesis/dissete it available online.	rtation to the extent of	of not changing contents in order to preserve		
2		If the author grants the copyright ownership to others or he/she allows it to be published, this agreement will be invalid. In addition, the author should contact UNIST in the event that the copyright condition has changed.				
3	3. UNIS agreer	Will not be held with any legal responsibility nent.	for the infringemen	t of my thesis/dissertation after I sign this		
4	contra	oose the access option 'Open Access' or 'Condition of the Institutions (KERIS, National Assembly Librath the Internet network.				
		20 .				
Au	thor	(signature)	Advisor	(signature)		

President of UNIST



Guide to Thesis/Dissertation Agreement

Theses and Dissertations submitted to the UNIST library are deposited in many libraries and made available to the public electronically for preserving and sharing research results.

Therefore, all authors of thesis/dissertation are required to make decisions on the access to their thesis/dissertation and agree to the thesis/dissertation usage conditions.

Please refer to the following information and submit a signed 'Thesis/Dissertation Agreement' to the library.

X 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 articles or patents, etc., the author can make it temporarily restricted from public by selecting a 'Conditional Access' option. (* Restricted period: No limitation, Set a reasonable period for the reason.)
- 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	
		Open Access	Only available in the library and not allowed to check-out	
Hard copy		Conditional Access	Temporarily restricted from public for a restricted period of time	
	Optional	Open Access	Available to access and view the full-text on the web	
Abstract and Electronic file		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	

Copyright(deposit) libraries and theses/dissertations accessible websites

1. Copyright (deposit) libraries: Based on the each regulations and acts. (Changed in Oct. 2019)

I thursday	Number of hard copies to deposit		
Libraries	Master	Doctorate	
UNIST Library	1 copy	1 copy	
National Library of Korea	1 copy	1 copy	
National Assembly Library of Korea	1 copy	1 copy	

2. Thesis/dissertation accessible websites

No.	Websites	Note
1	UNIST Library (http://library.unist.ac.kr)	Library catalog
2	ScholarWorks@UNIST (http://scholarworks.unist.ac.kr)	UNIST institutional repository
3	dCollection (http://unist.dcollection.net)	Thesis/dissertation collecting and distributing system
4	RISS (http://www.riss.kr)	Connected with dCollection
5	National Library of Korea (http://www.nl.go.kr)	Copyright library
6	National Assembly Library of Korea (http://dl.nanet.go.kr)	Copyright library
7	Naver Academic (http://academic.naver.com)	Connected with RISS

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

Ver. Mar 2021