**Dissertation Evaluation**

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| ◆ **Improvement Guidance about Dissertation Evaluation Fee** ◆the system for examination fees policy changed from the fall semester of the 2019 on Seoul Campus (Anam) and Sejong Campus and the spring semester of 2020 on Seoul Campus (Medical University)

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| sortation | Before | After  | Content |
| Dissertation Evaluation fee [Evaluation Committee Members] | Internal members | Non-payment  | **payment** | □ Amount of Fee(per One dissertation of one) students 1) M.A : KW 50,000  2) Ph.D : KW 100,000 |
| External members | payment | **payment** |

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| **■ 「Application on Conditional Examination for Degree Dissertations」**  **exclusively for 2020 Spring Semester**   1. As Corona 19 (novel coronavirus) Spread changed to phase “Serious” for 2020 Spring Semester, only students who fail to pass the Foreign Language Test because the official test schedule was canceled and also applied for Thesis Examination of Degree Dissertations have an opportunity to register “Conditional Examination for Degree Dissertations” **only** **for 2020 Spring Semester** 2. Eligibility : those who fail to pass the Foreign Language Test (be waitting to take the Foreign Language Test) after applying for Thesis Examination of Degree Dissertations for 2020 Spring Semester3. Application/Consent on Conditional Exams for Degree Dissertations - Submission Periods : **May. 6 (Wed) ~ 8 (Fri), 2020 by 4:00 PM.** 4. Applicants for Conditional Examination for Degree Dissertations should submit Foreign Language Test Score to the Graduate Administration Office after taking the official foreign language test during the Degree Dissertations Evaluation Period **by 4:00 PM on June 16(Tue), 2020.** **\*** **If applicant can’t submit Foreign Language Test Score by the above deadline, Thesis Examination of Degree Dissertations Result is concluded in “Fail” because you are not possible to meet the condition for dissertation finally.**5. When you rejected to **Evaluation of Degree Dissertations,**  **- Enrolled Student :** can’t cancel or withdraw application for Degree Dissertations Exam **- Completed Student :** can’t cancel or withdraw application for Degree Dissertations Exam and can’t be refunded paid Degree Dissertation Fee(5% of Tuition fee) and Additional Registration Fee(2% of Tuition fee) as well. - In the above case, you should apply for Degree Dissertations Exam in the next semester you want to be evaluated again. Also you have to pay Degree Dissertation Fee(5% of Tuition fee) and Additional Registration Fee(2% of Tuition fee) once again. |

**1. Matters Related to the Advisor**

1) Signing of the Dissertation Examination Application & Submission Approval form

 - Applicants must complete the application form and have their advisor signatere and seal it.

* **Dissertation examination application forms once submitted not retured.**

2) Nomination of Dissertation Examination Committee Members

 a. General Programs: Advisors should nominate three members for the master’s program and five members for the doctoral program. Advisors are included in these quotas.

 b. **University-Research Institute-Industry Collaborative Program** : Advisors should nominate four members for the master’s program and six for the doctoral program, including co-advisors.

 c. The chair of the Dissertation Examination Committee shall be elected by the committee from among its members and he/she has an obligation to report to the department head.

 (Article 52.5 of the Detailed Enforcement Regulations for the Graduation School)

 d. Two additional members can be nominated for the eventuality that original committee members require substitution.

**2. Entering the Evaluation Results and Report**

* **Log onto the Dissertation Examination page**

- **Internal Members**: Portal (https://portal.korea.ac.kr/front/Intro.kpd) > Consultation> Thesis Evaluation

- **External Members**: Verify identification on the dissertation examination page (http://infodepot.korea.ac.kr/research/ThesisAuth.jsp) > Consultation> Thesis Evaluation

1) Master’s Program

a. Evaluation Committee Members: Conduct thesis and oral examinations and enter the Master’s Thesis Examination results.

b. Evaluation Committee Chair: Decide whether the thesis deserves passing status with the consent of more than 2/3 (3/4 for **University-Research Institute-Industry Collaborative Programs**) of the committee members and enter both the Master’s Thesis Examination results and Evaluation opinion.

2) Doctoral Program

a. Evaluation Committee Members: Conduct at least three dissertation and oral examination rounds and enter both the Doctoral Dissertation Examination results and Evaluation opinion.

b. Evaluation Committee Chair: Decide whether the dissertation deserves passing status with the consent of more than 4/5 (5/6 for **University-Research Institute-Industry Collaborative Programs**) of the committee members and enter both the Doctoral Dissertation Examination results and Evaluation opinion.

* **For more details, refer to the Thesis/Dissertation Examiner’s Guide.**

**3. Dissertation Examination Schedule**

1) Application for Dissertation Examination (submission of dissertation and application form)

 : **May. 6 (Wed.) ~ May. 8 (Fri.) 4:00 PM**

2) Entering Dissertation Examination Results and Evaluation opinion: no later than **Jun. 19 (Fri.)**

* **Examination results for unsuccessful applicants shall also be entered.**

3) Payment of Dissertation Evaluation Fee: around end-June or early-July

- Dissertation evaluation fees shall be deposited into the bank account of each committee member.

4) (Library homepage) Dissertation upload: **Jun. 29 (Mon.) ~ July 10 (Fri.) 2020, 4:30 P.M**

5) Submission of a copy of the completed dissertation (Library), confirmation of dissertation submission (Department Administration Office), copy of inner pages (inner cover page and evaluation completion verification page) of the completed dissertation, and Confirmation of Thesis Plagiarism Check: **July 8(Wed.) ~ July 10 (Fri) 2020**

* **Applicants who fail to submit the above documents by the deadline (July 10(Fri) 2020) will be precluded from graduation in February 2020 regardless of the evaluation result.**

April. 2020

**the Graduate School**