Guide to Thesis Submission Procedure

Yonsei University Library

INDEX

PART 01

Intro

(1) Submitting Thesis Online

(2) Submitting Hard-bound Thesis

(3) Submission Process

(1) Submitting Thesis Online

1) Guide to Online Thesis Submission

· Deadline : Visit http://library.yonsei.ac.kr→ Go to Library Notices
    and search "Thesis" to find the relevant notice

· Method : Go to http://dcollection.yonsei.ac.kr→ Log in and submit
    your thesis (use your Yonsei Portal Account for logging in)

· File Format : Submitted file must be in "PDF" (Microsoft Word or
    Hangul Word document files are not accepted)

· When submitting your thesis online, your thesis must contain a
  confirmation state sheet with names of members of Thesis Committee.
  *Signatures(or Seals) of Thesis Committee is not mandatory for the online file.

· The submitted file must be identical in terms of its content and
  format to the hard-bound thesis.

· Verification is processed within 09:0~17:00 in Weekdays.

(2) Submitting Hard-bound Thesis
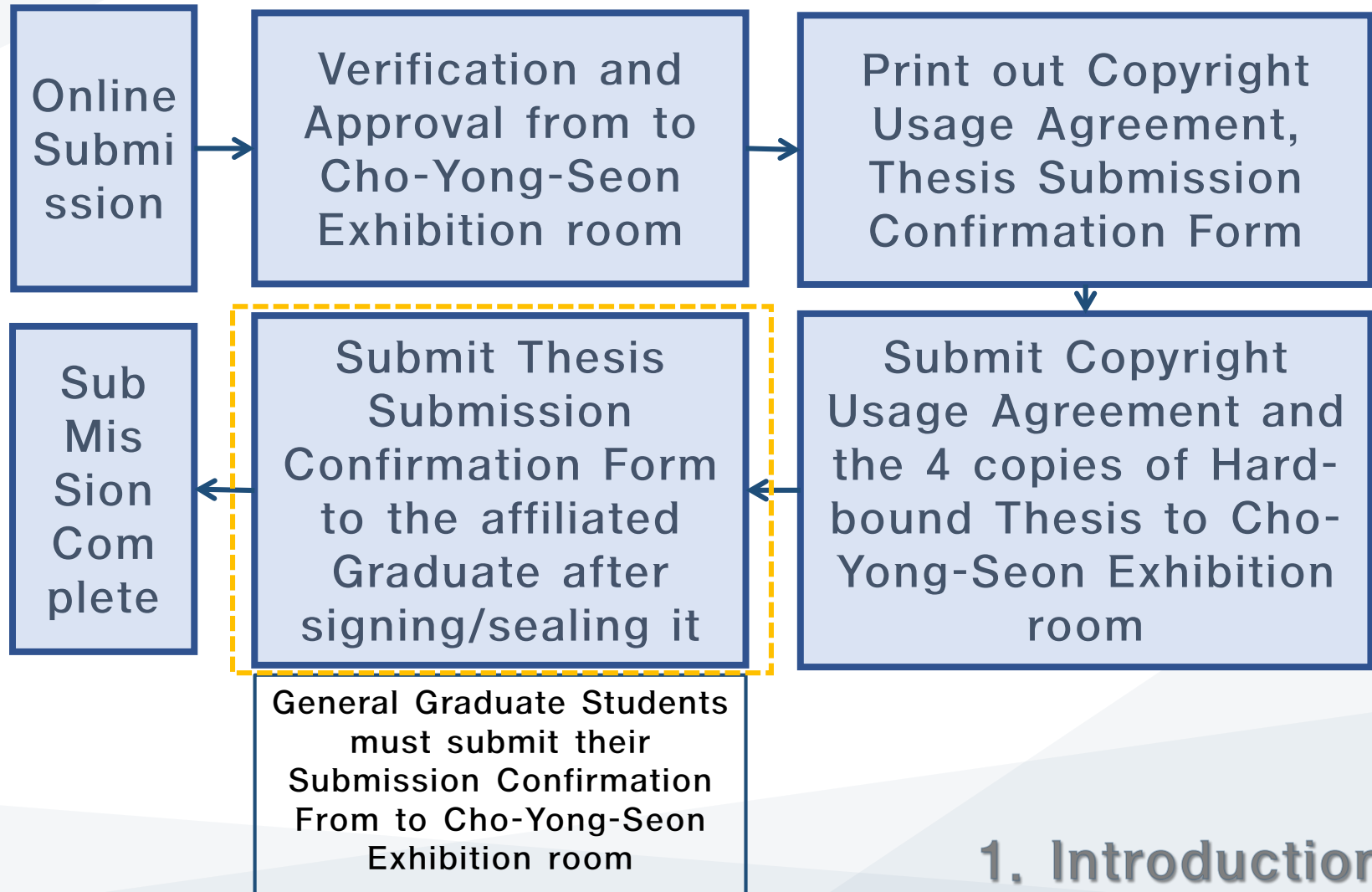
2) Guide to Hard-bound Thesis Submission

· Deadline : Go to http://library.yonsei.ac.kr→ Go to Library Notices
             and search "Thesis" to find the relevant notice
· Location : Yonsei Samsung Library
             1F, Cho-Yong-Seon Exhibition room
· Number of copies : 4 copies of Master or Doctoral Thesis with hardcover
             *5 Copies for copyright disagree or Department of Law thesis
             (1 of the copy must include the original confirmation
             statement sheet with the signature[or seal] of the members of
             the thesis committee.
             Other copies may include original or copied confirmation
             statement sheet.)

· Other Documents for Submission

①1 copy of Copyrights Usage Agreement with the your signature

②1 copy of Thesis Submission Confirmation Form with your signature/seal
   (Submit to your affiliated Graduate School/As for General Graduate Students,
   you must submit the form to the location mentioned above)

*Copyrights Usage Agreement and Thesis Submission Confirmation Form can be
printed after receiving approval on their online submission

(3) Submission Process

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┌──────────┐     ┌─────────────────────┐     ┌─────────────────────┐
│ Online   │     │ Verification and    │     │ Print out Copyright │
│ Submi    │ ──► │ Approval from to    │ ──► │ Usage Agreement,    │
│ ssion    │     │ Cho-Yong-Seon       │     │ Thesis Submission   │
│          │     │ Exhibition room     │     │ Confirmation Form   │
└──────────┘     └─────────────────────┘     └─────────────────────┘
                                                        │
                                                        ▼
┌──────────┐     ┌─────────────────────┐     ┌─────────────────────┐
│ Sub      │     │ Submit Thesis       │     │ Submit Copyright    │
│ Mis      │     │ Submission          │     │ Usage Agreement and │
│ Sion     │ ◄── │ Confirmation Form   │ ◄── │ the 4 copies of Hard│
│ Com      │     │ to the affiliated   │     │ -bound Thesis to Cho│
│ plete    │     │ Graduate after      │     │ -Yong-Seon Exhibition│
│          │     │ signing/sealing it  │     │ room                │
└──────────┘     └─────────────────────┘     └─────────────────────┘
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General Graduate Students
must submit their
Submission Confirmation
From to Cho-Yong-Seon
Exhibition room

PART 02

Proce dures

(1) Yonsei Library Theses

(2) Sign in to Thesis Submission System

(3) Submit your Thesis

(4) Data Submission

(5) Personal Information Phase

(6) Metadata Entry Phase

(7) Copyright Usage Agreement

(8) Thesis Registration Phase

(9) Thesis Submission

(10) Online Submission Complete

(1) Yonsei Library Thesis

· Visit Yonsei Library Website (http://library.yonsei.ac.kr)

Then Click "Thesis submission" under the Research Section

(2) Sign in to Thesis Submission System

Click on the sign-in button

· Sign in to dCollection system.

(Use your Yonsei Portal Account for signing in)

(3) Start Thesis Submission

· In the Thesis Submission Website,

please click "Submission of materials".

(4) Data Submission

(5) Personal Information Phase

· After reading Personal Information Usage Policy, tick the acceptance option.

· Verify your personal information and then move on to the next step!

(6) Metadata Entry Phase

· In Metadata Entry section, you have
to enter bibliographical information about your thesis to the system(refer to Data Entry Guidelines for further information).

· Entry with *in front of it is compulsory.

· Subject (DDC)is automatically filled in once you enter your Department /Major located right beneath it.

· If you have two or more abstracts click on "Add" button to enter them.

· Thesis page number must include both the "Final Page Number" in Roman numeral and Arabic numeral. e.g.) vi, 63 p.

(7) Copyright Usage Agreement

Copyright Usage Agreement can be divided into "Accept / Decline" options.

· If you choose to "Agree" the Copyrights Usage Agreement, then you are to proceed the "Thesis registration" phase.

· If you choose to "Not agree", then you must enter your "Reason" for doing so and move on to the "Thesis registration" phase.

· When setting the boundary of the License(Copyrights Usage Agreement) Click on the "Detailed Information" button to view more detailed explanation.

· If you have proper reason, you can set the embargo period of full-text service. (maximum 1 year)

(8) Thesis Registration Phase

Search	Browse	Submit	Submit History	FAQ

My information > Metadata > License agreement > Original registration > Submit confirmation

File format   ◉ Document

▪ Register document

Please upload only PDF file.
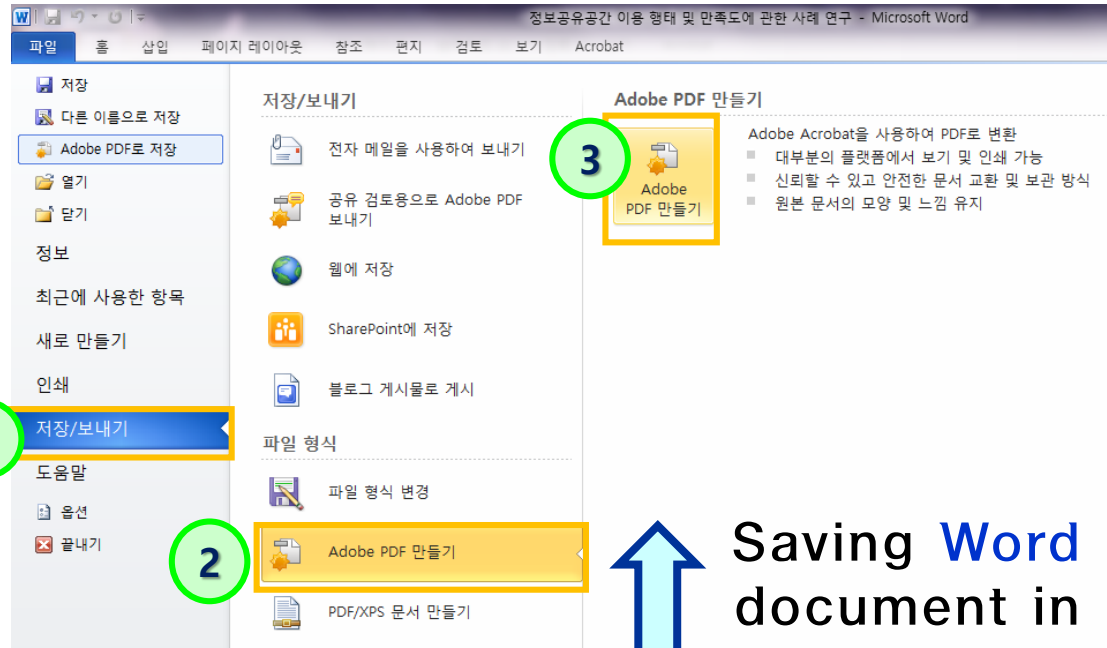
[찾아보기...   ]

제출관련 문의는 학교 dcollection 담당자에게 문의 바랍니다.

< Prev   Next >   Temporary storage

· In Thesis Registration Phase can upload only the PDF

as the file format

(Other File may make an error)

+ PDF File Conversion Methods

Saving Word document in PDF format

Saving HWP File in PDF format

· If your thesis is in document format (hwp, doc), then you have to take **<u>additional</u>** step to convert it to PDF format before submitting it.

(9) Thesis Submission

・Review your

entries regarding

Metadata,

File information,

License information,

Personal Information.

Then click

"Complete submit".

(10) Online Submission Complete

· After the receiving Approval("Submit complete" status) of the submission, you can print out the License Agreement / Submission Confirmation Form.

PART 03

Things to Consider

(1) **Things to Consider when writing your thesis**

(2) **Things to Consider regarding Copyrights**

(1) Things to Consider when writing your thesis

- You should either check the Thesis Writing Guideline in Graduate School website or contact your affiliated Department/Major to be informed about the acceptable format/structure/content of the thesis before writing your thesis.

- You can find Yonsei University General Graduate School Thesis Writing(Structure) at General Graduate School Homepage -> Academics -> Downloads -> Thesis

- Please do not place password on the document files you are about to submit. It could cause errors when converted into cloud service files.

- Uploading may not be possible if the file size is too large (20MB or less is recommended). If you have any problems uploading, please contact us.

- When submitting your thesis online, your thesis must contain a confirmation state with names of members of Thesis Committee.
  * However, Signatures(or Seals) of Thesis Committee is not mandatory.
  ** You can insert scan page of the original confirmation state and change it to PDF file.

(2) Things to Consider regarding Copyrights

· You can set the copyright "Agree / Not agree" and embargo period.

- [Agree] : Your thesis can be publicly accessed through Yonsei University Library Homepage, RISS and other partners.

- [Not agree] : Your thesis can be accessed only through the Yonsei University IP. Your thesis cannot be printed nor downloaded.
  *When submitting online, you must write reasons for disagree.

- [Setting embargo] : Due to reasons such as patent application, the full-text access to your thesis shall be delayed for a certain period of time. If necessary, you can determine the date of the beginning of the public access to your thesis.
  *You can delay the public access to your thesis up to 1 year after the date of your thesis submission.
  *If you disagree the copyright + limit the publication date of thesis(can set until 9999-12-31), the reason must include sensitive data such as a personal information, military/business secret.

· In the case of choosing "Not agree" or setting embargo period, we may contract you via telephone to verify your reasons.

· For further inquiry regarding copyrights contact us through 02-2123-6330 / thesis@yonsei.ac.kr

E-Mail : thesis@yonsei.ac.kr
Tel. 02-2123-4643/4644/6330