



# **DISSERTATION AND THESIS SUBMISSION GUIDELINES & FAQ**

**YONSEI UNIVERSITY LIBRARY**



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# Submission Steps

# 0. Submission Steps : approved by signature or stamp

Upload Online PDF Document & Register Thesis Information



Online Submission Approval (by the Thesis Office)



Print Submission Confirmation



Submit Submission Confirmation Form

General Graduate School students: Affiliated Department Office

Others: Affiliated Graduate School Office



Submission Complete

# 0. Submission Steps : included portal approval

Upload Online PDF Document & Register Thesis Information



Online Submission Approval (by the Thesis Office)



Portal Approval Request (by submitter)



Request for Return to the Thesis Office (by submitter)



Resubmit



Submit Submission Confirmation Form & Approval Sheet

General Graduate School Students: Affiliated Department Office

Others: Affiliated Graduate School Office



Submission Complete

**1**

# **Online Submission**

# 1-1. Online Submission Guide I

- **Submission Period** : Check notice at the library website  
<https://library.yonsei.ac.kr/>
  - **How to Submit** : Go to the [dCollection](https://dcollection.yonsei.ac.kr) (Thesis registration system)  
<https://dcollection.yonsei.ac.kr>  
(Log in with your Yonsei Portal account information)
  - **File Format** : **PDF only** (hwp or doc format not allowed)
  - **File size under 100MB** : Large files may not be uploaded (under 100MB recommended)
  - **Thesis Format and Requirements**  
**There is no thesis template standardized by the Library.**  
Check your graduate school website for correct formatting requirements and thesis templates. Be sure to check with your department to correctly write your thesis.
- \* The Graduate School Thesis Guide : [The Graduate School Website > Academic Guide > Thesis/Graduation > How to write a dissertation](#)

# 1-2. Online Submission Guide II

- **Document Content Order :** Preliminary Pages  
Cover Page  
Title Page  
Approval Page (Signature Page)  
Dedication/Acknowledgements (optional)  
Table of Contents/List of Figures  
Abstract  
Text/Content  
References/Bibliography  
Appendices/Indexes (optional)  
Translated Abstract (required for doctoral thesis)  
  
\* Unable to conform to the correct order may result in thesis being returned for resubmission
- **Pagination :** [ No page number ] Cover Page ~ Approval(Signature) page  
[ Roman numerals ] Table of Contents ~ Abstract (i, ii, iii, etc.)  
[ Arabic numerals ] Text/Content ~ Translated Abstract (1, 2, 3, etc.)  
  
\* Guide for entering the page counts on the thesis information  
Ex) vi, 63 p.



# 1-3. Online Submission Guide III

- **Thesis PDF file and Original Approval Sheet Scan file**

**Thesis PDF file:** Only the name of the committee members are entered in the approval sheet. If there is a signature or stamp, it will be returned.

**Original Approval Sheet Scan file:** A one-page PDF file with the signatures or stamps of all members of committee members. If portal approval is pending enter only the name of the examiners and write 'portal approval pending'

- Acknowledgements/Dedication page is optional and not paginated
- Do not add any **blank pages** to your document
- Do not encrypt your PDF with passwords as it can cause conversion errors
- **Remove all hyperlinks** in the document
- **Online Submission Review Hours** : 9:00 ~ 17:00 on weekdays
  - \* Submissions made after 17:00 will be reviewed after 9:00 the next day
  - \* Review is done manually by the library staff and normally takes up to 1 day for approval

# 1-4. PDF File or Metadata Modification

: During submission period

- Free to modify PDF file and metadata before they are approved ('Accept complete' status)
  - : Click the thesis title in the submission list > Modification button in section that needs to be modified > Proceed with modification
- Click 'Resubmission request' to modify PDF file after they are approved ('Submit complete' status) (Phone X / e-mail X)
  - : Click the thesis title in the submission list > Click 'Resubmission request' > Return > Proceed with modification > Click 'Complete submit'
- Request through Google form to modify metadata after they are approved ('Submit complete' status) (Phone X / e-mail X)

# 1-5. PDF File Modification

: After submission period

- Replace files only for obvious typos or editing errors
  - : Request by official document through your department or graduate school
  - : The official document arrives by the day before the graduation ceremony (August 28)
  - : After the submitter directly modifies the content to be modified from the original text of the previous submission, attach the paper file to the official document and write the revised contents in the official document
  - : No replacement after graduation

# **1-6. Online Submission Procedure**

- (1) Login to dCollection @Yonsei**
- (2) Agree to Privacy Policy**
- (3) Input My Information**
- (4) Upload PDF File**
- (5) Input Thesis Information + Guidelines**
- (6) Set Copyright License Agreement + Guidelines**
- (7) Review and Complete Submission**
- (8) Print Submission Confirmation**

# (1) Login to dCollection @Yonsei

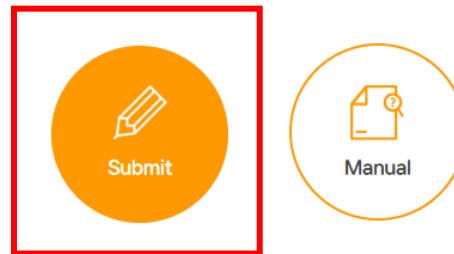
The screenshot shows the dCollection website interface. The top navigation bar is orange and contains the following elements from left to right: the dCollection logo, the text "Data Exploration", a red box with the number "2" and the text "Submit dissertation", the text "Submission list", the text "FAQ", and the text "dCollection?". In the top right corner, there is a red box with the number "1" and the text "Log in", followed by a language selector "ENG" with a dropdown arrow. Below the navigation bar is a large blue banner with the text "dCollection" in white, followed by a subtitle in Korean: "Digital Collection의 줄임말로 대학에서 생산되는 학술연구정보를 온라인으로 제출하여 서비스하는 시스템". Below the banner is a search bar with the text "All Content" and a dropdown arrow, followed by the text "Enter search word.", a magnifying glass icon, and a button labeled "Advanced Search". Below the search bar are three white boxes. The first box is titled "Notice" and contains text about thesis submission guides and PDF uploads. The second box is titled "Domestic University Research Trands" and contains a word cloud with terms like "COVID-19", "Artificial Intelligence", "Machine Learning", and "Self-efficacy". The third box is titled "University ResearchTrands" and contains a circular sunburst chart with various research topics in Korean.

- dCollection @YONSEI URL : <https://dcollection.yonsei.ac.kr>
- Log in with Yonsei Portal account information and click “Submit dissertation”

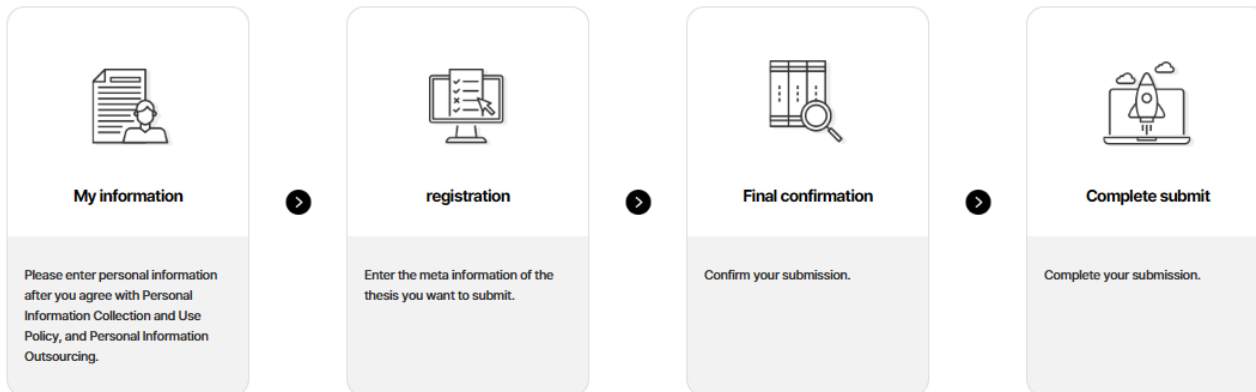
## (2) Agree to Privacy Policy

### Submission guide

You must log in to submit a thesis. If the [Submit Manual] is not displayed properly, please try 1)updating the browser version, 2)clearing your browser's search history and cookies, and 3)using another browser.

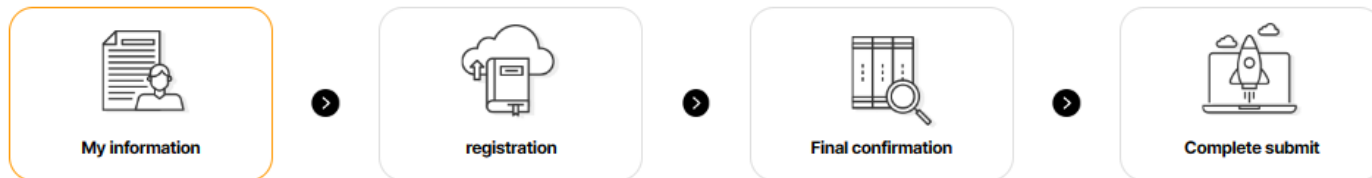


### Steps for Submission



After clicking “Submit”, read and check the box to agree to the privacy policy.

# (3) Input My Information



## Private policy

### 1. 개인정보의 수집·이용 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.

### 2. 수집하는 개인정보의 항목

가. 'dCollection'은 다음의 개인정보 항목을 처리하고 있습니다.

① 개인정보의 명칭 : 개인정보에 기록되는 개인정보의 항목

② 제출자 정보

개인정보 수집 및 이용에 대해 (☒ Agree ☐ Not agree ) 합니다.

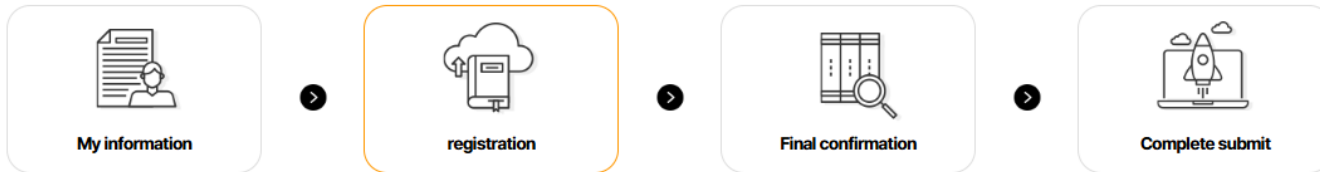
## My information

ID	학번/교번		
Author Name *	Enter the author's name as same as that on the cover		
Department(Major) *	학과조회에서 선택하세요.	Department search	Type of Degree *
			<input type="radio"/> Master <input type="radio"/> Doctor
Contact *		E-mail *	

- Author Name : Enter the same name on the title page
- Select your department using the search box and type of degree  
(Contact the Thesis Office if your department is not found on the list)

# (4) Upload PDF File

## Submit dissertation



**File Upload**

Select File Type  
Document

Approval Sheet Registration

Only PDF file possible. HWP(X), DOC(X), PDF(O) **1** + My PC

Original registration

Only PDF file possible. HWP(X), DOC(X), PDF(O) **2** + My PC

**3** Thesis Info Registration

**4** Copyright

### Approval Sheet Registration:

Original Approval Sheet Scan File.  
A one-page PDF file with the signatures or stamps of all members of committee members.  
If portal approval is pending, enter only the names of the examiners and write 'portal approval pending'

### Original Registration:

Thesis PDF file.  
Only the names of the committee members are entered in the approval sheet. If there is a signature or stamp, it will be returned.

- Click “+My PC” to upload your thesis document (PDF only) and approval sheet
- Proceed to the next steps : Thesis Info Registration and Copyright



# (5-1) Register Thesis Information (Metadata)

Theis Info Registration

논문정보

Title \*

Enter the thesis title. Copy and paste the cover title. If there is a subtitle, divide it with [ ]. Review the title carefully for double spaces between words and replace them with a single space.

Translated Title \*

Enter the translated title. Copy and paste the translated title in the 2nd language abstract. If there is a subtitle, divide it with [ ]. Review the title carefully for double spaces between words and replace them with a single space.

Keywords \*

Enter all the keywords of the thesis. Put a comma(,) between each keyword.

DDC Number \*

\* DO NOT modify or delete the value! (Filled automatically according to the department.)

영어

Abstract \*

Copy and paste the abstract. If there are more than two, enter all of them and select each abstract's language.

Table of contents

Copy and paste the table of contents. Omit table/figure contents.

Advisor Name(Korean) \*

Enter the name of the supervisor in Korean without title.

specialty

If you have a specialty major, please enter it.

page \*

Enter the numbers of final pages in Roman and Arabic numerals. e.g.) vi, 45 p. (for both-sided printing thesis) / vii, 40장 (for single-sided printing thesis)

language \*

Korean

Enter your thesis bibliographic information (Metadata) correctly.  
See the next page for metadata input guidelines.

# (5-2) Metadata Guide I

- **Title :** Enter the title of the thesis on the title page
  - \* Copy & paste thesis title from the PDF and do not manually type the title
  - \* [NOTE] Please check for spacing errors on your thesis title
- **Translated Title:** Enter the title translated in other languages
  - \* Copy & paste thesis title from the PDF and do not manually type the title
  - \* [NOTE] Please check for spacing errors on your thesis title
  - \* Enter the main title again if you do not have any translated title
  - \* Entering a translated title only in either the metadata or Yonsei Portal will result in a "mismatch"
  - \* Enter the same translated title on the Yonsei Portal as the title on the dCollection



**Copy and paste the thesis title of the metadata on Yonsei Portal when you modify the thesis title of the Yonsei Portal!**

- Entering the exact thesis title correctly on both dCollection and Yonsei Portal will result in a "match" (including number of spaces, letter case, special characters etc.)
  - \* **Double spaces between words is the most common mistake for mismatches**  
Please check the number of spaces between words.
- Enter the actual thesis title on dCollection = Should be the same as the title page and can only be edited for typos
- If a title "mismatch" is found on the Yonsei Portal, request your department to change the title to match it with dCollection

# (5-3) Metadata Guide II

- **Keywords** : Enter all the keywords in the order found at the bottom of the abstract and the translated abstract page
- **DDC Number** : This value is entered automatically according to the department you selected
- **Abstract** : Click “Add” if you have abstracts in other languages
- **Supervisor Name** : Enter the supervisor’s name in Korean except international scholars
- **Specialty** : Enter your specialty if you have one
- **Pagination** : Enter the final page number of the abstract in lowercase Roman numerals and the final page number of the thesis(text) in Arabic numerals as below:  
Ex) vi, 63 p.
- **Language** : Select the language of your thesis correctly
  - \* Selecting the wrong language will result in thesis information mismatch

# (6-1) Copyright License Agreement

Copyright

Copyright

Copyright

1. I allow copy and DB building through changes in edition or format on the condition of not changing the contents of the writing

2. I allow transmission, distribution and reproduction of a part or whole of writings by publishing on the information network including internet for the purpose of academic study.

3. In case an author transfers the copyright to others, this permission will not be effective thereby. If publishing is allowed, it shall be immediately notified to the university.

4. The university shall not be legally responsible against the infringement occurred due to the writings after the permission.

5. The author allows providing and processing the writing to any contracted institutions of the university for the purpose of research and public interest (fulltext indexing, Plagiarism Prevention etc.)

☒ Agree

☐ Not agree

☐ Separate management

**Creative Commons License (CCL)**

CC 라이선스는 저작자가 일정한 조건하에 자신의 저작물을 다른 사람들이 자유롭게 이용할 수 있도록 허락하는 라이선스입니다.

☒ 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.

**Original publication date**

☒ Original publication when Thesis Info. is disclosed ☐ Separate settings

\* If a original publication date, a patent and embargo are necessary, set them up.

Do not select "Separate management"

Set copyright license usage agreement.  
See the next page for copyright agreement guidelines.

# (6-2) Copyright Agreement Guidelines


- You may **agree/disagree** to copyright permission or request for an embargo

- **[Agree]** : Can be printed/downloaded and accessible through the Yonsei University Library Website, RISS, and other partner databases
- **[Disagree]** : Cannot be printed or downloaded and can only be accessible through the Yonsei University Campus IP
  - \* State reason for disagreement if you select this option
- **[Embargo]** : You are given an option to embargo and set the publication date for reasons such as seeking patents, pursuing journal articles etc.
  - \* Only a maximum of one-year embargo is allowed from the date of submission
  - \* Only reasons limited to personal information, classified military information, business secrets and sensitive information are granted permission for embargo

- For those disagreeing to copyright and embargoing their thesis, the Thesis Office may call to check and verify copyright disagree reasons
- Theses with embargoes over one-year without stating detailed reasons will automatically be set to one-year

# (7) Review & Complete Submission

## Copyright

Copyright agreement	동의
Full-text service start date	논문정보공개 시 원문공개
Creative Commons License	 저작자표시 (Attribution)

[Edit Meta](#)[Update Files](#)[Update License](#)[Complete submit](#)

- Review all the information you entered and click “Complete submit” at the bottom of the page
- If you need to make changes on the metadata, click the section’s button that needs modifying and save it after editing
- Submission will not be done until you click the “Complete submit”

# (8) Print Submission Confirmation

**Submission list**

논문 처리 상태

No.	Title	Status	등록인	Print
1	Sample of a Master's Thesis	Submit complete	저작권 동의서	제출 확인서 서비스 확인서

```
graph LR; A[Not completed] --> B[Accept complete]; B -- "clear" --> C[Submit complete]; C --> D[In service]; B -- "not clear" --> E[Return]; E --> F[Re-submit]; F --> C;
```

- **Not completed** : 논문 제출이 정상적으로 완료되지 않은 경우입니다. 논문 제목을 클릭하여 상세화면으로 이동하여 제출을 완료하세요.
- **Accept complete** : 제출된 논문을 관리자가 처리중인 상태입니다.
- **Return** : 독정 사유로 인해 관리자에 의해 논문이 반송된 경우입니다.  
마이페이지>개인공지에서 반송사유를 확인하고, 논문 제목을 클릭, 상세화면으로 이동하여 내용을 수정한 후 재제출 하세요.
- **Re-submit** : 반송된 논문을 다시 제출 완료한 상태입니다.
- **Submit complete** : 제출된 논문이 관리자의 검증이 완료되고, 서비스 전 단계입니다.
- **In service** : 제출된 논문이 서비스 상태입니다. 검색을 통해 논문을 확인할 수 있습니다.

- You can print the submission confirmation form once the thesis has been “Submit complete” at the “Submission list” page
- If your thesis has been returned, check the reason and resubmit after editing

2

**FAQ**



## 1. I need to make changes on my PDF or metadata. How can I do this?

You can modify it freely before the submission is approved, and after the submission is approved, you can do 'Resubmission request'. After the submission period, **only for obvious typos or editorial errors**, please apply for file replacement through the official document of your department or graduate school. For more information, please refer to the '[PDF File or Metadata Modification](#)' at 1-4 and 1-5.

## 2. What is the thesis submission procedure?

Online Thesis & Approval Sheet Submission > Approval from Thesis Office > Print Submission Confirmation > Submit Submission Confirmation & Approval Sheet to Your department office (General Graduate School Students: Affiliated Department Office, Others: Affiliated Graduate School Office)

## 3. Where can I download the thesis guide and template?

**There is no thesis template standardized by the library.**

In most cases, the template on the Graduate School's website is used, but format and specifications may vary between majors and departments. Please inquire with your department, lab, major office, etc. to correctly write your thesis.

[Check the Graduate School website below for thesis writing guidelines.](#)

[The Graduate School Website > Academic Guide > Thesis/Graduation > How to write a dissertation](#)

4. I want to know about Yonsei Portal thesis information verification, thesis approval, approval page, and my graduation status.

The library only handles final thesis submission. You should **inquire your department** on matters other than online submission such as writing your thesis, thesis defense, thesis approval, thesis info verification(mismatch), approval page, graduation requirements & status.

5. How should I paginate my thesis?

- **No page number** : Cover page, Title page, Approval page, Acknowledgements
- **Roman numerals(lowercase)** : Table of Contents ~ Abstract (i, ii, iii, etc.)
- **Arabic numerals** : Text/Content ~ Translated Abstract (last page of thesis) (1, 2, 3, etc.)

6. How do I enter the page counts in the metadata?

Type the last page number of your Roman and Arabic numeral pages as below :

(Ex.) vi, 63 p.

7. I don't think I can make it before the deadline.  
Can I submit after the deadline?

The deadline is set following the academic calendar and graduation process.  
[No extensions](#) are given for personal reasons.

8. My thesis submission has been returned.

Your thesis will be returned if formatting errors are found during the reviewing process. If corrections are needed, please read the reason for return, modify your thesis and resubmit.

\* [How to resubmit](#) : dCollection > Submission List > Click the returned thesis > Click the section's button that needs modifying > Modify > Click "Complete Submit"

9. I cannot find my department(major) on the department list.

Please inquire with the [Thesis Office](#) if your department or major is not found on the list.

10. Is issuing an ISNI (International Standard Name Identifier) required?

It is [optional for doctorates](#). Those who wish can do so by following the instructions on the confirmation mail sent after completing online submission.

## 11. How are the titles from the library and the Yonsei Portal different?

- **Library thesis title** : Used for search in the Library website, RISS, and external archives
  - \* Errors in the title may result in the thesis being unable to be searched online at the Library website or RISS
- **Portal's thesis title** : Displayed in the transcript of records or certification of graduation
  - \* Please type the title correctly since your thesis may not be searched online and the title can be incorrectly displayed on your transcript of records if either of the titles in dCollection or Yonsei Portal are incorrect
  - \* Do not manually type the title of your thesis at the Yonsei Portal or dCollection. Instead, copy and paste the thesis title from the thesis PDF file and check for spacing errors

## 12. There is a mismatch between the titles on the Yonsei Portal and the Library (dCollection).

A mismatch in spelling, letter case, number of spaces, special characters, etc. will result in a mismatch between the Yonsei Portal and the library.

**Please note that the most common mistake is having two spaces instead of one!**

- **How to change title on Yonsei Portal** :  
Copy the title from dCollection and request for change to your department.
- **How to change title on the Library (dCollection)** :  
Request via the [\[Online Request Form\]](#) (Phone / Email Request X)



## 13. About double spaces...

The most common reason for a “mismatch between the library title and the Yonsei Portal title” is double spaces.

Although it may seem like a single space to the visible eye, there are a lot of cases when it is double. Please check for any spacing errors on your thesis in both languages on your metadata before pressing submit button!

## 14. I cannot search my thesis on the web.

[Your thesis will be available to the public after graduation](#) and will not be circulating till then. Therefore, it is normal if you can't find your thesis on dCollection, RISS, and the library website before graduation date.

# INQUIRIES

## 1. ONLINE SUBMISSION : Library Thesis Office

- Online Request Form : <https://forms.gle/nbFF4HNpr3M7bZ1A6>  
(Edit Library Title / Edit Metadata)
- TEL : 02-2123-4643, 4644



Answering phone inquiries may be difficult during the submission period due to the high number of inquiries. Please refer to the “FAQ” first if you have any inquiries. If you want to return the approved thesis, please click ‘Resubmission request’ on the submission list and title edit, and metadata edit requests can only be done through the Online Request Form (Click) (Please check the details at 1-4, 1-5)

## 2. THESIS APPROVAL, YONSEI PORTAL, GRADUATION-RELATED : Your Department

- \* The library cannot tend to inquiries related to Thesis Approval (학위논문 인준), Yonsei Portal, and thesis templates/format