

Thesis preparation and submission guidelines

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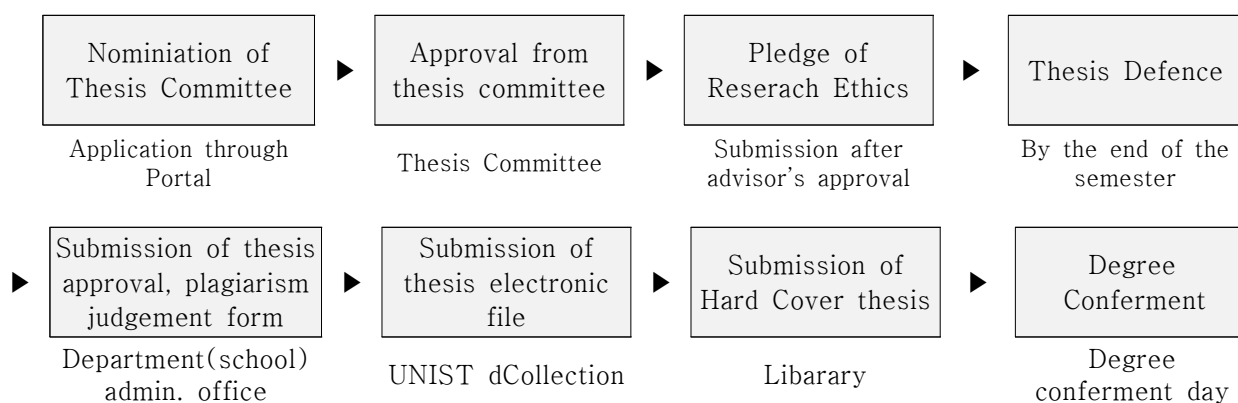
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Thesis preparation and submission guideline

Thesis/dissertations shall be classified into thesis/dissertations for examination and those for submission. When preparing a thesis, this guideline 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(210mm×297mm).
- 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 shall 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 bound 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 obtained 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 of 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)
College of Engineering	Department of Mechanical Engineering
	Department of Urban and Environmental Engineering
	Graduate School of Semiconductor Materials and Engineering
	Department of Materials Science and Engineering
	School of Energy and Chemical Engineering
	Department of Nuclear Engineering
College of Information–Bio Convergence Engineering	Department of Design
	Department of Biomedical Engineering
	Department of Industrial Engineering
	Department of Biological Sciences
	Graduate School of Artificial Intelligence
	Department of Electrical Engineering
	Department of Computer Science and Engineering
College of Natural Sciences	Department of Physics
	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
Department of Urban and Environmental Engineering	Urban Infrastructure Engineering
	Disaster Management Engineering
	Environmental Science and Engineering
	Convergence of Science and Arts
Graduate School of Semiconductor Materials and Devices Engineering	Semiconductor Materials and Devices Engineering
Department of Materials Science and Engineering	Materials Science and Engineering
School of Energy and Chemical Engineering	Chemical Engineering
	Energy Engineering
	Energy Engineering (Battery Science and Technology)
Department of Nuclear Engineering	Nuclear Engineering
Department of Design	Design
Department of Biomedical Engineering	Human Factors 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 - (bscent@unist.ac.kr)

 [Questions regarding thesis submission] Library Team - (jieunh0206@unist.ac.kr)

College	Department	Ext.	E-mail
College of Engineering	Department of Mechanical Engineering /School of Energy and Chemical Engineering	1806	jinayoon@unist.ac.kr
	Department of Urban and Environmental Engineering	1803	yyjeon326@unist.ac.kr
	Department of Materials Science and Engineering /Graduate School of Semiconductor Materials and Devices Engineering	1802	kiresy@unist.ac.kr
	Department of Nuclear Engineering	1804	imchae@unist.ac.kr
College of Information-Bio Convergence Engineering	Department of Design /Graduate School of Artificial Intelligence /Department of Computer Science and Engineering	1846	happyh220@unist.ac.kr
	Department of Biomedical Engineering Department of Biological Sciences	1845	heejeongryu@unist.ac.kr
	Department of Industrial Engineering Department of Electrical Engineering	1847	yoonyj12@unist.ac.kr
College of Natural Sciences	Department of Physics	1882	diani@unist.ac.kr
	Department of Mathematical Sciences	1884	mp3to@unist.ac.kr
	Department of Chemistry	1883	agatha0206@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 judgement 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



【Appendix 1-1】 Front cover

THESIS TITLE	1.5cm ↓	3cm	Master's Thesis / Doctoral Thesis
		3cm	
			THESIS/DISSERTATION TITLE
2000	2cm		Gil-Dong Hong
	1cm		
GILDONG 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.]
	2.5cm		Ulsan National Institute of Science and Technology
		20○○	
		↑ 3cm ↓	
	1.5cm		

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.

【Appendix 1-3】 Thesis/Dissertation Approval

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. 2022 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)

【Appendix 1-4】 Confirmation of Thesis/Dissertation Approval

Thesis/Dissertation Title

Gil-Dong Hong

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

6. 20. 2022 Month/Day/Year of submission

signature

Advisor: Cheol-Su Kim

signature

typed name: Thesis Committee Member #1

signature

typed name: Thesis Committee Member #2

signature

typed name: Thesis Committee Member #3

signature

typed name: Thesis Committee Member #4;
three signatures total in case 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

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I . Introduction -----	1
II . Theoretical & Mathematical Development-----	3
2.1 -----	4
2.2 -----	5
III. Experimental Method & Materials-----	6
3.1-----	7
3.2 -----	8
3.3 -----	10
3.4 -----	12

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

* Numbering of the contents shall be made with attention.

* The format can be adjusted appropriately considering the readability.

【Appendix 1-6】 References

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)



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 _____

Major: _____

Degree: ☐ M.S ☐ Ph.D

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 Information	Student ID		Name	
	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 Dissertation 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: ☐ M.S ☐ Ph.D

Submitted by: _____ Student ID: _____
First Name Last Name

Choose Degree Type _____ in: _____
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)

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)

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

Name of Department(School) Head Signature of Department(School) Head Date (yyyy/mm/dd)

【Form 4】 Plagiarism Judgment Report

Plagiarism Judgment Report

Student Information	Student ID		Name	
	Department (School)		Major	
Thesis Title				
Similarity Index	%			
Opinion of the Advisor				
Plagiarism Judgment	Yes		No	

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

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.

※ 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.

Type	Policy	Option	Note
Metadata	Essential	n/a	Theses/dissertation will be searchable on the web
Hard copy	Optional	Open Access	Only available in the library and not allowed to check-out
		Conditional Access	Temporarily restricted from public for a restricted period of time
Abstract and Electronic file		Open Access	Available to access and view the full-text on the web
		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)

Libraries	Number of hard copies to deposit	
	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, ky17539@unist.ac.kr)