**Information on PhD Dissertation Submission**

The schedule on PhD dissertation submission is as below.

**[Foreign Language Proficiency Test and Comprehensive Exam]**

\* Those who have not passed the foreign language proficiency test and the comprehensive exam are not eligible to submit dissertation or graduate.

(**The foreign language test and the comprehensive exam for this semester will be on April 15 (Sat)** and students can apply for the exam until **March 15 (Wed)** through the Academic Information System. The results will be announced after about 3 weeks.)

**[Schedule on Submission of Dissertation]**

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| **1. Submission of Application for PhD Dissertation Defense** | |
| Due | **March 15(Wed) 2023** |
| Submission | Application for PhD Dissertation Defense |
| Description | This is the first step of your dissertation submission and graduation. After this form is submitted, you will be registered as a graduate candidate and will receive all the necessary announcements regarding dissertation submission from the GSIAS office. Please submit the attached form to the GSIAS office with approval from your advisor and the head of department. |

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| **2. Submission of (Advisor’s) Approval for PhD Dissertation Defense, statement of research ethics confirmation, and certificate of research ethics course completion** | |
| Due | **April 21 (Fri), 2023** |
| Submission | - Advisor’s Approval for PhD Dissertation Defense  - Statement of Research Ethics Confirmation  - Certificate of On-line Research Ethics course completion  - Payment receipt of thesis examination fee (800,000 KRW) (or any other documents that states time and date, amount transferred)  - If one of your committee members is a specialist outside of HUFS, please submit the application form for committee members’ account info. |
| Description | This is the step to confirm your dissertation submission after completing the public presentation led by each department. According to regulations, you are required to submit a certificate of on-line research ethics course completion. The certificate is awarded after completing the on-line course from the Korea Institute of Human Resources Development in Science & Technology, along with other documents. Also please note that you need to select your desired degree title on the dissertation submission approval form. |

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| **3. Submission of PhD Dissertation Defense Reports** | |
| Due | **June 9(Fri) 2023** |
| Submission | - PhD Dissertation Defense Committee Chair’s Report  - PhD Dissertation Defense Reports (by Committee members)  - Minutes of PhD Dissertation Defense Committee  \* Please print out the forms above on your dissertation  defense day and have your advisor and examiner to  fill them out. This form is submitted by your committee  chair within the due date.  The dissertation defense reports include: ‘PhD Dissertation Defense Report’ by committee chair, ‘PhD Dissertation Defense Report’ by each committee member, and ‘Minutes of PhD Dissertation Defense Committee’ which needs to be held at least 3 times. |
| Description | This is the step when you have your dissertation defense, either by department or individually. You are eligible to revise/complete your final dissertation when you have obtained a score above 80 on your dissertation defense. |

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| **4. Submission of Printed Thesis** | |
| Due | **to library by June 23(Fri), 2023**  \* The exact date of submission and additional information will be announced again at the end of the semester. |
| Submission | - Upload thesis file to library website  - Submit 4 copies of printed thesis to library  - Submit confirmation of dissertation submission, title page and signature page of thesis to GSIAS office |
| Description | This is the step when you submit your final printed dissertation. Please upload your dissertation file to library website and submit 4 copies of your printed thesis to library. You will then receive a confirmation of dissertation submission from the library, which you need to submit to the GSIAS office along with the copy of title page and signature page of dissertation. |

\* Should you have any changes during your course of dissertation writing

such as deferring to next semester, please contact the GSIAS office

- Please note that you can use ‘Turnitin’, a plagiarism detection tool. Please visit library website for more details.