**Information on Master’s Thesis Submission**

The schedule for MA thesis defense and submission is as below.

**[Foreign Language Proficiency Test]**

\* Please check whether you have passed the foreign language proficiency exam. Otherwise, you may not be able to submit your thesis or graduate.

(The foreign language test for this semester **will be on April 15 (Sat) and applications for the test will be accepted until March 15 (Wed) through the Academic Information System.** The results will be announced in 3 weeks after the test.)

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| **Programs** | **Departments** | **English(General)** | **Major-Related Language** |
| **M.A** | Korean Studies (Korean Students) | ○ | ○ |
| Korean Studies (Non-Korean Students) | - | ○  ＊Korean  TOPIK level 4  (Graduation Requirement) |
| UPEACE | ○ | - |
| International Studies | ○ | - |
| Other Departments | ○ | ○ |

\* Basically, you need to pass the ‘General English’ requirement by submitting a certified English score certificate such as TOEIC, TOEFL, IELTS, and FLEX. (To check the passing scores, please visit the GSIAS homepage.) You may also pass ‘General English’ by taking the exam arranged by the GSIAS.

\* Please note that you may be exempted from taking the major language exam if you are a native speaker or have obtained A0 or above in your language course. However, you still need to apply for an exemption through the academic info system.

**[Schedule on Thesis Submission Process]**

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

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| **2. Submission of (Advisor’s) Approval for Master’s Thesis Defense, statement of research ethics confirmation, and certificate of research ethics course completion** | |
| Due | **May 12(Fri) 2023** |
| Submission | - (Advisor’s) Approval for Master’s Thesis Defense  - Statement of Research Ethics Confirmation  - Certificate of On-line Research Ethics course completion  - Payment receipt of thesis examination fee (160,000 KRW) (or any other documents that states time and date, amount transferred)  - If one of your committee members is from outside HUFS, please submit the additional form which includes the specialist's personal information, including a bank account. |
| Description | This is the step to confirm your thesis submission after completing the public presentation held by each department. According to the 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 keep in mind that you need to select your desired degree title on the Approval for Master’s Thesis Defense form. |
| **3. Submission of Master’s Thesis Defense Reports** | |
| Due | **June 9(Fri) 2023** |
| Submission | - Master's Thesis Defense Committee Chair’s Report  - Master's Thesis Defense Reports (by Committee members)  Please bring the forms above on your thesis defense day and have your thesis advisor and examiner fill them out and submit them. |
| Description | This is the step when you have your thesis defense, either by department or individually. Master’s thesis defense reports will be submitted by your committee chair to the GSIAS office and if you have obtained a score above 80 on your thesis defense, you are eligible to revise/complete your final thesis. |

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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 thesis submission form, title page and signature page of thesis to the GSIAS office |
| Description | This is the step when you submit your final printed thesis. Please upload your thesis file to library website and submit 4 copies of your printed thesis to library. You will then receive a confirmation of thesis submission form from the library, which you need to submit to the GSIAS office along with copy of title page and signature page of thesis. |

- Please inform the GSIAS office should you have any changes during your

course of thesis writing such as deferring to next semester.

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