

Guideline on Dissertation Evaluation

Spring Semester, 2016



1. Process & Schedule

a. Ph.D. & Integrative Program

Period	Content	Requirements	Note
Before the request of Dissertation Evaluation	- Composition of Committee - Compliance with Research Ethics on Dissertation Paper	Refer to Manual	Student → Committee
	* Dissertation Proposal for a Doctoral Degree	a. Doctoral Dissertation Proposal b. Ph.D. Dissertation Proposal Evaluation Form	
Apr. 1st(Fri.) ~ Apr. 14th(Thu.)	Dissertation Evaluation Request	a. Dissertation Evaluation Request b. Dissertation draft (if necessary)	
By Apr. 15 th (Fri.)	Submission of Dissertation Evaluation Request	a. Doctoral Dissertation Proposal b. Ph.D. Dissertation Proposal Evaluation Form c. Dissertation Evaluation Request d. List of Dissertation Evaluation Committee	Committee → Campus Coordinator
By Apr. 18 th (Mon.)	Submission of Dissertation Evaluation Request	a. Doctoral Dissertation Proposal b. Ph.D. Dissertation Proposal Evaluation Form c. Dissertation Evaluation Request d. List of Dissertation Evaluation Committee	Campus Coordinator ↓ UST Student Affairs Team
Apr. 19th(Tue.) ~ Apr. 26th(Thr.)	Dissertation Evaluation		Committee
By May. 27th(Fri.)	Submission of Dissertation Evaluation Result	a. Dissertation Evaluation Result b. Plagiarism Judgement c. (External jury)Certificate of employment d. (All Juries)Consent Form for Providing and Using Personal Information	Committee ↓ Campus Coordinator
By May. 31 st (Tue.)	Submission of Dissertation Evaluation Result	a. Dissertation Evaluation Result b. Plagiarism Judgement c. (External jury)Certificate of employment d. (All Juries)Consent Form for Providing and Using Personal Information	Campus Coordinator ↓ UST Student Affairs Team
	Registration of Research Achievements	a. Copy of abstract etc.	Student
By July. 11st, 2016 (Mon.)	Submission of Dissertation Books(Hard cover) and Upload to dCollection system (Final Version)	a. 4 copies of Hard cover including original book b. 2 copies of CD-ROM(pdf file type) c. Registration of dCollection : TBA	Student → UST Student Affairs Team

* Dissertation Evaluation should be requested only for those who have passed Doctoral Dissertation Proposal.

b. Master Program

Period	Content	Requirements	Note
Before the request of Dissertation Evaluation	- Composition of Committee - Compliance with Research Ethics on Dissertation Paper	Refer to Manual	Student → Committee
Apr. 1st(Fri.) ~ Apr. 14th(Thu.)	Dissertation Evaluation Request	a. Dissertation Evaluation Request b. Dissertation draft(if necessary)	
By Apr. 15 th (Fri.)	Submission of Dissertation Evaluation Request	a. Dissertation Evaluation Request b. List of Dissertation Evaluation Committee	Committee → Campus Coordinator
By Apr. 18 th (Mon.)	Submission of Dissertation Evaluation Request	a. Dissertation Evaluation Request b. List of Dissertation Evaluation Committee	Campus Coordinator → UST Student Affairs Team
Apr. 19th(Tue.) ~ Apr. 26th(Thr.)	Dissertation Evaluation		Committee
By May. 27th(Fri.)	Submission of Dissertation Evaluation Result	a. Dissertation Evaluation Result b. Plagiarism Judgement c. (External jury)Certificate of employment d. (All Juries)Consent Form for Providing and Using Personal Information	Committee ↓ Campus Coordinator
Bu May. 31 st (Tue.)	Submission of Dissertation Evaluation Result	a. Dissertation Evaluation Result b. Plagiarism Judgement c. (External jury)Certificate of employment d. (All Juries)Consent Form for Providing and Using Personal Information	Campus Coordinator ↓ UST Student Affairs Team
	Registration of Research Achievements	a. Copy of abstract etc	Student
By July. 11st, 2016 (Mon.)	Submission of Dissertation Books(Hard cover) and Upload to dCollection system (Final Version)	a. 4 copies of Hard cover including original book b. 2 copies of CD-ROM(pdf file type) c. Registration of dCollection : TBA	Student → UST Student Affairs Team

3. Guideline of Dissertation Evaluation

A. Organization of Dissertation Evaluation Committee

Type	Ph.D. & Integrative program	M.S. program
Organization	At least 5 persons (Advisor should be included.)	At least 3 persons (Advisor should be included.)
External Jury	- 1 person at least must be an *external jury (Type2)	- It is possible to include a researcher with the doctor's degree who attends the research institute or Other Univ. in the external jury (Not mandatory.)
Qualification standard of jury	- Majority must be UST professor - At least one person, the external jury must be a person with the doctor's degree in the pertinent field who works at a research institute or Univ. except for the 32 campuses of UST	
Qualification standard of jury	Picked from committee members (* Advisor cannot be a chairperson.)	

☐ The type of internal jury & external jury

Type	Internal jury	*External jury	
		Type1	Type2
Classification	UST Professor	Researcher from UST Campus (Not UST Professor)	Professor or Researcher from institute or Univ.(except for UST Campus)

* External jury must submit Certificate of employment.

☐ How to register the Committee to UST System? (*☞ refer to Manual for Professor-KOR ver.*)

- ※ Dissertation Evaluation Committee should be composited by the qualification and register to the UST System(necessary)
- ※ Registration on System should be done by Professor

- (1) Log on UST system(<http://edu.ust.ac.kr>) by Professor
- (2) Management of Graduation → Dissertation review committee registration
- (3) Click the 'search' and '+Addition' to a student. Then fill out information
- (4) Internal jury : enter the faculty number then all information recorded automatically
 External jury : enter all information for fees and taxes

B. Request for Dissertation Evaluation for a degree

☐ Qualification of Thesis Dissertation

Type		Qualification
Ph.D. & Integrative program	M.S. program	<ul style="list-style-type: none">· A Student who has acquired each credits or is expected to acquire each credits for graduation.· A Student who has passed a comprehensive exam.· A Student recommended by his/her advisor.
		<ul style="list-style-type: none">· A Student who has approved Doctoral Dissertation Proposal

☐ Doctoral Dissertation Proposal and Proposal Evaluation (For Doctoral Degree, Not Master Degree)

※ Dissertation Evaluation should be requested only for those who have passed Doctoral Dissertation Proposal

- (1) A student who has asked for Dissertation Proposal for a **Doctoral degree** should fill out a **Doctoral Dissertation Proposal** and submit it to the committee. (☞ refer to Manual / p.1.)
 - Log on UST System(<http://edu.ust.ac.kr>) → Management of Graduation → Application for Review of thesis
 - Print out the application then submit to Thesis Dissertation Committee
- (2) The committee should evaluate the application and Register the result to the UST system by professor instead of head of committee.
- (3) After the registration on system, Print the **Ph.D. Dissertation Proposal Evaluation Form** from the system then attached the signatures by head of committee. ? (☞ refer to Manual for Professor-KOR ver.)
- (4) Submit those 4 documents to the Campus Coordinator by 15th, Apr.
 - Doctoral Dissertation Proposal
 - Ph.D. Dissertation Proposal Evaluation Form
 - Dissertation Evaluation Request
 - List of Dissertation Evaluation Committee

☐ Dissertation Evaluation Request (For All Degree)

- A student who has requested for Dissertation Evaluation should fill out **Dissertation Evaluation Request** on the UST System (<http://edu.ust.ac.kr>) and submit it to committee via advisor. (☞ refer to Manual /p.3.)
- Chairperson of committee should submit Dissertation Evaluation Request and **List of Dissertation Evaluation Committee** to campus coordinator by 15th, Apr (☞ refer to Manual for Professor-KOR ver.)

☐ Evaluation of Dissertation for Degree

- The specific method of exam & schedule are negotiated in the committee.

Type	How to exam
Doctoral Degree	- More than 80% agreement of committee members
Master's Degree	- More than 66% agreement of committee members

※ Result should be written 'Pass' or 'Fail'. (Conditional Pass is not acceptable.)

C. Submission of Dissertation Evaluation Result (☞ refer to Manual for Professor-KOR ver.)

- Those documents should be submitted to Campus Coordinator

- 1) Dissertation Evaluation Result
- 2) Plagiarism Judgement and Originality Report (☞ see the attachment 1)
- 3) (External Jury) Certificate of Employment (☞ see the attachment 2)
- 4) (All Juries) Consent Form for Providing and Using Personal Information

- Campus coordinator should submit all documents to UST Student Affairs Team via the *confirmation of campus representative professor after screening by Dissertation Evaluation committee **by 27th May(Fri.) with Official Letter.**

** e.g.) Additional approval memorandum on cooperation etc.*

4. Others

a. Checking Plagiarism

- Visit E-library (lib.ust.ac.kr) to check plagiarism by 'TurnItIn' Program
- Fill out **Plagiarism Judgement** and Submit **Originality Report.**
- Manual will be announced
- * After using 'TurnItIn' Program, you get Originality Report.

b. Compliance with Research Ethics on Dissertation Paper (☞ refer to Manual / p.5.)

- In order to prevent misconducts such as plagiarism and ghostwriting in dissertation papers,

Confirm the Compliance with Research Ethics on Research before you submit the Request for Dissertation Evaluation. (No need to pledge once done before.)

c. Submission of Final Dissertation Books & Registration of dCollection

Type	How to exam
Submission	- 1 original & 3 copies of the final version Dissertation(Hard cover) - Electronic File(PDF) in 2CDs each
Deadline	<u>11th July, (Mon.), 2016</u>
Submission place	UST Student Affairs Team 217, Gajeong-ro, Yuseong-gu, Daejeon.

- Students who have passed Dissertation Evaluation must upload the approved dissertation on <http://ust.dcollection.net>
(Further information is announced by mid-June.)

**※ If you don't register dCollection or do not submit dissertation books(Hard cover) within deadline,
You would be considered as postponement of graduation.(Cannot be a graduate to-be)**

d. Fees for Dissertation Evaluation Committee Members (With Tax deduction, Fee is wired.)

(Per member, Unit: KRW)

Type		Doctoral Degree	Master Degree
Internal jury	UST Professor	250,000	150,000
External jury	Researcher from UST Campus (Not UST Professor)	350,000	250,000
	Professor or Researcher from institute or Univ.(except for UST Campus)		
	Professor or Researcher from Overseas institute or Univ.	500,000	

- UST supports Fees for the committee members. And Fee will be wired by mid-June
- Fill out the committee member' s information (e.g. Bank Account No. etc) on UST integrative system
- (1) Log on UST system (<http://edu.ust.ac.kr>) by Professor
- (2) Management of Graduation → Dissertation review committee registration
- (3) Click the 'search' and '+Addition' to a student. Then fill out information
- (4) Internal jury : enter the faculty number then all information recorded automatically
- External jury : enter all information for fees and taxes
- * Advisor will be guided the way of writing individually
- *DB is prepared for Internal jury. Type External jury information only.

e. Registration of Research Achievements (*refer to Manual/pp.6~13*)

- In order to screen outstanding graduates for awards, register your research achievements.
- Visit integrative system(edu.ust.ac.kr) → Student Service → Register research Achievements
(e.g. : paper in the journal, patent etc.)
- **If Students do not register them, Paper publication(One of requirements of degree conferral) is not verified.** So Students cannot be graduated.

f. Ph.D. Dissertation Publishes

- Doctoral students must publish their dissertation within a year from the date of degree conferral.
Papers already published or considered unsuitable for publication are exempt from this requirement.
- * *Publication Methods: Book, academic journal, periodical, international journal, presentation at academic seminar, other presentations, etc.*

※ **Inquiry : Kim Moonju** [Student Affairs Team], Tel : 042-865-2332, Email : graduation@ust.ac.kr

FAQ

Q 1	Do I need to submit all attached documents to UST directly?				
A 1	No, you should submit all attached documents to Campus coordinator. And Campus coordinator will send your documents with Official letter to UST. If you don't know who campus coordinator is. Please contact UST staff.				
Q 2	Can my advisor become Chairperson of Dissertation Evaluation Committee?				
A 2	No. For Objectivity, fairness, <u>Advisor cannot be a chair person.</u>				
Q 3	Members of thesis examination committee decide that if my paper of journal is rejected, my dissertation exam is fail. But now my paper is being in minor revision. Do I get conditional pass?				
A 3	No, only pass or fail is acceptable. <u>Conditional Pass is not acceptable.</u>				
Q 4	When I register research achievements, I need to submit proof of achievements. What kind of document do I upload as the proof of achievements ?				
A 4	<div><input type="radio"/> Journal: Copy of the first paper with your name, affiliation, abstract or acceptance letter.</div> <div><input type="radio"/> Conference: Copy of abstract with your name, affiliation in proceeding or acceptance letter.</div> <div><input type="radio"/> Patent : Copy of application number notification, International application number notification, patent registration etc.</div>				
Q 5	I submitted foreign language score when I applied for UST. Do I check whether pass or exempt?				
A 5	Check exempt please. If you submitted English score when you applied for UST, you don't need to submit again for degree conferral.				
Q 6	I am a Doctoral (Integrative) Student. It is hard to understand Organization of dissertation evaluation committee. Could you explain it as example? And is majority including 50% ? I mean 3 members from internal and 3 members from external, Is it fine with the rule?				
A 6	Please refer to the table as follow. And Majority means more than 50%, not exact 50%. So In this case, your committee member needs to rearrange.				
	Example 1(O)	Example 2(O)	Example 3(O)	Example 4(X)	Example 5(X)
	UST Professor	UST Professor	UST Professor	UST Professor	UST Professor
	UST Professor	UST Professor	UST Professor	UST Professor	UST Professor
	UST Professor	UST Professor	UST Professor	UST Professor	UST Professor
	UST Professor	Researcher from Institute	UST Professor	UST Professor	Researcher from Institute
	Professor from K Univ.	Professor from S Univ.	Professor from K Univ.	Researcher from Institute	Professor from K Univ
	-	-	Professor from S Univ.	-	Professor from S Univ.

	※ External jury must submit <u>Certificate of Employment</u>
Q 7	Do I need to register my research achievement in the integrative system? I think I am not qualified to get award in commencement ceremony? I don't want to register them.
A 7	You should register your research achievements. We are screening your requirement for degree conferral from research achievement in integrative system. And we conduct a survey regarding UST student's achievements for UST's research performance. So please register them for management of your research achievement and UST.
Q 8	ID & Password in dCollection & UST portal are different. Do I have to register something in dCollection?
A 8	No. ID & Password in dCollection will be announced at the end of June individually.
Q 9	I am wondering what 'Publication' means in [Reference 3]?
A 9	Paper publication in the journal, one of requirements of degree conferral.
Q 10	Where Can I find Manual of Turnitin?
Q 10	Visit the webpage (lib.ust.ac.kr) and Click the banner. You can search Manual of Turnitin.



[Attachment 1] Plagiarism Judgement

Plagiarism Judgement

☐ **Student Information**

Student ID	Name
Campus	Major

☐ **Similarity index (%):**

☐ **Opinion:**

(Comments regarding Similarity index)
(e.g. : This paper was published in the journal before.)

※ **Attachment: Originality Report etc.**

MM/DD/YYYY

Student:

(signature)

To University of Science and Technology

[Attachment 2] Consent Form for Collection/Use/Provision of Personal Information

When University of Science and Technology(‘UST’) intends to collect and use or provide the personal information to National Tax Service, UST shall obtain my consent pursuant to the Article 15, Article 17, Article 23, Article 24 of 「Act on the Protection of Personal Data」 . This Form should be filled out by Dissertation Evaluation Committee members. (UST Privacy Policy : <http://www.ust.ac.kr/rules/privacy.do>)

1. Matter concerning Collection and Use of Personal Information

Purpose of collection and use	<ul style="list-style-type: none"> ■ Fee Remittance ■ Reporting of Taxes
Items of to be collected and used	<ul style="list-style-type: none"> ■ Required personal information <ul style="list-style-type: none"> ▸ Name, Social Security No. Address, Account No. & Bank
Retention and use period	By Completing Fee Remittance & Reporting of Taxes
Whether or not to Consent to Collection·Use	If you do not consent to collection and use of personal information, Fee will be not wired.
Agree or Disagree	I hereby agree to collection and use of my personal information by UST. (Agree <input type="checkbox"/> Disagree <input type="checkbox"/>)

2. Matter concerning Provision of Personal Information

Authorized 3 rd Parties	<ul style="list-style-type: none"> ■ National Tax Service
Purpose of Provision to the 3 rd parties	<ul style="list-style-type: none"> ■ Reporting of Taxes
Contents of Personal Information to be Provided	<ul style="list-style-type: none"> ■ Required personal information <ul style="list-style-type: none"> ▸ Name, Social Security No. Address, Account No. & Bank
Period of Retention and Use by 3 rd parties	By Completing Fee Remittance & Reporting of Taxes
Whether or not to Consent to Provision	If you do not consent to collection and use of personal information, Fee will be not wired.
Agree or Disagree	I hereby agree to collection and use of my personal information by UST. (Agree <input type="checkbox"/> Disagree <input type="checkbox"/>)

I have understood the contents of this Consent Form for Collection · Use · Provision of personal information and hereby consent to its contents.

Year Month Date
Name : (Signature)

Ph.D. Dissertation Proposal Evaluation Form

Candidate	Name		Student No.	
	Campus			
	Major			
Degree type		Science/Engineering		
Dissertation Title		(Kor) (Eng)		
Comments		<i>Chairman of the Thesis Examination Committee prepares examination details after collecting opinions of committee members on the validity of the proposed thesis and other matters)</i>		
Results		Suitable / Non-suitable		

I hereby submit the evaluation result of the Ph.D. dissertation proposal as above pursuant to the degree conferment regulations of the University of Science and Technology.

DD/MM/YYYY

Committee Chair :

(sign)

To President of University of Science & Technology

[Reference 2] List of Dissertation Evaluation Committee

List of Dissertation Evaluation Committee

☐ **Submitter of Dissertation for Requesting Degree**

Campus	
Major	
Degree Program	
Name	

☐ **Dissertation Review Committee**

Institute	Position	Name	Research Area	Note

※ Note: Please mark "internal" for UST full-time or adjunct faculty and "external" for members from external institutions.

The Dissertation Review Committee for (spring/fall) year has been formed as above, pursuant to the degree conferment regulations of the University of Science and Technology.

DD/MM/YYYY

Committee Chair :

(sign)

To President of University of Science & Technology

[Reference 3] Dissertation Evaluation Result

Dissertation Evaluation Result

Degree		(Science/Engineering)(Master/Doctoral)		
Dissertation Title		(Kor) (Eng)		
Dissertation Submitter	Name		Student No.	
	Campus		Major	
Credits Earned			Enrollment	() semester
Foreign Language (English)		Pass/Exempt	Comprehensive Exam	Pass/ Replaced with thesis oral examination
Checking Plagiarism		Clear (), Plagiarism ()		
Publicati- on	Journal Title		Date of Publication	
	Paper Title	(Kor) (Eng)		
Final Result		Pass / Fail		
Comments				

We hereby submit the dissertation evaluation results for year (spring/fall), pursuant to the degree conferment regulations of the University of Science and Technology.

- ※ Attachment: 1. Plagiarism Judgement(With Originality Report)
2. Proof of paper publication (e.g. : abstract etc)

DD/MM/YYYY

	Chairman :	(sign)
Member :	(sign)	Member : (sign)
Member :	(sign)	Member : (sign)

To President of University of Science & Technology