

2025 Spring Semester Degree Thesis Application Guide (For Students)

※ This guide is originally written in Korean and translated into English. The Korean guide prevails over translated version if any conflicts occur in the interpretation.

1. 2025 Spring Semester Degree Thesis Application Period

┃ Degree Thesis Application (System Input) : **Mar 4 (Tue) ~ May 16(Fri) 23:59** (HY-in)

☞ The thesis review can proceed once the thesis application is successful and the approvals from the advisor, head of department, and dean are completed.

☞ The thesis review can be conducted before the thesis application deadline (Friday, May 16).

2. Eligibility for Degree Thesis Application

| Master | Doctorate/Master-Doctorate |
|--|---|
| <ul style="list-style-type: none">• Registered for 4 semesters (or more)• Earned(or to earn during the given semester) credits required for graduation• Completed(or to complete during the given semester) all prerequisite and required courses• Satisfied foreign language requirement• Individuals who meet the department's bylaws• Individuals who have entered their research plan proposal and received approval• Within attending period: up to 7 years after admission(Excluding leave of absence period)• Completed(or to complete during the given semester) compulsory research courses(Master's Thesis Study) | <ul style="list-style-type: none">• Doctorate: Registered for 4 semesters(or more) Master-Doctorate: Registered for 6 semesters(or more)• Earned(or to earn during the given semester) credits required for graduation• Completed(or to complete during the given semester) all prerequisite and required courses• Satisfied foreign language requirement• Individuals who meet the department's bylaws• Individuals who have entered their research plan proposal and received approval• Within attending period: up to 9 years after admission(Excluding leave of absence period)• Completed(or to complete during the given semester) compulsory research courses(Doctoral Thesis Study1, 2) |

3. Thesis Application Procedures

┃ Degree Thesis Application Procedures

[HY-in] Login → [HY-in] Enter research title(Korean, English) → [HY-in] Enter thesis review committee(judges) → **Approval from the advisor, head of department, and dean.**

☞ Students who did not submit the printed copies in the previous semester (those who waived the submission after passing the thesis evaluation) need to reapply for thesis defense in order to graduate this semester (The evaluation process does not need to be repeated.)

☞ Students who did not pass the comprehensive exam can still apply for thesis. However, student **cannot submit the online version of the thesis.** (The online version **must be submitted in the semester of graduation**, after passing the comprehensive exam.)

☞ The system of paying a thesis evaluation fee has been abolished (since the 2017 spring semester).

4. Degree Thesis Application Method

1) Enter Research Title

► HY-in Login → [Services] → [Thesis] → [Dissertation]

► Check the content of "Declaration of Ethical Conduct in Research"

- When clicking the 'Dissertation' menu, a pop-up menu about research ethics pledge will be displayed.
- You must read the content of the declaration and click '서약합니다'(agree) button to proceed with the degree thesis application

► Enter and save the research title in both Korean and English

- Enter the research title in Korean and English (English research title MUST be entered as it will be displayed on your academic transcript in English)
- If writing the thesis in a foreign language, check the "외국어여부" box and select the language. (do not check the box for Korean)

* You can use the '연구계획서 불러오기(Load Research Plan)' or '이전내역조회(view Previous History)' function at the top right of the screen

* If there are any changes to the research title or for convenience, **you can also directly enter the data.**

☆ Please note the following regarding the research title

- Once you have entered the title in the research plan, it cannot be modified or re-entered. If the title in the research plan and the title of the degree thesis are different, **you can apply for the degree thesis with the changed title without modifying the research plan.**
- **The research period is automatically set**, so there is no need to change or modify it.

► Thesis Application Approval Pending

- Approval from the advisor, head of department, and dean is required to complete the application.

2) Enter Thesis Review Committee (Judges) information

I Qualification and Composition of Committee Members

- Composition of committee : **Including advisor and co-advisor, committee should be 3 people for master degree (0~1 person could be an external professor or expert in the field) and 5 people for doctorate and master-doctorate degree (0~2 person could be an external professor or expert in the field). <All members could be composed of internal professors>**
- Qualification of committee members : Same as those of the thesis advisor (holding a doctoral degree is recommended and those deemed as experts in the field maybe appointed)

[Reference] Criteria for Internal/External Thesis Committee (judges)

* **Internal Judges** : Includes all faculty and instructors who are "affiliated" with Hanyang University (regardless of campus)

- Full-time Faculty
- Non-full-time faculty (endowed faculty, adjunct professor, research professor, industry cooperation professors, post-retirement endowed professors, honorary professors, visiting professors, etc.)
- Others (lecturers, Post-Doc)

* **External Judges** : Refers to purely external instructors who are not affiliated with Hanyang University

I Procedure for adding committee members (judges)

- Click '**[추가]** (add)' button on the '**심사위원 등록**' part to create additional row
- Select '**심사위원(judges)**' on the part for **[교수구분]** and click '**[입력](input)**' button to search for the desired judge in the pop-up window. (Be aware of people with the same name!)
- For external judges or co-advisors who are not registered in the university, **follow the procedures for '6. Registering external judges' before registering judges on the above menu.**

3) Thesis Approval

- When you enter the thesis, it will be reported to the advisor for approval. (Only the approval of an on-campus full-time faculty advisor is needed.)

5. Registering External Judges

I Enter personal information for new external judges

- HY-in login → [\[Services\]](#)→[\[Thesis\]](#)→[\[External faculty\]](#)
- Click [추가] button and enter the accurate information of the external judges without missing any details, then click the '저장(save)' button
 - ✓ Be sure to enter accurate information as it will be used for thesis supervision / evaluation fees payment.
 - ✓ Enter details such as degree, name (Korean, English), major, Social Security Number (or foreigner registration number), workplace, phone number, cell-phone number, bank name, account holder name (must match the judge's name), account number, email, and address
- After completing the registration of external judges, [follow the 'Procedure for registering committee members \(judges\)' above](#) to search and enter the desired additional judge.

I Modification and Deletion of External Judges Information

- It is possible to modify or delete external judges information that has been directly entered by yourself.
- If there is a change in the personal information of the external judges, which was not directly entered by yourself, please request the HYGCE Admin Office to modify the information before registering.
(Failure to pay the evaluation fees may occur due to errors in personal information)

【★How to Handle Errors on Registering External Judges★】

If an external judge's social security number already exists in the database but important information is missing, a separate guidance message may be displayed and the registration of the external judge may not be possible. In this case, please [contact the HYGCE Admin Office](#) to [change the essential information \(account number, contact info, address, degree, etc.\)](#) of the external judge. After the Admin Office's confirmation, click [추가](add) button on the '심사위원등록' section in the [\[Services\]](#) → [\[Thesis\]](#) → [\[Dissertation\]](#) menu.

Degree Thesis FAQ

Q 01. I have completed research plan submission before, but the title has changed. Should I modify the research plan?

A 01. Approved research plan cannot be modified. Since the research plan is a plan, if there are any changes, you can **submit your degree thesis with the revised title.**

Q 02. I would like to know the eligible score for applying for the thesis defense.

A 02. The graduate school regulations do not specify criteria for the eligible score. Regulations such as 'more than 200% of A academic journals' are included in the department bylaws. Since the scoring criteria and academic journal standards can vary for each graduate school department, please seek guidance from the HYGCE Administration Office.

Q 03. I'm curious about the qualifications and numbers for thesis judges.

A 03. The thesis judges should include **three people for the master's degree**, including the advisor and co-advisor, and **five people for the doctorate degree**, including the advisor, co-advisor. For the **Master's program, 0~1 external judges could be appointed** from a panel of 3 judges, and for the **Doctorate program, 0~2 external judges could be appointed.** (Article 37 of the Graduate School Regulations at Hanyang University)

External judges must possess a Ph.D. and can be either external university professors or experts in the relevant field. (Non-full-time faculty members affiliated with Hanyang University are considered internal judges)

Q 04. Can the thesis judges be changed?

A 04. If it is impossible to conduct the thesis evaluation due to unavoidable circumstances, it is possible to change the judges, and the **deadline for changing the judges is May 23rd**. You can apply for a change through **HY-in → Thesis → HY-in→Services→Thesis→청구논문→Examining Committee** menu. Click **"변경(change)"**, enter the required information, and then click **"출력(Print)"** to print the form. **After the applicant, advisor, and the head of the department sign the form, it should be submitted to the admin office.**

Q 05. Is it possible to change the title of thesis?

A 05. If the student wants to change the title of the thesis, they can do so on HY-in during the **designated period for title modification**, which is specified in the guidelines (by Jun 13th). **The title registered on the student's HY-in account and the title printed on the thesis must be identical.**

Q 06. I would like to know about the guidelines for writing a degree thesis.

A 06. The **"binding order"** and **"cover format, submission form, approval form, table of contents format, abstract and main text format, pledge form"** of the thesis are regulated by Article 32 of the university regulations. In addition, guidelines for editing paper such as **"editing paper, margins, indentation, line spacing, alignment, font and size"** are provided by the graduate school.

→ For detailed information, please refer to the guidelines available at **HY-in > Services > Thesis > Formatting & Style guide.**

✓ **Detailed information not included in the above file** (e.g. size of images inserted in the main text of the thesis) is not included in the regulations, so you should **consult with your advisor to decide.**

Q 07. I would like to refer to a sample format for my thesis.

A 07. Please refer to the formats available at **HY-in > Services > Thesis > Formatting & Style guide.**

Q 08. When is it possible to cancel the thesis evaluation?

A 08. **During the period specified in the academic schedule for cancelling thesis evaluations** (May 23rd), you must **fill in the form** located at '[심사취소신청서](#)' ([대학원홈페이지 > 게시판/자료실 > 자료실 > 논문 > #10번 "학위청구논문 심사 취소신청서"](#)) and **submit it to the HYGCE Admin Office.**

Q 09. What is the passing score for thesis evaluation?

A 09. The thesis evaluation is scored out of 100 points, and if the average score is 70 or higher, the student is considered to have passed. The scores given by individual evaluators are not disclosed.

Q 10. How can I complete the Declaration of Ethical Conduct in Research?

A 10. You can print it automatically along with the submission form in **HY-in > Services > Thesis > Examination results.** You need to submit the original document to the admin office, so it is recommended that you **keep a separate copy** to be included in your thesis. This will be required when printing the final bound copy of your thesis in the future.

Q 11. What are the next steps after submitting the thesis result report to the HYGCE Administration Office, once the thesis review is completed?

A 11. ① Register the online file on the dCollection website and confirm the thesis submission status as "**submission complete.**" ② Print the **thesis submission confirmation** and submit it to the HYGCE Administration Office. This task is not handled by the Graduate School administrative team or the college administrative office, so for related inquiries, please contact the **Digital Thesis Submission Office(디지털학위논문 접수관련)** at 02-2220-1363.

Q 12. I passed the thesis evaluation, but I want to forgo the online file submission. What is the procedure for this?

A 12. If you wish to give up on submitting the online file of your thesis, please complete the "Thesis Submission Waiver" form located at the "[대학원홈페이지 > 게시판/자료실 > 자료실 > 논문 > #6번 학위청구논문 A 09. 인쇄본제출포기서](#)" and submit it the admin office during the designated period.

✓ If you submit the withdrawal form, you will be excluded from the list of graduates for that semester and will remain in the "수료생 (course work completed)" status.

✓ If you wish to submit a printed copy and graduate in the following semester, you must **re-apply during the degree thesis application** while you will not need to go through another review process.

✓ **The cover and the dates on the approval form must be re-written based on the graduation semester.**

Q 13. I would like to replace the thesis file submitted to the Academic Information Center.

A 13. For detailed inquiries regarding thesis replacement and revisions, please contact 02-2220-1363.

Q 14. How is the thesis submission deadline (attending period) calculated?

A 14. According to Article 11 of the Academic Regulations, for those enrolled after 2000, **Master's students must submit their thesis within 7 years of enrollment, while Doctorate/Master-Doctorate students must submit their thesis within 9 years of enrollment.** However, the **period of leave of absence is excluded** from the thesis submission deadline.

- Example 1: A PhD student enrolled in March 2014 (without leave of absence) must graduate by February 2023.
- Example 2: A PhD student enrolled in March 2013 (with one year of leave of absence) must graduate by February 2023.

- ✓ When the attending period finishes, the student's academic status will change to "course work completed permanently(영구수료)." However, according to the "Re-enrollment for Permanently Withdrawn Students" policy implemented since March 2009, those students may be re-enrolled once. The re-enrolled student's attending period, including any period of leave of absence, is extended by 2 years for Master's students and 3 years for PhD students.

Q 15. How can I fix the error that occurs when registering external judges?

A 15. If important information is missing even though the external judge's social security number exists in the database, the external instructor input may not be possible, and a separate guidance message will be displayed. In this case, follow the guidance message and **contact the admin office** to **update the required information of the external judge (account number, contact information, address, degree, etc.)**, and then click the [추가](add) button on the '심사 위원등록' part in the [Services] → [Thesis] → [Dissertation] menu.

Q 16. Do I need a stamp or a signature for the approval form ?

A 16. According to the regulations, for Korean-language papers, a stamp is required, while for English-language papers, a signature is required.

Q 17. I did not pass the comprehensive exam, but can I still apply for thesis?

A 17. The comprehensive exam is a graduation requirement, but even if you did not pass it, you can still apply for thesis and complete the evaluation process. However, as you are unable to graduate this semester due to not passing the comprehensive exam, **you must not submit the thesis file online.** Please refer to Q12 regarding cases of waiving online submission, and submit a waiver form. Then, **reapply for thesis in the semester you pass the comprehensive exam (no need for re-evaluation)**, submit the thesis file online, and you will be able to graduate. The dates on the thesis cover and approval form should be based on the semester you graduate.

Q 18. I gave up on submitting the online copy of my thesis last semester. I have applied for degree thesis this semester. What documents should I submit to the admin office?

A 18. If a student who gave up on submitting the online copy of the thesis in the previous semester intends to graduate this semester, they must apply for a degree thesis again this

semester. (The evaluation process does not need to be repeated.) Then, they should submit a copy of the thesis evaluation result report they received last semester, a thesis cover (with the year and month of this semester), and an approval form (with the year and month of this semester) to the admin office within the deadline(by Jun 18th). Then, they should submit the online file of the thesis to the Paiknam Academic Information Center(library) and submit the Submission Confirmation Form(제출확인서) to the admin office again(by Jun 25th).

Q 19. I understand that I need to run a CopyKiller check to prevent plagiarism in my degree thesis. I ran the CopyKiller and found that the plagiarism rate is 10%. Is it okay to submit my thesis with this level of plagiarism? Also, do I need to submit a plagiarism check result certificate?

A 19. The plagiarism rate from the CopyKiller check is a relative score and a comparison based on the database that CopyKiller has. Therefore, it is not an absolute value, and it cannot be interpreted as safe or plagiarism based on the rate. You should review the areas that match with other documents in detail and make proper citations or modifications. For this reason, our university does not require a plagiarism check result certificate to be submitted.