

Notice on the Submission and Examination Schedule for Master's Theses and Doctoral Dissertations (February 2027 Graduation)

1. Submission Period for the Thesis/Dissertation Approval Form

October 19, 2026 (Mon) – October 23, 2026 (Fri) 16:00

2. Eligibility

Enrolled students or completed students who have registered as research students.

3. Required Documents

가. Student → Graduate School Administration Team(대학원교학팀)

Required Document	Qty	Remarks
① Thesis/Dissertation Submission Approval Form (학위논문 제출 승인서)	1	㉠ Includes recommended committee members ㉡ Refer to the information below for input instructions
② Research Ethics Compliance Confirmation Form (연구윤리 준수 확인서)	1	
③ Proof of Thesis Defense Fee Payment (논문심사비 납부확인서)	1	
④ Expense Receipt for External Reviewers (외부 심사위원 심사비 지출영수증)	1 copy each	
⑤ Proof of Employment for External Reviewers (외부 심사위원 재직 사항 증빙자료)	1 copy each	Certificate of Employment or a printout of the homepage confirming employment status
⑥ Thesis/Dissertation Submission Pledge (학위청구논문 제출 서약서)	1	

나. Student → Academic Advisor

1) Thesis/dissertation manuscript for examination.

(Please discuss the submission date and method individually with your advisor)

4. Qualifications for Review Committee Members

※ Academic Advisors cannot be recommended as the Committee Chair.

가. Master's Degree Review Committee (3 Internal Members)

1) Assistant Professor or higher among full-time faculty members of this university in the same field of specialization.

2) Special faculty members recognized by the Steering Committee as having outstanding

achievements in the relevant field (Subject to submission of the special faculty member's research performance report).

나. Doctoral Degree Review Committee (3 Internal, 2 External Members)

- 1) Associate Professor or higher, or Assistant Professor or higher holding a doctoral degree among full-time faculty members of internal/external universities in the same field of specialization.
- 2) Authorities in academia or Senior Researchers (or higher) at research institutions.

5. How to Input the Thesis/Dissertation Submission Approval Form

가. Log in to MSI (<http://myiweb.mju.ac.kr>)

나. Enter or Update Personal Information

[Left Menu – Student Records (학적) → View/Edit Personal Information (개인기본정보확인및수정)]

Required Entries	Content
English Name ※Korean nationals only ※Not apply to foreign nationals	* 교육부 대학학사제도과-285(2015.01.16.) ‘대학 학위논문에서의 로마자 성명 표기 관련 협조 요청’ * 영문초록, 영문학위기, 영문증명서 발급을 위한 성명 기재 <로마자 표기법> 인명은 성과 이름의 순서로 띄어 쓴다. 이름은 붙여 쓰는 것을 원칙으로 하되 음절 사이에 붙임표(-)를 쓰는 것을 허용 Hong Gildong(성V이름 순서) Hong Gil-dong(성V이름 순서, 붙임표 사용 허용) * 성과 이름은 띄어 쓰며, 이름의 각 음절은 붙여 씀 * 성을 특별히 강조하기 위해 성 전체의 대문자 표기 허용 * 성과 이름 사이 쉼표(,) 사용 불가 - 허용 예 Hong Gildong / Hong Gil-dong / HONG Gildong / HONG Gil-dong - 틀린 예 Hong GilDong / Hong Gil-Dong / Hong gildong / HONG GILDONG / hong gildong / Hong, Gildong
Mobile Phone Number	Used for sending SMS announcements regarding thesis defense/review and graduation ceremony.
e-mail	Used for sending various forms required for thesis defense/review.
Account Information	Used for refunding defense fees in case of thesis cancellation or ineligible applicants.

다. Check Completion of Degree Requirements

[Left Menu → Degree (학위) → Degree Requirement Completion Status (학위취득과정 이수현황)]

Requirement	Master's	Doctoral	Integrated Master's & Doctoral
Major (전공)	24 credits	36 credits	60 credits
	※ Includes credits expected to be earned during the current semester.		
Thesis Study (논문지도)	At least 2P	At least 4P	At least 6P
	※ Includes credits expected to be earned during the current semester.		
Additional Credits to Complete (추가이수부가학점)	for students with assigned additional required credits		
Foreign Language Exam (외국어시험)	Pass (P)		
Comprehensive Exam (종합시험)	Pass (P)		
Research Ethics (연구윤리)	Completed (P)		
Result of Thesis/Dissertation and Oral Defense (학위청구논문 연구계획서)	Submitted (P)		

※ All requirements must be completed to submit the Thesis/Dissertation Submission Approval Form.

라. Enter Examination Application Details

1) [Left Menu → Examinations/Thesis (시험/논문) → Thesis/Dissertation Examination Application (논문심사신청)]

Required Entries	주의 사항
Thesis Title (Korean)	① Enter the title accurately. Any change to spacing, special characters, or text requires a Title Change Application. ② If a subtitle is included, place a hyphen (-) before and after the subtitle.
Thesis Title (English)	① An English title is mandatory. Use uppercase and lowercase letters correctly. ※ Capitalize the first letter of every word except prepositions, articles, and conjunctions. ② Enter the title accurately. Any change to spacing, special characters, or text requires a Title Change Application. ③ If a subtitle is included, place a hyphen (-) before and after the subtitle.

Language	As a rule, the thesis must be written in Korean or English. However, only students majoring in foreign language-related disciplines are permitted to write in their major language.
Reason for Writing in Foreign Language	Enter the reason if the thesis is written in a language other than Korean or English.

2) Important Notes

- 가) The Approval Form can only be printed out after all required information has been entered and saved.
- 나) Modifications are not allowed after saving, so please double-check all details before saving.

6. Thesis Defense Fee

Program	Defense Fee	Remarks
Master's	KRW 200,000	
Doctoral	KRW 820,000	

※ Pay only the amount excluding any thesis defense fees previously paid during the enrollment period. (The amount is automatically calculated and printed out in the Integrated Information System.)

7. Cancellation of Defense

가. Cancellation Period: Until October 27, 2026 (Tue) 14:00

나. Once the examination period begins, cancellation or postponement is not permitted, and examination fees are non-refundable.

8. Defense Process

가. Defense Period: November 03, 2026 (Tue) – December 22, 2026 (Tue)

나. 심사 장소: Venue: In-person defense on campus is required as a rule.

다. Defense Components

1) Master's Thesis: At Least Two Rounds

- 가) 1st Round: Validity and suitability of contents
- 나) 2nd round: Public oral examination through a public presentation.

2) Doctoral Dissertation: At Least Three Rounds

- 가) 1st round: Validity and suitability of contents
- 나) 2nd round: Revision and improvement through a public presentation.
- 다) 3rd round: Public oral examination through a public presentation of the dissertation summary.

9. Application for Title Change

가. Application Period: December 18, 2026 (Fri) – December 23, 2026 (Wed)

나. Application can be submitted only once with the final changed title.

10. Deadline for Submission of Thesis Defense Result Reports: By December 24, 2026 (Thu) 14:00

Required Document	Qty	Remarks
가. Individual Examiner's Reports (심사위원별 심사보고서)	1 copy each	① Master's: 1st and 2nd defense reports (6 pages total) ② Doctoral: 1st, 2nd, and 3rd defense reports (15 pages total)
나. Examination Results Report (심사 결과보고서)	1	Written by the Committee Chair
다. Summary Review Report (종합 요지 심사보고서)	1	Written by the Committee Chair
라. Application for Title Change, if applicable (제목 변경 신청서)	1	

※ If a student forfeits the thesis defense during the defense period, the 1st examiner's reports, defense result report, and summary review report must be submitted marked as "Fail."

11. Thesis/Dissertation File Upload Period: January 04, 2027 (Mon) – January 15, 2027 (Fri)

가. Uploads are permitted only for those who have completed the online thesis submission training and submitted the Thesis Defense Result Report.

나. Online submission website <https://mju.dcollection.net>

※ Details of the training schedule and completion procedure will be announced later through the Graduate School website.

12. Bound Thesis Submission Deadline: By January 29, 2027 (Fri) 14:00

Required Documents	Remarks	Qty
가. Hardcover thesis	At least 3 copies must contain an original signed approval page (인준서).	4
나. Confirmation of File Submission (파일 제출 확인서)	Issued after online upload	1
다. Copyright License Agreement (저작물 이용 허락서)	온라인 업로드 후 발급	1
라. Digital Receipt (디지털수령증)		1
마. Final Similarity Check Results Page (유사도 최종 검사 결과 페이지)		1
바. Full Similarity Check Report (유사도 검사 결과 확인서)	Required if the similarity score exceeds 15%	1

사. Statistical Survey Completion Certificate (통계조사 완료증)	Required for doctoral students only	1
아. Non-Disclosure/Publication Consent Form (공개 여부 동의서)		1
자. Academic Advisor's Confirmation Form (지도교수 확인서)		1

2026. 10.

대 학 원 장