

2017 2nd Semester
Thesis examination plan for graduate
school students



2018. 3.



전북대학교
(Office of Registrar)

2017 2nd semester thesis examination schedule for graduate school students

Date	Contents	Note
3. 26~28	○ Application of thesis examination for doctor's degree (3days)	Applicants⇒Office of Registrar
3. 29 ~ 4. 6	○ Reviewing applicants' qualifications(Doctor)	Office of Registrar
4. 9 ~ 4. 12	○ Determining whether to accept or reject the thesis	President
4. 13 ~ 4. 16	○ Notifying schedule for thesis examination for doctor's degree	Office of Registrar⇒University
4. 17 ~ 6. 19	○ Thesis examination for doctor's degree	Examiner
5. 1~5. 3	○ Application of thesis examination for master's degree (3days)	Applicant⇒Office of Registrar
5. 4 ~ 5. 11	○ Reviewing applicants' qualifications(Master)	Office of Registrar
5. 14 ~ 5. 16	○ Determining whether to accept or reject the thesis	President
5. 17 ~ 5. 18	○ Notifying schedule for thesis examination for master's degree	Office of Registrar⇒University
5. 21 ~ 6. 19	○ Thesis examination for master's degree	Examiners
6. 20	○ Reporting the result of thesis examination for master's and doctor's	Chairman of examiners⇒Department⇒Office of Registrar
6. 21 ~ 6. 29	○ Reviewing thesis examination result report	Office of Registrar
7. 5	○ Deliberating on the thesis examination result report	Council of Graduate Schools
2018. 7. 18(수)~20(금)	○ Submitting a graduate thesis - Master's : 4 copies / Doctor's : 5copies - Master's : Grey soft over/ Doctor's : Black hard copy [Law School : Master's(5) / Doctor's(6)] - Confirmation of submission of original file for a graduate thesis: 1 copy - Permission form for use of publication for a graduate thesis: 1 copy	Applicants⇒Office of Registrar

※ **Fee for thesis examination** : Master's 100,000won, Doctor's 300,000won
 - **Account: Jeonbuk Bank 529-13-0311464 Depositor: 전북대학교 학사관리과**
 - Payment Date : Before thesis examination date (Please present the receipt if you are applying for thesis examination after the payment), Put a student's name **in Korean**.

2017 2nd semester thesis examination plan in detail for graduate school students

□ Application period for thesis examination

- Doctor's : 2018. 3. 26(Mon) ~ 28(Wed) 3days
- Master's : 2018. 5. 1(Mon) ~ 3(Wed) 3days

□ Application place for thesis examination

- Office of Registrar (2nd floor of Annexe to the university headquarter)

□ Qualification for applying for thesis examination

○ Master's

- A student who has completed the master's course
- Who has obtained enough completion credits by the end of 2017 2nd semester (2018. 2.) [Completion credits = Major(24credits) + Prerequisite(credits)]
- Who has paid corresponding tuition fee every semester
- Who has passed foreign language and comprehensive examination
- Who has achieved more than 3.0 average score
- Who has finished a thesis and been recommended by the supervisor
- Who has not been more than 6 years after the date of course completion
 - ※ However, the term of military service is not counted after the date of course completion
 - ※ A student must re-take the foreign language and comprehensive examination if he or she violates the above clause and the validity term of the test is 6 years from the date of pass

○ Doctor's (Based on a performance of a research after matriculation)

- A student who has completed the doctor's course
- Who has obtained enough completion credits by the end of 2017 2nd semester (2018. 2.) [Completion credits = Major(60credits) + Prerequisite(credits)]
- Who has paid corresponding tuition fee every semester
- Who has passed foreign language, second foreign language (applicable student only) and comprehensive examination
- Who has achieved more than 3.0 average score
- Who has presented more than 200% of thesis in academic journals after matriculation
- Who has finished a thesis and been recommended by the supervisor
- Who has not been more than 8 years after the date of course completion
 - ※ However, the term of military service is not counted after the date of course completion
 - ※ A student must re-take the foreign language and comprehensive examination if he or she violates the above clause and the validity term of the test is 6 years from the date of pass

- Approval standard for research performance(200%) for doctor's thesis examination

Section	less than 3 people(%)	4 (%)		More than 5 (%)		Note
		lead author	co-author	lead author	co-author	
SCI equivalent	200	200	175	200	150	co-research
Registered or proposed thesis, National Research Foundation of Korea	150	150	125	150	100	
Other academic journals	100	100	75	100	50	
Solo exhibition (plane: more than 1000) (solid: more than 10)	70(Applied to 2011 matriculants or before)					Department of Art
	100(Applied to 2012 matriculants or after)					
Solo presentation (limited to once a year)	70					Department of Korean Music
Solo presentation (limited to once a year)	100					Department of Music

* 'Other academic journals' must be at least from 4 year college or higher (including research institute) ** Excluding collection of dissertations or an academic conference

※ Graduate students of Department of Medicine or Medical Science must follow their corresponding guidelines (Please inquire to medical graduate school administrative office)

- If a student gets approval for postponing thesis examination for more than 6 month, then he or she does not pay the examination fee and only need to submit the result report

□ Documents for thesis examination

- Submit to the Office of Registrar after **unloading all scan copies of applications.**

- ① Application form for thesis examination <Appendix 10-1>
- ② Recommendation letter from the supervisor <Appendix 10-2>
- ③ Thesis examiner's recommendation letter <Appendix 10-3>
- ④ Confirmation letter for opening a bank account <Appendix 10-4>
※ You do not need to write CBNU professor's account
- ⑤ Confirmation of compliance of research ethics <Appendix 10-9>
- ⑥ Certificate of completion of research ethics(Online course) for enrolled students since 2015
- ⑦ Confirmation of publication in journal <Appendix 10-5> & 1 extra offprint (only doctor's)
※ Attach Confirmation of thesis publication if publication in journal is being delayed
: The thesis must be published before May 31st 2018 and the published page must be written
- ※ If you are submitting photocopy version, you must also submit supervisor's "verification of the copy to the original"
- ⑧ Agreements of personal's information collecting and usage for applicant and Thesis examiners
- ⑨ Deposit statement for thesis examination fee : Master's(100,000won), Doctor's(300,000won)
: Submit transfer certificate under your name through internet banking or without a bank book depositing (Please fill in your applicant's No. when submitting the receipt)
- ⑩ Waiver agreement for thesis examination <Appendix 10-8>
: Submit if supervisor or a direction committee cannot examine

○ Submit to the Department

- Thesis for examination : submit to the department before examination (Master's-3copies, Doctor's-5copies)
- Abstract for public announcement : negotiate with supervisor before applying for thesis examination

○ Application form

- [CBNU Homepage](#) ⇒ [Civil Service](#) ⇒ [Forms](#) ⇒ [Download form No.7](#)

□ **Examiners**

○ Qualification of examiner

- Master's

- Higher than associate professor in CBNU
- Higher than assistance professor who has higher degree than master's
- If lack of professors, honorary professor or external member who has doctor's degree
- ※ Supervisor cannot be a chairman or vice-chairman of examiner, member only

- Doctor's

- Higher than associate professor in CBNU
- Higher than assistance professor who has higher degree than doctor's
- Honorary professor or external member who has doctor's degree
- ※ Supervisor cannot be a chairman or vice-chairman of examiner, member only

○ No. of examiners : Master's- 3 people, Doctor's - 5 people

○ No. of dissertations each examiner can assess

: Less than 3 dissertations as a rule, in case of lack of examiners, supervisor or direction committee's assessment will not be counted

○ Appointment of examiners

: 3 examiners for master's and 5 examiners for doctor's will be recommended by each department and will be appointed by the President.

□ **Thesis examination**

○ Master's

- No. of examinations: More than twice (including 1 public announcement)
- Pass criterion : 2/3 of examiners consent, higher than score 80 out of 100

○ Doctor's

- No. of examinations: More than 3 times (including 1 public announcement)
- Pass criterion : 4/5 of examiners consent, higher than score 80 out of 100

□ Thesis result report (CBNU Homepage ⇒ Civil Service ⇒ Forms⇒ No.8)

○ Report period : 2018. 6. 20.(Wed)

○ Documents to submit

- Master's

- 1 copy of result report
- 1 copy of proposal for thesis title change
: This only applies to a person whose thesis title is different between when applying for thesis examination and applying for result report
※ Thesis title can be changed within the range of keeping the coherence of the thesis

- Doctor's

- 1 copy of result report
- 1 copy of abstract for examination result
- 1 copy of proposal for thesis title change
: This only applies to a person whose thesis title is different between when applying for thesis examination and applying for result report
※ Thesis title can be changed within the range of keeping the coherence of the thesis

※ Student cannot change the title of thesis randomly

□ **Examination payment**

: Deposit to examiner's personal account after reporting the examination result

※ For CBNU professors, it will be deposited to transfer account for payment

□ **Method to produce the thesis**

: CBNU Homepage ⇒ 대학정보Information ⇒ 규정 및 지침Rules and regulations
⇒ 제2편 교무처소관Chapter 2, under the jurisdiction of the office of academic affairs
⇒ 대학원학사운영규정Graduate school management regulations

※ You must produce the thesis based on the revised form

□ **Submission of the thesis**

○ Submission period : 2018. 7. 18(Wed) ~ 20(Fri)

○ **Submission material**

- ① Thesis : Master's-4copies, Doctor's-5copies
(Law school : Master's-5copies, Doctor's-6copies)
*Master's : Grey Soft cover(Black letter), Doctor's : Black hard cover(Gold letter)
- ② 1copy of confirmation of submission of original
(upload inquiries: Library 270-3458)
(CBNU Library Homepage - Upload it on dCollection and print out)
- ③ 1 copy of permission form for using literary property for thesis
(upload inquiries: Library 270-3458)
(CBNU Library Homepage - Upload it on dCollection and print out)

○ Legal seal must be imprinted on examiner's confirmation statement when submitting the thesis

※ No color copies or printing

○ Base date for graduate school thesis

Contents	Doctor's	Doctor's	Note
Front cover	2018. 8. 22.	2018. 8. 22.	
Title	2018. 8. 22.	2018. 8. 22.	
Submission Date	2018. 5. 1.	2018. 3. 26.	
Confirmation Date	2018. 6. 20.	2018. 6. 20.	