

2016 1st Semester
**Thesis examination plan for graduate
school students**



2016. 9.



전북대학교
(Office of Registrar)

2016 1st semester thesis examination schedule for graduate school students

Date	Contents	Note
Sept.26 ~ Sept. 28	○ Application of thesis examination for doctor's degree (3days)	Applicants⇒Office of Registrar
Sept.29 ~ Oct. 7	○ Reviewing applicants' qualifications(Doctor)	Office of Registrar
Oct. 10 ~ Oct.12	○ Determining whether to accept or reject the thesis	President
Oct. 13 ~ Oct.14	○ Notifying schedule for thesis examination for doctor's degree	Office of Registrar⇒University
Oct.17 ~Dec.15	○ Thesis examination for doctor's degree	Examiner
Nov. 7 ~ Nov.9	○ Application of thesis examination for master's degree (3days)	Applicant⇒Office of Registrar
Nov.10 ~ Nov.18	○ Reviewing applicants' qualifications(Master)	Office of Registrar
Nov.21 ~ Nov.23	○ Determining whether to accept or reject the thesis	President
Nov.24 ~ Nov.25	○ Notifying schedule for thesis examination for master's degree	Office of Registrar⇒University
Nov.28 ~ Dec.15	○ Thesis examination for master's degree	Examiners
Dec.16	○ Reporting the result of thesis examination for master's and doctor's	Chairman of examiners⇒Department⇒Office of Registrar
Dec.19 ~ Dec.23	○ Reviewing thesis examination result report	Office of Registrar
Dec.28	○ Deliberating on the thesis examination result report	Council of Graduate Schools
Jan.20~Jan.24 2017	○ Submitting a graduate thesis - Master's : 4 copies / Doctor's : 5 copies [Law School : Master's(3) / Doctor's(6)] - Confirmation of submission of original file for a graduate thesis: 1 copy(From CBNU Library homepage) - Permission form for use of publication for a graduate thesis: 1 copy(From CBNU Library homepage)	Applicants⇒Office of Registrar

※ **Fee for thesis examination** : Master's 100,000won, Doctor's 300,000won
 - **Account: Jeonbuk Bank 529-13-0311464 Depositor: Office of Registrar**
 - Payment Date : Before thesis examination date (Please present the receipt if you are applying for thesis examination after the payment)

2016 1st semester thesis examination plan in detail for graduate school students

□ Application period for thesis examination

- Doctor's : 2016. Sept. 26(Mon) ~ Sept. 28(Wed) (3days)
- Master's : 2016. Nov. 7(Mon) ~ Nov. 9(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 2016 2nd semester (2017. Feb.) [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 2016 2nd semester (2017. Feb.) [Completion credits = Major(36credits) + 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

- Application form for thesis examination <Appendix 10-1>
- Recommendation letter from the supervisor <Appendix 10-2>
- Thesis examiner's recommendation letter <Appendix 10-3>
- Confirmation letter for opening a bank account <Appendix 10-4>
 - ※ You do not need to write CBNU professor's account
- Confirmation of compliance of research ethics <Appendix 10-9>(Students who admitted in before 2015)
- Certificate of Completion of research ethics from the website (Students who admitted in after 2015)
- 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 the date of thesis result release 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"
- Waiver agreement for thesis examination <Appendix 10-8>
 - : Submit if supervisor or a direction committee cannot examine
- 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)

○ 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.8](#)

□ Examiner

○ 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.3)

○ Report period : 2016. 12. 16(Fri)

○ 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 ⇒ Information ⇒ Rules and regulations ⇒ Chapter 2, under the jurisdiction of the office of academic affairs ⇒ Graduate school management regulations

※ You must produce the thesis based on the revised form

□ Submission of the thesis

○ Submission period : 2017. Jan. 20(Mon) ~ 24(Wed)

○ Submission material

- Thesis : Master's-4copies, Doctor's-5copies
(Law school : Master's-3copies, Doctor's-6copies)
- 1copy of confirmation of submission of original
(upload inquiries: Library 270-3458)
([CBNU Library Homepage](#) - Upload it on dCollection and print out)
- 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	Master's	Doctor's	Note
Front cover	2017. 2. 22	2017. 2. 22	
Title	2017. 2. 22	2017. 2. 22	
Submission Date	2016. 11. 7	2016. 9. 26	
Confirmation Date	2016. 12. 16	2016. 12. 16	