<Application form for thesis review>

: Print out this form after completing registration of title of thesis on the portal.

**Petition for review of thesis for Master’s degree**

▶ Department : ▶ Major :

▶ Student ID : ▶ Name in Full :

▶ Contact No. :

▶ Address :

Title of thesis

▸Korean

▸English:

I hereby submit the thesis for Master’s degree in accordance with the rules of thesis submission and thesis review of graduate school and ask for the examination of a thesis for degree.

Applicant : (Signature)

**Letter of Recommendation from the Academic advisor**

I officially request for the examination of a thesis for Master’s degree for the student stated above.

(year) (month) (day)

Academic Advisor : (Signature)

<Application form for thesis review>

**List of Thesis review members for Master’s degree**

■ Applicant for Master’s thesis review

- Department :

- Student ID :

- Name :

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **The screening committee** | | | | | **Bank Account No.** | **Stay abroad or not** | **Remarks** |
| **Classification** | **Department** | **Major** | **Position** | **Name** |
| Chairman |  |  |  |  |  |  |  |
| Examiner |  |  |  |  |  |  |  |
| Examiner |  |  |  |  |  |  |  |

\* In case that one of the thesis screening committee stay abroad in the period of thesis review, Please check the space of “Stay abroad or not”stated above and submit the “certificate of participation of thesis review members staying abroad”.

<Notes>

1. Thesis screening committee for Master’s degree must be composed at least 3 people including 2 Full-time professors of Ajou University and can be composed of 1 external review member(available experts or external professor) or emeritus professor as one of them.

2. Majority of thesis members have to composed with those who majored in the same field of study related to thesis contents.

3. Academic Advisor of applicant can be automatically a thesis review member as long as there are no special reasons.

4. The chairman of the screening committee will be selected in thesis review members including academic advisor. (The external thesis review member can be a chief of thesis screening committee in case that they have enough professionalism on the subject of the thesis.)

5. Relatives of the applicant will not become thesis review members.

6. In case of external thesis review member, write “External” down in the Remarks space and attach the “Letter of recommendation for external review members”.

7. Method of payment for thesis review

- Professor affiliated in Ajou university : Pay in the salary account

- Professor of Medical school and External Professor : Pay in the above-stated account

8. Please write down the bank account number opened with your name.

(year) (month) (day)

Academic Advisor : (Signature)

<Application form for thesis review>

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| **Letter of Recommendation**  **for External review members for Master’s degree**  1. Applicant for Master’s thesis review  - Department : - Student ID :  - Name :  2. External review member  - Name : - Resident registration No. :  - Phone : - Address :  - Final University graduated : - Name of degree : Ph.D in \_\_\_\_\_\_\_\_\_\_\_\_  - Affiliated institution : - Position :  I officially ask for your permission to acknowledge the stated above external professor as a thesis review member for the above student’s thesis for Master’s degree of semester in (year).  (year) (month) (day)  Academic Advisor : (Signature) |

<Application form for thesis review>

**Certificate of participation**

**for thesis review members staying abroad**

■ Applicant for Master’s thesis review

- Department :

- Student ID :

- Name :

■ Thesis Review member staying abroad

- Affiliated Institution :

- Position :

- Name :

■ Method of participation in the examination of a thesis \*

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\* Examiners staying abroad have to contact with other thesis review members and manage the screening process simultaneously through voice or video conference. In addition, they are required to attach a picture of meeting separately when you submitting the screening results later.

As one of the thesis screening committee, I hereby ask your permission for me to participate in the examination of a thesis for the above student by using the method mentioned above because of the unavoidable overseas stay reason.

Thesis Review member : (Signature)

Chairman of the screening committee : (Signature)

**To Dean of Graduate School**

<Application form for thesis review>

: Only for someone who affiliated in a department that requires dissertation publication obligatorily. In addition, Please input the information about dissertation publication on the portal.

Confirmation Letter of Dissertation Publication for Master’s

▸ Department : ▸Student ID : ▸Name :

‣ Title of Thesis (In case of thesis written in English, please write down the English title only)

․ Korean :

․ English :

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dissertation publication on Academic Journal** | | | | | |
| **Name of Academic Journal** | **Domestic**  **/ Overseas** | **Date of Publication** | **issue** | **Academic journal registered** | |
| **SCI(E)**  **/ SSCI** | **National Research Foundation of Korea** |
|  |  |  |  |  |  |
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Attachment : The cover page of printed copy(reprint) from Dissertation published on Articles.

Confirmation letter of the Academic advisor

As an above student’s academic advisor, I hereby certify that dissertation of the above stated student corresponds perfectly with the contents that published on the academic journal.

(year) (month) (day)

Academic Advisor : (Signature)

|  |
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| <Standard of thesis publication on the academic journal that recognized from department.>  Please fill in the blanks with the standard of the department. |

\* Scope of recognition of overseas articles: Approve of publication on the academic journal that issued from overseas basically and also accept SCI, SCIE and SSCI only in case of English journals issued in domestic country.

\* Contents of thesis have to be posted on Academic Journal that recognized from the department and we accept the dissertation publication only in case that it would be posted after entering the master’s course and corresponded perfectly with the contents of thesis.

\* Applicants have to meet the requirements of qualification for submitting thesis and publication of thesis.

<Application form for thesis review>

**Research Ethics Compliance Statement**

■ Applicant for Master’s thesis review

▸Course: ▸Department(Major):

▸Student ID: ▸Name: ▸Phone:

▸Address:

■ Title of Thesis

▸Korean:

▸English:

I hereby pledge to abide completely by all rules and regulations of research ethics and not to commit impropriety such as ghostwriting and plagiarism of a title of thesis, a table of contents and contents of thesis. I swear not to make an objection against any disciplinary measures if I violates the regulations of research ethics for thesis.

(year) (month) (day)

Applicant : (Signature)

Academic Advisor : (Signature)

**To Dean of Graduate School**

<Result Report of thesis review>

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| **Final Result Report of Thesis Review**  **for Master’s Degree**  1. Applicant for Master’s thesis review  Department: Student ID: Name :  2. Title of Thesis : Modified or Unmodified ( )  Korean :  English :  ※ Please mark “Modified” in the blank only in case of changing the title of thesis. (Title of thesis stated above will be finally settled). If students did not submit the thesis in the designated period for submitting thesis for degree, they will be expelled from the list of graduation.  3. Date of thesis review : (year) (month) (day)  4. Date of Public Announcement : (year) (month) (day)  - Place of announcement :  - Attendance : Professors, Graduate students, Others  5. The result of thesis review : Please fill the blank with Pass or Fail and sign below.  ( ) Examiner (Signature)  ( ) Examiner (Signature)  ( ) Examiner (Signature)  6. The Point and Commentary on thesis  (year) (month) (day)  Chairman of the screening committee (Signature)  **To Dean of Graduate school** |

<Result Report of thesis review>

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| **Result Report of Public Announcement**  1. Applicant for Master’s thesis review  Department: Student ID: Name :  2. Title of Thesis :  3. Academic Advisor :  4. Date of Public Announcement : (year) (month) (day)  5. Place of Announcement :  6. Attendance : Professors, Graduate students, Others  7. The point of Announcement :  (year) (month) (day)  Chairman of the screening committee (Signature)  **To Dean of Graduate School** |

<Result Report of thesis review>

**Certificate of Checking Plagiarism of Dissertation**

**(Originality Check)**

■ Applicant for Master’s thesis review

▸Course: ▸Department(Major):

▸Student ID: ▸Name: ▸Phone:

■ Title of Thesis (Korean or English):

As an above student’s academic advisor, I hereby certify that the student submitted the results of self-checking for originality of thesis for degree by using the plagiarism program.

|  |
| --- |
| **<Confirmation by the Academic Advisor>** **※ To be filled by the Academic Advisor**  1)The results of Originality Check : Similarity ( ) %  2)Total pages of the thesis:  3)Opinion of the Academic Advisor(Check the similarity results and total pages and Fill in the blanks with check point concretely) |

\* Attachment: 1.Digital Receipt (Print it out from the program)

2. “Current View” page (Print it out from the program)

(year) (month) (day)

Applicant : (Signature)

Academic Advisor : (Signature)

**To Dean of Graduate School**