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<u>X If there is any chance that your department accepts the documental application only, please contact to the departmental office first.</u>



- ① To insert the title of the thesis
- You may type in 70byte (한글 35자) maximum per line.
- Go to the second line if your title is not finished in the first line.
- If you have sub-title for the thesis, you can type in the text just like the way you did for the main title.

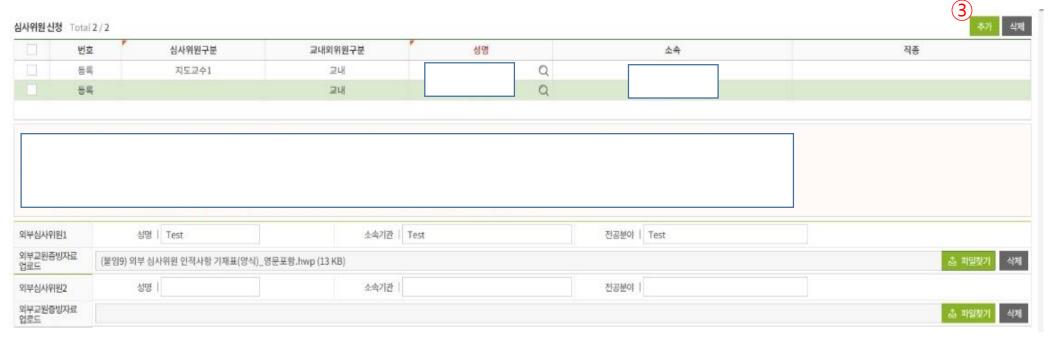
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- 2 To upload essential documents
- -> Download 1) Application for the pre-thesis-examination(예비심사원), 2) a plan for thesis making (논문작성계획서), 3)a pleadge of research ethics compliance(연구윤리준수서약서) at ②-2.
- -> To finish the document, sign your own autograph and get the signature of your advisor. Then, upload scanned document to the each section 2-1.

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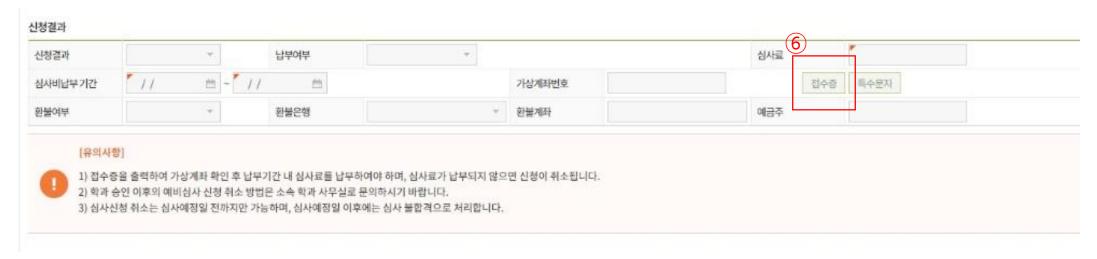
- 3 To insert examiners
- Click the add("추가") button(③)-> Click the magnifying glass icon -> find the examiner
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- Please be more conscious of classifying people with the same name. See closely his/her position and where they belong.

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- ④ If you have external examiner, you should insert not only his/her name, but also where he/she belongs to and what his/her major field of study is.
- -> Upload 1)External Examiner's Personal Information('외부심사위원인적사항기재표'(2)-2)) and 2)his/her evidence materials.
- You may choose one of the evidence material among below documents.
  - 1) Capture file of the university(or company, institute etc.) homepage
  - 2) A list of research performance or CV
  - 3) An employment certificate
- 4) Any other materials that may prove the advisor has qualification to supervise your thesis Compress all the documents into a folder and upload at all together.

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- ⑤ Click the apply('접수신청') button
- ⑥ Now, you may get the filing receipt. Click the filing receipt('접수증') button(⑥).
  - You may see the examination fee paying account.
  - Pay the examination fee.
- 7) To cancel the examination application
  - Withdrawal of examination is available only before the examination date.
- If you need to withdraw the examination, advised to submit the withdrawal application form to your departmental office.