**Graduate Thesis Format and Submission Guidelines**

**1. Preparation of Theses**

A. Copies for Defense and Depository

     A degree candidate must prepare two types of copies of thesis: one for defense and the other for depository. The formats, submission deadlines, submission procedures, and other related information are as follows.

B. Format of the Defense Copy

    a. The thesis must be written in English, and there is no page limit.

    b. The thesis must be written using a word processor.

    c. The paper size must be 182mm x 257mm (the so-called 4X6 size).

    d. The abstract (Exhibit 5) must not exceed 1,000 words in English. A summary in Korean (Exhibit 9) must be attached to a thesis written in a language other than Korean. The Korean summary must be about 2,000 characters in length including spaces.

    e. Submit three defense copies to the thesis committee for master’s degrees and five copies for doctoral degrees.

C. Submission Deadline for the Defense Copies

     The defense copies must be submitted to the committee no later than 15 days prior to the defense date.

D. Preparation of the Depository Copy

     Once the thesis/dissertation committee approves the submitted thesis/dissertation, the degree candidate must print and bind the completed thesis according to the format guide provided below. The candidate must submit one hard copy of the completed thesis to his/her department office, and four hard copies and one electronic copy to the Tae-Joon Park Digital Library.

E. Format of the Depository Copy

   a. Place a front cover in English as shown in Exhibit 1. The name of the presenter must be written in English and in Korean, with the latter given in parentheses. Foreign students should write their names in English and in their own language, with the latter given in parentheses. The thesis (including the cover) must be hardbound in black.

   b. Place a title page written in both Korean and English after the front cover (see Exhibit 2).

   c. Use standard 4x6 (182mm x 257mm) white paper with margins of 20mm at the top (header: 15mm), 15mm at the bottom (footer: 15mm), and 30mm at the left and right edges of the page.

   d. Fonts

* Korean: Myengjo, New Myengjo, Batang or Gulim
* English: Arial or Times New Roman
* All letters must be printed in black. (Reference materials or data may be in color.)

e. Page numbers should be centered at the bottom of each page. All pages that precede the actual text should be numbered in Roman numerals, and pages for actual text in Arabic numerals with hyphens (-) on both sides.

   f. Actual text

- Use a font size of 11 pt with a line spacing of at least 17 pt, a font width at 100%, and normal character spacing.

* Footnotes: 9-10 pt

g. To preserve the original colors, pictures must be printed with the offset printing method.

   f. Be sure to include in the bound copy the Thesis Approval Certificate, which has the signatures of the thesis/dissertation committee members (Exhibit 4).

   g. Follow common practices when formatting the other parts of the thesis. However, be sure to refer to the thesis example pages (Exhibits 1-13) to meet the standard format requirements.

  h. Transfer of copyright must be stated at the end of the thesis. (Example statement: “I hereby grant Pohang University of Science and Technology (POSTECH) the right to make use of my thesis for scholarly and educational purposes.”)

F. Submission Deadlines for the Depository Copy

    Refer to the following table for deposit deadlines.

|  |  |
| --- | --- |
| For February Degrees | For August Degrees |
|  January 6th of the given year | July 6th of the given year |

G. Deferred Degree Conferment

     Students who fail to turn in the completed thesis by the due dates (as specified in 1-F above) will automatically be considered as candidates for the following semester even if they have passed a thesis defense.

Note) The thesis titles used in the Report on Final Thesis Defense and the depository copy must be identical.

**2. Thesis Defense**

A. Request for Doctoral Dissertation Defense

   1) The defense copies of the dissertation must be submitted to all members of the dissertation committee no later than 15 days prior to the defense date.

   2) The candidate must complete and print out the Approval Request for Doctoral Dissertation Defense form on POVIS and have it confirmed by his/her academic advisor. (Make sure to enter on POVIS the name of the journal in which the doctoral research has been/will be published and attach the evidence.) The candidate must have the form approved by the Department Head and submit it to the Dean of Graduate School.

       - Required documents for submission: Approval Request for Doctoral Dissertation Defense (Form 1)

B. Report on the Final Thesis Defense (for Master’s/Doctoral Degrees)

Once the defense is successful, the Chair of the thesis/dissertation committee must fill out and turn in the Report on Final Thesis Defense to Academic Affairs and Records by the due dates (as specified in (2.B.2b) below).

1) The candidate must complete and print out the Report on Final Thesis Defense on POVIS and have it confirmed by his/her academic advisor. Then, he/she must obtain the signatures of the thesis/dissertation committee members and submit the report to the department. (For doctoral degrees only: if any information related to the dissertation has been changed since the submission of the Approval Request for Doctoral Dissertation Defense, the candidate must enter the updated information on POVIS.)

2) The Report on Final Thesis Defense (for master’s/ doctoral degrees) must be approved by the candidate’s Department Head and submitted to the Academic Affairs and Records by December 31 (or June 30 for August degrees).

         a. Required documents for submission

- Report on Final Thesis Defense for Master's/ Doctoral Degree (Form 2)

- Thesis Evaluation Sheet for Master's/Doctoral Degree (Form 3)

      b. Submission deadlines for the Report

|  |  |  |
| --- | --- | --- |
|  | For February Degrees | For August Degrees |
| M.S. & Ph.D. | December 31st of the previous year | June 30th of the given year |

C. Thesis Layout

    A thesis must keep the following order:

      a. Front cover: Refer to Exhibit 1

      b. Title page: Refer to Exhibit 2

      c. Approval for Submission of Thesis: Refer to Exhibit 3

d. Thesis Approval Certificate (with approval signatures): Refer to Exhibit 4

      e. Abstract: Refer to Exhibits 5-6

      f. Blank page

g. Table of Contents: Refer to Exhibit 7

h. Main body: Refer to Exhibit 8

         － Introduction

         － List of Abbreviations/Terms

         － Theoretical & Mathematical Development

         － Experimental Method & Materials

         － Results

         － Discussion

         － Conclusions

 i. Summary in Korean: For theses written in a language other than Korean; Refer to Exhibit 9

j. References: Refer to Exhibit 10

      k. Acknowledgements: Refer to Exhibit 11

      l. Curriculum Vitae: Refer to Exhibit 12

      m. Blank page

      n. Back cover

 **Note**: The content of the main body (from Introduction to Conclusions) may vary, but the rest of the layout cannot be changed.

D. Format of the Electronic Copy

    An electronic copy of the thesis must be prepared in the following manner:

      a. Accepted file formats

         Accepted document formats are HWP, DOC, PPT, and XLS. For TXT, Latex is recommended, which must be converted to PDF format.

      b. Other types of files must be converted to PDF format before being uploaded.

      c. Composition of the thesis file

* The content of the electronic file must be identical to the printed thesis.
* If possible, upload the entire copy as a single file, including the front cover, the abstract, pictures, and figures.

d. Check for virus infection before uploading.

e. Do not compress the file when saving.

E. Online Registration of the Electronic Copy

The procedure for online registration of the electronic copy is as follows.

a. Login: Log in to the “Submit Theses” webpage (POSTECH Library homepage 🡪 Library Services 🡪Submit Theses). The login ID is the student ID number and the password is the student’s 6-digit birthday (yymmdd). After log in, click on the tab “Submit thesis.”

b. Select Collection: Select the appropriate collection (sorted by the year), read relevant notices and the submission method, and click on the “Submit Thesis” button.

c. User Information: Verify the personal information, and update it if necessary.

d. Meta Information: Enter bibliographical information about the thesis, including the abstract and the table of contents.

e. License Agreement: Students are required to mark their choice as to whether they agree to the License Agreement. If agreed, the thesis will be converted into PDF format and will be available for public access. If a student does not agree to the license agreement, he/she must enter the reason.

f. File uploading: Files in HWP, DOC, XLS, PPT, and PDF formats can be uploaded. If a file is too big to be uploaded (over 100 MB), save the file in a portable memory device (ex. CD) and submit it offline.

g. Final submission: Review the submission summary and change information if necessary. When all information is correct, click on the “Final Submission” button.

h. Review submission: You can review the details about the submitted thesis, including the approval status.

i. Personal notice: If there was a problem in the thesis submission process, a return notice will be sent out by the administrator. If the submitted thesis has been approved by the administrator, an approval notice will be sent out by the administrator. The “License Agreement” can be printed out from the approval notice screen.

F. Final Thesis Submission Procedure

 a. Request “Settlement of account for graduation” on POVIS.

 b. Deposit the electronic copy of the thesis. Follow the steps listed in Section 2. E above.

 c. Submit the License Agreement (to be printed out at the end of the online registration process; see 2.E.i. above) along with four hardbound copies of the thesis to the Tae-Joon Park Digital Library.