

Period	Content	Procedure		Note
2024. 09.02 - 09.05	- Registration for extended semester after completion of prog	ABD (All but Dissertation)	Student → Pay through Internet Banking	- Log [portal.kookmin.ac.kr] → [Portal] → [Student & Academic] [graduation information] → [registraion bill] → Internet banking - Master : 1/50 of tuition fee - Doctor : 1/10 of tuition fee
10.07 - 10.10	- Submission of Dissertation Evaluation Request and Written Ethic Oath on Dissertation Paper	Student (Including ABD)	Student → Department Office → Graduate Student Office	- Log [portal.kookmin.ac.kr] → [Portal] → [Student & Academic] [graduation information] → [Thesis/Dissertation evaluation] fill in & save → print & submitt [Examination Request form] - And Above menu → [Examination Bill] print & Internet banking payment
	- Pay Paper Guidance Fee		Student → Pay through internet Banking	
- 10.17	- Organization of Dissertation Evaluation Committee	Advisor / Faculty board of department	Department Office → Graduate Student Office	- Above menu [Letter of Recommendation] print & fill in & submitt Committee members of the Preliminary judging should be included
10.23 - 10.25	- Send Copies of Dissertatiom to Committee	Student/ Committee	Student → Committee	- Student should send Copies of Dissertation to committe - Log Above menu [Manustipt Submission confirmation] print & submitt
	- Submit Confirmation of Sending Copies		Student → Department Office Graduate Student Office	
10.28 - 12.18	- Dissertation Evaluation - Plagiarism Check - 심사요지 제출	Committee		- Evlauate Dissertation by Committee - Dissertation should be modified and completed within perid
- 11.22	- Due date of Submission of Application for evaluation delay and Request for refund of Fee & Cost	Student/ Advisor / Committee	Student → Graduate Student Office	- Student should fill out the form submit them to graduate student office
- 12.20	- Submission of Dissertation Evaluation Result, Plagiarism Check Certificate ※심사요지는 학과의 '제출확인'(ON국민포털)처리로 제출완료	Committee/ Chief instructor	Committee → Department Office → Graduate Student Office	- Title & Content of Thesis never be modified after submssion of Dissertation Evaluation Result
2025. 01.02 - 01.07	<Documents to be submitted to library(dcollection)> - Dissertation file -날인된 학위논문 인준서(ON국민 포털에서 출력된 양식) 스캔본	Committee/ Student	Committee→Student →Library(dcollection) →Graduate Student Office	1. Log in to the dCollection web site 2. Upload your dissertation and 학위논문 인준서 (ON국민 포털) 스캔본 Input all bibliographic information of your dissertation 3. After 24 hours, Check the approval of your dissertation 4. Print 학위 논문 파일 제출 확인서 5. Bring 학위논문 인준서 (ON국민 포털) 원본, 학위논문 파일 제출 확인서, 학위논문 [속표지~ 차례] 출력 (1부)→ Submit documents
- 01.09	<Documents to be submitted to 대학원 교학팀(Graduate student Office)> -날인된 학위논문 인준서(ON국민 포털에서 출력된 양식) 원본 1부 -학위논문 파일 제출 확인서 1부 -학위논문 파일의[속표지, 심사청구서, 인준서, 차례] 출력 1부 (논문체제 확인용)			

Schedule on Preliminary Judging & Thesis Evaluation on Guidance

2nd semester

Kookmin University Graduate School

Period	content	Procedure		Note
2024. 10.07 - 10.10	- Planning Preliminary Judging & Thesis Evaluation on Guidance	Advisor		- Student expected to dissertation evaluation on 2025-1st semester
	- Submission of Request form and Written Ethic Oath on Paper	Student	Student→Department Office →Graduate Student Office	
10.14 - 10.17	- Submission of Proposal Preliminary Judging (Department needed it)	Student	Student→Department Office	- Student submitted documents
	- Organization of Prejudging Committee (Department needed it)	Advisor	Department office →Graduate Student Office	
- 10.24	- Make Student List of Preliminary Judging & Thesis Evaluation on Guidance		Department office →Graduate Student Office	- The Confirmation of qualified students for Preliminary Judging & Thesis Evaluation on Guidance
10.28 - 11.01	- Send Copies of Thesis to Committee	Student	Student→Committee	- Student should send copies of thesis to Committee
11.04 - 2025.01.17	- Preliminary Judging - Thesis Evaluation on Guidance	Committee		- Preliminary Judging by Committee - Thesis Evaluation on Guidance by Advisor
- 2025.01.24	- Preliminary Judging Result (student list, result report)	Committee	Department office →Graduate Student Office	- Fail a student without result report
	- Thesis Evaluation on Guidance Result (student list, result report)	Advisor		

* Inquiry : Department Office

* Web Site : gds.kookmin.ac.kr