Schedule on Dissertation Evaluation

1st semester   Kookmin University Graduate School

Period	Content	Procedure		Note
2022. 03.02 - 03.04	- 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
04.11 - 04.15	- Submission of Dissertation Evaluation Request and Written Ethic Oath on Dissertation Paper	Student (Including ABD)	Student → Department Office → Graduate Student Office l	- 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	
- 04.22	- 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
04.27 - 04.29	- 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 → Committee	
05.02 - 06.22	- Dissertation Evaluation (Evaluate Masters twise, Doctors thrice)	Committee		- Evlauate Dissertation by Committee - Dissertation should be modified and completed within perid
- 05.27	- 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
- 06.24	- Submission of Dissertation Evaluation Result (Dissertatio Evaluation Result), Plagiarism Check Certificate	Committee/ Chief instructor	Committee → Department Office → Graduate Student Office	- Title & Content of Thesis never be modified after submssion of Dissertation Evaluation Result
2022.07.07 - 07.14	- Submission of Dissertation confirmation statement	student/ Committee	Student → Graduate Student Office → Technical Sevice Team in Sunkok Library	1. Log in to the dCollection web site 2. Input all bibliographic information of dissertation 3. After 24 hours, Check the approval of your dissertation 4. Print The required documents 5. Submit binded dissertations and documents
	- Submission of Dissertation Books - Dissertation confirmation statement form - Consent form allowing the use of copyrighted material - Confirmation form of presenting a dissertation	Student		

* Telephone inquiry : 910-4313   * Web site : gds.kookmin.ac.kr

Schedule on Preliminary Judging & Thesis Evaluation on Guidance

1st semester   Kookmin University Graduate School

Period	content	Procedure		Note
2022. 04.11 - 04.15	- Planning Preliminary Judging & Thesis Evaluation on Guidance	Faculty board of department		- Student expected to dissertation evaluation on 2022-2nd semester
	- Submission of Request form and Written Ethic Oath on Paper	Student	Student→Department Office →Graduate Student Office	
04.18 - 04.22	- Submission of Propsal Preliminary Judging (Department needed it)	Student	Student→Department Office	- Student submitted documents
	- Organization of Prejudging Committee (Department needed it)	Advisor/ Faculty board of department	Department office →Graduate Student Office	
- 04.26	- 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
04.27 - 05.03	- Send Copies of Thesis to Committee	Student	Student→Committee	- Student should send copies of thesis to Committee
05.04 - 07.22	- Preliminary Judging - Thesis Evaluation on Guidance	Committee		- Preliminary Judging by Comittee - Thesis Evaluation on Guidance by Advisor
- 07.29	- 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		

* Telephone Inquiry : 910-4313   * Web Site : gds.kookmin.ac.kr