

- Prospective February 2027 Graduates-
Notice on Submission of Documents Related to Thesis
(Graduation Research Report)

1. Submission Deadline: January 11 (Mon), 2027

2. Submission Office: Each Department's Administrative Office (※Documents will be collected by the departmental office and forwarded to the Graduate School Administrative Office)

3. Thesis Submitters

A. Eligible Submitters: Those among the prospective February 2027 graduates who have passed the master's or doctoral thesis examination

B. List of Required Documents

No.	Required Documents	Notes
1	2 hardbound copies of master's (doctoral) thesis - Must include 1 original copy bearing the examiners' seals - Cover: Gold foil printing on Pokcros Black 7004	
2	2 softbound copies of master's (doctoral) thesis - Cover: Light beige Leathac paper, black print	
3	1 copy of Copyright Permission for Works	Printed from the portal system
4	1 copy of Thesis Copyright Agreement Form	Print after online submission (d-Collection website)
5	2 copies of Thesis Submission Confirmation	Print after online submission (d-Collection website)
6	Plagiarism Check Result Certificate	
7	1 copy each of the New Domestic Doctoral Degree Survey Form and Survey Completion	

	Certificate	
8	1 copy of Thesis Research Ethics Compliance Confirmation	Pre-submitted in October 2026
9	1 copy of Research Ethics Education Completion Certificate (thesis author)	Pre-submitted in October 2026

※Thesis Research Ethics Compliance Confirmation and Research Ethics Education Completion Certificate: Submission is omitted as they are submitted to the departmental administrative office in October 2026

※The final thesis must be printed only after the student submits the online thesis to the library and receives approval.

※When submitting the final printed thesis, 1 of the 2 hardbound copies must be the original bearing the examiners' official seals.

※The Thesis Copyright Consent Form and Thesis Submission Confirmation can only be printed from the relevant website after the online thesis has been submitted and the verification process has been completed (see explanation below).

C. Online Thesis Submission

1) Submission Period: December 28 (Mon), 2026 ~ January 4 (Mon), 2027

2) Submission Site: Kwangju Women's University d-Collection website (<http://kwu.dcollection.net>)

※**Submitter login → Submitter login authentication → Enter ID and password (ID: Student ID number / Password: Set by the submitter) → Submit according to the designated form**

3) Submission Method: Refer to the attached thesis submission manual

4) Notes & Precautions

- Final approval by the library staff after online upload must be completed by January 5 (Tue), 2027.
- The 'Copyright Consent Form' and 'Thesis Submission Confirmation' can be printed after the online thesis submission receives final approval (also printable from the portal system).
- **Files must be submitted in PDF format for online submission** (HWP and DOC are not accepted).
- If the original text needs to be revised after online submission, a return request must be made.
- To revise a returned thesis: click [Submission History] at the top – click the thesis title – click [Revise Original Text] at the bottom – delete the existing thesis and

resubmit.

- Online thesis submission inquiries: 062)950-3861 (Library)

D. Submission of Plagiarism Check Result Certificate

- 1) Plagiarism Prevention Service System: CopyKiller Campus (※Refer to the attached document for detailed usage instructions)
- 2) Required Documents: Submit the <Summary View> result among the three formats: Basic View, Summary View, and Detailed View
- 3) Plagiarism Rate: Must be 20% or below

※If the plagiarism rate exceeds 20%, the thesis will be deemed plagiarized and the following measures will be taken:

- Approval granted for online thesis submission will be revoked.
- All submitted thesis materials (hardbound, softbound copies) and accompanying documents will be returned to the student.

4) Notes & Precautions

- Submission of the Plagiarism Check Result Certificate is a mandatory obligation for the thesis author, and the submitted document must reflect the results of the completed thesis.
- The Plagiarism Check Result Certificate must be signed by both the student and the thesis advisor before submission.

4. Graduation Research Report Submitters: Submit only 1 copy of the Graduation Research Report

A. Eligible Submitters: Those among the prospective February 2027 graduates who plan to submit a Graduation Research Report

B. List of Required Documents: 1 copy of the Graduation Research Report (must be in thesis format, including a cover page, table of contents, references, etc.)

5. Application for Thesis Title Change (※Mandatory)

- 1) Eligible Applicants: Those who have changed the thesis (or Graduation Research Report) title (Korean/English), thesis abstract, or thesis advisor during the

examination process

2) Application Deadline: By January 4 (Mon), 2027

3) Application Method: Submit the ‘Application for Approval of Changes to Degree Thesis’ (Portal System – Graduate School Academic Affairs – Grades – Click “Enter Thesis Change Details”), enter the Korean/English thesis title and abstract – save and print

4) Document Submission: Submit to the departmental administrative office

5) Notes

- The thesis advisor’s and department head’s official seals are required when applying for thesis title change approval.
- If the thesis title (or thesis advisor) has been changed but no application has been filed, the degree certificate will be issued under the previous thesis title, and the student bears full responsibility for this outcome. End.

※If you have any inquiries, please contact the Graduate School Administrative Office at 062-950-3802.

September 4, 2026

Graduate School