

2025-2 Graduate School Thesis Proposal Schedule

» Registration Period for Thesis Evaluation : 2025.10.13.(Mon) ~ 10.17.(Fri) 16:00

» Qualification to Register

- A. currently enrolled students
- B. students who finished course work and plan to defend their thesis

» Documents to Submit

[Submit to the Office of the Graduate School]

- A. Thesis Approval Form (what you insert in your Myiweb after login)
 - must include the reviewer's recommendation
 - if the reviewer is not a full-time faculty of Myongji, Korean national ID number and bank account number
 - please refer to below on how to insert the information
- B. Research Ethics Consent Form
- C. Proof of employment of the reviewers who are not a full-time faculty of Myongji
 - either a certificate of employment or snapshot of a homepage which lists the reviewer
- D. Payment (wire transfer) receipt of the thesis evaluation fee
- ※ The Research Ethics Consent Form and Payment method guideline will be printed along with the Thesis Approval Form once you "final save" your Thesis Approval Form and "print."
- E. Thesis Submission Pledge

[Submit to the Advising Professor]

- A. Your thesis for review (discuss the date, time and place of evaluation with the advising professor)

» How to Insert your Thesis Approval Form in Myiweb *Please refer to below for details

- A. Log-in to your Myiweb (<http://myiweb.mju.ac.kr>)
- B. Double check your personal information and update any changes

Name in English (Mandatory)	<p>* According to the regulation of Korea's Ministry of Education "교육부 대학학사제도과-285(2015.01.16.)" 'How to mark the thesis'</p> <p>* Required for English abstract, Degree in English, Certificates in English</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><Mark in Roman Alphabets></p> <p>Student's name should be written in the order of Last name and Given name. Given name including the middle name should be written in the order written in the student's passport</p> <p>Hong Gildong (Last Name – Given Name) Lee Marian Christelle (Last Name – Given Name)</p> <hr style="border-top: 1px dotted black;"/> <p>* Last name and Given name should be separated by a space bar</p> <p>* TO emphasize the last name, students can capitalize all the letters of their last name</p> <p>- Correct Example Hong Gildong, Hong Gil-dong, HONG Gildong, HONG Gil-dong</p> <p>- Wrong Example Hong GilDong, Hong Gil-Dong, Hong gildong, HONG GILDONG</p> </div>
Mobile Phone	For SMS instructions regarding thesis evaluation and graduation
E-mail	For templates and guidelines regarding thesis evaluation and graduation
Bank Account Information	To refund in case of evaluation cancellation or non-compliance

C. Double check whether you have completed all the requirements for degree completion

Major	MA 24 credits / Ph.D. 36 credits / Integrated Program over 60 credits
Thesis Instruction	MA over 2P / Ph.D. over 4P / Integrated Program over 6P
Mandatory Pre-requisite Courses (Additional Credits to Complete)	Those required to take pre-requisite courses (maximum 12 credits)
Foreign Language Exam	Pass
Comprehensive Exam	Pass
Thesis Research Plan	Those who submitted (Those who have not yet submitted the plan should submit the form before submitting the thesis evaluation approval form)

D. Register for the thesis evaluation and in-put relevant information

1) What to in-put

Thesis Title (Korean)	Write the title in Korean. Even a change of punctuation require a thesis title change form, so make sure to confirm all the punctuation such as , ; : . "" (Special characters are prohibited)
Thesis Title (English)	Write the title in English (mandatory, capitalize accordingly) ※ The First Letter of Every Word must be Capital Letter (except preposition, article, conjunction)
Thesis Language	Mark the language used to write the thesis
Reason why the Thesis language is not Korea or English	Clarify the reason when the thesis is written in other languages other than English and/or Korean

2) What to watch out

- The Thesis Evaluation Approval Form can be printed after all the information have been inserted and saved
- **Once you save, you cannot modify the content**, so make sure to double check all the information before saving
- Guidelines to fee payment will be printed along with the Thesis Evaluation Approval Form

3) How to Submit

- Print the Thesis Evaluation Approval Form and Research Ethics Consent Form and submit it to the advising professor
- Hand write the Review committee recommendation in the Thesis Evaluation Approval Form and sign the Research Ethics Consent Form

[When recommending the thesis evaluation review committee, make sure to follow below guidelines]

1. Review Committee Qualifications	
MA	3 Full-time faculty members of Myongji (In case of difficulty, 1 may not have to be from Myongji University)
Ph.D.	3 Full-time faculty members (associate professor) of Myongji or assistant professor with a Ph.D. degree. 2 faculty members (associate professor) not from Myongji or assistant professor with a Ph.D. degree. (In case of difficulty, they can be substituted to experts in the discipline or senior researcher from a research institute)
2. Advising professor cannot be the head of the review committee	

- Get a signature of the Advising professor and the Department Chair on the Thesis Evaluation Approval Form
- Make a payment of Thesis Evaluation Fee
- Submit all the documents to the Office of the Graduate School
(Thesis Evaluation Approval Form, Research Ethics Consent Form, Proof of employment of the reviewers who are not a full-time faculty of Myongji, Payment receipt of the Thesis Evaluation Fee)

» **Fees for Thesis Evaluation and Thesis Instruction**

Degree	Thesis Evaluation	Remarks
Master's Degree	200,000 KRW	
Ph.D. & Integrated	820,000 KRW	

※ The fees will be automatically calculated in the Myiweb system. Fees that have been paid during the enrolled semesters will be exempted from final payment.

» **Thesis Evaluation Period : 2025.11.4.(Mon) ~ 12.11.(Thu)**

» **Thesis Evaluation Result Submission Deadline : 2025.12.12.(Fri), 16:00**

» **Thesis Title Change Period : 2025.12.8.(Mon) ~ 12.11.(Thu)**

- You are allowed to change the title of your thesis **only once** which will become your final title.

» **Thesis File Upload Period : 2025.12.22.(Mon) ~ 2026.1.2.(Fri)**

» **Thesis Hard-copy Submission Period : 2026.1.9.(Fri), 14:00**

- 4 hard copies, File Submission Confirmation Form, Copyright License Consent Form, Plagiarism Inspection Result, Plagiarism Inspection Confirmation Form, Confirmation of similarity test results (As a result of the similarity test, students exceeding 15%), Certification of KRIVET Survey (Ph.D.), Thesis publication consent form, Advisor confirmation letter

» **What to Double check for Hard-copy**

- A. Before the starting day of the Thesis Evaluation period, students can choose to cancel their thesis evaluation. All the paid fees will be refunded.
- B. After the Thesis Evaluation period starts, students cannot cancel or postpone the evaluation. No paid fees will be refunded at any cost.

September, 2025

Dean of the Graduate School