

2025-2 Graduate School Thesis Proposal Schedule

Details		October		November			December			January
		13-20	21-31	1-10	11-20	21-30	1-10	11-20	21-31	1-10
1. Submit Approval Form (Recommend Review Board)		10.13 ~ 10.17								
2. Confirm Review Board & Send out Forms			10.20 ~ 11.3							
3. Thesis Review	A. Review Period			11.3 ~ 12.11						
	B. Title Change					12.8 ~ 12.11				
	C. Submit Final Result Report					12.12				
	E. Check for Plagiarism						12.15 ~ 1.2			
	D. Upload Thesis File							12.22 ~ 1.2		
	F. Submit Thesis Hard copy									1.9

※ Above deadlines may change due to circumstances.

➤ **Thesis Approval Form Submission Period: 2025.10.13.(Mon) ~ 10.17.(Fri) 16:00**

1. Thesis Approval Form (including recommendation of review board members, advising faculty cannot be the head of the review board) (what you insert in your Myiweb after login)
2. Research Ethics Consent Form
3. Proof of Employment of the reviewers who are not a faculty of Myongji (Korean national identification number, bank account number, certificate of employment)
4. Proof of payment for thesis evaluation fee and thesis instruction 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."
5. Thesis draft (for evaluation) - discuss the date, time and place of evaluation with the advising professor
6. Thesis Submission Pledge

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

1. Thesis Evaluation MUST take place in Myongji campus
2. Master's Degree Thesis Evaluation (minimum twice)
 - A. 1st Review: Reasonability of the thesis and appropriateness
 - B. 2nd Review: Oral presentation of the thesis in an open presentation site
3. Ph.D. Degree Thesis Evaluation (minimum thrice)
 - A. 1st Review: Reasonability of the thesis and appropriateness
 - B. 2nd Review: Modify the contents through feedbacks in an oral presentation
 - C. 3rd Review: Oral presentation of the thesis in an open presentation site

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

1. Thesis Evaluation Form per review per professor: 1st review, 2nd review, 3rd review (for Ph.D. only)
2. Thesis Evaluation Final Report: 1 form from the head of the review board
 - Page 1: Comments of the head of the review board
 - Page 2: Complied score of the thesis evaluation
3. Modification in the title of the thesis is not allowed after submission of the thesis evaluation final report
4. If a student decides to not finish the thesis evaluation during the thesis evaluation period, the student will be disqualified and a thesis evaluation final report needs to be submitted as non-pass.

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

➤ **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

➤ **Commencement Ceremony: 2026.2.10.(Tue)**