

# Guide for Undergraduate Thesis Course Registration and Submission of Thesis Research Application

[As of February 2022]

To complete course registration for “Undergraduate Thesis Research I” or “Undergraduate Thesis Research II”, students must register online, which includes providing information about the thesis advisor, and submit the application for undergraduate thesis research within the specified period. (For more detailed information, please refer to your school/department-hereinafter referred to as the department-website)

## 1. Period of enrollment (qualifications) and completion procedure for Undergraduate Thesis Research courses

Category	Undergraduate Thesis Research I	Undergraduate Thesis Research II
Course Registration	O	O
Period in which courses are taken (qualifications)	<p>- <b>Regular semester:</b> Those who acquire 90 credits or more</p> <p>- <b>Seasonal semester: It is possible to apply for enrollment only if one of the following conditions is met</b></p> <p>① A student subject to (scheduled) SAP dispatch who is in the 7th or higher semester as of the semester of dispatch</p> <p>② A student who has acquired 90 credits or more and whose GPA is 4.0 or higher</p>	<p><b>Scheduled semester for graduation</b></p> <p>※ <b>Regular semester in which all graduation requirements are (or may be) met</b></p>
Selection of academic adviser for thesis	O	O ※ In principle, the same academic adviser as that for Undergraduate Thesis Research I must be chosen
Application for Undergraduate Thesis Research	O	O
Writing of thesis	O	O
Formation of judges	X	O
Screening of thesis	X	O
Method and completion criteria of grade assessment	S/U ※ The academic adviser for dissertations judges based on the degree of completeness of the written thesis	S/U ※ Judged based on whether or not it has passed the screening by the dissertation review committee
Submission of printed thesis	X	O

## 2. Selection and Change of Thesis Research Advisor

## A. Selection and Change of Advisor

### 1) Regular Faculty in the field of General Sciences

- Faculty who are on their sabbatical are allowed to be assigned as thesis advisors
- Change of thesis advisor: Submit the 'Application for Change of Thesis Advisor' form.
- Application for co-advisor: Submit the 'Application for Co-advisor of Thesis Research' form.
- ※ It is essential to check detailed guidelines for advisor selection by each department.

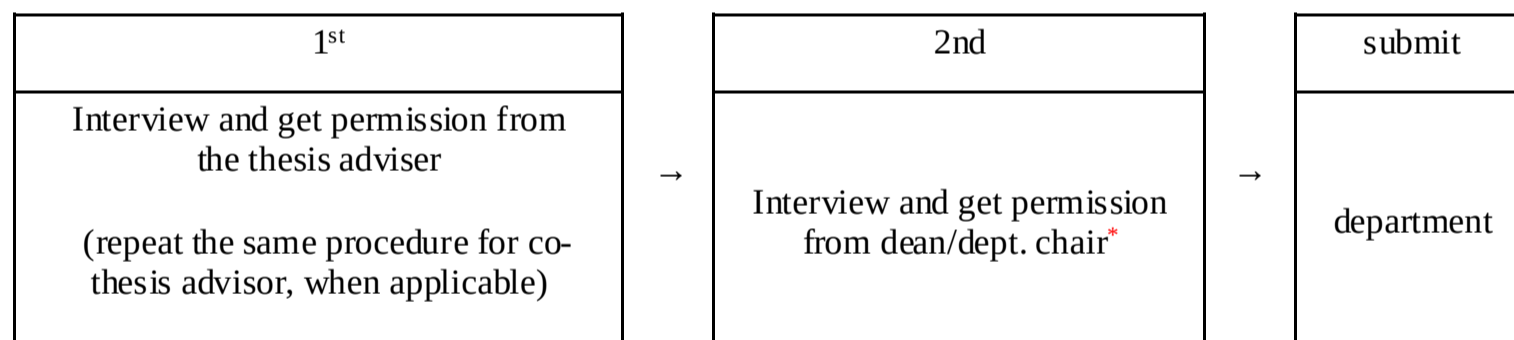
### 2) Criteria for Thesis advisor and Co-thesis advisor by Faculty from Other departments

- Common Criteria: To appoint the faculty from other departments as co-thesis advisor, approval from the department chair is mandatory. ※ However, the detailed criteria of each department for selecting Thesis advisor may differ, students must refer to the rules of his/her department.

1. In the case of faculty members holding concurrent positions in the affiliated department.
2. In the case of faculty members conducting joint research with the affiliated department.
3. In the case of faculty members affiliated with the affiliated department or having some recognized relevance (including faculty members in the minor program).
4. In the case of faculty members of double major\*

\* This applies only to students pursuing a double major.

## B. Selection procedure of thesis adviser



\* Depending on the department, there may be cases where the vice department chair conducts the interview and signs on behalf of the department chair. Please check with the department office in advance.

- ※ However, if you have not determined a thesis advisor or if you wish to have a faculty from other department as your thesis advisor, a prior consultation with the department chair is mandatory.
- ※ Considering the time required for consultation and approval (signature) by the department chair and the thesis advisor, it is strongly recommended to start the consultation at least one week before the deadline.

### **[Forgery of Advisor and Department Chair Signatures Strictly Prohibited]**

- Even if approval is obtained via email or other means, signature substitution is not allowed.
- In unavoidable circumstances, obtain approval for stamping via email or other means, present it to the department office, and submit it after stamping.

## 3. Complete course registration and submit Application for undergraduate Thesis Research

**A. Research course registration and adviser selection:** Strongly recommend to complete within the **Course Registration Period**

Course registration system → Undergraduate Thesis Research(I or II) Add → Selecting an advisor



- ※ Make sure to apply for the thesis research course offered by your affiliated department.
- ※ Although advisors can be entered during the course registration change period, early entry is recommended if possible.

### **B. Fill out the Application for Undergraduate Thesis Research(I, II): must be completed until the Course registration change deadline**

(Registration for undergraduate thesis research course must be completed in advance)

ZEUS-Qualification Graduation-‘Research for thesis registration’ menu-

fill out the form(New) → Apply → print out the completed form and get the approval on it.

- ※ Be sure to enter the 'Thesis Research plan'
- ※ If the application is not completed within the specified period, the research course registration will be processed as Fail. If you wish to cancel(withdraw) the registration, you must cancel the registration within the specified period.
- ※ After changing the thesis advisor in the course registration following the entry of the thesis application, it is also necessary to make the corresponding modifications in the 'Thesis Research Application' menu.

### **C. Required documents**

- Undergraduate Thesis Research (I or II) Application Form  
Sign on the form, get the signatures from the thesis advisor, co-thesis advisor(when applicable), and the head of the affiliated department. Submit the form to the department office within **one week after the course registration change deadline**.
- Application for Co-thesis advisor in Undergraduate Thesis Research, Application for Change of Academic Thesis Advisor: Only for those concerned, submit along with the thesis research application form.

[Form]

## 학사논문연구 공동 지도교수 신청서

Application for Co-advisor in Thesis Research

Applicant	Department:	Name:	Signature
Reasons for Request:			
Thesis Research plan:			
Thesis advisor	Department:	Name:	Signature
Co-advisor	Department:	Name:	Signature
Dean/Dept. chair of School/Department	Department:	Name:	Signature

※ Attachment: A copy of Undergraduate Thesis Research (I or II)

Date 20 . . .



Date 20 . . . .