

Submission Lists for the International student(Ph.D.)

- 1. Approval: 2024.10.31.(Thu)
- 2. Defense & Result: 2024.11.29.(Fri)
- 3. Thesis Submission: 2024.12.13.(Fri)

- * Required to fill in ZEUS system
- * Submit the written the excel and hwp files email as well
- * committee members only handwritten signatures are accepted, e-signatures are not allowed

Form No.		Title	Due-Date	Process	etc
ZEUS	1. Approval	ZEUS- MyService- 자격/졸업 - 논문심사신청 -New -"논문본심사"정보등록 -Apply	10/31/2024	Student→ZEUS	· Enter all information, including the name of the reviewer, time, and location, in both Korean and English · be careful with typos
6-1. PhD hwp file(form1) 6-1. (eng)PhD word file(form1)	1. Approval	박사학위 청구논문 심사 승인서 (Request to Approve the Ph.D. Dissertation Defense)	10/31/2024	Student→SEEE Office	· Fill in all(Dean's signature carry out in batches by the SEEE office)
	1. Approval	학위논문 심사용 (Copy of Thesis/Dissertation for proposal)	10/31/2024	Student→SEEE Office	· Copy 1 - Even if it's incomplete, it's possible/ The review copy will be delivered directly to the reviewer
6-2. PhD excel file(form6)	1. Approval	박사학위 논문심사위원 구성현황 (Committee Member List and Review Date for Ph.D.)	10/31/2024	Student→SEEE Office	· Fill in all
6-2. PhD excel file(form7)	1. Approval	박사학위 심의총괄표 (Summary of Review for Ph.D.)	10/31/2024	Student→SEEE Office	· Fill in all
6-2. PhD excel file(form10)	1. Approval	학위수여대상자 학위논문 제목 (Title of Thesis/Dissertation)	10/31/2024	Student→SEEE Office	· Fill in all
6-2. PhD excel file(form11)	1. Approval	박사학위 수여예정자 논문 게재 목록 (Publications List for Ph.D.)	10/31/2024	Student→SEEE Office	· Fill in all
6-2. PhD excel file(form12)	1. Approval	박사학위 수여예정자 논문 게재 실적 (Summary of Publications for Ph.D.)	10/31/2024	Student→SEEE Office	· Fill in all
Submit proof	1. Approval	SCI 논문 게재 실적 증빙 (논문 첫페이지 사본) (Copy of Publications for Ph.D.)	10/31/2024	Student→SEEE Office	· List all publications while in school · Submit a PDF of the first page copy to the SEEE Office
Submit proof	1. Approval	학위논문 심사위원(외부)이력서 (Committee Member' C.V.)	10/31/2024	Student→SEEE Office	· Submit CVs for domestic and international committee members
6-3. (kor)hwp file 6-3. (eng)word file	1. Approval	연구윤리준수서약서 (Declaration of Ethical Conduct in Research)	10/31/2024	Student→SEEE Office	· Must sign and submit
6-1. PhD hwp file(form4) 6-1. (eng)PhD word file(form4)	1. Approval 2. Defense & Result	(*해당시)박사학위 논문제목 변경사유서 (Request for Change of Dissertation Title)	2024-10-31/ 2024-11-29	Student→SEEE Office (only applicant)	· Dissertation Proposal Title and any changes (only applicant) * Write the final title of the ZEUS system
6-1. PhD hwp file(form2) 6-1. (eng)PhD word file(form2)	2. Defense & Result	박사학위논문 심사결과 및 자격시험 결과보고서 (Result for the Doctoral Dissertation)	11/29/2024	Student→SEEE Office	· Fill in all (Committee chair only handwritten signatures, no e-signature) ** Dean's signature carry out in batches by the SEEE office
6-1. PhD hwp file(form3) 6-1. (eng)PhD word file(form3)	2. Defense & Result	박사학위논문 심사요지 (Summary of Doctoral Thesis Review)	11/29/2024	Student→SEEE Office	· Fill in all (Handwritten signatures by committee members)
6-2. PhD excel file(form8-1)	2. Defense & Result	학위논문 심사위원 심사료 청구서_내부위원(GIST) (Thesis Review Honorarium for GIST Committee Member)	11/29/2024	Student→SEEE Office	· Affiliation, name, review fee, Degree Thesis Submitter (Employee number will be written by the SEEE office)
6-2. PhD excel file(form8-2)	2. Defense & Result	학위논문 심사위원 심사료 청구서_외부위원(국내) (Thesis Review Honorarium for Domestic External Committee Member)	11/29/2024	Student→SEEE Office	· Fill in all
6-2. PhD excel file(form8-3)	2. Defense & Result	학위논문 심사위원 심사료 청구서_외부위원(해외) (Thesis Review Honorarium for Overseas Committee Member)	11/29/2024	Student→SEEE Office	· Fill in all
6-2. PhD excel file(form9)	2. Defense & Result	국외 심사위원 외화송금신청서 (APPLICATION FOR REMITTANCE)	11/29/2024	Student→SEEE Office	· Fill in all
6-5. (kor)hwp file 6-5. (Eng)word file	2. Defense & Result	국내/외국인 심사위원 개인정보활용동의서 (Consent form for provision and application of personal information)	11/29/2024	Student→SEEE Office	· Fill in all
	2. Defense & Result	최종 학위논문 초록 (Copy of Thesis/Dissertation Abstract)	11/29/2024	Student→SEEE Office	· Submit in the form of a printout or PDF
	2. Defense & Result	학위논문 인준서 사본 1부 (Copy of Thesis/Dissertation)	11/29/2024	Student→SEEE Office	· Submit the first page of the thesis to the abstract in printed or PDF) ** Committee members signature required (no e-signature)
6-1. PhD hwp file(form5) 6-1. (eng)PhD word file(form5)	3. Thesis Submission	학위논문 원문제공 서비스에 대한 동의서 (Agreement for Public Access to Thesis/Dissertation)	12/13/2024	Student→Library	· Submit with the agreement form (hwp file 4-3/ Form 5) when submitting the thesis, and be sure to include the original copy · For Ph.D. graduates: Submit 3 copies (1 copy for retention, 1 copy for the National Assembly Library, and 1 copy for the National Library of Korea)
	3. Thesis Submission	학위논문 (제본) (Thesis/Dissertation)	12/13/2024		

Submission Lists for the International student(M.S)

- 1. Approval: 2024.11.29.(Fri)
- 2. Defense & Result: 2024.12.31.(Tue)
- 3. Thesis Submission: 2025.01.10.(Fri)

- * Required to fill in ZEUS system
- * Submit the written the excel and hwp files email as well
- * committee members only handwritten signatures are accepted, e-signatures are not allowed

Form No.		Title	Due-Date	Process	etc
ZEUS	1. Approval	ZEUS-MyService-자격/졸업-논문심사신청-New-"논문심사"정보등록-Apply	11/29/2024	Student→ZEUS	· Enter all information, including the name of the reviewer, time, and location, in both Korean and English · be careful with typos
	1. Approval	학위논문심사용 (Copy of Thesis/Dissertation for proposal)	11/29/2024	Student→SEEE Office	· Copy 1 - Even if it's incomplete, it's possible/ The review copy will be delivered directly to the reviewer
5-1.(kor)m.s hwp file(form1) 5-1.(eng)m.s word file(form1)	1. Approval	석사학위 청구논문심사 승인서 (Request for the Approval to the Master's Dissertation Review)	11/29/2024	Student→SEEE Office	· Fill in all (Dean's signature carry out in batches by the SESE office)
5-1.(kor)m.s hwp file(form5) 5-1.(eng)m.s word file(form5)	1. Approval	(*해당시)내부 심사위원 미 위촉 사유서 (Request for not Appointing GIST Member of Thesis Screening Committee)	11/29/2024	Student→SEEE Office (only applicant)	· If the internal reviewer (3 people) is not appointed, it must be written
5-2.m.s excel file(form6)	1. Approval	석사학위 논문심사위원 구성현황 (Committee Member List and Review Date for M.S.)	11/29/2024	Student→SEEE Office	· Fill in all
5-2.m.s excel file(form7)	1. Approval	석사학위 심의 총괄표 (Summary of Review for M.S.)	11/29/2024	Student→SEEE Office	· Fill in all
5-2.m.s excel file(form9)	1. Approval	학위수여대상자 학위논문 제목 (Title of Thesis/Dissertation)	11/29/2024	Student→SEEE Office	· Fill in all
5-4.(kor)hwp file 5-4.(eng)word file	1. Approval	연구윤리준수서약서 (Declaration of Ethical Conduct in Research)	11/29/2024	Student→SEEE Office	· Must sign and submit
5-1.(kor)m.s hwp file(form3) 5-1.(eng)m.s word file(form3)	1. Approval 2. Defense & Result	(*해당시)석사학위 논문제목 변경사유서 (Request for Change of Dissertation Title)	2024-11-29/ 2024-12-31	Student→SEEE Office (only applicant)	· Dissertation Proposal Title and any changes (only applicant) * Write the final title of the ZEUS system
5-2.m.s excel file(form8-1)	2. Defense & Result	학위논문 심사위원 심사료 청구서_내부위원(GIST) (Thesis Review Honorarium for GIST Committee Member)	12/31/2024	Student→SEEE Office	· Affiliation, name, review fee, Degree Thesis Submitter (Employee number will be written by the SEEE office)
5-2.m.s excel file(form8-2)	2. Defense & Result	학위논문 심사위원 심사료 청구서_외부위원(국내) (Thesis Review Honorarium for Domestic External Committee Member)	12/31/2024	Student→SEEE Office	· No international committee members (If you'd like to participate, your lab can do so for an additional fee)
5-1.(kor)m.s hwp file(form2) 5-1.(eng)m.s word file(form2)	2. Defense & Result	석사학위논문심사 결과보고서 (Result for the Master's Dissertation)	12/31/2024	Student→SEEE Office	· Submit one page with each committee member's signature (*only handwritten signatures, no e-signature) ** Dean's signature carry out in batches by the SEEE office)
	2. Defense & Result	국내 심사위원 개인정보활용동의서 (Agreement for Collection and Use of Personal Information)	12/31/2024	Student→SEEE Office	· Fill in all
	2. Defense & Result	학위논문 초록 (Copy of Thesis/Dissertation Abstract)	12/31/2024	Student→SEEE Office	· Submit in the form of a printout or PDF)
	2. Defense & Result	학위논문 인준서 사본 1부 (Copy of Thesis/Dissertation)	12/31/2024	Student→SEEE Office	· Submit the first page of the thesis to the abstract in printed or PDF) ** Committee members signature required (no e-signature))
5-1.(kor)m.s hwp file(form4) 5-1.(eng)m.s word file(form4)	3. Thesis Submission	학위논문 원문제공 서비스에 대한 동의서 (Agreement for Public Access to Thesis/Dissertation)	1/10/2025	Student→Library	· Submit with the agreement form (hwp file 4-1/Form 4) when submitting the thesis, and be sure to include the original copy · For M.S. graduates: Submit 3 copies (1 copy for retention, 1 copy for the National Assembly Library, and 1 copy for the National Library of Korea)
	3. Thesis Submission	학위논문 (제본) (Thesis/Dissertation)	1/10/2025		

Submission Lists for the International student(B.S)

- 1. Approval: 2024.11.29.(Fri)
- 2. Defense & Result: 2024.12.31.(Tue)
- 3. Thesis Submission: 2024.12.31.(Tue)

- * Required to fill in ZEUS system
- * Submit the written the excel and hwp files email as well
- * committee members only handwritten signatures are accepted, e-signatures are not allowed

Form No.		Title	Due-Date	Process	etc
ZEUS	1. Approval	ZEUS- MyService - 자격/졸업 - 논문심사신청 - New - "논문본심사" 정보등록 - Apply	11/29/2024	Student→ZEUS	· Enter all information, including the name of the reviewer, time, and location, in both Korean and English · be careful with typos
	1. Approval	학위논문 심사용 (Copy of Thesis/Dissertation for proposal)	11/29/2024	Student→SEEE Office	· One copy (submit email as a PDF file)
4-2. b.s excel file(form3)	1. Approval	학사학위 논문심사위원 구성현황 (Committee Member List and Review Date for B.S.)	11/29/2024	Student→SEEE Office	· Fill in all
4-2. b.s excel file(form4-1,4-2,4-3)	1. Approval	학사학위 심의총괄표 (Summary of Review for B.S.)	11/29/2024	Student→SEEE Office	· Fill in all
4-2. b.s excel file(form5)	1. Approval	학위수여대상자 학위논문 제목 (Title of Thesis/Dissertation)	11/29/2024	Student→SEEE Office	· Fill in all
4-3. (kor)hwp file 4-3. (eng)word file	1. Approval	연구윤리준수서약서 (Declaration of Ethical Conduct in Research)	11/29/2024	Student→SEEE Office	· Must sign and submit
	2. Defense & Result	논문심사(서면심사) Thesis review (written evaluation)	2024-11-29~ 2024-12-20	thesis advisor→SEEE Office	· SEEE office will request the reviewers to conduct a paper review.
4-1. (kor,eng)b.s hwp file(form1)	2. Defense & Result	학사학위논문심사 결과보고서 (Report on the Examination Results of Bachelor's Degree Thesis)	12/31/2024	Student or Chair of the Review Co mmittee→SEEE Office	· Submit one page with each committee member's signature (*only handwritten signatures, no e-signature) ** Dean's signature carry out in batches by the SEEE office
	2. Defense & Result	학위논문 초록 (Copy of Thesis/Dissertation Abstract)	12/31/2024	Student→SEEE Office	· Must be written in English and submitted in printed or PDF format.
	2. Defense & Result	학위논문 인준서 사본 1부 (Copy of Thesis/Dissertation)	12/31/2024	Student→SEEE Office	· Submit the first page of the thesis to the abstract in printed or PDF) ** Committee members signature required (no e-signature)
4-1. (kor, eng)b.s hwp file(form2)	3. Thesis Submission	학위논문 원문제공 서비스에 대한 동의서 (Agreement for Public Access to Thesis/Dissertation)	1/10/2025	Student→Library	· Optional submission, if desired
	3. Thesis Submission	학위논문 (제본) (Thesis/Dissertation)	1/10/2025		