

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

- 1. Approval: 2024.04.30.(Tue)
- 2. Defense & Result: 2024.05.31.(Fri)
- 3. Thesis Submission: 2024.06.15.(Sat) → Request for submission by June 14 (Fri), the working day just before the deadline

- * 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	UZEUS - MyService - 자격/졸업 - 논문심사신청 - New - 논문심사정보등록 - Apply	4/30/2024	Student→ZEUS	· Enter all information, including the name of the reviewer, time, and location, in both Korean and English · be careful with typos
4-3.PhDhwp file(form1)	1. Approval	박사학위 청구논문 심사 승인서 (Request to Approve the Ph.D. Dissertation Defense)	4/30/2024	Student→SESE Office	· Fill in all(Dean's signature carry out in batches by the SESE office)
	1. Approval	학위논문 심사용 (Copy of Thesis/Dissertation for proposal)	4/30/2024	Student→SESE Office	· Copy 1 - Even if it's incomplete, it's possible/ The review copy will be delivered directly to the reviewer
4-3.PhDexcel file(form6)	1. Approval	박사학위 논문심사위원 구성현황 (Committee Member List and Review Date for Ph.D.)	4/30/2024	Student→SESE Office	· Fill in all
4-3.PhDexcel file(form7)	1. Approval	박사학위 심의총괄표 (Summary of Review for Ph.D.)	4/30/2024	Student→SESE Office	· Fill in all
4-3.PhDexcel file(form10)	1. Approval	학위수여대상자 학위논문 제목 (Title of Thesis/Dissertation)	4/30/2024	Student→SESE Office	· Fill in all
4-3.PhDexcel file(form11)	1. Approval	박사학위 수여예정자 논문 게재 목록 (Publications List for Ph.D.)	4/30/2024	Student→SESE Office	· Fill in all
4-3.PhDexcel file(form12)	1. Approval	박사학위 수여예정자 논문 게재 실적 (Summary of Publications for Ph.D.)	4/30/2024	Student→SESE Office	· Fill in all
Submit proof	1. Approval	SCI 논문 게재 실적 증빙 (논문 첫페이지 사본) (Copy of Publications for Ph.D.)	4/30/2024	Student→SESE Office	· List all publications while in school · Submit a PDF of the first page copy to the SESE Office
Submit proof	1. Approval	학위논문 심사위원(외부)이력서 (Committee Member' C.V.)	4/30/2024	Student→SESE Office	· Submit CVs for domestic and international committee members
3-1.(kor)hwp file 3-2.(eng)word file	1. Approval	연구윤리준수서약서 (Declaration of Ethical Conduct in Research)	4/30/2024	Student→SESE Office	· Must sign and submit
4-3.PhDhwp file(form4)	1. Approval 2. Defense & Result	(*해당시)박사학위 논문제목 변경사유서 (Request for Change of Dissertation Title)	2024-04-30/ 2024-05-31	Student→SESE Office (only applicant)	· Dissertation Proposal Title and any changes (only applicant) * Write the final title of the ZEUS system
4-3.PhDhwp file(form2)	2. Defense & Result	박사학위논문 심사결과 및 자격시험 결과보고서 (Result for the Doctoral Dissertation)	5/31/2024	Student→SESE Office	· Fill in all (Committee chair only handwritten signatures, no e-signature) ** Dean's signature carry out in batches by the SESE office
4-3.PhDhwp file(form3)	2. Defense & Result	박사학위논문 심사요지 (Summary of Doctoral Thesis Review)	5/31/2024	Student→SESE Office	· Fill in all (Handwritten signatures by committee members)
4-3.PhDexcel file(form8-1)	2. Defense & Result	학위논문 심사위원 심사료 청구서_내부위원(GIST) (Thesis Review Honorarium for GIST Committee Member)	5/31/2024	Student→SESE Office	· Affiliation, name, review fee, Degree Thesis Submitter (Employee number will be written by the SESE office)
4-3.PhDexcel file(form8-2)	2. Defense & Result	학위논문 심사위원 심사료 청구서_외부위원(국내) (Thesis Review Honorarium for Domestic External Committee Member)	5/31/2024	Student→SESE Office	· Fill in all
4-3.PhDexcel file(form8-3)	2. Defense & Result	학위논문 심사위원 심사료 청구서_외부위원(해외) (Thesis Review Honorarium for Overseas Committee Member)	5/31/2024	Student→SESE Office	· Fill in all
4-3.PhDexcel file(form9)	2. Defense & Result	국외 심사위원 외화송금신청서 (APPLICATION FOR REMITTANCE)	5/31/2024	Student→SESE Office	· Fill in all
7-1.(kor)hwp file 7-2.(Eng)word file	2. Defense & Result	국내/외국인 심사위원 개인정보활용동의서 (Consent form for provision and application of personal information)	5/31/2024	Student→SESE Office	· Fill in all
	2. Defense & Result	최종 학위논문 초록 (Copy of Thesis/Dissertation Abstract)	5/31/2024	Student→SESE Office	· Submit in the form of a printout or PDF
4-3.PhDhwp file(form5)	3. Thesis Submission	학위논문 원문제공 서비스에 대한 동의서 (Agreement for Public Access to Thesis/Dissertation)	6/14/2024	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)	6/14/2024	Student→Library	
	3. Thesis Submission	학위논문 인준서 사본 1부 (Copy of Thesis/Dissertation)	6/14/2024	Student→SESE Office	· Submit the first page of the thesis to the abstract in printed or PDF) ** Committee members signature required (no e-signature)

Submission Lists for the International student(M.S)

1. Approval: 2024.05.31.(Fri)
 2. Defense & Result: 2024.06.30.(Sun)*→Request for submission by June 28 (Fri), the working day just before the deadline
 3. Thesis Submission: 2024.07.10.(Wed)

- * 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	UZEUS - MyService - 자격/졸업 - 논문심사신청 - New - 논문심사정보등록 - Apply	5/31/2024	Student→ZEUS	· Enter all information, including the name of the reviewer, time, and location, in both Korean and English · be careful with typos
	1. Approval	학위논문심사용 (Copy of Thesis/Dissertation for proposal)	5/31/2024	Student→SESE Office	· Copy 1 - Even if it's incomplete, it's possible/ The review copy will be delivered directly to the reviewer
4-1. (kor)m.s hwp file(form1) 4-2. (eng)m.s word file(form1)	1. Approval	석사학위 청구논문심사승인서 (Request for the Approval to the Master's Dissertation Review)	5/31/2024	Student→SESE Office	· Fill in all (Dean's signature carry out in batches by the SESE office)
4-1. (kor)m.s hwp file(form5) 4-2. (eng)m.s word file(form5)	1. Approval	(*해당시)내부심사위원미위촉사유서 (Request for not Appointing GIST Member of Thesis Screening Committee)	5/31/2024	Student→SESE Office (only applicant)	· If the internal reviewer (3 people) is not appointed, it must be written
4-2. m.s excel file(form6)	1. Approval	석사학위 논문심사위원 구성현황 (Committee Member List and Review Date for M.S.)	5/31/2024	Student→SESE Office	· Fill in all
4-2. m.s excel file(form7)	1. Approval	석사학위 심의총괄표 (Summary of Review for M.S.)	5/31/2024	Student→SESE Office	· Fill in all
4-2. m.s excel file(form9)	1. Approval	학위수여대상자 학위논문 제목 (Title of Thesis/Dissertation)	5/31/2024	Student→SESE Office	· Fill in all
3-1. (kor)hwp file 3-2. (eng)word file	1. Approval	연구윤리 준수서약서 (Declaration of Ethical Conduct in Research)	5/31/2024	Student→SESE Office	· Must sign and submit
4-1. (kor)m.s hwp file(form3) 4-2. (eng)m.s word file(form3)	1. Approval 2. Defense & Result	(*해당시)석사학위 논문제목 변경사유서 (Request for Change of Dissertation Title)	2024-05-31/ 2024-06-28	Student→SESE Office (only applicant)	· Dissertation Proposal Title and any changes (only applicant) * Write the final title of the ZEUS system
4-2. m.s excel file(form8-1)	2. Defense & Result	학위논문심사위원심사료청구서_내부위원(GIST) (Thesis Review Honorarium for GIST Committee Member)	6/28/2024	Student→SESE Office	· Affiliation, name, review fee, Degree Thesis Submitter (Employee number will be written by the SESE office)
4-2. m.s excel file(form8-2)	2. Defense & Result	학위논문심사위원심사료청구서_외부위원(국내) (Thesis Review Honorarium for Domestic External Committee Member)	6/28/2024	Student→SESE Office	· No international committee members (If you'd like to participate, your lab can do so for an additional fee)
4-1. (kor)m.s hwp file(form2) 4-2. (eng)m.s word file(form2)	2. Defense & Result	석사학위논문심사결과보고서 (Result for the Master's Dissertation)	6/28/2024	Student→SESE 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 SESE office
	2. Defense & Result	학위논문초록 (Copy of Thesis/Dissertation Abstract)	6/28/2024	Student→SESE Office	· Submit in the form of a printout or PDF)
4-1. (kor)m.s hwp file(form4) 4-2. (eng)m.s word file(form4)	3. Thesis Submission	학위논문원문제공서비스에 대한 동의서 (Agreement for Public Access to Thesis/Dissertation)	7/10/2024	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)
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	3. Thesis Submission	학위논문인준서사본1부 (Copy of Thesis/Dissertation)	7/10/2024	Student→SESE Office	· Submit the first page of the thesis to the abstract in printed or PDF) ** Committee members signature required (no e-signature)