English ver.

Online Dissertation Submission

2019학년도 제1학기 대학원(2019.08.졸업)

- Period of online submission: 2019.07.08.~07.26.

Table of Contents

1. dCollection site

- [1] Access
- [2] Create ID/PW
- [3] Login

2. Submit

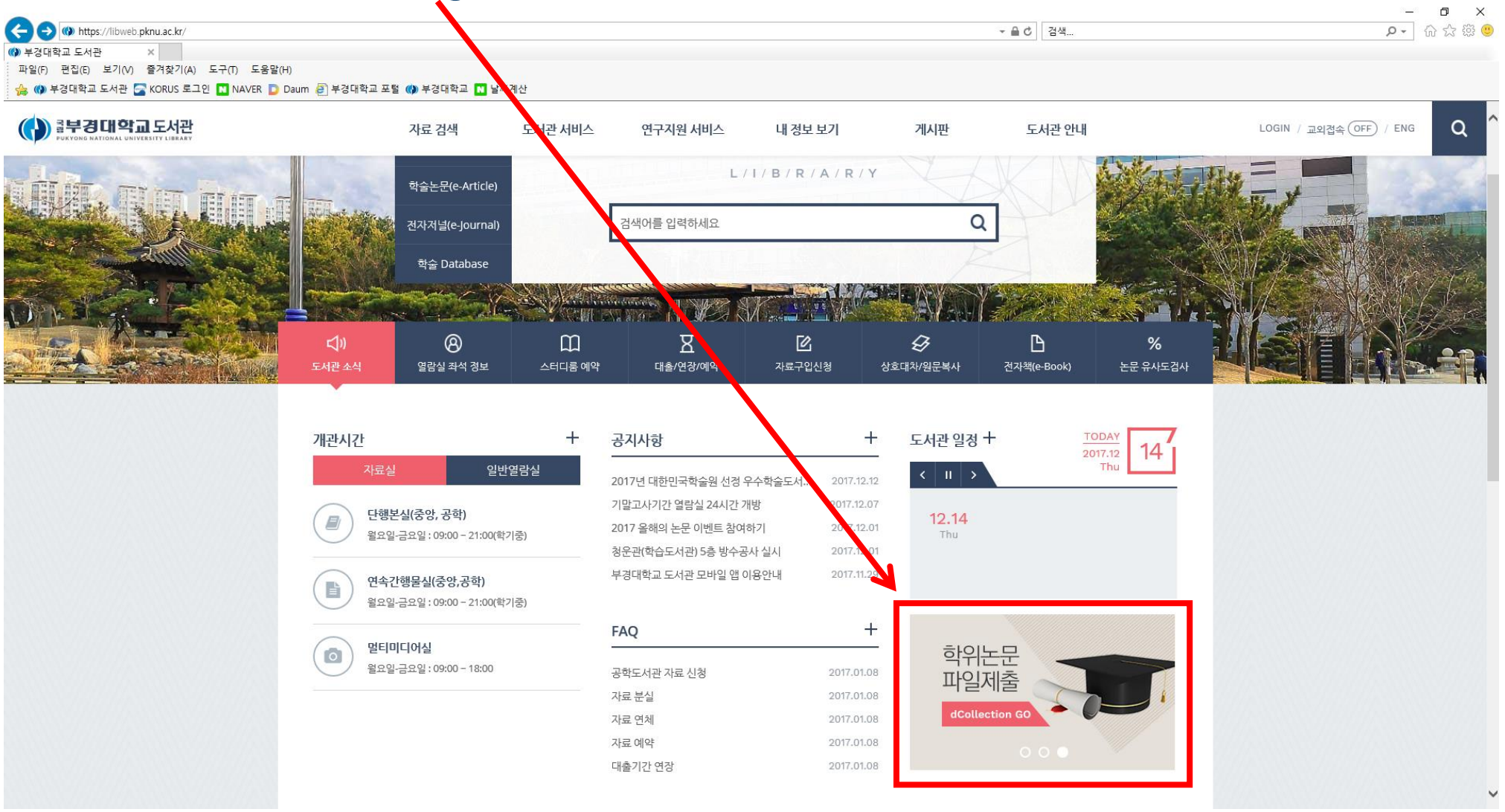
- Start
- [1] My information
- [2] Metadata
- [Check 1] Affiliation
- [3] License agreement
- [4] Original registration
- [Check 2] Bookmark – Set up the first page

3. Submit history

1. dColllection site [1] Access(1)

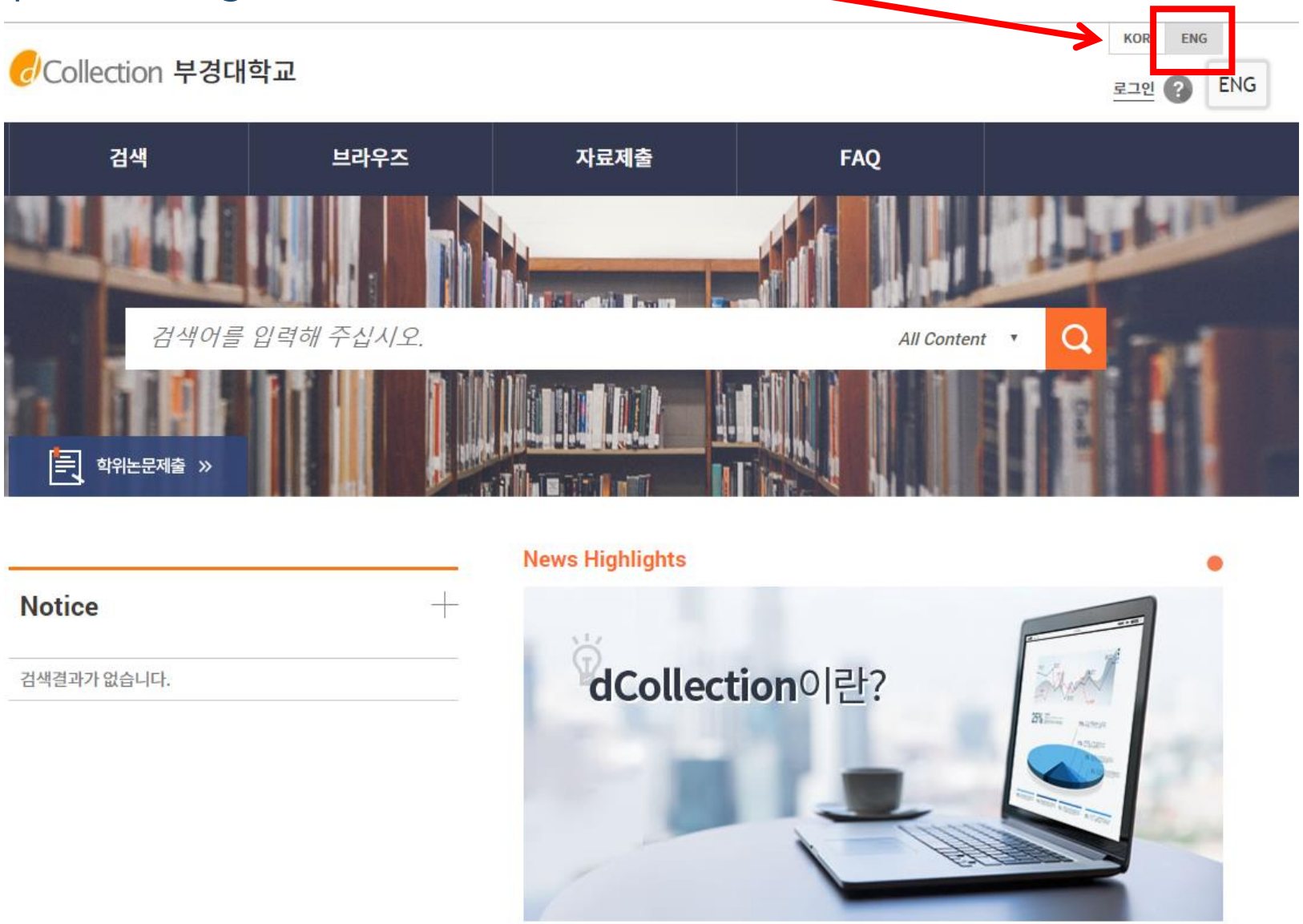
1) Access PKNU library website (libweb.pknu.ac.kr)

2) Click the button in the lower right corner [학위논문 파일제출 dColleciton Go]



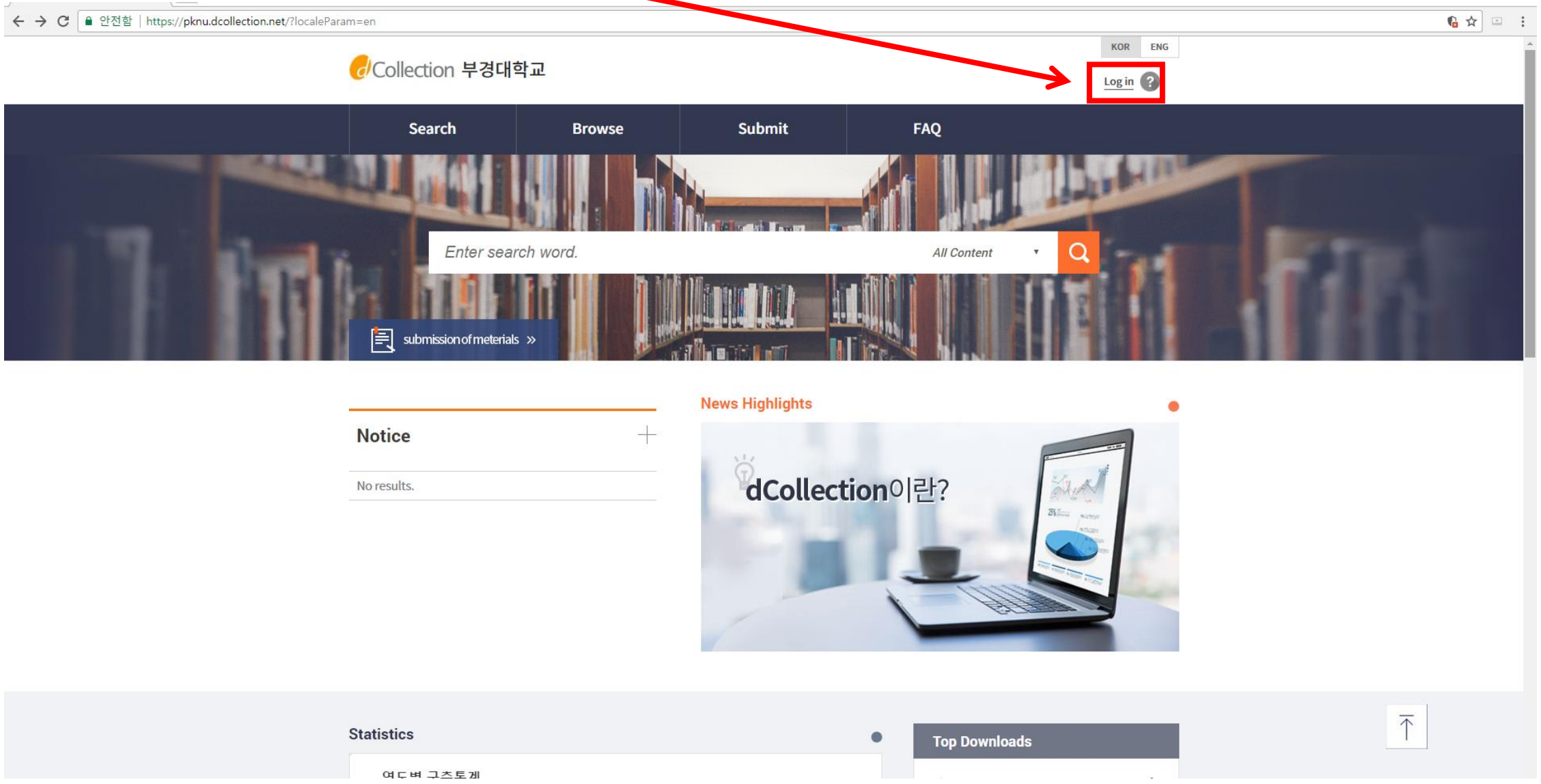
1. dColllection site [1] Access(2)

3) We provide English service. - Click [ENG]

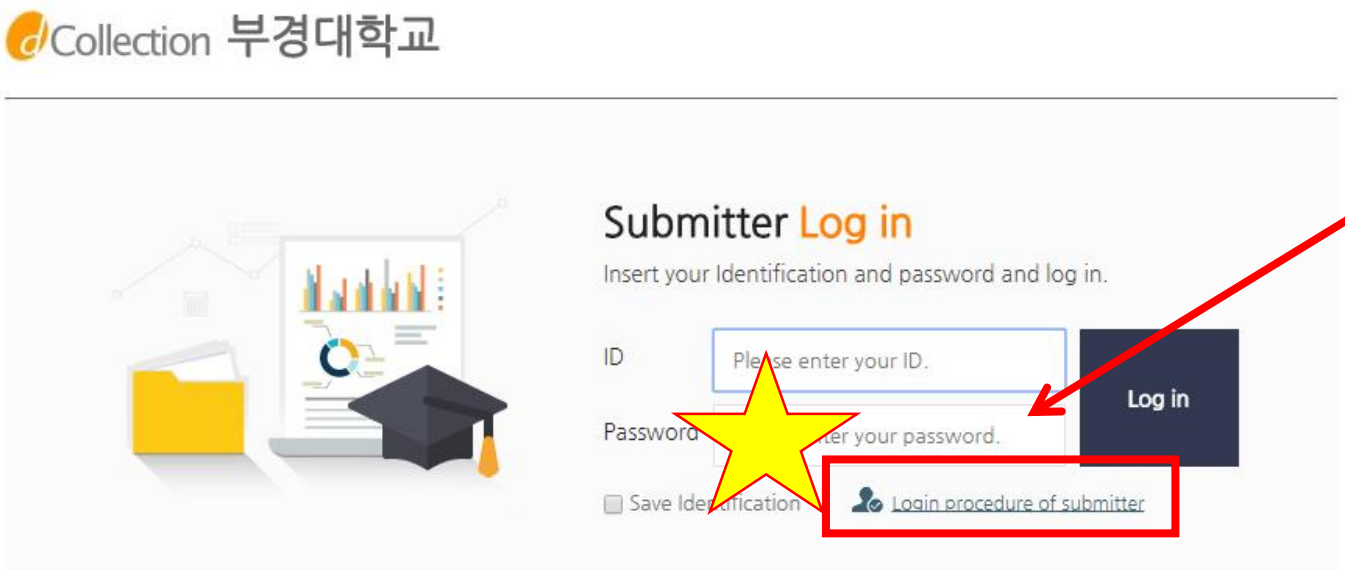


1. dColllection site [2] Create ID/PW(1)

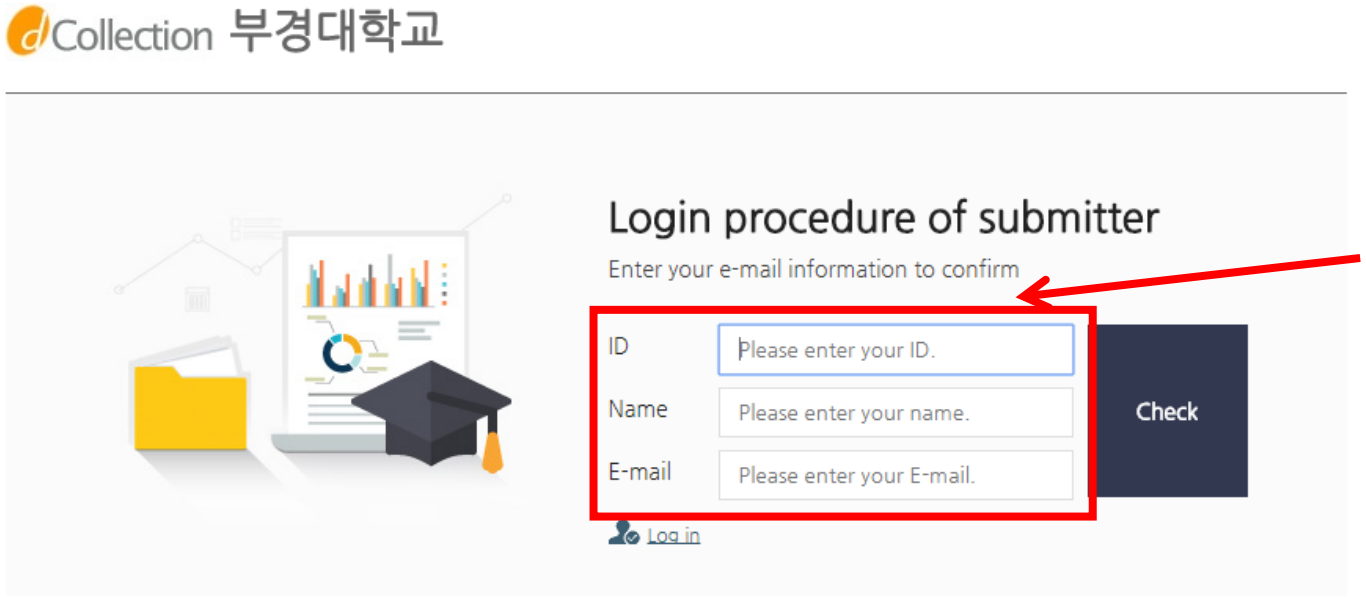
1) Click the [Login] button



1. dColllection site [2] Create ID/PW(2)



2) Click [Login procedure of submitter]



3) Please enter your:

- ID (Student ID Number),
- Name
- E-mail.

1. dColllection site [2] Create ID/PW(3)

4) Check the message.

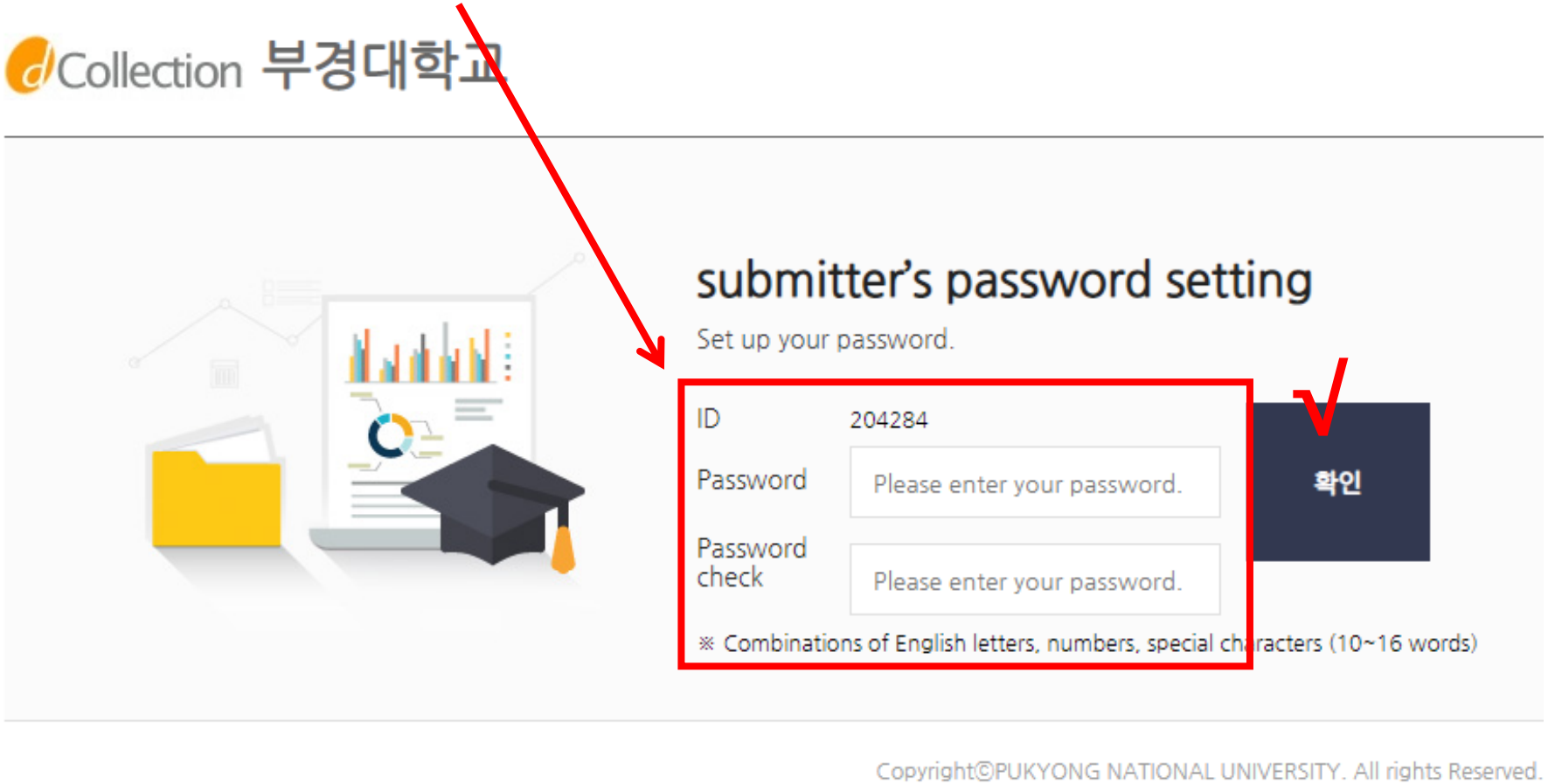
5) Go to your e-mail box.
   → Open the mail from dcolletion.

6) Click the URL.

1. dColllection site [2] Create ID/PW(4)

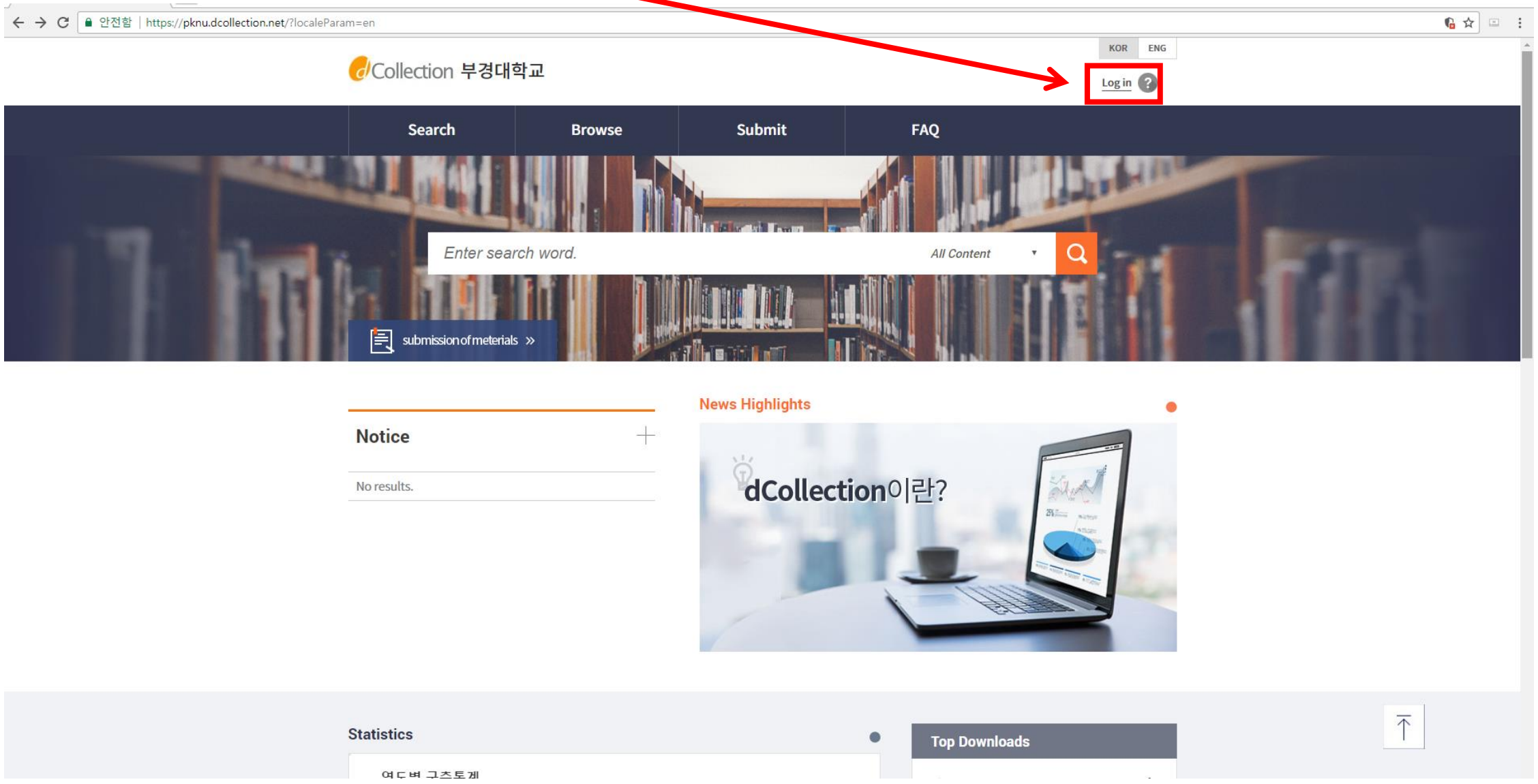
7) Set up password → Check

- Must be 10~16 digits
- Must be a combination of English letters, Number, and Special letters.



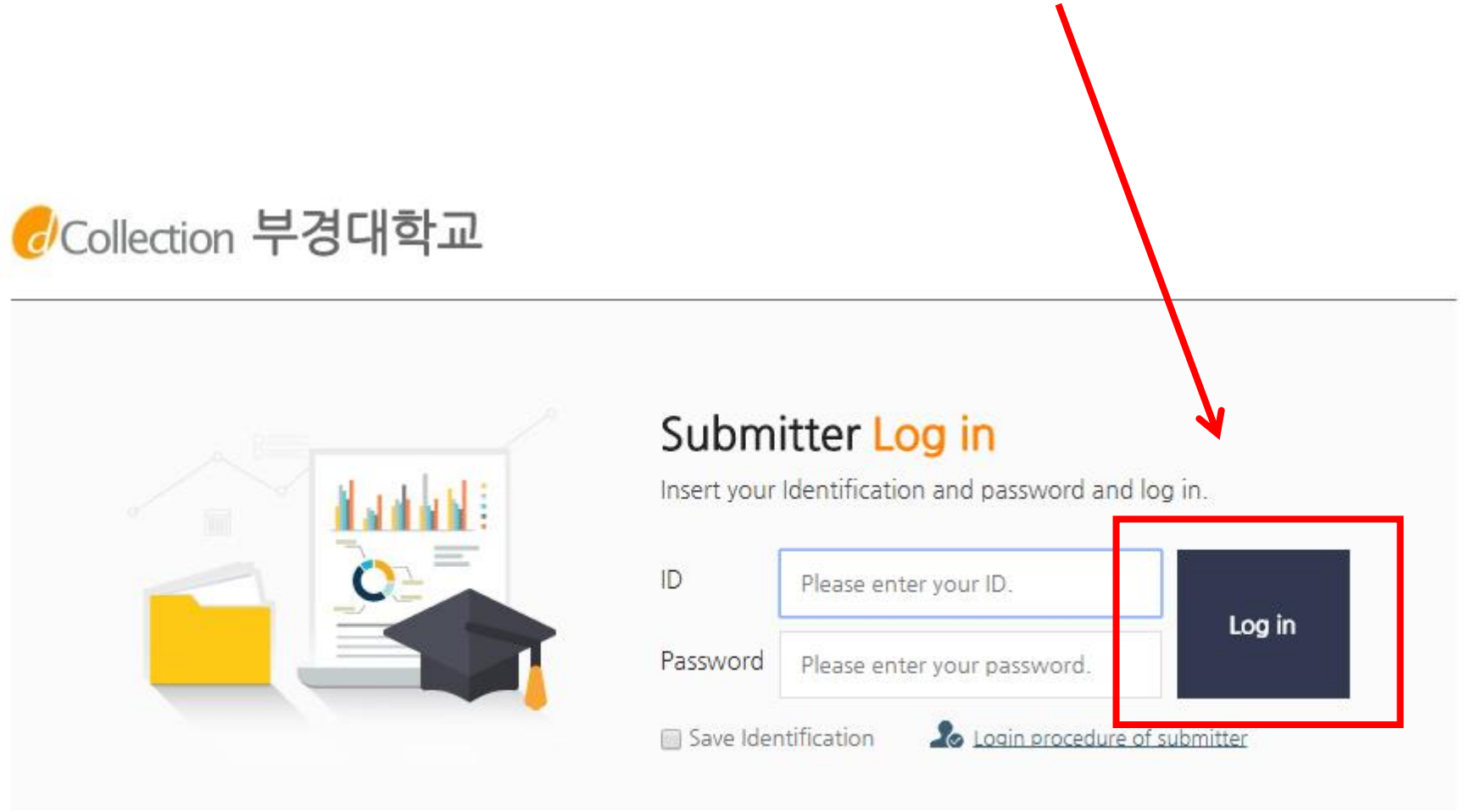
1. dColllection site [3] Login(1)

1) Click the [Login] button.



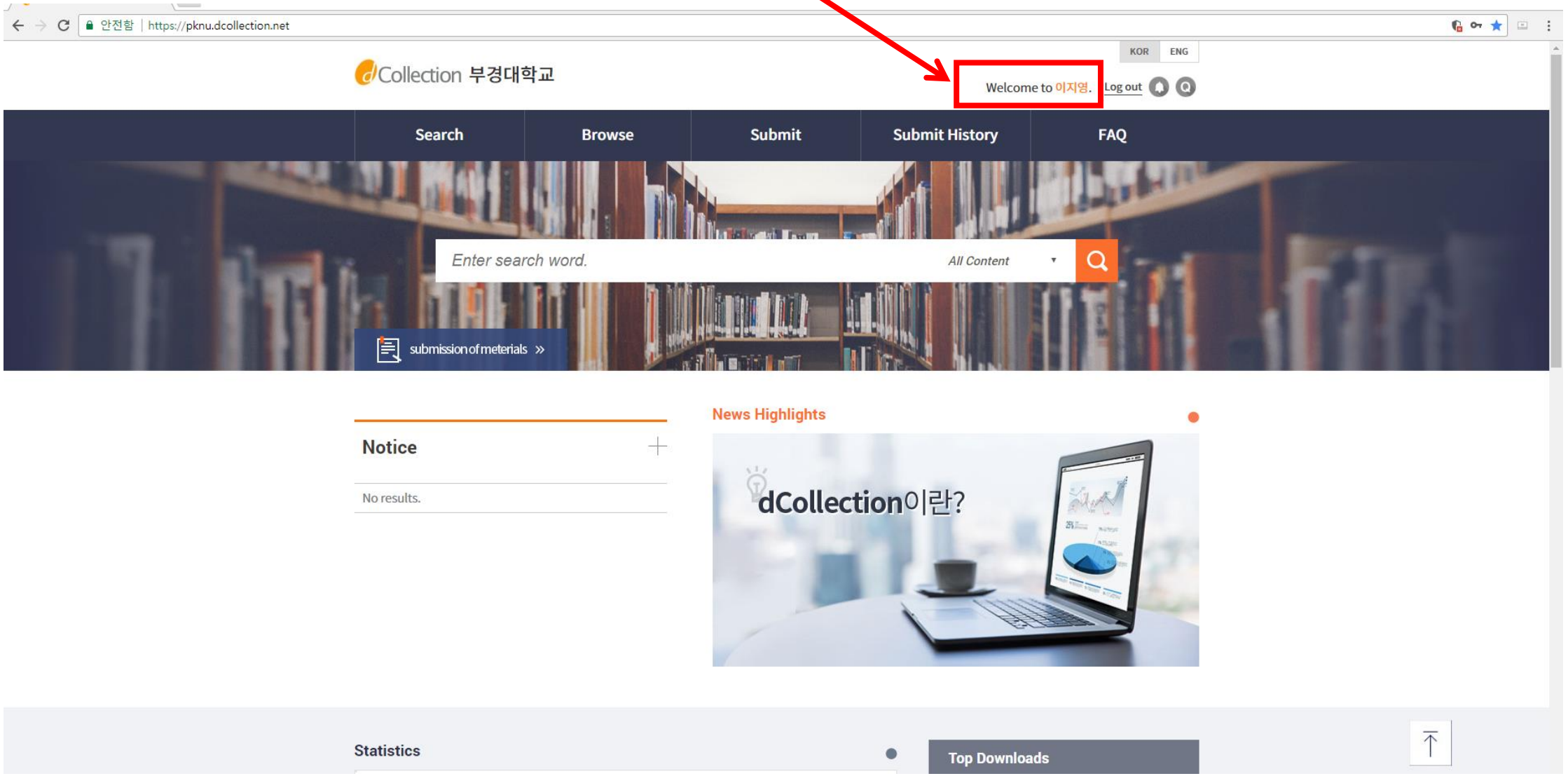
1. dColllection site [3] Login(2)

2) Enter your ‘ID (Student ID Number) and Password’, and Click [Log in].



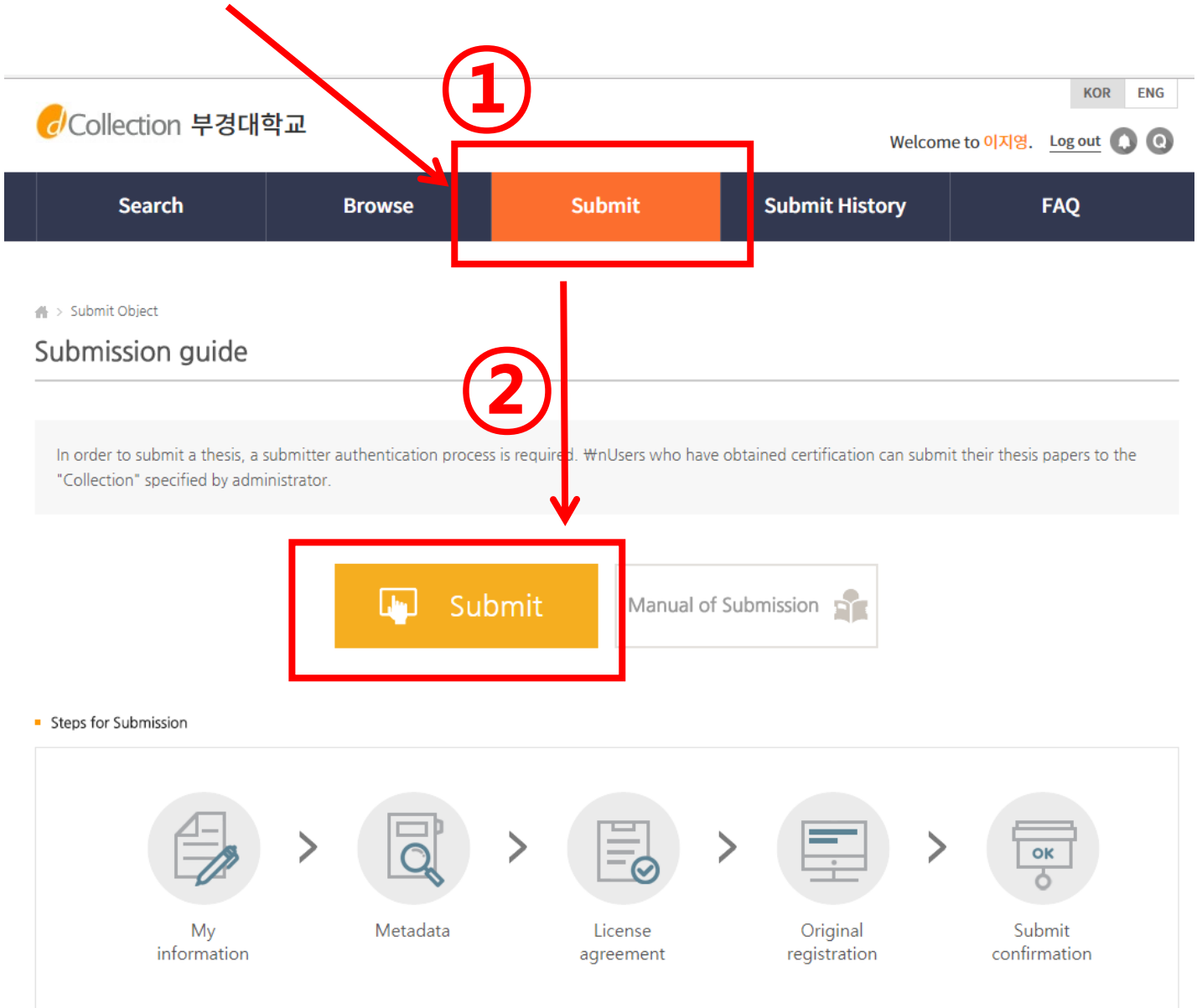
1. dColllection site [3] Login(3)

3) Login complete : Check your name.

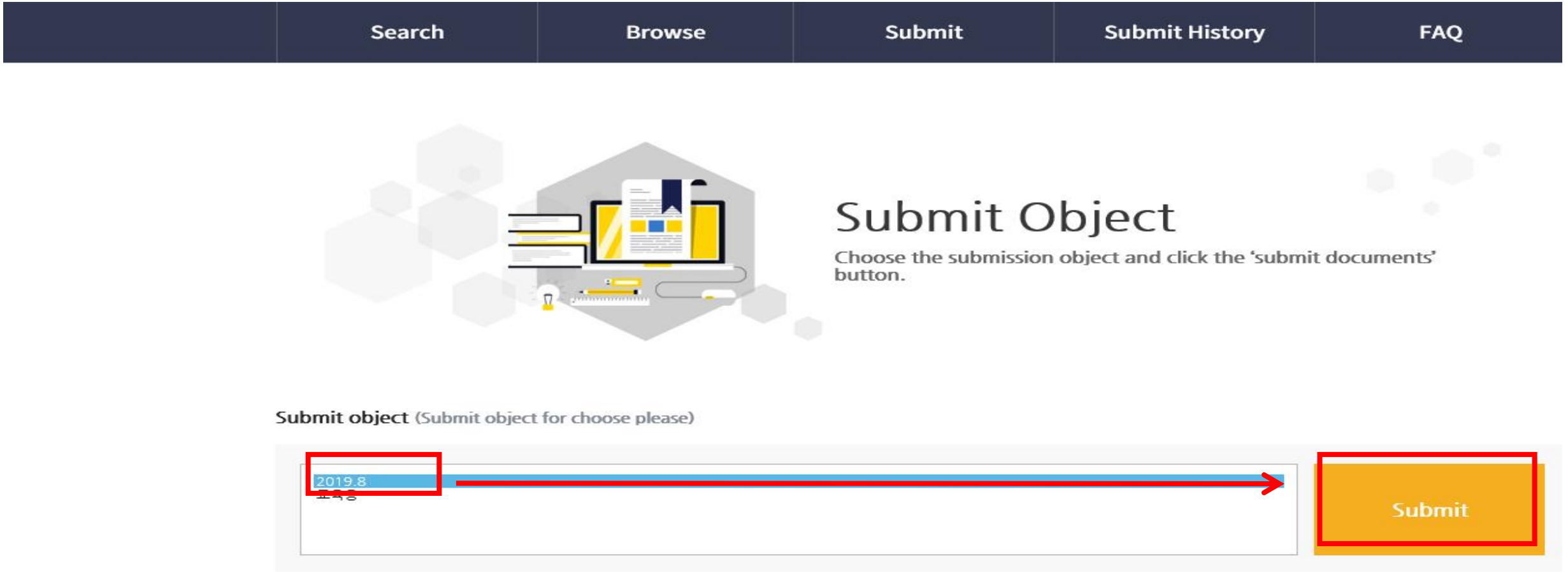


2. Submit – Start(1)

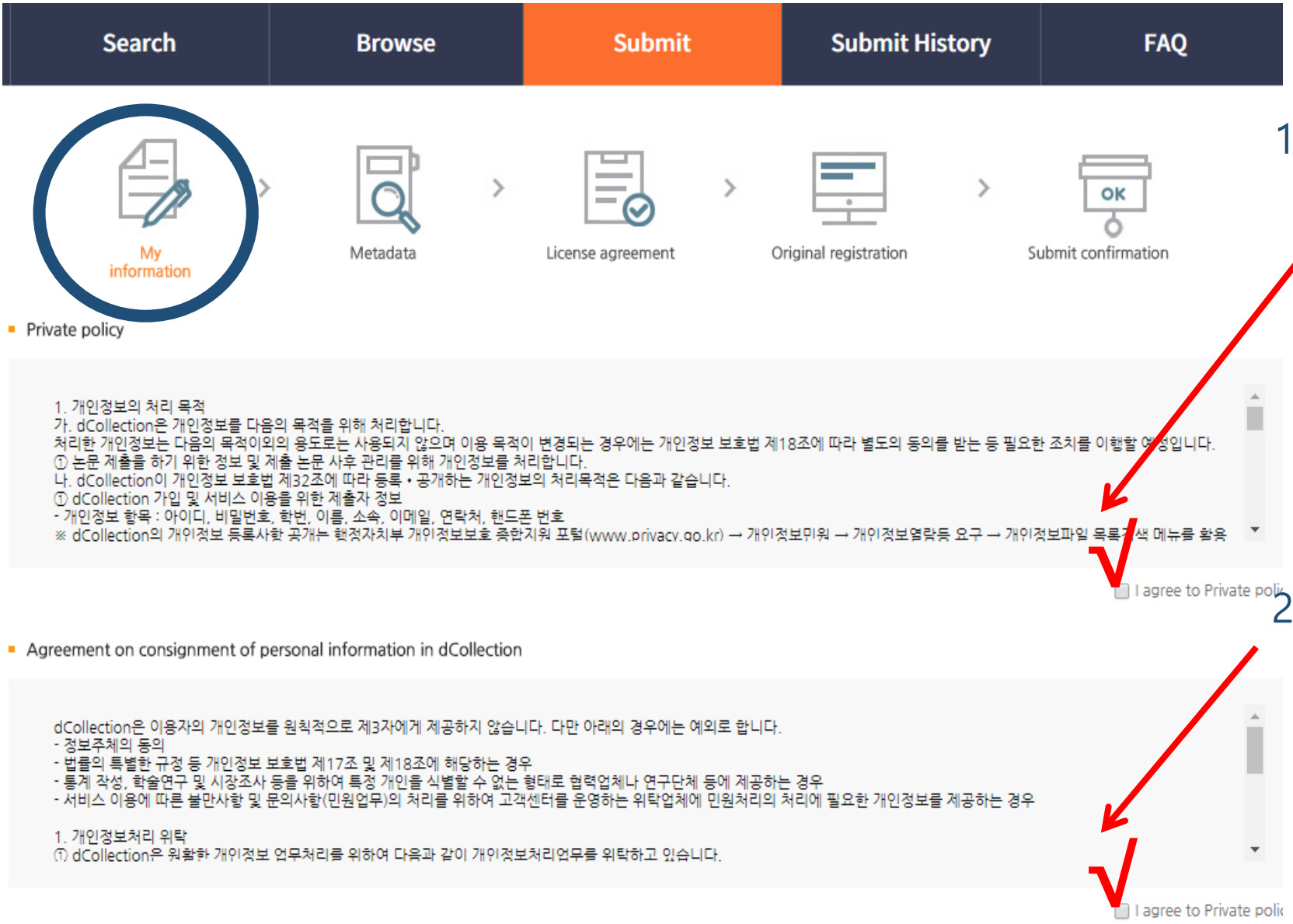
1) [Submit] Click
① ⇒ ②



2.Submit – Start(2)



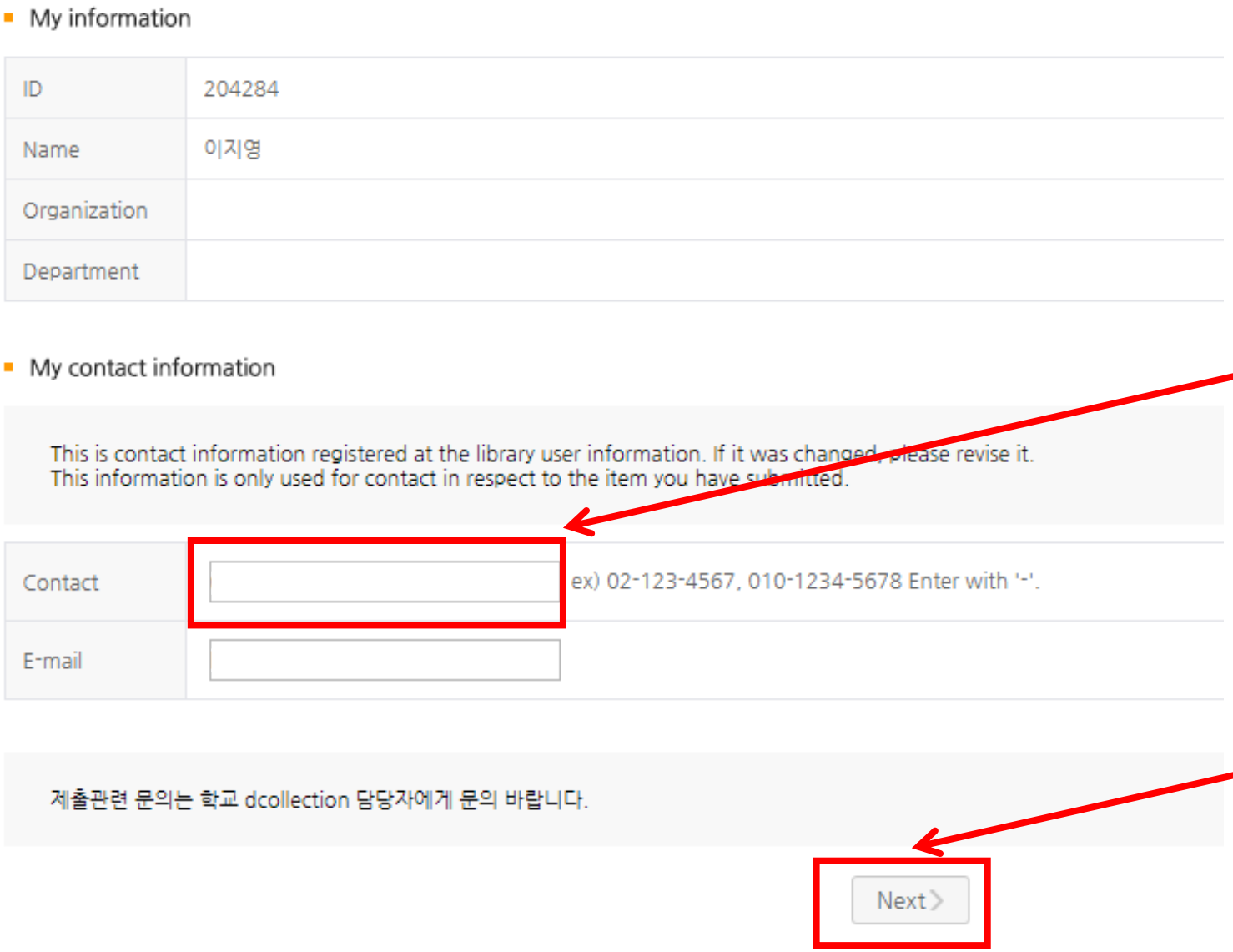
2. Submit [1] My information(1)



1) Private policy
- Check [I agree to private policy.]

2) Agreement on consignment of personal information in dCollection.
- Check [I agree to private policy.]

2. Submit [1] My information(2)



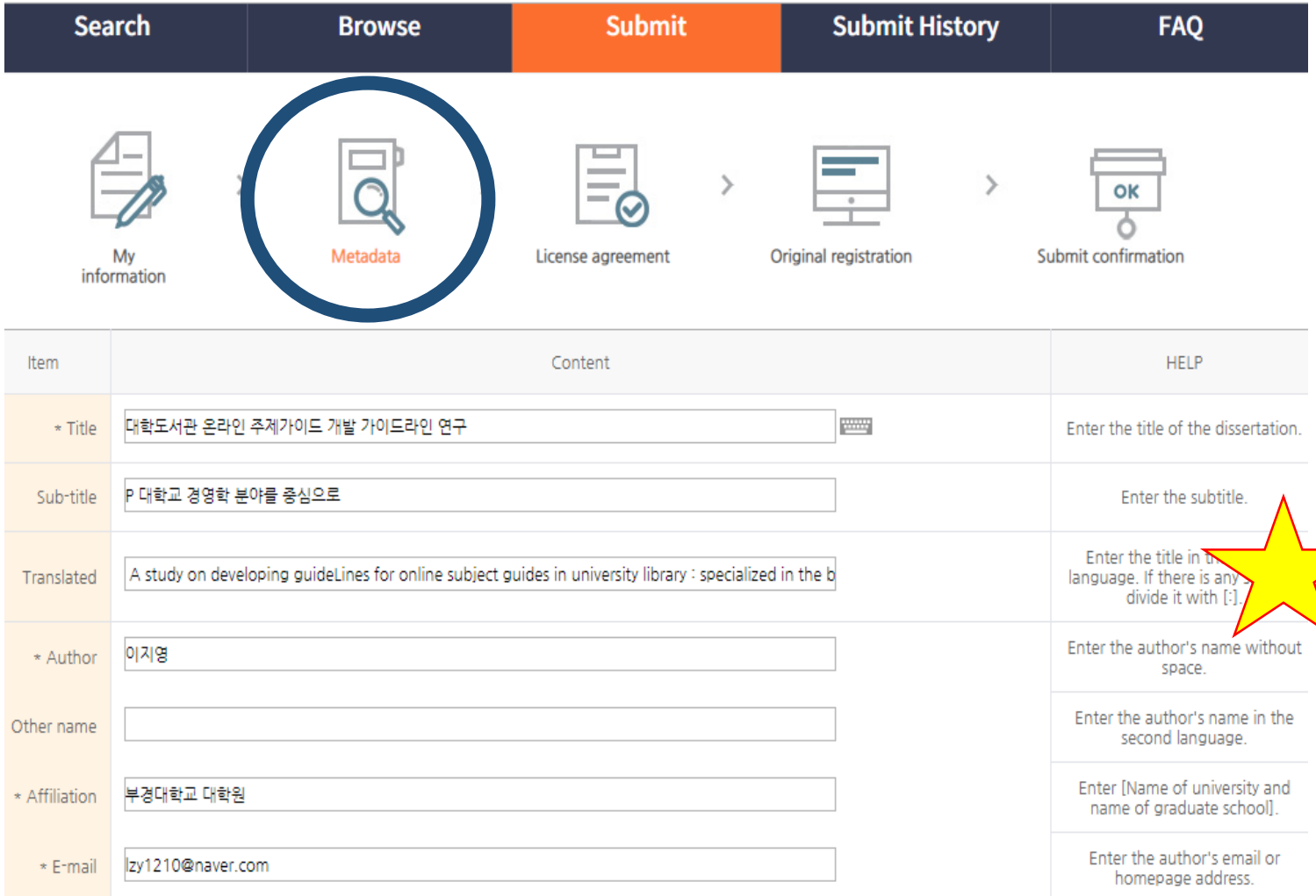
3) Check your information
- ID(Student Number), Name, Organization, Department

4) Enter your contact information
- Mobile phone number
(ex) 010–1234–5678
- E-mail address

5) Click [Next]

2. Submit [2] Metadata(1)

★Point! ①Please copy and paste your original paper
②Items marked with '*' symbol denotes required value
③Save often by clicking lower right-hand button [Temporary storage]



1) Title

2) Sub-title

3) Translated title : title + sub-title

4) Author : Full name

5) Other name
: Your Full Name as second language

6) Affiliation
: University+Graduate school name
(ex) 부경대학교 대학원
※ Check next page

7) E-mail

[Check1] Affiliation

★Point! You must enter the exact name of graduate school!

부경대학교 + 소속대학원

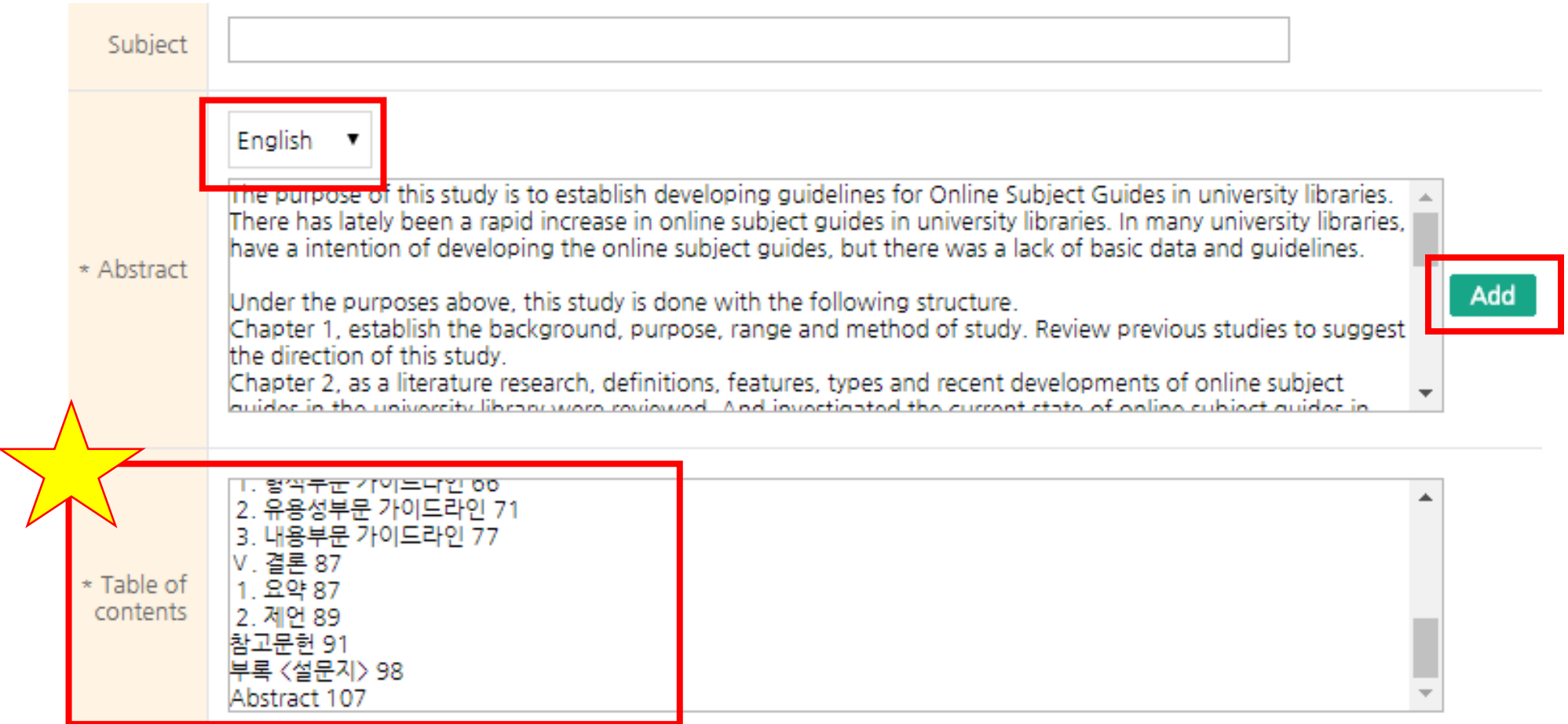
Pukyong national university

- 대학원 (Graduate School)
- 과학기술융합전문대학원 (Specialized Graduate School Science and Technology Convergence)
- 기술경영전문대학원 (Graduate School of Management of Technology)
- 교육대학원 (Graduate School of Education)
- 산업대학원 (Graduate School of Industry)
- 경영대학원 (Graduate School of Business)
- 국제대학원 (Graduate School of International Studies)
- 글로벌수산대학원 (Graduate School of Global Fisheries)
- 세계수산대학원 (Graduate School of World Fisheries University Programme)

2. Submit [2] Metadata(2)

8) Subject(keyword) : Enter keywords and separated by comma ","

9) Abstract/Summary (※Select Language)
- Copy and paste your original paper
- If multiple, click the [Add] button.



2. Submit [2] Metadata(3)

10) **Table of Contents** : copy and paste your original paper, and then modify.
- Don't enter 'list of Tables and Figures'
- According to **hierarchy**, you must **enter a space**.
- **Erase** the mark "·····" (dot between the title and page number)
- **Separate** each title and page number **by a single space**

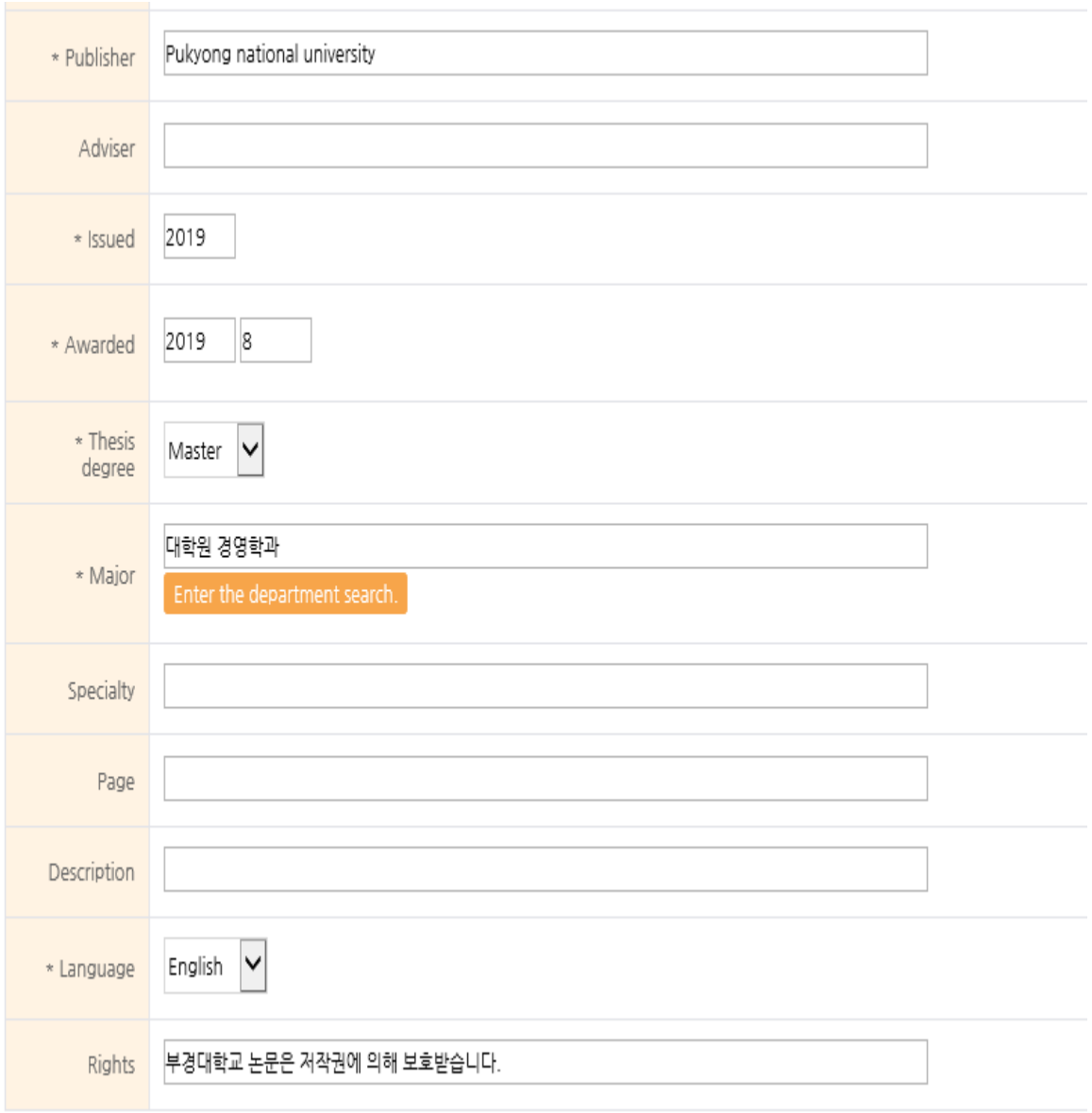
(ex 1.) Good example

1. Instruction∨1
∨1.1. Instruction∨5
∨1.2. Research Motivations∨10
2. Algorithm∨15
∨2.1. Definition∨16
∨∨2.1.1. Selection sort∨18
∨∨∨2.1.1.1. example∨20
∨∨2.1.2. Insertion sort∨23
∨2.2. Analysis∨24
∨∨2.2.1. first position∨26
∨∨2.2.2. second position∨29
3. Results and discussion∨32
4. Conclusion∨50

(ex2.) Bad example

Table of contents·····I
Abstract···iv
1. Instruction···1
1.1. Research Motivations∨∨∨5
1.3. Object∨∨10
2. Algorithm∨∨∨∨∨∨∨∨∨15
∨∨∨2.2. Definition16
∨∨∨2.1.1.Analysis ∨∨∨18
3. Results and discussion50
4. Conclusion

2. Submit [2] Metadata(4)



11) Publisher
: 부경대학교
(Pukyong national university)

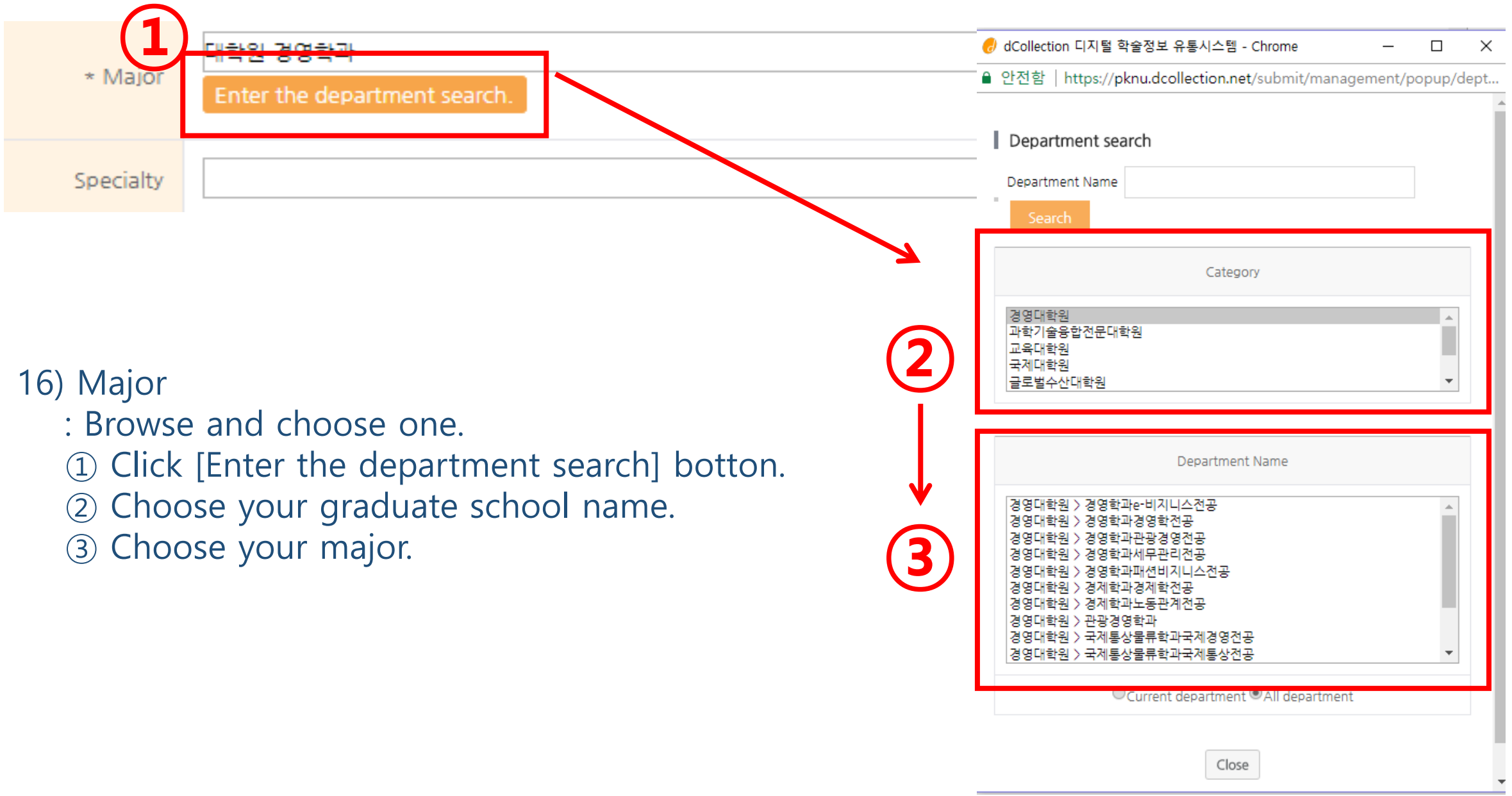
12) Adviser
: Enter the Full Name of your adviser
(do not enter position)
(ex) Prof. HongGildong (X)
HongGildong (O)

13) Issued : 2019

14) Awarded : 2019.8.

15) Thesis degree : Master/Doctor

2. Submit [2] Metadata(5)



16) Major

: Browse and choose one.

① Click [Enter the department search] botton.

② Choose your graduate school name.

③ Choose your major.

2. Submit [2] Metadata(6)

17) Page

① Enter the last page number of the '**Table of Contents + Abstract/Summary**' **(lowercase Roman numeral**)

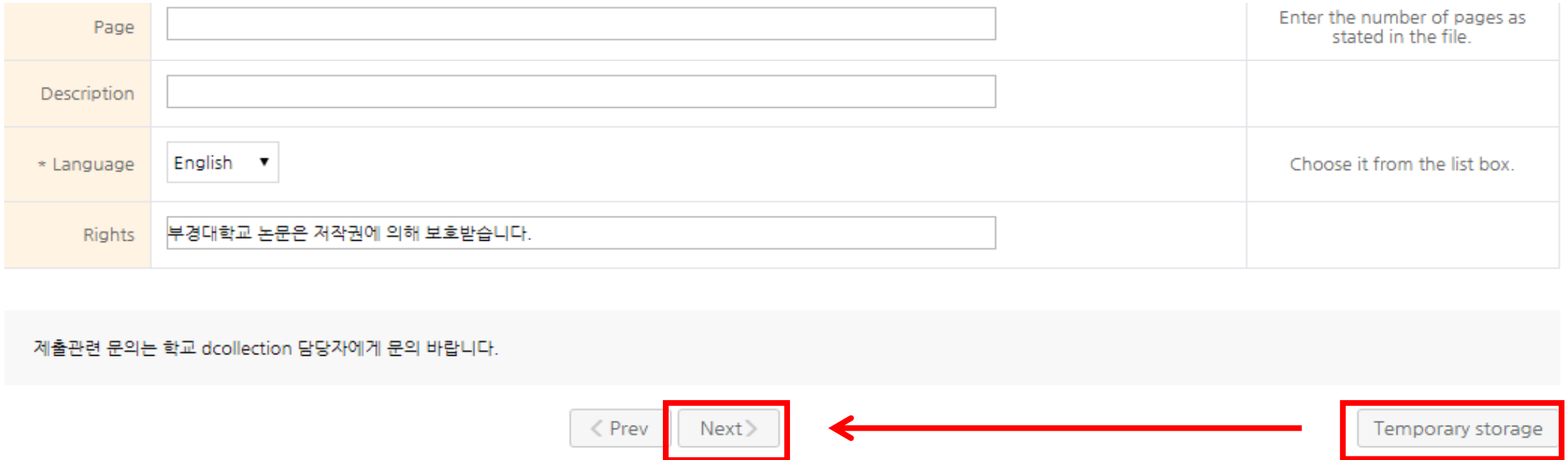
② Enter the last page of the **'Body of the thesis' (Arabic numeral)**

(ex) iv, 150

18) Language : Language of you thesis

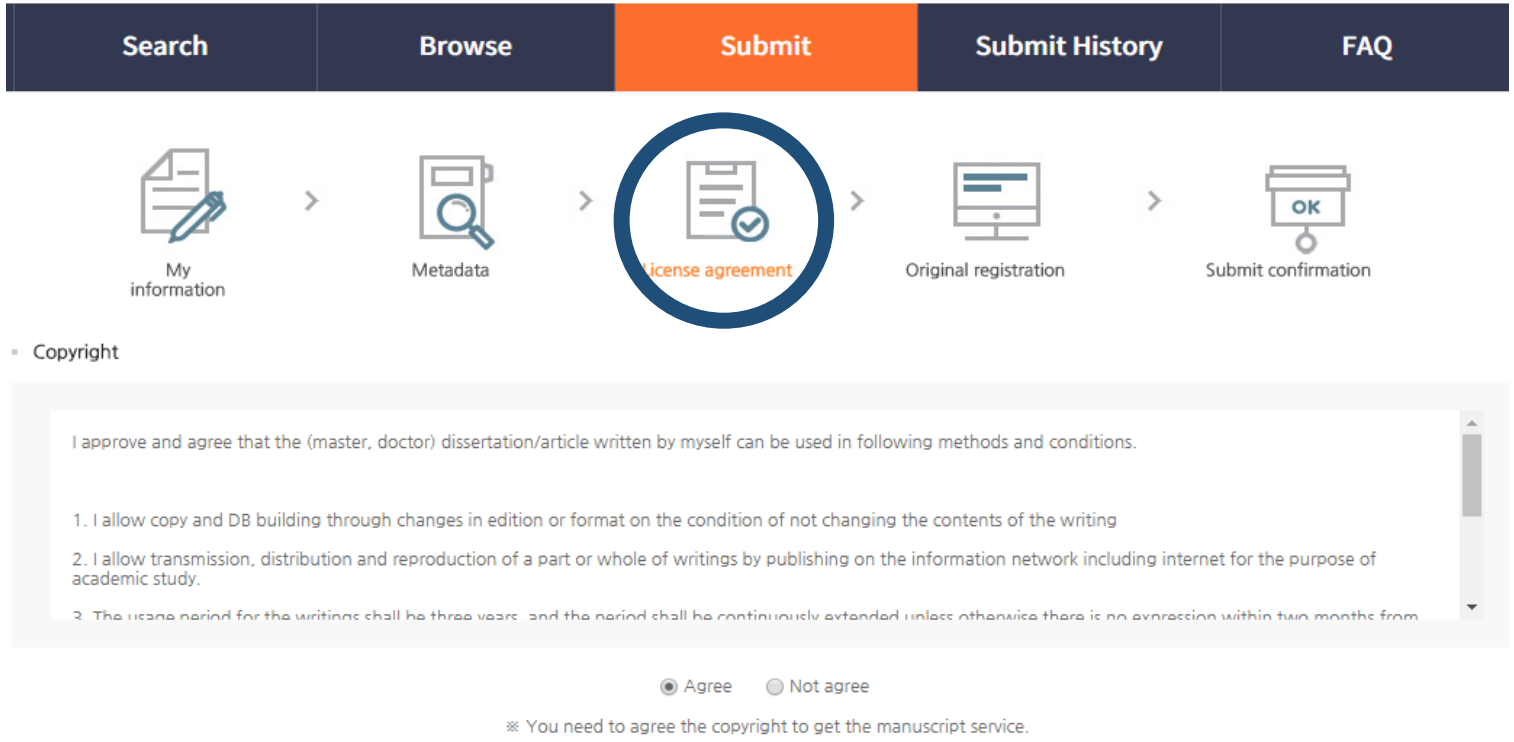
19) Rights : 부경대학교 논문은 저작권에 의해 보호받습니다.

20) Click button. [Temporary Storage] → [Next]

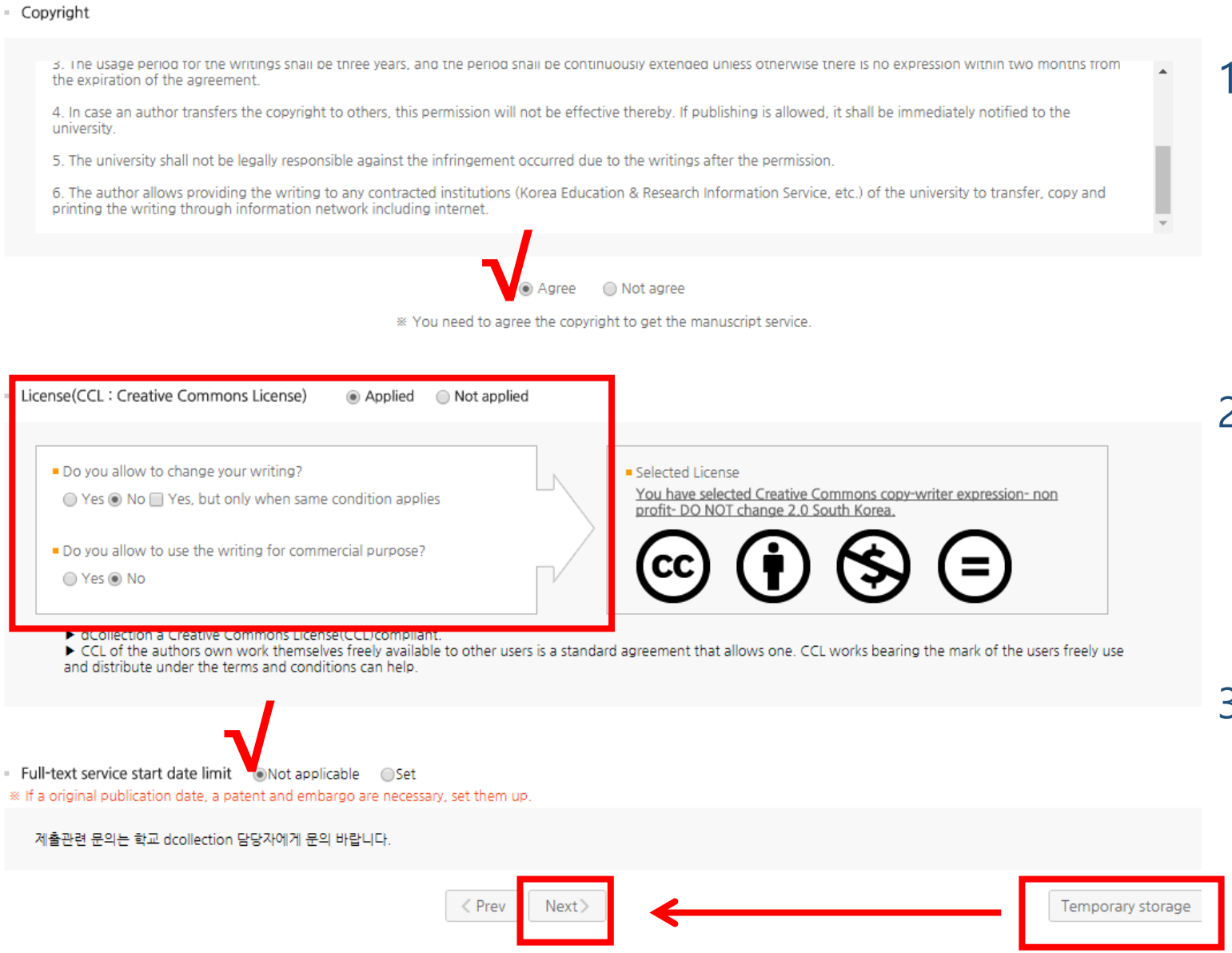


2. Submit [3] License agreement

- **Option 1. Agree** : Your dissertation can be used in several methods and conditions, including online service.
  ⇒ Go to 'License agreement : (Option 1) Agree'
- **Option 2. A conditional agreement :** Your dissertation can be used in several methods and conditions, but you may choose the start date for online service. Specify the reasons. (ex. Patent, embargo)
  ⇒ Go to 'License agreement : (Option 2) A conditional agreement'
- **Option 3. Disagree** : You disagree with our methods and conditions.
  ⇒ Go to 'License agreement : (Option 3) Disagree'



2. Submit [3] License agreement : (Option 1) Agree



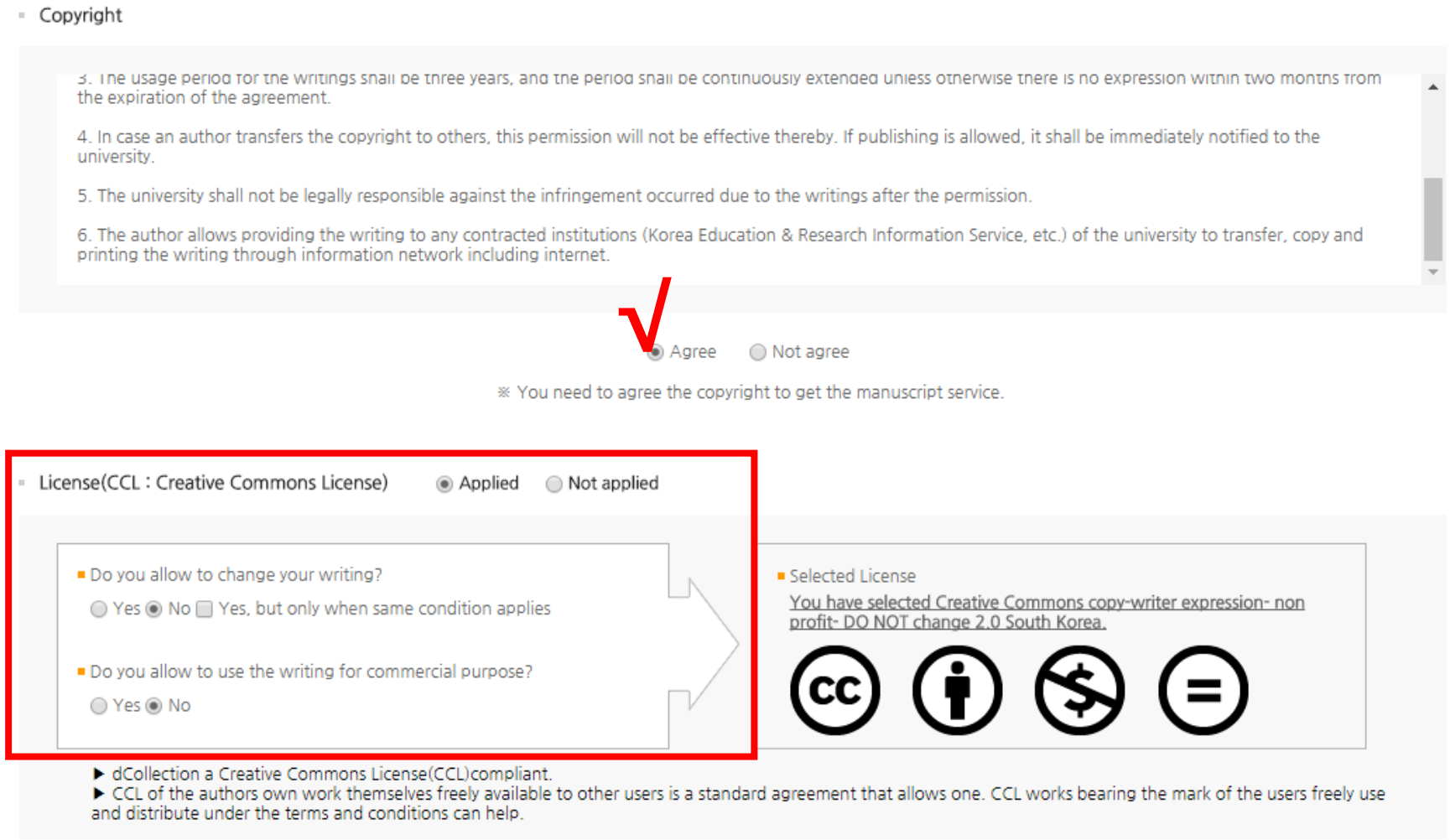
1) Copyright : [Agree]
   · Allow open dissertation online
   · Allow print
   · Allow copy

2) License(CCL)
   - Applied/Not applied
   - Do you allow to change your writing?
   - Do you allow to use the writing for commercial purpose?

3) Full-text service start date limit
   : [Not applicable]

4) [Temporary storage] → [Next]

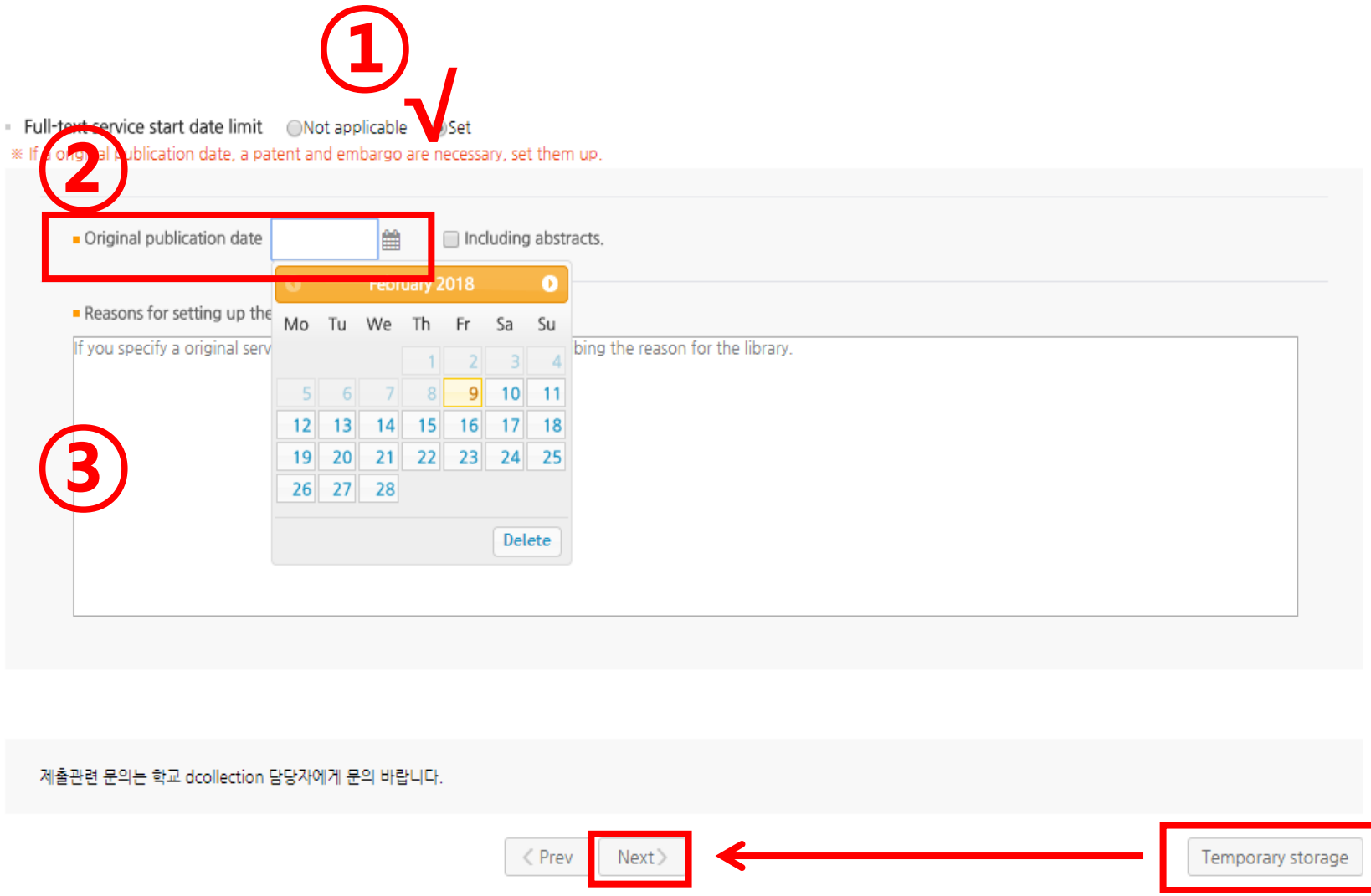
2. Submit [3] License agreement : (Option 2) Conditional agreement(1)



1) Copyright : [Agree]

2) License(CCL)
- Applied/Not applied
- Do you allow to change your writing?
- Do you allow to use the writing for commercial purpose?

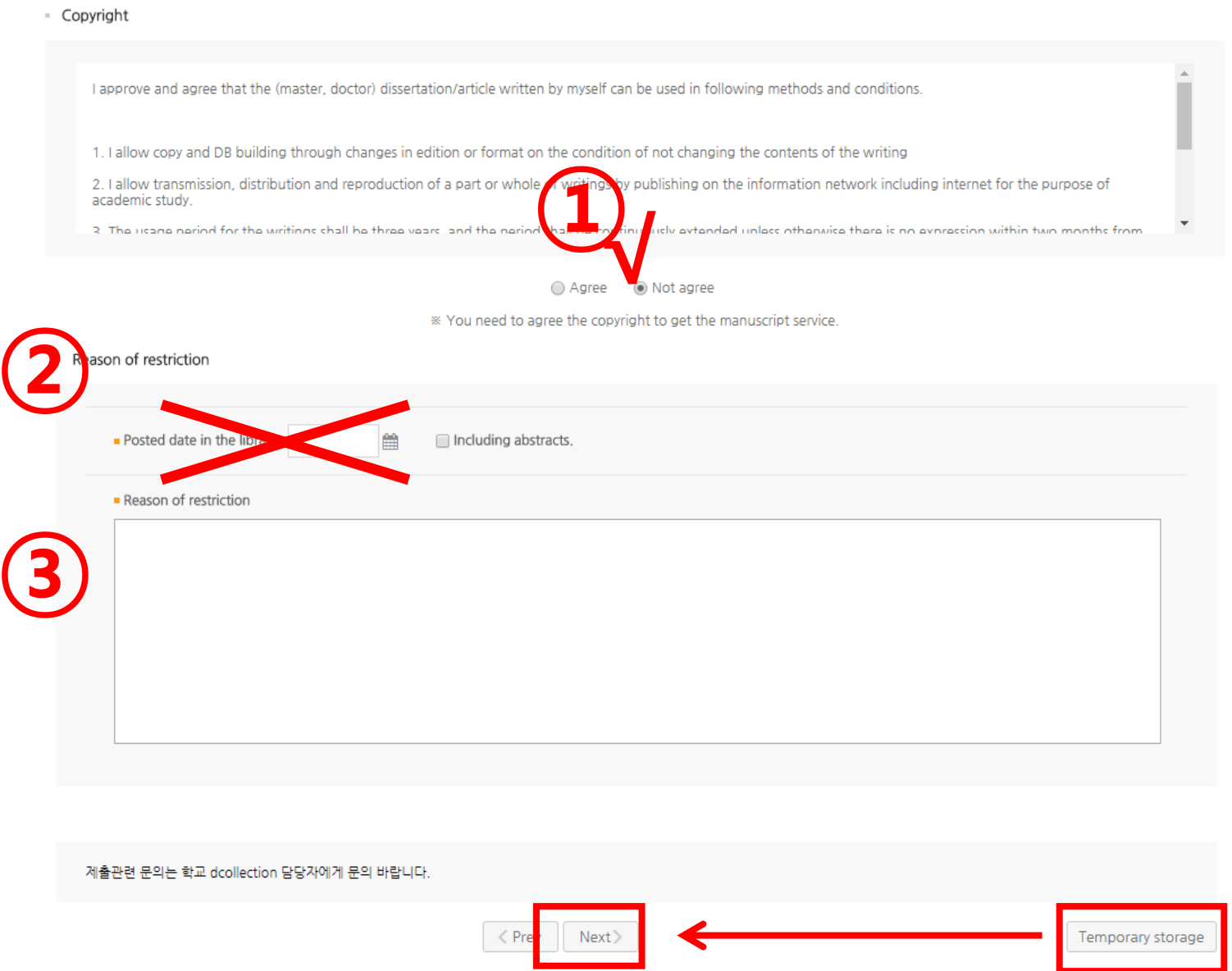
2. Submit [3] License agreement : (Option 2) Conditional agreement(2)



3) Full text service start date limit
   ① Click [Set]
   ② Original publication date
   ③ Reasons for setting up the full-text service start date.

4) [Temporary storage] → [Next]

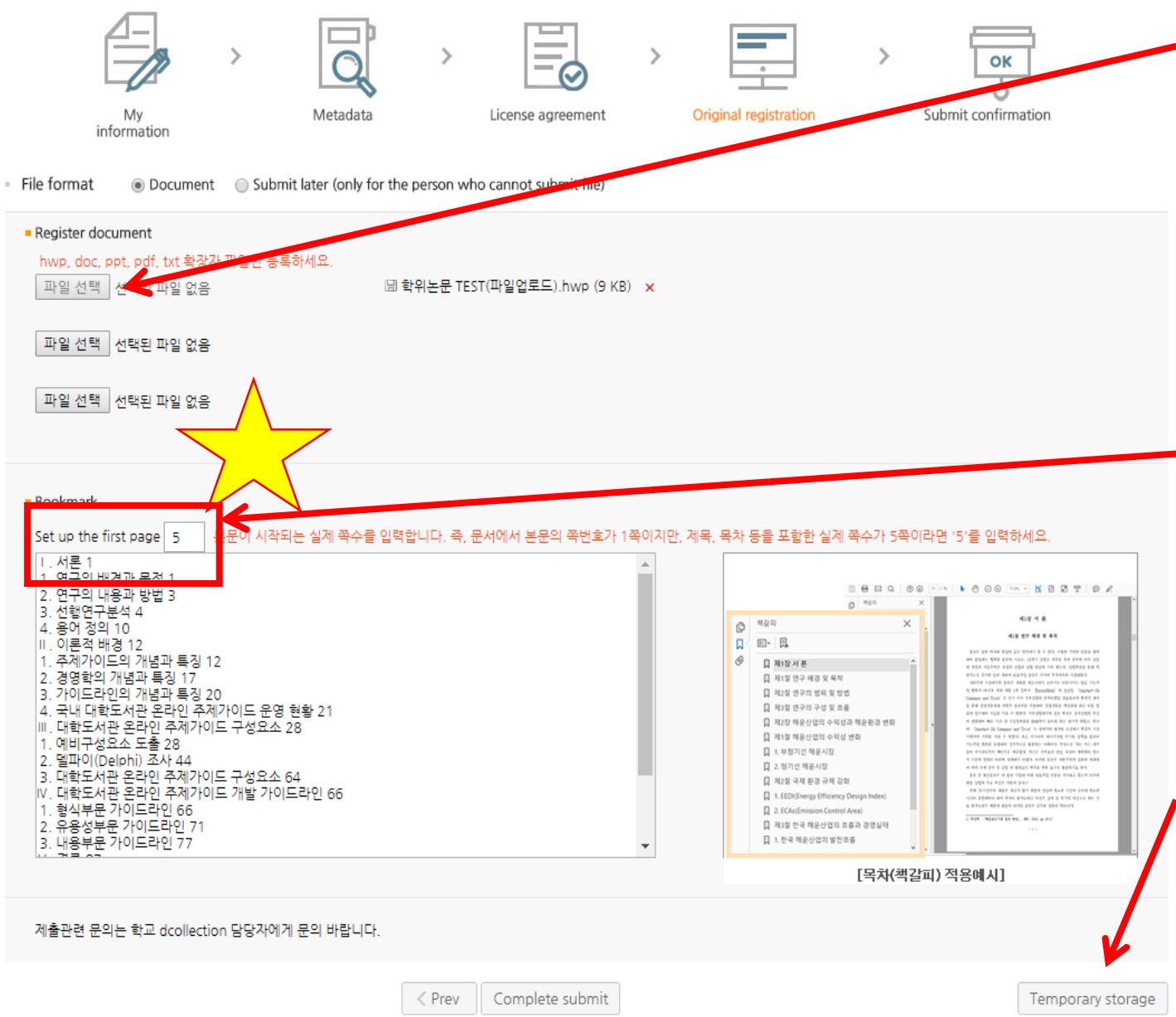
2. Submit [3] License agreement : (Option 3) Disagree



1) Copyright
   ① [Not agree]
   (But, Open in our university)
   ② Posted date in the library
   → Don't Choose
   ③ Reason of restriction

2) [Temporary storage] → [Next]

2. Submit [4] Original registration



1) Register document: Click [파일선택]
※ file format : .hwp/.doc/.pdf
- if you have many files, upload in the order. (up to 3)
- But we recommend just one file.

2) Bookmark
① Set up the first page ※ Check next page
② Table of contents
- Automatically enter the contents 'Metadata→10)Table of contents'
- If modify this page, you must change the metadata(10)Table of contests).

3) Temporary storage

[Check2] Bookmark – Set up the first page

○ What is the first page? The page number that starts the body of the thesis

○ Composition of the page

- Title page + adviser page + Approval page : Unpaged
- Table of contents + Abstract/Summary
  : Lowercase Roman numeral(i , ii , iii, iv ….)
- Body of the thesis : Arabic numeral(1, 2, 3, 4, 5….)

[Example 1.]

- Title page(1장) + Adviser page(1장) + Approval page(1장) +
- Table of contents(i , ii , iii) + Abstract(iv, v) +
- Introduction~ (1, 2, 3, 4, 5….) 인 경우,

⇒First page is 9. (1 + 1 + 1 + 5(v) + 1 = 9)

[Example 2.]

- Title page (1장) + Adviser page (2장) + Approval page (1장) +
- Table of contents (i , ii , iii, iv, v) + Summary(vi) +
- Introdcution(1, 2, 3, 4, 5….) 인 경우,

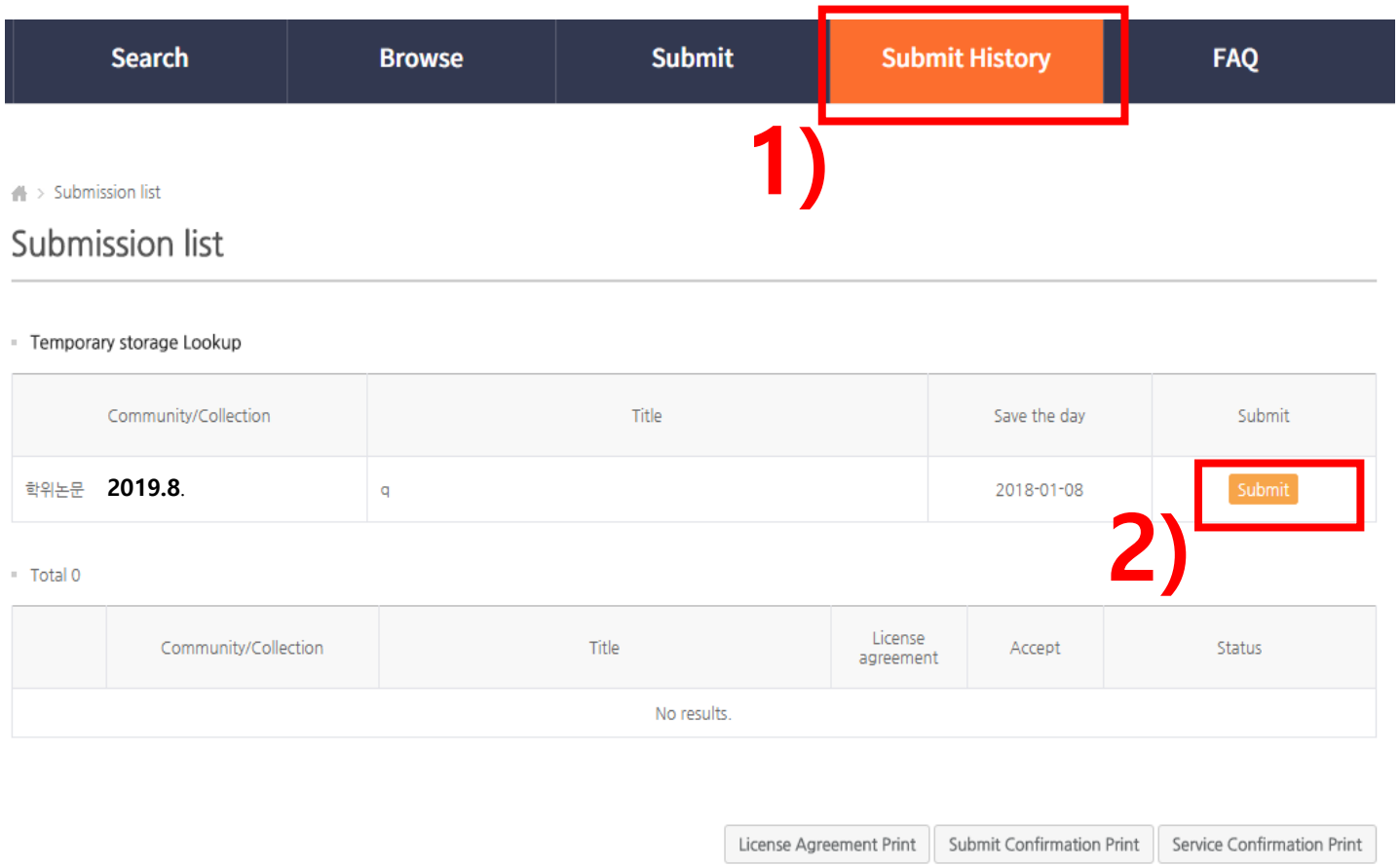
⇒First page is 11. (1 + 2 + 1 + 6(vi) + 1 = 11)

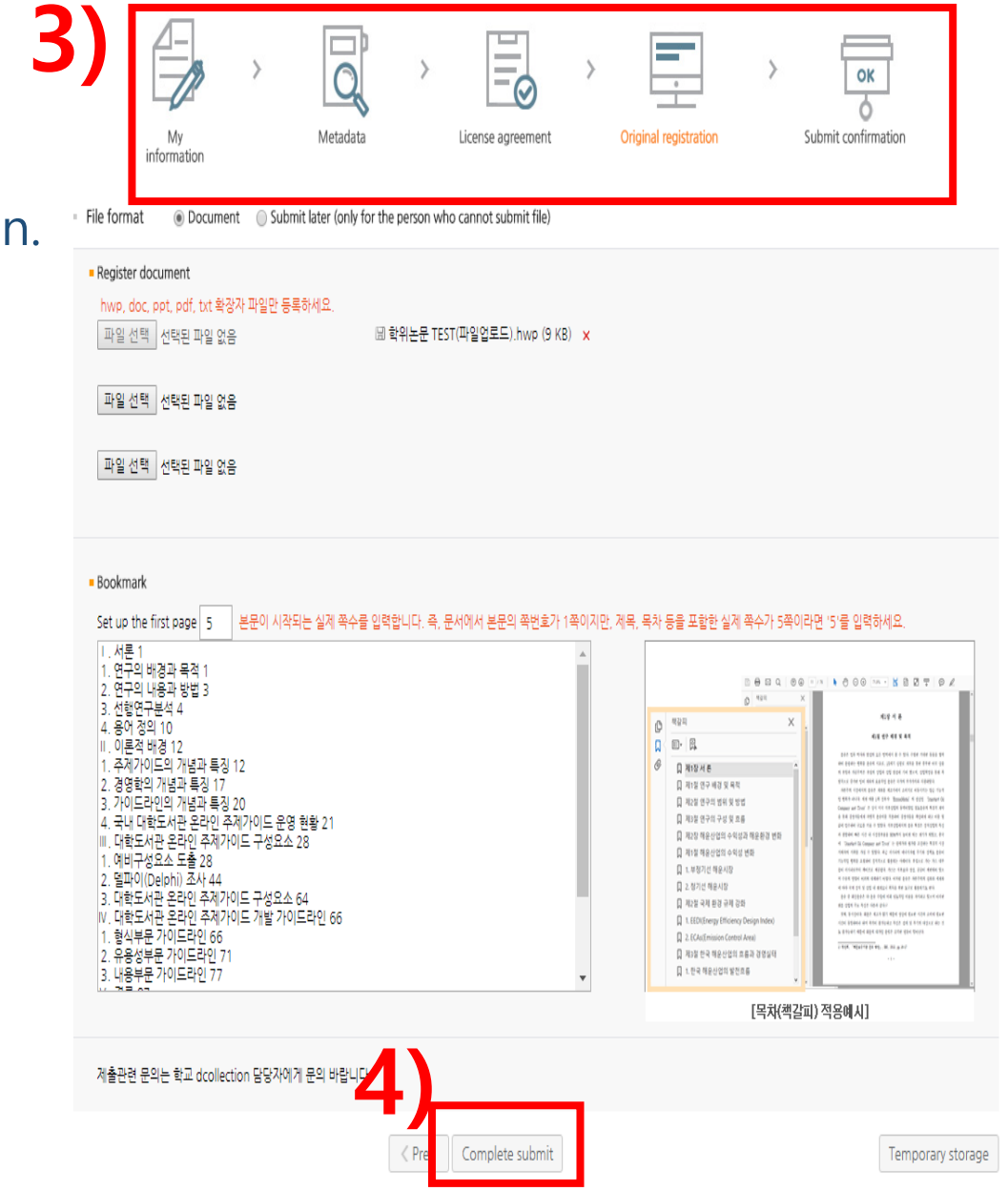
Empty pages should be deleted!!

Confirm the Page number is correct!!!

4. Submit History(1)

1) Click [Submit history]
2) [Temporary storage Lookup] → [Submit]
3) Change the contents if necessary.
4) After you finish reviewing, please click the [Submit] button.





4. Submit History(2)

○ Status

· Approved or Not Approved
- Not Approved : The approval by administrator has not been made. You may change the contents.
- Approved : The approval by administrator is made. (Takes about 3 hours ~ 1 day after submission)
  You may not make any changes, but you can print out license agreement and confirmation.

· Status of dissertation
- Not completed
- Before accept :Thesis has been successfully submitted, but has not obtained administrator's approval.
- Accept complete : Submitted thesis is being processed by the administrator.
- Submit complete : Submitted thesis has been verified by administrator, but is not in service.
- In service : Submitted thesis is in service. You can check the dissertation through search.
- Re-submit : Returned thesis has been re-submitted successfully.
- Return : The dissertation is returned by administrator due to certain reason.
  Check the private notice for reasons of the return. Make any necessary changes and re-submit.

Thank you.