SNU library

Online thesis submission manual

- SNU Thesis submission FAQ Kakaotalk plus friend ID : snuthesis (Kakaotalk > Find friends (magnifier button) > search 'snuthesis')
- Online thesis file submission : libit@snu.ac.kr, 02-880-5567
- Regulations for granting a degree : boaboa@snu.ac.kr, 02-880-5161
- Loans/Overdue Fines : libcirc@snu.ac.kr, 02-880-5301
SNUL online thesis submission

1. dCollection Log in

1) https://dcollection.snu.ac.kr/
2) 'Log in' Click
3) Log in with your mySNU portal ID/PW (If you see the login screen again, please try logging in again)
2. Submit online thesis

1) Click ‘submission of materials’
2. Submit online thesis

2) Click 'Submit'

※ If you were a submitter before, there can be several submit objects. Just click the object of your graduation year (2021년 8월 졸업 석박사 학위논문 제출).

**Submission guide**

In order to submit a thesis, a submitter authentication process is required. Users who have obtained certification can submit their thesis papers to the "Collection" specified by administrator.

**Steps for Submission**

1. My Information
2. Metadata
3. License agreement
4. Original registration
5. Submit confirmation
3. Confirm my information

1) Agree to Private policy
2) Confirm the information (contact, e-mail)
4. Complete Metadata

1) Enter the bibliography information about the thesis
※ Entry with * in front of it is compulsory
5. Complete License

1) Copyright / License (CCL)

Step 1. Copyright

According to the SNUL graduation rule, ‘Agree’ is essential.
※ Even though you are going to set embargo, you should choose ‘Agree’. (And then apply privately to your department)

Step 2. License (CCL : Creative Commons License)

2-1. Applied / Not Applied (Optional)

<table>
<thead>
<tr>
<th>Applied</th>
<th>Not Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution</td>
<td>Provided in general PDF format (ezPDF), Copying of text is not possible. File is accessible for 7 days on the downloaded computer only</td>
</tr>
<tr>
<td>Data base</td>
<td>SNU Library, RISS, Naver, S-Space(SNU Repository), Google</td>
</tr>
<tr>
<td>SNU Library, RISS, Naver</td>
<td></td>
</tr>
</tbody>
</table>

2-2. (If you choose ‘Applied’) Derivative / Commercial

Do you allow to change your writing?
Do you allow to use the writing for commercial purpose?

- No derivative: This means that simple change including substance and format of writings which are not considered as new writing as well as the 2nd writing based on this writing is prohibited.

- Non-Commercial: This means that you do not use the writings for commercial purpose. Of course, although the writer sets this non-profit condition, the writer may conduct profitable activities by using this writing. Therefore, if any user wants to use the writing for commercial purpose, it may be allowed with consideration by separate agreement.
5. Complete License

2) Agreement for legal deposit

Step 1. Click the blue button to go to the legal deposit page

Step 2. Enter a title for the thesis and choose whether to accept the legal deposit (If you only see a blank screen, you are not logged in, so log back in with mySNU ID.)

Step 3. Press the "Save" button, return to the submit your thesis page and press the "Next" button to continue
6. Thesis file registration

1) Upload the original file
2) Set a bookmark

**Step 1. Upload the original file**

- hwp, doc, ppt, pdf, txt are possible. Choose one. (PDF recommended)
- In case of documents are separated, upload the files in order.
- The stamping seal or signed “thesis approval sheet” must be scanned and attached.

**Step 2. Set a bookmark**

2-1. Set up the first page

- Insert the page number in the file which is marked as page ‘1’ by an arabic number.
- Usually, the starting page of the introduction.

2-2. Confirm the table of contents

- The table of contents you input at the metadata session is shown.
  (use spacebar for the hierarchy(depth))
7. Complete the submission

Modify can be made until the deadline after submission is completed.
8. Submit Confirmation Print

1) After check again, click ‘done’
2) Status will be changed to ‘Accept complete’

※ Print the “Submit Confirmation” and submit it to the department office with the original thesis approval sheet.

- You should pay the overdue fine before printing
- License Agreement does not need to be printed
FAQ

※ When is my thesis published online?

・in the middle of April (graduation on February) / in the middle of October (graduation on August)
・After the submission, SNU Library process the examination on all the submission for two months

※ Should I follow the template and rules?

・the templates are just recommended. You can modify it if you don’t deviate significantly from the typical thesis format.

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