논문작성준비

2 - 3학년

STUDENT

1. [27263] THESIS WRITING 수강
2. 논문 주제탐색

SUPERVISOR

논문계획서 작성

~ 3학년 2학기

STUDENT

1. 논문계획서(Proposal)작성
2. 희망 지도교수 섭외
3. 논문계획서 지도교수 확인 및 승인: 희망 지도교수에게 논문계획서 제출, 승인 받음

★ 논문 계획서 제출기한

가. 2월 졸업예정자: ~12/15

나. 8월 졸업예정자: ~6/15

SUPERVISOR

1. 논문계획서 확인 및 승인
   : 지도학생 명단 작성 및 관리
   * 학생별 논문 진행 현황 파악

논문 초안제출

~ 4학년 1학기

STUDENT

1. 논문 초안 작성 및 지도교수에게 제출
2. 논문 초안 지도교수 확인 및 승인: 논문 심사(Defense)여부 결정

★ 논문 초안 제출기한

가. 2월 졸업예정자: ~6/15

나. 8월 졸업예정자: ~12/15

SUPERVISOR

1. 논문 초안 확인 후 심사(Defense)진행 여부 결정
2. 논문 초안 제출 확인
   : 초안 제출 학생 명단 작성 및 관리

논문 발표/심사

~ 4학년 2학기

STUDENT

1. 논문과목 수강신청
   - 제1전공 논문과목은 일괄입력 **(본인신청 불필요)**
   - 복수전공 논문과목은 본인신청
2. 논문심사위원 선정: 지도교수와 상의 하에 선정
   가. 심사위원: 지도교수포함 2명
   나. 심사위원에게 논문초안 제출 (심사일 최소 1주일 전)
3. 논문 심사일정 조율: 심사위원 2명이 가능한 시간으로 심사일정 조율
4. 논문 발표용 강의실 대여: EDWARD 시스템에서 예약

★ 논문심사 기한

가. 2월 졸업예정자: ~ 9/15

나. 8월 졸업예정자: ~ 3/15

※ 해당 학과장으로부터 논문 심사 결과가 심사 후 3일 이내에 행정팀으로 제출되어야 함

SUPERVISOR

1. 논문심사 일정조율
2. 논문심사
   : 심사결과 및 평가의견을 학생에게 전달
3. 심사보고서 제출
   : 심사 후 3일 이내에 학과장에게 제출

논문 결과물 제출

~ 4학년 2학기

STUDENT

1. 논문 심사 결과에 따라 논문 최종 결과물 제출: KAC 행정팀(126호)
   가. Conditional Pass: 논문 재심사를 거친 후, 지도교수 승인을 득한 최종 논문 제출
   나. Conditional Pass with Correction: 논문 심사 후, 수정할 부분을 고친 후(재심사 없음) 심사위원의 승인을 득한 최종논문 제출
   다. Pass: 논문 최종검토 후, 지도교수 승인을 득한 최종 논문 제출

★ 논문 결과물 제출기한

가. 2월 졸업예정자: ~12/1

나. 8월 졸업예정자: ~6/1

★ 최초 논문심사진행 학기에 Thesis 과목 Fail 받은 학생은, 다음 학기에 행정팀으로 수강신청 요청 필

SUPERVISOR

1. 논문 최종 결과물 확인
2. 각 지도교수는 논문 결과물 및 결과보고서를 학과장에게 제출
3. 학과장은 결과보고서 확인 후 해당 학생의 논문과목 최종 성적입력
   * 과목코드
   : IB [30880] / IR [30881]
4. 최종 결과보고서 행정팀으로 전달

Preparation

Sophomore ~ Junior

STUDENT

1. Take [27263] THESIS WRITING Course (STRONGLY RECOMMENDED BUT NOT A REQUIRED COURSE)
2. Identify a topic related to your major (IB or IR) for the thesis

ADVISOR

Proposal

~ Junior 2nd Semester

STUDENT

1. Make a thesis proposal in writing
2. Arrange for a member of the KAC faculty to be the thesis advisor (IB students will need an IB professor and IR students will need an IR professor)
3. Submit the proposal in writing to the prospective advisor and receive SIGNED approval confirmation from the professor, with the correct form

★ **Deadline of Thesis Proposal**

A. Candidates for the February graduation period: ~12/15

B. Candidates for the August graduation period: ~6/15

ADVISOR

1. Approve/Disapprove thesis proposal from the student
   : make and manage a list of students who have submitted thesis proposals
   * Maintain awareness of each student's progress regarding their thesis

1st Draft

~ Senior 1st Semester

STUDENT

1. Make a 1st draft and submit it to the advisor
2. Get confirmation and approval of the 1st draft: if the draft passes, permission regarding a defense date will be discussed and decided

★ **Deadline of Thesis, 1st Draft**

A. Candidates for the February graduation period: ~6/15

B. Candidates for the August graduation period: ~12/15

ADVISOR

1. Review the thesis 1st draft and decide whether to have a defense or not
2. Arrange and manage the list of students who submitted a 1st draft and who will have a thesis defense

Presentation/Defense

~ Senior 2nd Semester

STUDENT

1. Select an additional defense committee member: ask another professor to be on the committee with your thesis advisor (discuss with the thesis advisor)
   A. Committee members: 2 members including advisor
   B. Submit thesis draft to committee members at least 1 week before the defense
2. Arrange schedule of defense: schedule the defense when both committee members are available
3. Reserve a classroom for the defense by EDWARD system

★ **Deadline of Defense/Presentation**

A. Graduate Candidates in Feb: ~9/15

B. Graduate Candidates in Aug: ~3/15

ADVISOR

1. Schedule a defense with the student and committee member
2. Thesis defense
   : Deliver the result and give feedback on the thesis to the student
3. Submit a thesis committee report
   : Submit the committee report to the department chair within 3 days right after the thesis defense.

Final Draft

~ Senior 2nd Semester

STUDENT

1. Submit the final draft in accordance with the defense result to the KAC admin office (#126)
   A. Conditional Pass: submit the final draft that passed a 2nd defense with the advisor's permission
   B. Conditional Pass with Correction: submit the final draft after minor corrections (2nd defense) with the committee's approval
   C. Pass: submit the final draft with the advisor's permission after the defense

★ **Deadline of Final Draft**

A. Candidates for the February graduation period: ~12/1

B Candidates for the August graduation period: ~6/1

★Students who got FAIL grade on THESIS subject should ask to enroll the THESIS subject to the KAC admin office, individually, when the next semester begins.

ADVISOR

1. Review the final draft and approve or disapprove it
2. Submit the final draft and final report to the chair of the department
3. The department Chair checks the final report and inputs a grade (P/F, thesis requirement) into the system
   * Course Code: IB 30880 / IR 3088
4. Submit the final report to the KAC admin office e-mail