



Keimyung Adams College
Thesis Regulations
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This document is online at <http://adamscollege.kr/>

Thesis as Part of Degree Requirements

Successful completion of a thesis is a mandatory requirement for graduation from Keimyung Adams College. As outlined below, the final version of the thesis must be approved by a formal thesis advisor in consultation with other KAC faculty.

A research thesis is the academic capstone to the KAC degree. The KAC staff and faculty are happy to help and guide you with your project. However, students who disregard deadlines, write careless theses copied from news websites, and e-mail them at the last moment with the excuse of “I was busy” should expect their thesis to be refused, their graduation to be delayed, and possibly the resignation of the supervisor.

Subject Requirements

The thesis should be on a topic approved by a faculty member at Keimyung Adams College acting as supervisor. Topics should be relevant to the student’s major and a useful original addition to the field. Topics should not be trivial or potentially offensive.

Format Requirements

- Theses should be over 4,000 to 7,000 words, which is generally an accepted minimum length for academic publication. Tables, graphics, and reference lists do not count toward this length.
- The thesis should be printed on clean, white A4 paper, bound with a paper clip, and with 2.54 cm (1”) margins on each side. Text must be double-spaced and in a readable black font no larger than 12 point.
- The thesis should be submitted with a title page, an abstract of 150-200 words and a list of references at the back of the paper. Include a literature review within your paper.
- The thesis should correspond to normal APA formatting and English usage. Careless formatting, particularly with citation, is a justifiable cause for having a thesis returned. A good online source for APA style can be found at http://www.dianahacker.com/resdoc/p04_c09_o.html.
- Plagiarism in a KAC senior thesis is a serious breach of academic ethics and will be dealt with strongly by Keimyung Adams College. Normally, such papers will be instantly failed.

Setting Up the Project

- Students will select a general subject area and consult with the faculty supervisor they choose to define a specific topic.
- A thesis committee shall consist of two readers, supervisor and committee member.
- Faculty members reserve the right to decline a student as supervisor. Students should not wait until the last moment to complete their proposals in case of this event.
- A faculty mentor is **not** automatically a student’s a supervisor.

Deadlines

For students requiring an extra semester of enrollment in KAC due to study abroad, or those who are returning from military service or other commitments, these deadlines are all one semester later. For example, students seeking graduation in summer must submit theses to their advisors by mid-December and the thesis must be passed by June 1 of the graduating semester.

1. End of Junior Year, end of semester (December 15 or June 15): Propose

- Students should submit a proposal package including: 1. The Thesis Interest Form, 2. Their specific topic in a 150-200 word proposal, and 3. A short list of references.
- The faculty supervisor or office may refuse to consider late proposals until the next semester, resulting in a delay of graduation.
- Students intending to study abroad in the first semester of their senior year are strongly urged to have approvals on their proposals before leaving Korea and to be working on their projects while away.
- Faculty members who finish or leave employment at KAC while acting as supervisor should assist students in finding a replacement.

2. Middle of Senior Year, end of semester (December 15 or June 15): Submit

- Students should form a thesis committee. With the help of their supervisor, students should choose one other faculty member, whom must be from the student's department.
- Students should message or submit a copy of their thesis drafts to all committee members.
- It is the students' responsibility to ensure that all committee members have copies of the final version of their thesis at least one week before the defense.
- Thesis committee members may refuse to consider late submissions until the next semester, resulting in a delay of graduation.

3. End of Senior Year, December 1 (or June 1): Pass

- Papers must be passed by the thesis committee by this date in order for the student to graduate that semester.
- Other deadlines have some flexibility, but the pass deadline of December 1 (June 1) is final and nonnegotiable.
- The supervisor should be given two physical copies of the final passed thesis.

Grading

The supervisor will arrange with the student for the paper to be read and graded by the committee, and the student will present the paper along with a short presentation or defense. Upon completing the grading, the supervisor will notify the result to the department Chair.

The thesis will be returned with an agreed grade of 1. **Pass** 2. **Pass with Minor Corrections** 3. **Resubmit [Conditional Pass]** or 4. **Fail**.

- A paper marked Pass is complete. The graders may, at their discretion, award the paper "Pass with distinction" and recommend the paper for publication.
- A paper marked Pass with Corrections requires minor corrections or changes. After these have been completed according to the supervisor's requirements the paper will be passed. No second defense is required.
- A paper marked Resubmit is returned to the student. Substantial changes will be required, along with a second defense. Second presentations are not required. The thesis may be resubmitted to the committee multiple times, but must be passed by December 1 (June 1) of the same semester. Graders reserve the right to refuse last-second resubmissions.
- A paper marked Fail must be abandoned and re-started, with the same or different supervisor.



Keimyung Adams College
Thesis Interest Form

Deadline: The end of your junior year, **December 15** or **June 15**.

Thesis Pledge

I agree to the following conditions in writing my thesis:

1. I will, from now until completion of my thesis, check my e-mail regularly in the event that my supervisor or a committee member contacts me concerning my thesis;
2. I will respond to e-mails, telephone calls, and text messages sent by my supervisor or a committee member in a timely manner; and I will inform my supervisor in case my e-mail address or phone number change.
3. I will meet deadlines set by my supervisor and other members;
4. I understand that failure to meet these basic requirements in good faith may result in the resignation of committee members or failure of the thesis requirement, and I will accept responsibility for such events.

Student:

I would like to write a thesis on the subject of

I have the agreement and permission of my faculty supervisor,

I have read the thesis regulations of KAC and accept the requirements of the thesis pledge.

Signature and student number: _____

Date: _____

Faculty:

I give this student permission to write on this subject and agree to be their faculty supervisor.

Signature: _____

Date: _____

Include:

- √ The specific topic in a 150-200 word proposal.
- √ A working list of books, articles, or other sources.