

Information of the Thesis/Report

PSPS informs students who are writing the thesis or report for the master degree in the 2013 summer semester the following information.

Date	Steps	Required Papers
29 July~2 Aug.	Apply for the pre-presentation	Application form of the pre-presentation
12 Aug.~16 Aug.	Pre-presentation	Submit the first draft of the thesis/report to PSPS and your supervisor.
26 Aug.~30 Aug.	Apply for the "Submission of Thesis/Report"	1.Application form 2.Evaluation fee :100,000 KRW or USD 100 3.Declaration of Ethical Conduct in Research
9 Sep.~ 13 Sep.	Presentation	Submit the second draft of thesis/report
17 Sep.	Evaluation Result	Evaluation result of the second draft
30 Sep.~ 4 Sep.	Submit the final draft of the thesis/report	Please refer to Submit the final draft of the thesis/report on page 2.

1. Apply for the pre-presentation

- 1) Period :29 July KST 9:00 ~2 Aug. KST 17:00
- 2) Required paper : Application form of the pre-presentation
- 3) Qualifications for the pre-presentation : Registered the 4th semester and thesis research course.
- 4) Other information : Student can apply for the pre-presentation in URP system(Click the **졸업관리**). Please print it out and submit it via PSPS mail.

2. Pre-presentation

- 1) Period : 12 Aug. KST 9:00 ~16 Aug. KST 17:00
- 2) Students are required to submit the first draft of thesis or report to PSPS via e-mail(psps@yu.ac.kr) and your supervisor.

3. Apply for the "Submission of Thesis/Report"

- 1) Period : 26 Aug. KST 9:00 ~30 Aug. KST 17:00
- 2) Qualifications for Application for the Submission of the thesis/report
 - Registered the 4th semester
 - Passed the comprehensive examination
 - Passed the pre-presentation of thesis/report
- 3) Required paper
 - ① Application form
 - First, students are required to apply for the "Submission of Thesis/Report"
 - If students finish the application process, please print out the application form and submit it to PSPS via e-mail(psps@yu.ac.kr).

② Evaluation fee :100,000 KRW or USD 100

* PSPS Bank Information

Bank	Daegu Bank, LTD/ Yeungnam University Branch
Bank address	118, 2-ga, Susung-dong, Susung-gu, Daegu, Republic of Korea
Remittee	Yeungnam University
Account number	9100011272135
Daegu Bank Swift Code	DAEBKR22

* Bank fees should be borne by students.

* Students who apply for the submission thesis/report should make payment in his or her own name.

③ Declaration of Ethical Conduct in Research

- Please fill it out and submit it to PSPS via e-mail(psps@yu.ac.kr).

4. Presentation

1) Period : 9 Sep. KST 9:00~ 13 Sep. KST 17:00

2) Students are required to submit the 2nd draft of thesis or report to PSPS via e-mail(psps@yu.ac.kr) and your supervisor.

5. Evaluation Result

1) Date : 13 Sep.

2) The thesis committee will give the evaluation result of your thesis/report.

6. Submit the final draft of the thesis/report

1) Period : 30 Sep. KST 9:00 ~ 4 Sep. KST 17:00

2) Qualifications for the Submission of the thesis/report : Students must pass the evaluation of the presentation by the thesis committee.

3) Required paper

① For students who will submit the thesis

A. 13 copies (paperback)

-You don't need to get original signature from the thesis committee members.

-Please submit the 13 copies to PSPS Office.

-Address : Park Chung Hee School of Policy and Sameul(Chunma art center tower building),
Yeungnam University, 280 Daehak-ro, Gyeongsan-si, Gyeongsangbuk-do, 712-749,
Republic of Korea

B. One copy of abstract in Korean.

-The abstract should not exceed two pages (A4 size), Check format file.

-Please submit it to PSPS Office and send it to PSPS mail

C. Submit the original thesis file online.(You can upload it on 3 July)

① YU library homepage (<http://libs.yu.ac.kr/>)

② Submit a Thesis

③ Enter thesis information

→ After finishing the procedure of the online submission of your thesis, you can print out **Agreement for Thesis Copyright(학위논문 저작권 동의서) & Confirmation of Thesis Submission(학위논문제출확인서)**.

D. One copy of Agreement for Thesis Copyright to PSPS Office.(Don't send it to PSPS mail)

- E. Please send the original thesis file to PSPS mail.
 -When you finish uploading the thesis file, you can print out them.
 -Please include one copy of Agreement for Thesis Copyright in the thesis file.

② For students who will submit the report

A. 5 copies (paperback)

- You don't need to get original stamps from your supervisor
- Please submit the five copies to PSPS Office.
- Address : Park Chung Hee School of Policy and Sameul(Chunma art center tower building),
 Yeungnam University, 280 Daehak-ro, Gyeongsan-si, Gyeongsangbuk-do, 712-749,
 Republic of Korea

B. Submit the original report file to PSPS mail(psps@yu.ac.kr).-13 copies (paperback)

- One copy of abstract in Korean

7. Other Information

- 1) You should consult your supervisor during preparing intermediate/final draft.
- 2) Your thesis or report should meet **Thesis/Report Format Requirements**. You change green colored letters in the format(**Formats of thesis/report file**) according to your situation.
- 3) When you have inquires related to the thesis or report, please contact your supervisor.
- 4) Please refer to the degree granted, when you write the name of the degree in the format.

*Degree granted

Department	Major	Degree
Saemaul	Saemaul Undong Theory and Practice	Master of Saemaul Studies Master of Public Administration
	Forest Resources and Ecological Restoration	Master of Science M.S. in Agronomy
Public Policy and Leadership	Public Policy and Leadership	M.A in Developmental Economics Master of Public Policy MPP in Economic Development

- 5) All required papers should be sent to PSPS(psps@yu.ac.kr).
- 6) If you have any questions related to the required papers, procedures of thesis(or report), please contact [Kim Su Jin\(Kimsujinee@ynu.ac.kr\)](mailto:Kimsujinee@ynu.ac.kr), PSPS program officer.

How to Submit Thesis File ONLINE

1. Enter the YU library homepage (<http://libs.yu.ac.kr/>), click the [Eng] and log in.



->Default password is first 6 digit of resident registration number.

2. Click the [Submit a Thesis].



3. You can see the following picture and click the [Submit a Thesis].

The screenshot shows the Yeungnam University dCollection homepage. At the top, there are navigation links: 영남대학교, dCollection, 검색, 자료제출, 제출내역, 학회·연구소, and 제출자 로그인. Below this, there are several promotional banners. The central banner for '학위논문제출' (Thesis Submission) includes a red box around the 'Submit in English >>' button. To the right, there are banners for '정보공개 안내 (CCL이란?)' and '자주하는 질문'. Below the banners is a search bar with filters for '전국대학자료' and '우리대학자료'. The main content area is titled '최신자료' (Latest Data) and lists recent submissions. On the right, there are links to '공지사항' (Notice) and '대학강의정보 공개'. At the bottom, there are two bar charts: '전국대학 디지털 자료' (National University Digital Data) and '우리대학 제출건수' (Our University Submission Count).

전국대학 디지털 자료 (단위:건)

Category	Count
학위논문	1,564
학술논문	3,134
강의자료	173
기타	1,439

우리대학 제출건수

Year	전체	CCL적용
2009	445	331
2010	1,005	785
2011	940	749
2012	534	392

4. You can follow the directions for the other procedures.

THESIS/Research GUIDE

1. Overview

The thesis (or a report) is a scholarly or practical treatise that examines a specific topic or issue that is conducted by students during their graduate study. For a master's degree, all requirements, including filing a thesis or a paper and obtaining a minimum of 39 credits or 42 credits (in a case of a seminar paper), are expected to be completed within one and half years

The Park Chung Hee School of Policy and Saemaul (PSPS) sets thesis guidelines for your writing for the master's degree. Although the contents and length can be decided by you and your advisor, the School recommends you to consider the thesis guide.

2. Word limit

Master's candidates should write up a thesis of approximately 25,000-30,000 words (245 words on a double-spaced page) and a report of 15,000-25,000 words. The word limit is exclusive of words in tables, figures, references and appendices. Footnotes are included as part of word limit. In exceptional circumstances, the expected length of the thesis (or a report) can be adjusted by the advisor and head of departments.

3. Order of Contents

The following document order is recommended for a thesis or a paper:

- Title page
- Advisor approval page
- Abstract
- Acknowledgements
- Table of contents
- Main text
- Bibliography
- Appendices (optional)

4. Guide for writing a thesis or a paper

- Abstract

Summarizes problem statements, your research methods, key results and findings and conclusions and usually does not exceed 200 words in length. One copy of abstract in Korean. The abstract should not exceed two pages (A4 size). Please refer to "Format # 5".

- Introduction

Introduction should include problem statements, research aims and objectives and research design. Student should write logically 'what is the topic and why is it important?'. Also, introduction should be interesting to the readers as well as you. Make the readers want to read your works. If you want to gain further information, read several thesis introductions.

- Literature review

The literature review 1) helps you identify work already done or in progress that is relevant to your work, 2) prevents you from duplicating what has already been done, 3) helps you design the method for your project and 4) enables you to find gaps in existing research, thereby giving you a specific topic. The purposes of the literature review can be summarized as follow;

1. Distinguishing what has been done from what needs to be done;
2. Discovering key variables related to your topic;

3. Identifying relationships between idea and practice;
4. Setting up the context of the topic or problem;
5. Rationalizing the importance of the problem;
6. Relating ideas and theory to applications;
7. Identifying the key methods and research techniques that have been used.

How many articles do students review? That is a matter of judgement. However, you as a researcher should be able to demonstrate your arguments based on the existing literature. For further information or knowledge, you had better read research methodology papers.

- Method

Explain the detailed procedures of research clearly. Quantitative research may include research design, research model, hypotheses and operational definitions for the main variables. Since research methods vary enormously, the choice of the appropriate methodology relies on your decision. We recommend you to discuss this with your advisor.

- Results and discussion

The results and discussion are often combined but can be presented in two chapters. However, make sure that at first, you should demonstrate what you found in each set of results before you begin discussion. For instance, when you carried out a quantitative study, the general principle is to state statistical results in a table or figure. Then you can interpret the significant statistical effects of a test and inform the reader of the meaning of the effects.

In general, most research need discussion. What do the statistical effects mean? What are the gaps between the existing literature and your outcomes, and why? What implications from your research can be drawn?

- References

References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

Examples:

Drucker, P., Hanraads, J., and Lupton, R.A. (2000), The art of writing a scientific article, *Journal of Scientific Communication*, vol. 163, 51-59.

5. Thesis Format Requirements(Please refer to the following when you submit the thesis.)

- 1) **Type of size : 4 · 6 size (19cm × 26cm)**
- 2) Quality of paper : acid-free white cotton bond (at least 70g weight)
- 3) **Cover : The color of the cover is white in general, and cover should be soft cover.**
- 4) Contents of theses
 - A. Cover (Please refer to the “Format #1”)
 - B. Blank page
 - C. Inside cover (Please refer to the “Format #2”)
 - D. Supervisor approval page: Stamps from thesis committee (Please refer to the “Format #3”)
 - E. Acknowledgements (optional) (Please refer to the “Format #4”)
 - F. Table of contents
 - G. Body of text : Check with your department to determine what style is preferred.
 - H. Bibliography
 - I. Appendices (Optional)
 - J. Abstract in Korean if your thesis is in English(2 pages maximum)
(Please refer to the “Format #5”)

- 6) Language
The thesis or paper must be written in English or Korean
- 7) Page size
Page size must be international standard paper size (A4)
- 8) Font
Text must be Times New Roman, 11-point. Smaller font size may be appropriate for footnote or other material outside of the main text
- 9) Margins
Left and right margins of no less than 30mm and page numbers that appear inside the margins
- 10) Spacing
Text must be 1.5 spacing with the exception of quotations as paragraphs, captions, graphs, footnotes/endnotes, lists in appendices and etc.
- 11) Tables/Figures
Tables/Figures should be consecutively numbered and centered within the left and right margins.

6. Report Format Requirements(Please refer to the following when you submit the report.)

- 1) **Type of size : 4 · 6 size (19cm × 26cm)**
- 2) Quality of paper : acid-free white cotton bond (at least 70g weight)
- 3) **Color of cover : The color of the cover is white in general, and cover should be soft cover.**
- 4) Contents of Report
 - A. Cover (Please refer to the “Format #6”)
 - B. Blank page
 - C. Inside cover (Please refer to the “Format #2”)
 - D. Supervisor approval page: Stamps from report committee (Please refer to the “Format #7”)
 - E. Acknowledgements (Optional) (Please refer to the “Format #4”)
 - F. Table of contents
 - G. Body of text
 - H. Bibliography
 - I. Appendices (Optional)
 - J. Abstract in Korean if your thesis is in English(2 pages maximum)
(Please refer to the “Format #5”)
- 6) Language : The thesis or paper must be written in English or Korean
- 7) Page size : Page size must be international standard paper size (A4)
- 8) Font
Text must be Times New Roman, 11-point. Smaller font size may be appropriate for footnotes or other material outside of the main text
- 9) Margins
Left and right margins of no less than 30mm and page numbers that appear inside the margins
- 10) Spacing
Text must be 1.5 spacing with the exception of quotations as paragraphs, captions, graphs, footnotes/endnotes, lists in appendices and etc.
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