

Information of the Thesis/Report

PSPS informs students who are writing the thesis or report for the master degree in the 2014 spring semester the following information.

Date	Steps	Required Papers
10 Mar.~14 Mar.	Apply for the pre-presentation	Application form of the pre-presentation
31 Mar.~4 Apr.	Pre-presentation	1. Submit the first draft of the thesis/report to PSPS and your advisor. 2. Submit the Student Information form
28 Apr.~2 May	Apply for the presentation and submit the 2 nd draft of thesis/report	1. Application form 2. Evaluation fee :100,000 KRW or USD 100 3. Declaration of Ethical Conduct in Research 4. second draft of thesis/report
12 May ~ 16 May	Presentation	
28 May	Evaluation Result	
30 Jun~4 July	Submit the final draft of the thesis/report	Please refer to Submit the final draft of the thesis/report on page 3.

1. 1. Apply for the pre-presentation

- 1) Period : 10 Mar. 9:00 ~14 Mar. 17:00. KST.
- 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. Please submit the application form via PSPS mail after you sign up right next to your name on the paper.

2. Pre-presentation

- 1) Period : 31 Mar. 9:00 ~4 Apr. 17:00. KST
- 2) Required paper: 1st draft of the thesis/report, Student Information form
- 3) Students are required to submit the first draft of thesis or report to PSPS via e-mail(psps@yu.ac.kr) and your supervisor.
- 4) Student Information will NOT be released without his/her agreement.

3. Apply for the presentation

- 1) Period : 28 Apr. 9:00 ~2 May 17:00. KST.
- 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 sign up on 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 2nd draft of the thesis or report

– Please send it to PSPS(psps@yu.ac.kr) and your advisor.

4. Presentation

- 1) Period : 12 May. 9:00~ 16 May. 17:00. KST.
- 2) The detailed information will be announced.

5. Evaluation Result

- 1) Date : 28 May
- 2) The thesis committee will give the evaluation result of your thesis/report.

6. Submit the final revised thesis/report

- 1) Period : 30 June 9:00 ~ 4 July 17:00. KST.
- 2) Qualifications for the Submission of the thesis/report : Students must pass the evaluation of the presentation by the thesis/report committee.
- 3) Required papers
 - ① For students who will submit the thesis
 - 13 bookbindings of the thesis(papaerback) to PSPS Office by mail or directly.
 - Submit the original thesis file by PSPS e-mail(psps@yu.ac.kr)
 - One copy of Agreement for Thesis Copyright to PSPS Office by e-mail(psps@yu.ac.kr).
 - (Do not send it to PSPS by mail)
 - ② For students who will submit the report
 - Submit 5 bookbindings of the report (papaerback) to PSPS Office by mail or directly.
 - Submit the original report file to PSPS e-mail(psps@yu.ac.kr)

7. Other Information

- 1) You should consult with your advisor during preparing intermediate/final draft.
- 2) Your thesis or report should be complied with **Thesis/Report Format Requirements.**
(page 7 & attached format file)

- 3) When you have inquires related to the thesis or report, please contact with your advisor.
- 4) Please refer to the degree granted, when you write the name of the degree in the format.

*Degree granted

Department	Major	Degree
Saemaul and International Development	Saemaul Undong Theory and Practice	– Master of Saemaul Studies (MSS) – Master of Public Administration (MPA)
	International Development Cooperation	– Master of Arts in International Development (MA/ID) – Master of Public Policy in International Development (MPP/ID)
	Forest Resources and Ecological Restoration	– Master of Science (MS) – Master of Science in Agronomy (MS/A)
Public Policy and Leadership	Public Policy and Leadership	– Master of Arts in Development Economics (MA/DE) – Master of Public Policy (MPP) – Master of Pubpic Policy in Economic Development (MPP/ED)

- 5) All required papers should be sent to PSPS e-mail(psps@yu.ac.kr).
- 6) **Submission of your completed thesis including the following:**
- A. 13 bookbindings of the thesis (paperback)
- You do not need to get original signature from the thesis committee members.
 - Please submit the 13 bookbindings of the thesis 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 thesis file online. (refer to Guideline on page 3)
- ① YU library homepage (<http://libs.yu.ac.kr/>)
 - ② Click “Submit a Thesis”
 - ③ Sign in with your Library ID and password and, upload your thesis
 - your original thesis is upoladed as wordfile or PDF fie(*.doc, *.docx, *.pdf)
 - ④ Enter thesis information
 - ⑤ After finishing the procedure of the online sumission of your thesis, you can print out **Agreement for Thesis Copyright(학위논문 저작권 동의서) & Confirmation of Thesis Submission(학위논문제출확인서).**
- ※ If you have any questions about submitting the original thesis file online, Please contact to C
HOI Jin-yeoung (jychoi@ynu.ac.kr) directly.
- C. One copy of Agreement for Thesis Copyright to PSPS Office.
- D. Please send the original thesis file to PSPS e-mail.
- 7) Submission of your completed report includes the following :
- A. 5 bookbindings of the report (paperback)
- You do not need to get original stamps from your advisor.
 - Please submit the 5 bookbindings of the report 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 e-mail(psps@yu.ac.kr).

8) If you have any questions related to the thesis or report, please contact Kim Sujin at imsujinee@ynu.ac.kr.

How to Submit Thesis File ONLINE

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

The screenshot shows the Yeungnam University Central Library homepage. At the top right, there is a language selection menu with 'ENG' and 'CHN' options. A red box highlights the 'ENG' link. Below the header, there are navigation links for '소장자료' (Collections), '신착자료' (New Acquisitions), 'eContents', 'My Library', '도서관서비스' (Library Service), '도서관안내' (Library Guide), and '커뮤니티' (Community). The main banner features an illustration of a library building and the text '세계 수준의 지식거점제공: YU Global Initiative' and 'YEUNGNAM UNIVERSITY CENTRAL LIBRARY'. Below the banner, there are sections for '공지사항' (Notice), '학술DB' (Academic DB), and '신착자료' (New Acquisitions). A 'Quick Menu' section on the right lists various services like '도서관 이용안내' (Library Use Guide), '사용함 신청' (Request for Use), '좌석현황 보기' (View Seat Status), '그룹학습실 예약' (Group Study Room Reservation), '연구열람실 예약' (Research Reading Room Reservation), and '특별회원 등록' (Special Member Registration). At the bottom, there is a '바로가기' (Shortcut) section with links to '주요사이트 바로가기' (Main Site Shortcut), '국내 학술DB 바로가기' (Domestic Academic DB Shortcut), and '국외 학술DB 바로가기' (Foreign Academic DB Shortcut).

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

2. Click the [Submit a Thesis].

The screenshot shows the Yeungnam University Central Library homepage after logging in. The header now includes a 'Login' button and a 'Logout' button. The 'My Library' section is prominently displayed, and a red box highlights the 'Submit a Thesis' link. The 'Quick Menu' section on the right lists various services like 'Guide on Library Use', 'Locker Application', 'Seats Available', 'Reserve group study room', 'Apply for using research room', 'Registering as special members', 'ebook', and 'RefWorks'. At the bottom, there is a 'Site Link' section with links to 'Yeungnam University' and 'Yeungnam University Library'.

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

The screenshot shows the Yonam University dCollection homepage. At the top, there is a navigation bar with links for '검색' (Search), '자료제출' (Data Submission), '제출내역' (Submission History), '학회·연구소' (Academic Society/Research Institute), and '제출자 로그인' (Submitter Login). Below this, there are several promotional banners. The central banner for '학위논문제출' (Thesis Submission) includes a 'Submit in English >>' button, which is highlighted with a red rectangle. To the right of this banner, there are sections for '정보공개 안내 (CCL이란?)' (Information Disclosure Guide (What is CCL?)) and '자주하는 질문' (Frequently Asked Questions). Below the banners, there is a search bar and a list of filters: '전체' (All), '학위논문' (Thesis), '학술논문' (Academic Paper), and '기타' (Other). The main content area is divided into two columns. The left column, titled '최신자료' (Latest Data), lists recent submissions with details like author, year, and title. The right column, titled '공지사항' (Notice), contains a list of announcements regarding submission deadlines and policies. At the bottom, there are two bar charts: '전국대학 디지털 자료' (National University Digital Data) and '우리대학 제출건수' (Our University Submission Count), both showing data for the years 2009, 2010, 2011, and 2012.

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

※ If you have any questions about submitting the original thesis file online, Please contact officer, CHOI Ji n-yeoung (jychoi@ynu.ac.kr) directly.

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 32 credits or 35 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:

- A. Cover
- B. Blank page
- C. Inside cover
- D. Supervisor approval page
- E. Acknowledgements (optional)
- 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)

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. 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 (in order)**
 - 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) 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

8) Margins

Left and right margins of no less than 30mm and page numbers that appear inside the margins

9) Spacing

Text must be 1.5 spacing with the exception of quotations as paragraphs, captions, graphs, footnotes/endnotes, lists in appendices and etc.

10) 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 (in order)

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) 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

8) Margins

Left and right margins of no less than 30mm and page numbers that appear inside the margins

9) Spacing

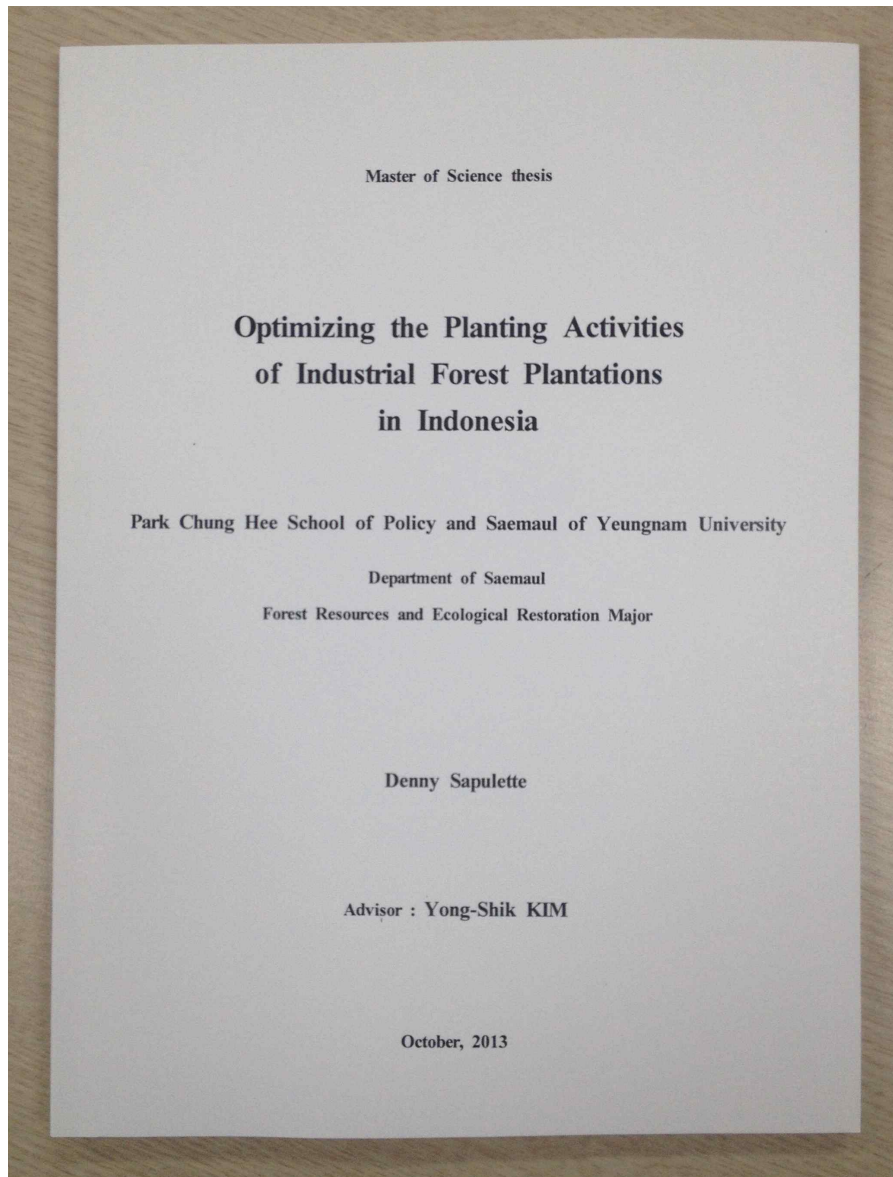
Text must be 1.5 spacing with the exception of quotations as paragraphs, captions, graphs, footnotes/endnotes, lists in appendices and etc.

10) Tables/Figures

Tables/Figures should be consecutively numbered and centered within the left and right margins.

※Example of thesis and report

1. Thesis



2. Report

