

Important Notice on Thesis Submission (dCollection)

Please carefully review the following guidelines for submitting your thesis through dCollection.

1. Submission Period & Login

Access to dCollection is available only during the submission period:

July 6, 2026 - July 31, 2026.

If you experience any login issues, please contact us by phone: +82-2-970-9045.

dCollection website: <https://snut.dcollection.net>

2. Thesis Format & Order

※ Theses must strictly follow the Graduate School Thesis Format Guidelines.

Submissions that do not comply with the required order may be returned without review.

▶ Korean Thesis Order

Cover page

Approval page(signatures/stamps not required)

Abstract

Table of contents(List of tables and figures, if applicable)

Main text

References

English abstract

Acknowledgements(optional)

▶ English Thesis Order

Cover page

Submission and approval papers(signatures/stamps not required)

Summary

Table of contents(List of tables and figures, if applicable)

Main text

References

Korean abstract

Acknowledgements(optional)

3. Submission Confirmation & Author Permission Agreement(Copyright Agreement)

The Submission Confirmation Form and Author Permission Agreement can be printed after verification is completed.

Please submit the printed Submission Confirmation Form to the Graduate School Administrative Office.

The Author Permission Agreement does not need to be submitted.

4. Date on Cover & Approval Page

The date on both the cover page and approval page must be stated as **August 2026**.

5. Verification Schedule

Theses submitted over the weekend will be reviewed on the following Monday.

6. Thesis/Dissertation AI Copyright Agreement

Submission of the National Assembly Library AI Copyright Agreement Form for Theses is required.

Please download the form provided below, complete and sign it, and send it via email to: cdw8637@seoultech.ac.kr

(Choose from English/Korean form)

7. Requesting Revisions After Submission

If revisions are needed after submission:

Go to Submission History → Click your submitted thesis → Request resubmission

The administrator will review and return the submission accordingly.

8. Approval Sheet Registration

Starting this semester, a separate tab for approval page submission has been created.

The approval page included in the thesis file does not require signatures or stamps.

However, in the Approval Sheet Registration Tab, please upload an approval page file with the signatures or stamps of the examiners.

Even if submitted separately, the approval page must still be included in the main thesis file.

9. Thesis Disclosure Settings

Submitted theses will be made public **after the degree conferral date (August 20)**.

If you choose to set a specific disclosure date, please ensure it is after August 20.