

## Important Notes for Submission of the 2026 Fall Semester Thesis/Dissertation

University of Ulsan Central Library

June 5, 2026

### [Checklist Before Submitting the Electronic Version]

1. I included page numbers on the cover page, approval page, and submission page. → Do not place page numbers on the cover page, approval page, or submission page. Pages before the main text should be numbered using lowercase Roman numerals (i, ii, iii, ...), and pages from the main text onward should be numbered using Arabic numerals (1, 2, 3, ...).

2. I am unsure about the degree title to use. → Please refer to the Degree Conferral Regulations (Section 2-2-1) for the correct degree designation.

Examples:

Department of Medicine → Master of Medicine / Doctor of Medicine

Department of Medical Science → Master of Science / Doctor of Science

3. I cannot log in to the dCollection website. → First, log in to the University of Ulsan Central Library website and then access dCollection through the link provided at the bottom of the page. If you still cannot log in, please contact the library at +82-52-259-2465.

4. My thesis/dissertation has already been verified in dCollection, but I would like to replace the PDF file. → Please request a return through dCollection or submit an inquiry through the Q&A board to have your submission returned for revision.

5. Can the approval process take longer than 2-3 days?

→ The approval process generally takes 2-3 business days. However, submissions are reviewed in the order received, so processing times may vary depending on the submission queue. Please also note that the approval process may continue after the submission deadline.

6. Are signatures (or official seals) required on the approval page?

→ Signatures (or official seals) are not required for the electronic version. However, they are required for the printed version. Therefore, all three printed copies must be bound with original approval pages containing the required signatures (or official seals).

7. How should I set the copyright options?

→ The University of Ulsan recommends the following copyright settings for theses and dissertations.

[For Public or Conditionally Public Theses/Dissertations]

Copyright Agreement:  Agree

Creative Commons License (CCL):  Apply

Allow modifications of the work?  No

Allow commercial use of the work?  No

[For Restricted (Non-public) Theses/Dissertations]

Copyright Agreement:  Do Not Agree

### **[Checklist Before Submitting the Printed Version]**

1. I have already bound my thesis/dissertation, but the file submitted to dCollection was returned for revision.

→ Please resubmit the same file that was used for printing and binding.

(dCollection Home → Submission History → Click Title → Submit Completion Button)

2. How can I resubmit after revising the PDF file?

→ dCollection Home → Submission History → Click Title → Modify Full Text (at the bottom) → Replace File → Submit Completion Button

3. How can I print the copyright agreement form? Is an electronic signature acceptable?

→ The copyright agreement form can be printed only after your thesis/dissertation file has been approved by the administrator. You can print it from your dCollection submission history. A handwritten signature is required. Electronic signatures and scanned signatures will not be accepted.

4. What year should be printed on the spine of the bound copy?

→ Please indicate “2026” on the spine.

5. I submitted my printed copy directly to the library instead of my department office.

→ Individual submission to the library is not permitted. Please submit your printed copies to your department office.

6. Do I also need to print and submit the submission confirmation form?

→ Only the copyright agreement form is required when submitting the printed version. The submission confirmation form does not need to be submitted.

7. Should I print the version with the watermark?

→ It is recommended that you print the version without the watermark.

8. When will my thesis/dissertation become available in RISS?

→ It usually takes approximately 1-2 weeks after the start of the semester. Since the transfer process to the National Library of Korea and the National Assembly Library is carried out simultaneously, publication may take some time.

After receiving notification that your thesis/dissertation has been uploaded to dCollection, please wait for a reasonable period before searching for it in RISS.

Graduates should access RISS directly through a web portal rather than through the University of Ulsan website when checking availability.