



SNU Library

Online Thesis Submission Manual

(2025. 8.)

- SNU Thesis Submission FAQ Kakaotalk plus friend ID : snuthesis
(Kakaotalk > Find friends (magnifier button) > search 'snuthesis')
- Inquiry about Online thesis file submission : libit@snu.ac.kr / 02-880-5567
- Regulations for granting a degree : juhikwon@snu.ac.kr / 02-880-5161
- Loans·Overdue Fines : libcirc@snu.ac.kr / 02-880-5301

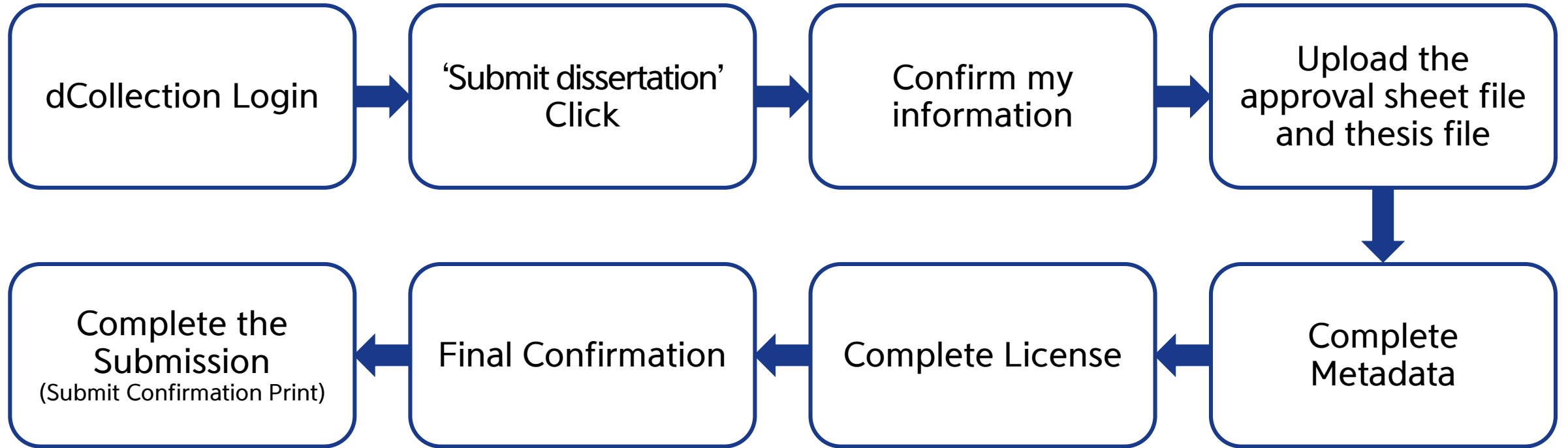
SNUL
Collections and Information Management Division

✉ libit@snu.ac.kr / ☎ 02-880-5567

 [Chat on Kakaotalk](#)

Operating Hours: 9:00 ~ 18:00 in weekday (not available in Weekends/Holidays)

Online Thesis Submission Steps



※ Inquiries Regarding Thesis Submission

<https://dcollection.snu.ac.kr/bbs/notice/noticeDetail/000000000093>

FAQ

Q. Do I have to write the thesis in the provided template exactly as given?

A. The templates are just recommended, so that paper specifications/fonts etc. are not strictly regulated. However, please be careful not to deviate significantly from the form of a typical thesis format, and ensure that you adhere to the basic structure of a thesis.

Q. I can't log in to the dCollection site.

A. Online submission is only possible during the thesis submission period of the semester. Check log in 2–3 days before the submission period, and if you cannot log in during the submission period, please contact the Library.

Q. An error occurred in the special symbol.

A. Go to the [dCollection > Submission List > Click the title of your thesis > Edit Meta] and enter through the keyboard-shaped button  located on the right side of the title entry column. And paste it into the required fields.

Q. I accidentally skipped the legal deposit agreement step. (or I want to change the consent information)

A. If you accidentally miss the submission or want to modify the consent for submission during the submission period, go to the [[Library homepage > USING THE LIBRARIES > Thesis Submission > Agreement For Legal Deposit](#)]

Q. When will the submitted thesis be available online?

A. After the submission, SNU Library takes 2 months to examine all the submission. So, it will be available in the middle of April (graduation on February) / in the middle of October (graduation on August)

Caution

※ Please check your submission after 'Complete Submission' ※

- Make sure that there are no editing errors such as table and picture damage, pdf conversion errors, page omission, etc., and that the thesis file is properly uploaded.
- If you want to modify the bookmark, press 'Update Files' and make the adjustments.
- 'Conversion Original(변환원문)' is a form which will be finally serviced in online.

※ It is absolutely impossible to modify the file outside the submission period, so please check it within the period and contact us in advance in case of an error.

The screenshot displays a submission system interface. On the left, a 'File information' panel lists the submitted files: 'Thesis Example.pdf' (260145 bytes, 2025-06-11 16:37:05) and 'Thesis Approval Sheet Example.pdf' (31938 bytes, 2025-06-11 16:11:25). Below these, a 'Bookmark' section shows a table of contents for the thesis. At the bottom of this panel, the 'conversion original' file is listed as '000000190332.pdf' (382172 bytes, 2025-06-11 16:37:15), which is highlighted with a red box. A red arrow points from this box to a preview window on the right. The preview window shows the title page of a Master's Thesis of Nursing titled 'Collaborative Case Analysis of Hospital-Library Partnership for Patient Emotional Care - A Focus on Hankuk University -'. The preview also shows a table of contents on the left and the start of the document on the right. A red arrow points from the 'conversion original' file to the preview window, and a hand icon points to the 'conversion original' file.

File information

File format	Document																						
submit original	Thesis Example.pdf (260145 bytes, 2025-06-11 16:37:05)																						
인준지	Thesis Approval Sheet Example.pdf (31938 bytes (0.0304 MB), 2025-06-11 16:11:25)																						
Start page of body : 3																							
Bookmark	<table><tr><td>Chapter 1. Introduction</td><td>1</td></tr><tr><td>1.1. Research Background</td><td>1</td></tr><tr><td>1.2. Research Objectives and Scope</td><td>2</td></tr><tr><td>1.3. Definition of Terms</td><td>2</td></tr><tr><td>Chapter 2. Study on Library-Hospital Collaborative Programs</td><td>10</td></tr><tr><td>2.1. Cases of Library-Hospital Collaborative Programs</td><td>10</td></tr><tr><td>2.1.1. Overseas Cases of Library-Hospital Collaborative Programs</td><td>10</td></tr><tr><td>2.1.1. Domestic Cases of Library-Hospital Collaborative Programs</td><td>25</td></tr><tr><td>2.2. Cases of Library-Hospital Collaboration Programs in Hankuk University</td><td>30</td></tr><tr><td>2.2.1. Analysis of Characteristics of Library-Hospital Collaboration Programs in Hankuk University</td><td>30</td></tr><tr><td>2.2.1. Analysis of Success Factors in Library-Hospital Collaboration Programs at Korean Universities</td><td>35</td></tr></table>	Chapter 1. Introduction	1	1.1. Research Background	1	1.2. Research Objectives and Scope	2	1.3. Definition of Terms	2	Chapter 2. Study on Library-Hospital Collaborative Programs	10	2.1. Cases of Library-Hospital Collaborative Programs	10	2.1.1. Overseas Cases of Library-Hospital Collaborative Programs	10	2.1.1. Domestic Cases of Library-Hospital Collaborative Programs	25	2.2. Cases of Library-Hospital Collaboration Programs in Hankuk University	30	2.2.1. Analysis of Characteristics of Library-Hospital Collaboration Programs in Hankuk University	30	2.2.1. Analysis of Success Factors in Library-Hospital Collaboration Programs at Korean Universities	35
Chapter 1. Introduction	1																						
1.1. Research Background	1																						
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conversion original	000000190332.pdf (382172 bytes, 2025-06-11 16:37:15)																						

Please Check your 'Conversion original'!!

Master's Thesis of Nursing

Collaborative Case Analysis of Hospital-Library Partnership for Patient Emotional Care

- A Focus on Hankuk University -

환자 정서 관리를 위한 병원과 도서관의 협력 사례 분석: 한국대학교 사례를 중심으로

August 2025

1. dCollection Login

- 1) Go to the dCollection site (<https://dcollection.snu.ac.kr>)
 - 2) Click 'Login'
 - 3) Log in with your mySNU portal ID/PW (If you see the login screen again, please try logging in again)
- ※ If an error occurs, please access through the
[Library Home Page Log In > Using the Libraries > Thesis Submission > Go to Online Thesis Submission(dCollection)] menu.

The screenshot displays the dCollection website interface. At the top, a navigation bar includes a 'Log in' button highlighted with a red box and a hand cursor. Below this, a search bar and several content sections are visible. An inset shows the login interface, which includes a 'Mobile Auth' tab, a 'Passkey' tab, and a 'Certificate' tab. The 'QR Sign in' section features a 'Generate QR Code' button. The 'Mobile Auth Sign in' section includes a 'Enter ID' field and a 'Remember ID' checkbox. At the bottom of the inset, there is a 'Register New Mobile Auth' link.

2. Submit online thesis

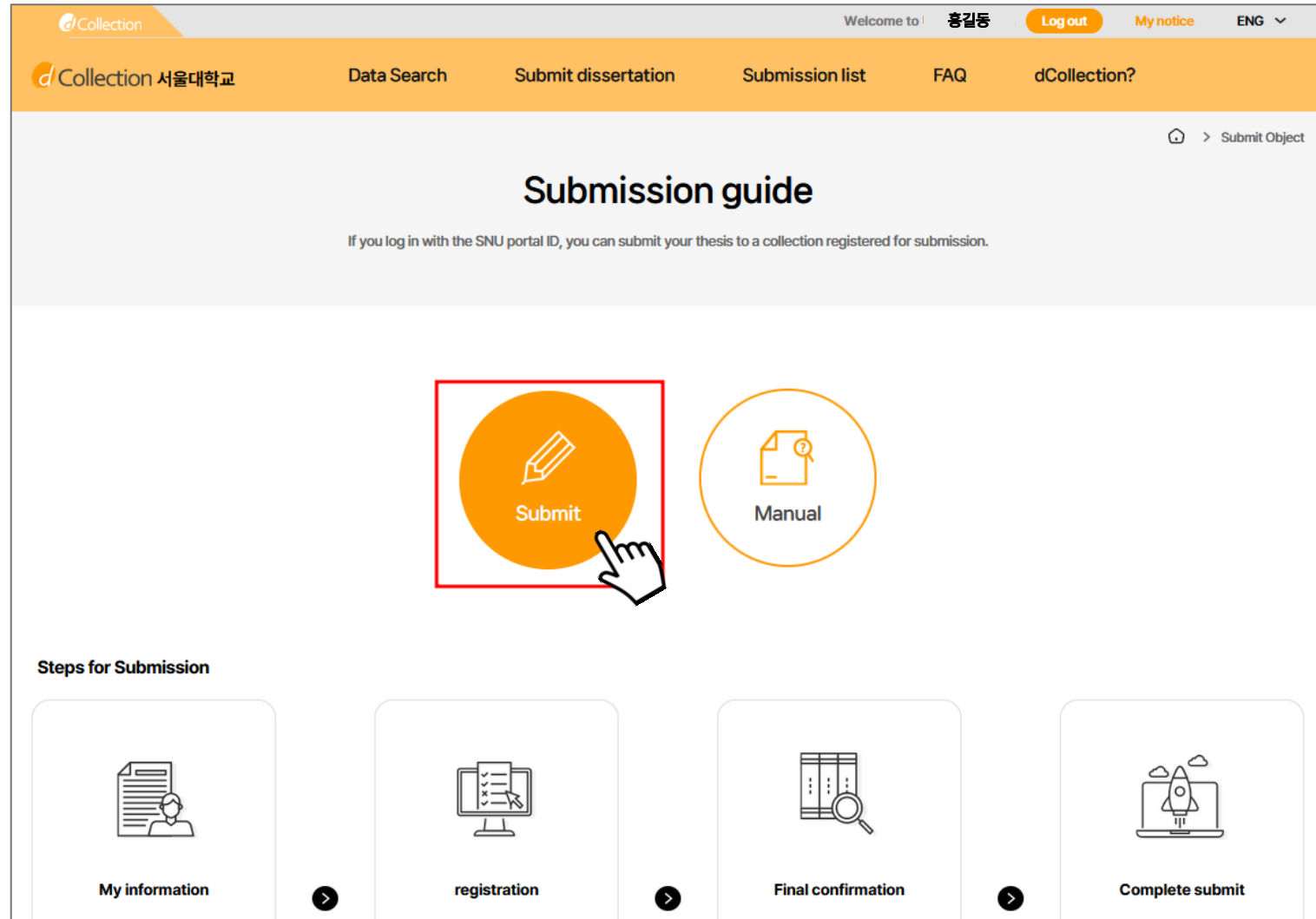
1) Click 'Submit dissertation'

The screenshot displays the dCollection website interface. At the top, there is a navigation bar with the following elements: 'Collection' logo, 'Welcome to' followed by '홍길동', 'Log out' button, 'My notice', and 'ENG' dropdown. Below this is a secondary orange navigation bar containing 'dCollection 서울대학교', 'Data Search', 'Submit dissertation' (highlighted with a red box and a hand cursor), 'Submission list', 'FAQ', and 'dCollection?'. The main header area features the 'dCollection' logo in large white text, with a descriptive sentence in Korean below it: 'Digital Collection의 줄임말로 오픈 액세스 기반의 리포지터리 시스템을 지원하며 대학에서 생산되는 학술연구정보를 온라인으로 수집, 구축, 서비스하는 시스템'. A search bar is located below the header, with 'All Content' on the left, 'Enter search word.' in the center, and an 'Advanced Search' button on the right. The main content area is divided into three columns. The first column, titled 'Notice', contains links for '서울대학교 온라인 학위논문 제출 매뉴얼(KOR/ENG)', '[공지/Notice] 학위논문 제출 관련 문의내용 정리 / Inquiri...', and '박사학위논문 제출자 대상 ISNI 발급신청 안내'. The second column, titled 'Domestic University Research Trands', features a word cloud with 'COVID-19' as the central term, surrounded by various research topics like '4차 산업혁명', '토픽 모델링', '인공지능', 'Machine Learning', etc. The third column, titled 'University ResearchTrands', displays a circular sunburst chart with segments labeled in Korean, including '인공지능', '빅데이터', '그릿(Grit)', '노동법', '삶의 의미', '정신건강', '인간관계', '자아존중감', '스트레스', '인공지능', '빅데이터', etc.

2. Submit online thesis

2) Click 'Submit'

※ If you were a submitter before, there can be several submit objects. Just click the object of your graduation year. (Click “2025년 8월 석박사 졸업논문”)



3. Confirm my information

1) Agree to Private policy

dCollection 서울대학교

Data Search

Submit dissertation

Submission list

FAQ

dCollection?

> Submit Object

학위논문제출



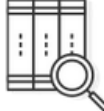
My information

>



registration

>



Final confirmation

>



Complete submit

Private policy

1. 개인정보의 수집·이용 목적

가. dCollection은 개인정보를 다음의 목적을 위해 처리합니다.

처리한 개인정보는 다음의 목적이외의 용도로는 사용되지 않으며 이용 목적이 변경되는 경우에는 개인정보 보호법 제18조에 따라 별도의 동의를 받는 등 필요한 조치를 이행할 예정입니다.

① 논문 제출을 하기 위한 정보 및 제출 논문 사후 관리를 위해 개인정보를 처리합니다.

2. 수집하는 개인정보의 항목

가. 'dCollection'은 다음의 개인정보 항목을 처리하고 있습니다.

① 개인정보의 명칭 : 개인정보에 기록되는 개인정보의 항목

② 제출자 정보

개인정보 수집 및 이용에 대해 (☒ Agree ☐ Not agree) 합니다.

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3. Confirm my information

2) Confirm and Input your Information (Name(2nd Language), Department Name, Degree, Contact Number, and Email Address)

- ※ Please do not modify the automatically generated Korean name.
- ※ Information marked with an asterisk (*) are required.

My information

ID	libit	학번/교번	2999-99999
Name *	홍길동	Name (2nd Language) *	HONG Gil Dong
Department Name *	간호대학 간호학과	Degree *	☒ Master ☐ Doctor
Contact *	010-1234-5678	E-mail *	libit@snu.ac.kr

• This is contact information registered at the library user information. If it was changed, please revise it.
 • This information is only used for contact in respect to the item you have submitted.
 • 제출관련 문의는 중앙도서관 학술정보운영과(02-880-5567, libit@snu.ac.kr)로 하시기 바랍니다.

Cancel

Next

Department search

Department Name

Select

College of Nursing (간호대학) ✓

College of Business Administr...

Graduate School of Business (...)

College of Engineering (공과대...)

Graduate School of Engineeri...

Graduate School of Education ...

Graduate School of Internatio...

Graduate School of Internatio...

College of Agriculture and Life...

Graduate School of Data Scie...

College of Fine Arts (미술대학)

College of Law (법과대학)

Department of Nursing (간호학과)

Department of Clinical Nursing Science (임...

Close

※ Please check your department accurately.
 ※ If not searched, please select '**All Department**' and search.

4. Upload the approval sheet file and thesis file

- 1) Upload the thesis approval sheet scan file
- 2) Upload the thesis file

The thesis approval sheet scan file should contain the signature or stamp of the judges, and please upload the file separately.

File Upload

Select File Type

Document

Approval Sheet Registration

Only PDF file possible. HWP(X), DOC(X), PDF(O)

+ My PC

Original registration

- 1개의 pdf 확장자 파일만 등록하세요. (100MB 제한)

- Please register only one PDF file. (limit: 100MB)

- 본문 파일내(표지 다음장)에 포함된 인준지에는 심사위원의 사인이나 도장이 들어가 있지 않아야 합니다.

- The approval sheet included in the thesis file(next page of the cover) should **not** contain the judge's signature or stamp. (caution)

- 파일에 개인정보(전화번호, 이메일, SNS주소 등)가 포함(주로 설문조사 안내, IRB 내용에 포함)된 경우나, 논문과 직접 관련이 없는 지서(논문) 목록, 수상이력, 자격증 등과 같은 삭제후 제출하여 주시기 바랍니다.

- If the file contains personal information(phone number, e-mail, SNS address, etc.) (mainly included in the survey guide, IRB content), or if the file contains self-promotion such as a list of books/articles, awards, certificates, etc., that are not directly related to the paper, please submit the file after delete it.

Only PDF file possible. HWP(X), DOC(X), PDF(O)

+ My PC

Step 1. Upload the thesis approval sheet scan file

※ Scan the approval sheet containing the signature or stamp of the judges and upload it as a separate file in 'Approval Sheet Registration'

- **One PDF file Only**
- If you did not get a signature(stamp) directly from the judge and receive an electronic signature or signature(stamp) image by e-mail, please edit it so that all judges' signatures(stamp) can be seen using Hangul, Word, Photoshop, PDF editor etc. And Upload the approval sheet.
- Thesis approval sheet must be **prepared in one sheet**, and it must be adjusted if the page is divided due to problems such as font size and margin, etc.

Example of "Thesis approval sheet form"

Step 2. Upload the thesis file

In thesis file, include approval sheet without a signature or stamp

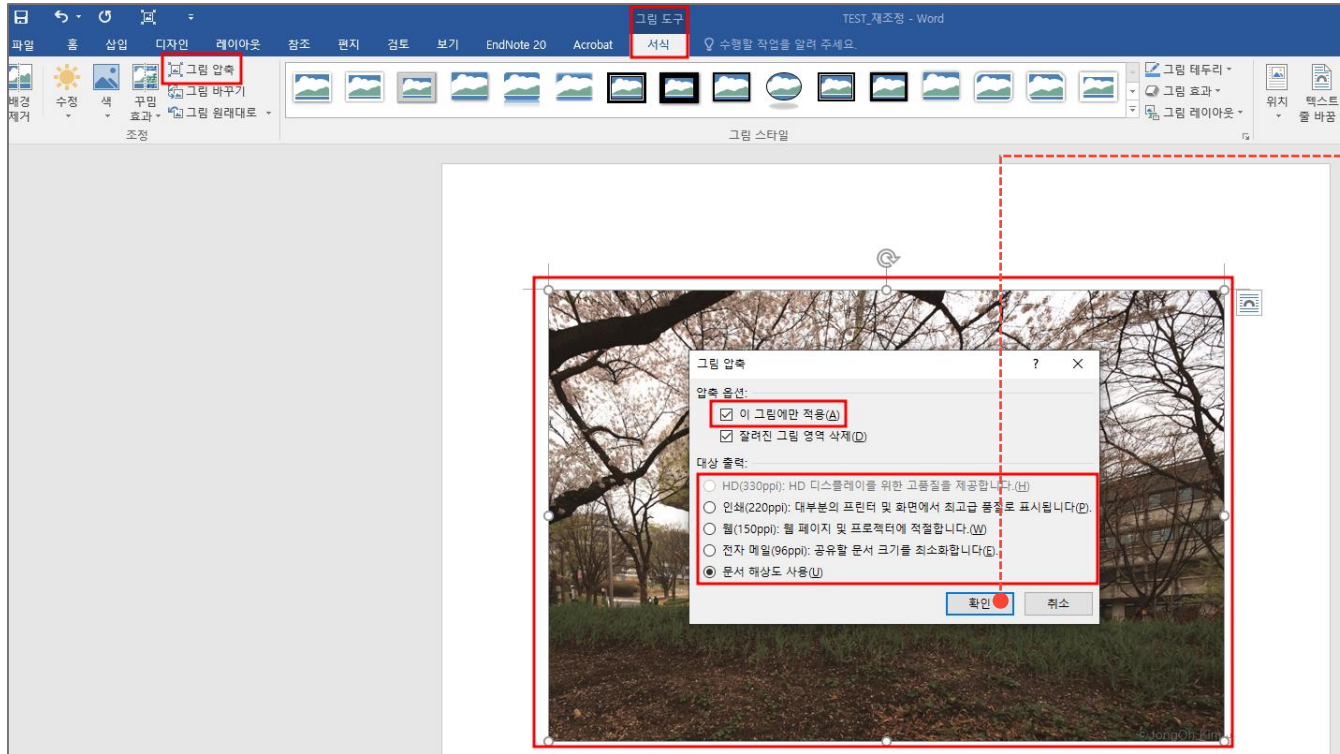
- **One PDF file Only (File size limit: less than 100 MB)** ※ Need to adjust if capacity is exceeded
- (Caution) The approval sheet located on the next page of the cover **must not have the signature or stamp of the judges.**
- Unable to submit a thesis including audio/video/3D files (text/picture files that can be implemented in normal pdf files can be submitted)

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4. Upload the approval sheet file and thesis file

※ How to Compress Picture in Word

※ Use Only When You Needed



- Open File(word)→ Click the picture→ Click 'Compress Pictures'
- Choose 'Compression options' and 'Resolution' within the 'Compress Pictures' pop-up
 - If you uncheck 'Apply only to this picture', compression will be applied to all images in the word file (If you check, compression will be applied only to the selected image)
 - Select the 'Resolution' and click 'OK'

※ When compressing an image, pay attention to deterioration of image quality

※ Example of full image 150ppi compression

이름	수정한 날짜	유형	크기
TEST_원본	2023-06-30 오전 11:28	Microsoft Word ...	984KB
TEST_재조정	2023-06-30 오후 1:17	Microsoft Word ...	308KB

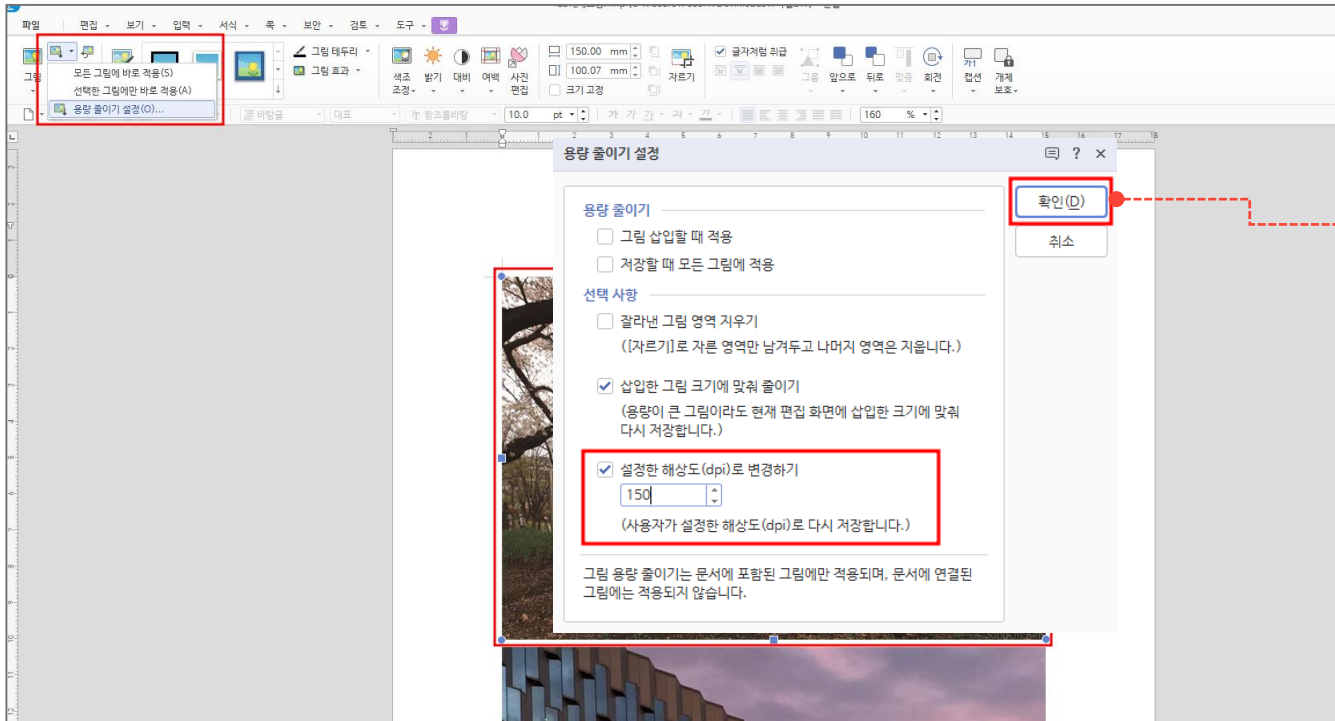
※ By default, file size decreases when converting files to pdf. If file size is still a problem after the pdf conversion, try the process.

※ You can compress the file in any other way, such as using other programs that can compress the image capacity.

4. Upload the approval sheet file and thesis file

※ How to Compress Picture in 한글(hwp)

※ Use Only When You Needed



- Open File(hwp) → Click the picture → Click the icon  → Click “용량 줄이기 설정 (Capacity reduction settings)”
- Select a reduction option within the pop-up
 - Change from “설정된 해상도(dpi)로 변경하기(Change to set resolution (dpi))” to the dpi you want to change, then click “확인(OK)”
- Click the icon  again to select “모든 그림에 바로 적용(Apply to all pictures)” or “선택한 그림에만 바로 적용(Apply directly to selected pictures)”

※ When compressing an image, pay attention to deterioration of image quality

※ Example of full image 150dpi compression

이름	수정한 날짜	유형	크기
TEST_원본	2023-06-30 오후 1:35	한컴오피스 한글 ...	2,176KB
TEST_재조정	2023-06-30 오후 1:36	한컴오피스 한글 ...	1,171KB

※ By default, file size decreases when converting files to pdf. If file size is still a problem after the pdf conversion, try the process.

※ You can compress the file in any other way, such as using other programs that can compress the image capacity.

5. Complete Metadata

- ※ Information marked with an asterisk (*) are required.
- ※ Refer to the help guide at the bottom of each space.

- › You can cut and paste the title, table of contents and abstracts.
- › If the number of abstract is more than two, enter all and select item language.
- › To separate parts of keywords, put a comma(,) after keyword.
- › DDC will be automatically generated when you select a major. Please do not modify it.
- › If you have two or more advisors, put a comma (,) separately. Omit the position.
- › Enter the number of pages as stated in the file. ex. vii, 125
- › Select the language from the list box.

* Check if both Korean and English(or other language) abstracts are included.

5. Complete Metadata

2) Set a Bookmark

책갈피

Set up the first page 이전 다음

논문에서 아래바아 숫자로 기재된 1페이지가 파일상에서 몇 번째 페이지인지 입력합니다. 즉, 논문에서 1페이지를 찾으신 후, 표제지, 목차 등을 포함하여 파일상에서 10번째 페이지라면 '10'을 입력합니다(여러 개의 파일로 나누어 업로드하신 경우, 본문보다 먼저 등록한 파일의 페이지수도 포함하여 계산해주세요).

Chapter 1. Introduction 1

1.1. Research Background 1

1.2. Research Objectives and Scope 2

1.3. Definition of Terms 2

Chapter 2. Study on Library-Hospital Collaborative Programs 10

2.1. Cases of Library-Hospital Collaborative Programs 10

2.1.1. Overseas Cases of Library-Hospital Collaborative Programs 10

2.1.1. Domestic Cases of Library-Hospital Collaborative Programs 25

2.2. Cases of Library-Hospital Collaboration Programs in Hankuk University 30

2.2.1. Analysis of Characteristics of Library-Hospital Collaboration Programs in Hankuk Universities 35

Chapter 3. Conclusion 50

3.1. Summary of Research Results 50

3.2. Prospects for Future Research and Collaboration Models 60

3.3. Limitations and Recommendations for Further Research 70

Reference 90

Abstract in Korean 100

Copy the table of contents information above and enter it identically.

[목차(책갈피) 적용예시]

Step 1. Set up the first page

- Insert the page number in the file which is marked as page '1' by an Arabic number. (Usually, the starting page of the introduction)

Step 2. Confirm the table of Contents

- Make a bookmark except for the Romanized part, ex. ii, iv
- Deletion of Unnecessary Symbols (e.g., Periods, Lines) ex.
- Use spacebar for the hierarchy(depth) ex. v1.1, vv1.1.1, vvv1.1.1.1

Chapter I. Overview	10
vI-1. types of RNAs	11
vvI-1-1. introduction	11
I-2. Life of mRNA: how are genes expressed?	12
I-3. RNA-binding proteins modulate gene expression	13
I-4. RNA-binding proteins modulate gene expression	15

example

6. Complete License

1) Copyright / License(CCL)

Copyright

Copyright

Under this Agreement, I represent and warrant that my thesis(the "Work") does not infringe the intellectual property rights, including copyright, of any third party. I grant the Seoul National University(the "SNU") certain rights as follows.

1. I hereby grant to the SNU the non-exclusive license to reproduce, distribute, display and transmit the Work over the internet.

☒ Agree
 ☐ Not agree

※ 원문서비스 제공을 위해서는 저작권 동의가 필요합니다.

Creative Commons License (CCL) Optional

☒ Applied
 ☐ Not applied

Do you allow to change your writing?

☐ Yes
 ☒ No

☐ Yes, but only when same condition applies

Do you allow to use the writing for commercial purpose?

☐ Yes
 ☒ No

Selected License

You have selected Creative Commons copy-writer expression- non profit- DO NOT change 2.0 South Korea.

CC BY-NC-SA

※ dCollection a Creative Commons License(CCL)compliant.

Step 1. Copyright

According to the SNUL graduation rule, 'Agree' is essential.
 ※ Even though you are going to set embargo, you should choose 'Agree'
 (And the apply privately to your department office)

Step 2. License (CCL : Creative Commons License)

2-1. Applied / Not Applied (Optional)

	Applied	Not Applied
Distribution	Provided in general PDF format	Provided in a protected(DRM) format(ezPDF), Copying of text is not possible, File is accessible for 7days on the downloaded PC only
Data base	SNU Library, RISS, Naver, Google, S-Space(SNU repository)	SNU Library, RISS, Naver

2-2. (If you choose 'Applied') Derivative / Commercial

Do you allow to **change your writing**?
 Do you allow to **use the writing for commercial purpose**? ▶ 'No' Recommended

No derivative : This means that simple change including substance and format of writings which are not considered as net writing as well as the 2nd writing based on this writing is prohibited.

Non-Commercial : This means that you do not use the writings for commercial purpose. Of course, although the writer sets this non-profit condition, the writer may conduct profitable activities by using this writing. Therefore, if any user wants to use the writing for commercial purpose, it may be allowed with consideration by separate agreement.

6. Complete License

2) Agreement for legal deposit

Step 1. Click the blue button to go to the legal deposit page

납본(Legal deposit) : 아래 파란색 버튼을 클릭해주세요(Please click the blue button below)

국립중앙도서관 및 국회도서관 납본 동의하기
(agree to legal deposit)

* 위 내용에 응답하지 않을 경우, 국회도서관 및 국립중앙도서관 납본 동의로 처리됩니다.(비동의시 반드시 응답해주세요)
(In case of non-response, thesis files will be provided to the National Assembly Library or the National Library of Korea. If you disagree, make sure to respond.)

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Step 2. Click “Request” button, Choose whether to accept the legal deposit

(If you only see a blank screen, you are not logged in, so log back in with mySNU ID.)

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Step 3. Press the “Save” button, return to the submit your thesis page and press the “Next” button to continue

- This page is separate from the dCollection and is within the library site. To return to the dCollection page, please close this tab or page.
- If you accidentally miss the submission or want to modify the consent for submission during the submission period, go to the [\[Library homepage > USING THE LIBRARIES > Thesis Submission > Agreement For Legal Deposit\]](#) (Additional submission or modification of submission consent is not possible within the dCollection site.)

Agreement For Legal Deposit

🏠 > USING THE LIBRARIES > Thesis Submission > Agreement For Legal Deposit

■ 학위논문 납본 동의여부 제출

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Departments *

ID No * → In the case of multiple identities, a different number other than the student ID may appear. Proceed with the displayed identification number (employee ID) as is.

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Thesis Title * The title of the paper is not synchronized with dCollection, so please enter it manually.

Agreement For Legal Deposit *

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Click the Save button below and continue the process of submitting thesis on the dCollection homepage.

Back Save

7. Final Confirmation

Submit Object

Submit dissertation


 My information


 registration


 Final confirmation


 Complete submit

Control Number : 000000179891

논문정보

Title	Collaborative Case Analysis of Hospital-Library Partnership for Patient Emotional Care		
Sub-title	A Focus on Hankuk University		
Translated Title	환자 정서 관리를 위한 병원과 도서관의 협력 사례 분석: 한국대학교 사례를 중심으로		
Author	지자	홍길동	지자(제2언어)
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Subject	Emotional support, comprehensive patient care, 2 Hankuk University, library collaboration, integration of medical services, community collaboration		
DDC	610.73		
Abstract (Korean)	환자 정서 관리를 위한 병원과 도서관의 협력 사례 분석: 한국대학교 사례를 중심으로 환자의 감정적인 요인이 치료 및 회복에 미치는 영향을 강조한 선행연구들이 증가하고 있으나, 병원과 도서관 간 협력이 감정 관리에 미치는 영향에 대한 체계적인 분석은 전무하고 있다. 본 연구는 서울대학교 병원과 도서관 간의 협력을 중심으로, 감정적 지원이 환자 돌봄에 어떻게 기여할 수 있는지를 탐구한다. 한국대학교는 병원과 도서관 간의 협력을 통해 독특한 감정 지원 프로그램을 개발하였으며, 이러한 프로그램은 환자의 정서적 요구를 충족시키고 있다. 문학 치료 세션, 독서 모임, 정신 건강 서적에 중점을 둔 컬렉션을 통해 의료 서비스와 통합되어 종합적인 환자 돌봄에 긍정적인 영향을 미치고 있다. 또한, 의료 전문가와 도서관 직원 간의 교육적 협업을 통해 이러한 프로그램의 효과를 극대화하는 데 기여하고 있다. 사례 연구를 토대로, 향후에는 프로그램을 지역단위로 확장하고 향상시키는 방향성과 추진력이 필요하다. 자원 효율성과 지속 가능성을 고려하여 프로그램을 다양한 부서로 확대하고 자율 가능한 모델을 개발할 것이다. 또한, 지역사회와의 강화된 협력을 통해 프로그램을 깊이 통합시켜 나가며, 의료 기관 간의 경험 공유를 촉진하여 종합적인 감정적 지원의 효과를 증진시킬 것이다. 이를 통해 미래에는 환자 중심의 감정 관리 모델을 제고할 것으로 기대된다. 주요어: 감정적 지원, 종합적인 환자 돌봄, 한국대학교, 도서관 협력, 의료 서비스 통합, 지역사회 협력 학번: 2999-99999		

- Please proceed with the final confirmation of the submission details
- Even after submission is completed, **you can modify it by the deadline for submission.**

★ **You can't modify it after the submission deadline!**

Complete submit

8. Complete the Submission

 > 자료제출

학위논문제출


My information

>


registration

>


Final confirmation

>


Complete submit



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9. Submit Confirmation Print

- 1) In Submission list menu, Click the title of your thesis and check the thesis information and 'Conversion original(변환원문)'.
- 2) Check the Status is 'Accept complete'
- 3) Print the "Submit Confirmation(제출 확인서)" and submit it to the department office with the original thesis approval sheet.
 - ※ If you save it in the middle of the submission process, it will be temporarily saved and the thesis status will be incomplete.
 - Please Make sure to click the 'Complete Submit' button.

- **Please check your submission after 'Complete Submission'**
- Click the title of your thesis, and check the 'Conversion original'(변환원문).
- ※ Errors with Tables and pictures etc. can occur during the PDF conversion process, so make sure to check the paper after submission.
- ※ 'Conversion Original(변환원문)' is a form which will be finally serviced in online.

- You should pay the overdue fine before printing.
- If there is an error in issuing the Submit confirmation certificate, please send an email to library(libit@snu.ac.kr) for further investigation and assistance.
- License Agreement does not need to be printed.

- [illegible]

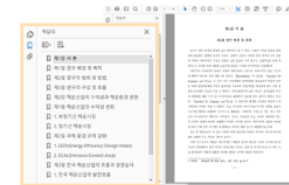
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- 1) dCollection Login > Click 'Submission list' > Click the title of your thesis
- 2) Click the 'Update Files' button
- 3) After modification, click the 'Modify' button (If you click on the 'Detail' button, the modifications will not be applied.)



- ▶ When modifying a file, click the X mark to delete an existing file and click the '+내 PC' button to upload it
- ▶ Make sure that re-uploads are submitted as modified files in the 'Conversion Original(변환원문)'

★ You can't modify it after the submission deadline!



[목차(책갈피) 적용예시]

★ How to modify license agreement information★ (Within the Submission period)

- 1) dCollection Login > Click 'Submission list' > Click the title of your thesis
- 2) Click the 'Update License' button
- 3) After modification, click the 'Modify' button (If you click on the 'Detail' button, the modifications will not be applied.)

Submission list

Title	Author	Submission	Submission Date	Submission Status
Collection Case Study of Hospital Library Partnership for Patient Educational Case	Author: 김민지	Submission: 2024.02.15 10:00	Submission Date: 2024.02.15 10:00	Submission Status: Submitted

Update License

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Detail Modify