

Thesis Online Submission

Central Library

(02-3277-4614, dcollection@ewha.ac.kr)

Introduction

- **Period: June, 19, 2025(Fri.) 00:00~ June, 26, 2025 (Fri.) 23:59**

possible to submit for 24 hours during the period

- Library working hours: weekdays 9 AM~ 5 PM (Lunch: 12~13)

Overview will take 1~3 days after submission

- After approval from Library, 'Online submission Confirmation' and 'Author Permission Agreement' can be printed.

- Please first check the date you should submit documents to your department office. After checking the date, submit thesis online before the date.

- Submit files: 1) thesis full text file in pdf and 2) Approval sheet in pdf

Submit online file only (No bound book)

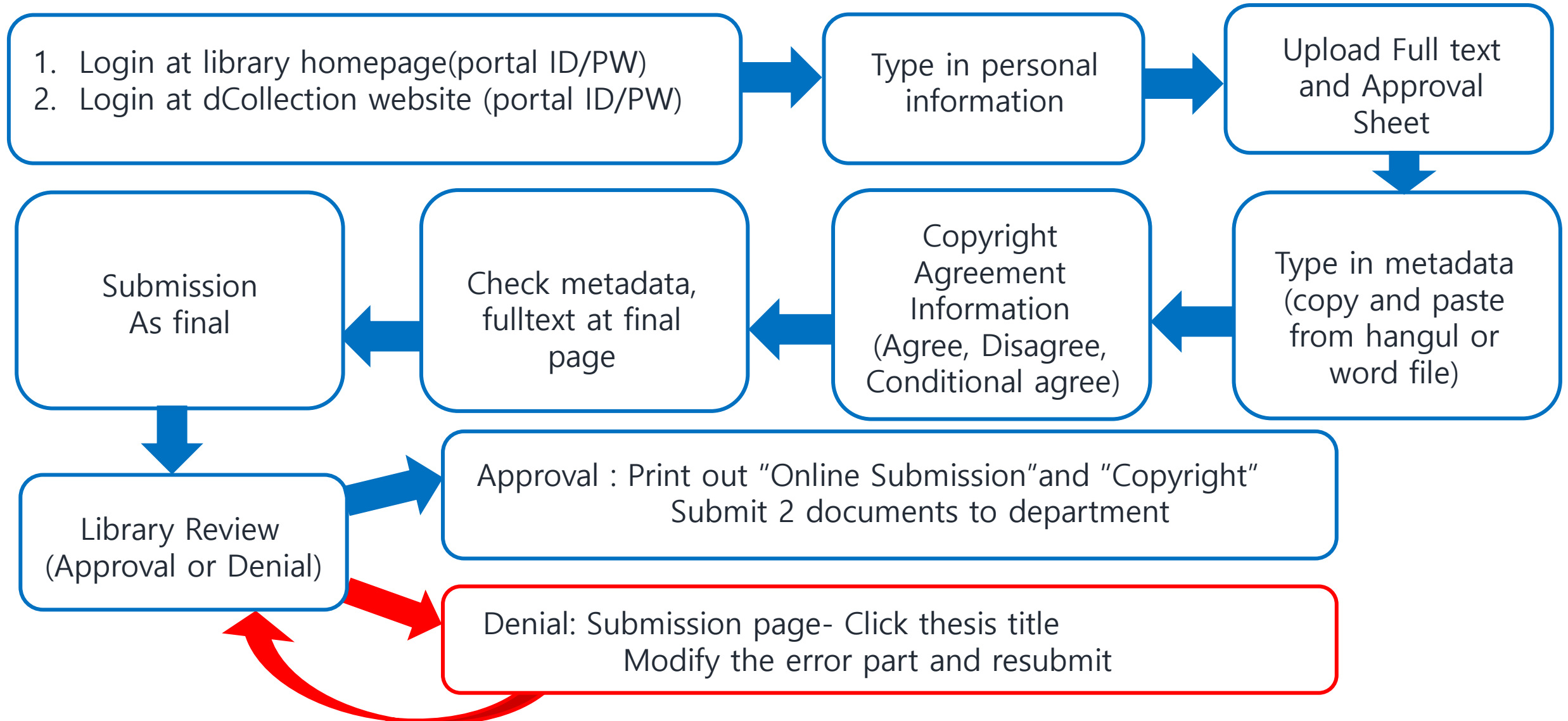
Contents of thesis

- Cover Page > Title Page > Approval Sheet > Acknowledgements (optional) > Table of Contents > List of Tables/Figures (optional) > Abbreviations (optional) > Thesis Summary (or Abstract) > Abstract (second language Abstract) > Main Text (Introduction / Body / Conclusion) > References > Appendix (optional)

* Acknowledgements : Do not number the page

* Thesis Format : refer to [Graduate School homepage](#)

Thesis Submission Order



Denial Reasons

1. Page numbering : page drop, duplication, empty page

TOC~ Summary : Roman numbers(i, ii, iii ~)/ Main text~References: Arabian numbers(1,2,3~)

2. Full text missing or file error (encoding, saved as image file, etc.)

(ex) PDF file- preview with one page each, not 2 pages

3. When delete empty page and page number is missing

4. Approval Sheet in full text : Professor's name missing/ signature existence

5. Separately submitted Approval Sheet: both professors' name and signature should be existed

6. Title Page, Approval Sheet : page numbering exist

- [If there is some errors on your submission, we may contact you by mobile phone.](#)

Copyright information

- **Agree**

Choose "Agree" on the page of Copyright

Fulltext use: Search, save, print at library homepage and riss.kr

- **Conditional Agree**

Choose "Agree" and setup the thesis open date

Reason: If needed to postpone open date ※period: maximum 5 years

※You should discuss about the date postpone and reason with your advisor before submission.

Fulltext use: Before the open date, thesis cannot be searchable or use the full text

- **Disagree**

Choose "Not Agree"

Reason: **Type in specific reason of disagree that is discussed with your advisor**

Fulltext use: open at only Ewha libraries (searchable at RISS but cannot open fulltext)

PDF file: Read only , copy, print, save is impossible

Online Submission[1]

1. Use portal ID/PW to login library homepage
2. Collections- dCollectionEWHA

The screenshot shows the library homepage with the following elements:

- Header:** Ewha Womans University Library logo and name. Navigation links: Log In (highlighted with a red box and a hand cursor), Q&A, 한국어, and a search box labeled "Search In This Site".
- Menu:** Search, eResources, Collections (highlighted with a red box and a hand cursor), Research, Services, Facilities, Guide, My ELIS, and a hamburger menu icon.
- Main Content:**
 - New & Best:** - New Arrivals, - Search Alerts, - Most Checked-Out Books, - Most Checked-Out Books By Dept.
 - Recommendation:** - Ewha equire, - Weekly Recommendation in Ewha newspaper, - Think about Coexistence, - Posthuman, - Pandemic & New Normal, - Korean Literary Works in Translation, - Excellent Academic Books.
 - Theme Stacks:** - Faculty Publications, - Popular Books, - Job Searching Books, - Travel Guides, - Library Exhibition.
 - Digital EWHA:** - dCollection EWHA (highlighted with a red box and a hand cursor), - DSpace@EWha, - Ewha Faculty Works.
- Footer:** A "Tips" section with a lightbulb icon, stating: "Using the Collection Guide Map, you can view various recommended books. Digital EWHA : Ewha Institutional Repository, Ewha Research Repository." A close button (X) is visible on the right.

If you have problems to login dCollection directly, please login library homepage and access to dCollection EWHA

Online Submission[2]

dCollection URL: <https://dcollection.ewha.ac.kr/>

The screenshot shows the dCollection website interface. At the top, there is a navigation bar with the following elements: 'Collection' logo, '데이터 분석' (Data Analysis), a 'Log in' button (highlighted with a red box and a hand cursor), and 'ENG' with a dropdown arrow. Below the navigation bar, there is a secondary bar with 'dCollection 이화여자대학교', 'Data Search', 'Submit dissertation' (highlighted with a red box and a hand cursor), and 'Submission list'. A text box on the right side of the page contains the instruction: 'Login with portal ID and PW And Click "Submission dissertation"'. The main content area features the 'dCollection' logo and a description: 'Digital Collection의 줄임말로 오픈 액세스 기반의 리포지터리 시스템을 지원하며 대학에서 생산되는 학술연구정보를 온라인으로 수집, 구축, 서비스하는 시스템'. Below this is a search bar with 'All Content' and 'Enter search word.' fields, a search icon, and an 'Advanced Search' button. At the bottom, there are three content cards: 'Notice' (with a right arrow), 'Domestic University Research Trands' (with a right arrow), and 'University ResearchTrands' (with a right arrow). The 'Domestic University Research Trands' card features a word cloud with terms like 'Korean medicine', 'North Korea', 'COVID-19', 'Endoscopy', 'China', '지속가능' (Sustainability), '대학생' (University student), '질적 연구' (Qualitative research), '조직몰입' (Organizational commitment), '구매의도' (Purchase intention), and '사회적지지' (Social support). The 'University ResearchTrands' card features a word cloud with terms like '사회과학' (Social science), '인류학' (Anthropology), '생물학' (Biology), '의학' (Medicine), '인문학' (Humanities), '자연과학' (Natural science), '공학' (Engineering), '법학' (Law), '경영학' (Business), '교육학' (Education), '언어학' (Linguistics), '철학' (Philosophy), '정치학' (Political science), '역사학' (History), '경제학' (Economics), '심리학' (Psychology), '환경학' (Environmental science), '지구과학' (Earth science), '농학' (Agriculture), '수학' (Mathematics), '물리학' (Physics), '화학' (Chemistry), '지구공학' (Earth engineering), '환경공학' (Environmental engineering), '생명공학' (Biotechnology), '의료공학' (Biomedical engineering), '기계공학' (Mechanical engineering), '전자공학' (Electrical engineering), '정보공학' (Information engineering), '에너지공학' (Energy engineering), '소재공학' (Materials engineering), '제조공학' (Manufacturing engineering), '건설공학' (Civil engineering), '환경공학' (Environmental engineering), '해양공학' (Marine engineering), '항공공학' (Aerospace engineering), '우주공학' (Space engineering), '자동차공학' (Automotive engineering), '조선공학' (Shipbuilding engineering), '항공우주공학' (Aerospace engineering), '해양공학' (Marine engineering), '우주공학' (Space engineering), '자동차공학' (Automotive engineering), '조선공학' (Shipbuilding engineering), '항공우주공학' (Aerospace engineering).

Online Submission[3]

dCollection UREKA Welcome to 석진형 . Log out My notice Q & A ENG

dCollection 이화여자대학교 Data Search Submit dissertation Submission list FAQ dCollection?

Submission guide

In order to submit a thesis, a submitter authentication process is required. \nUsers who have obtained certification can submit their thesis papers to the "Collection" specified by administrator.

1. Select 'Submit'
2. Check personal information



Private policy

1. 개인정보의 수집·이용 목적

가. dCollection은 개인정보를 다음의 목적을 위해 처리합니다.

처리한 개인정보는 다음의 목적 이외의 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.

My information

ID	*****350736	Student ID	350736
Name *	석진형	Name (2nd Language)	
Department Name *	학과조회에서 선택하세요. <input type="button" value="Department search"/>	Degree *	<input type="radio"/> Master <input type="radio"/> Doctor
Contact *	010-7144-0646 <small>ex) 010-1234-5678 ('-' 를 포함하여 입력해주세요).</small>	E-mail *	jhsuk@ewha.ac.kr <small>ex) dcollection@naver.com</small>

- 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.
- [Inquiry] Acquisitions, Central library (02-3277-4614, dcollection@ewha.ac.kr)

Online Submission[4]

Private policy

1. Purpose of Personal Information Collection and Use

a. dCollection processes personal information for the following purposes.

The processed personal information will not be used for any purpose other than the following. If the purpose of use changes, necessary measures will be implemented, such as obtaining separate consent in accordance with Article 18 of the Personal Information Protection Act.

① Personal information is processed for thesis submission information and post-submission thesis management.

2. Items of Personal Information Collected

a. 'dCollection' processes the following personal information items.

① Personal Information Category: Personal information items recorded in the personal information

Check 'Agree' to get information from library

I (Agree Disagree) to the collection and use of personal information.

My information * Required mark

ID		Student ID	
Name *	<input type="text"/>	Name (2nd Language)	<input type="text"/>
Department Name *	<input type="text"/> <input type="button" value="Department search"/>	Degree *	<input checked="" type="radio"/> Master <input type="radio"/> Doctor
Contact *	<input type="text"/>	E-mail *	<input type="text"/>

Select from the "department search" button

Please enter including '-).

ex) dcollection@naver.com

- 1.Name: name on thesis cover
- 2.Name(2nd): name on 2nd abstract page in full text
- 3.Contact : mobile phone number

- 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.
- For inquiries regarding submission, please contact the school dcollection representative.

Online Submission[5]

Department Name *

학과조회에서 선택하세요.

학과조회에서 선택하세요

Department search



1. Click 'Department Search' to find your major
2. Check your department about your graduate school and major
3. If you cannot find major, please contact to library

Department search

사회복지학과



Select

✓ Current department

All department

경영대학원

경영전문대학원

공연예술대학원

과학기술대학원

교육대학원

국제대학원

대학원

디자인대학원

법학전문대학원

사회복지대학원

사회복지전문대학원

산업미술대학원

대학원 > 사회복지학과

사회복지대학원 > 사회복지학과

사회복지전문대학원 > 사회복지학과

Close

Online Submission[6]

Select File Type

Document

Approval Sheet Registration

Submit color scanned 1 page in pdf approval sheet with Advisor and Committee members' name and signature on it

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

+ My PC

Original registration

Fulltext: whole documents from cover to references

If file is huge, divide it into 3 files max and upload in order

* Upload pdf only / text in pdf should be possible to copy and paste

Please register only files with pdf.

+ My PC

Please register only files with pdf.

+ My PC

Please register only files with pdf.

+ My PC

Approval Sheet

- Approval Sheet format in full text should be identical with the Approval Sheet uploaded separately
It means font, format, order of professors' name should be the same in both documents
- Committee members:
Master degree – 3 professors,
Doctoral degree – 5 professors

Approval Sheet

Approval sheet in full text

– Only professors' name/ no signature

Ewha Kim 의 석사학위 논문을 인준함

지도교수 배 [redacted]

심사위원 정 [redacted]

이 [redacted]

배 [redacted]

이화여자대학교 대학원

1 page Approval sheet

– include professors' name and signature

Ewha Kim 의 석사학위 논문을 인준함

지도교수 배 [redacted]

심사위원 정 [redacted]

이 [redacted]

배 [redacted]

이화여자대학교 대학원

도장
도장
도장
도장

Online Submission[7]

Dissertation Information

Title *

Sub-title

Translated

Subject *

DDC

if you select major below, then it will be automatically entered.

Abstract *

Copy an ABSTRACT and ABSTRACT IN KOREAN from your thesis and paste it in this box by language. Thesis title, author name, keywords are excluded.

Add

Abstract *

Copy an ABSTRACT and ABSTRACT IN KOREAN from your thesis and paste it into this box by language. Thesis title, author name, keywords are excluded.

Basic data

- * : mandatory
- Copy and paste title, abstracts, Table of contents form Word or Hangul file
- **Subject:** type in more than 1 keyword with comma about thesis
- **DDC:** 3 digit number automatically created/ **Don't change to other text or numbers**
- **Abstract 한국어/ 영어:** Copy and paste abstract from full text in order

Use Word or Hangul file to copy

If you have more than 2 abstracts, click "Add" to fill another abstract

Online Submission[8]

Table of contents *

Copy a Table of Contents (excluding figures, tables) from

Advisor *

Enter the name of advisor. Omit the position.

Page

Enter the number of pages in a form of "the last Roman n

Language *

Korean ▾

Select it from the list box.

1. Table of Contents : Copy and paste of TOC in full text

1) Check if the title and page is matching

2) Copy and paste from Main text to References (Only Arabian number part)

2. Advisor: name only, if you have more than 2 advisors, type in A , B

3. Page: the last page number of Roman and Arabian numbers

- (ex) v, 100 p.

4. Language: Provide full text language as Korea, English, Chinese, etc.

책갈피

Set up the first page

0

책갈피(Bookmarks):Leave blank / Library will fill this part

Enter the actual page number where the main text begins. For example, if the main text in your document is number 5.

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

Online Submission[9]- Copyright

저작권설정

Copyright

I approve and agree that the (master, doctor) dissertation written by myself can be used in following methods and conditions.

1. I allow copy and DB building through changes in edition or format on the condition of not changing the contents of the writing
2. I allow transmission, distribution and reproduction of a part or whole of writings by publishing on the information network including internet for the purpose of academic study.
3. The usage period for the writings shall be three years, and the period shall be continuously extended unless otherwise there is no expression within two months from the expiration of the agreement.
4. In case an author transfers the copyright to others, this permission will not be effective thereby. If publishing is allowed, it shall be immediately notified to the university.

Agree Not agree

Creative Commons License (CCL) CC 라이선스는 저작자가 일정한 조건하에 자신의 저작물을 다른 사람들이 자유롭게 이용할 수 있도록 허락하는 라이선스입니다.

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.



* dCollection a Creative Commons License(CCL)compliant

1. Select Agree or Not agree

: Not agree: should provide reason of not agree

2. License (CCL)

: Not allow to change your writing

: Not allow to use your writing for commercial purpose

Original publication date

Original publication when Thesis Info. is disclosed Separate settings * If a c

For CCL please refer to below



<https://gongu.copyright.or.kr/gongu/main/contents.do?menuNo=200093>

Online Submission[10]- Copyright

Original publication date

Original publication when Thesis Info. is disclosed Separate settings * If a original publication date, a patent and embargo are necessary, set them up.

Original publication date *



Abstract publication date Abstract publication when Thesis Info. is disclosed Abstract publication when Original is disclosed

Reasons for setting up the original publication date. *

To postpone your thesis online open,

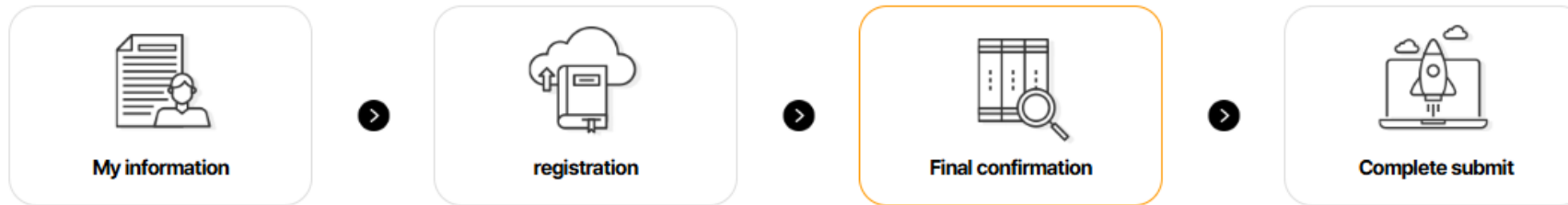
1. Check **Agree** and select "original publication date" in calendar
2. Opening date : delay 5 years maximum from now
3. Reasons for setting up: Discuss the reason with your advisor before submitting thesis

If you postpone the opening date, anyone can search and use full text after the date

It means no one can search or use full text before the opening date

Online Submission[11]




Submit dissertation



At the final stage, please check the data you provide

1. **Edit Meta**: can change title, abstracts according to thesis full text
2. **Update Files**: check full text and approval sheet and change them to the final version
3. **Update License**: Check the information you provide
4. Click "**Complete submit**" to submit and the process will be done.

Copyright

Copyright agreement	동의
Full-text service start date	논문정보공개 시 원문공개
Creative Commons License	 저작자표시 (Attribution)  비영리 (Noncommercial)  변경금지 (No Derivative Works)

Complete submit

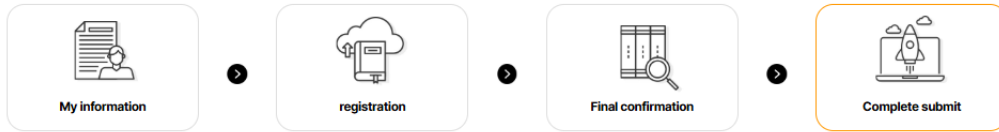
Edit Meta

Update Files

Update License

Online Submission[12]

Submit Dissertation



After submission, you can check the submission status at “Submission List”
The status is “Accept complete” and you can print Author Permission Agreement and Online submission Confirmation

The overview is done, you will get text message from library.



Your thesis submission has been completed.

Submitted dissertations will be submitted and serviced after verification by university officials.

In the [thesis submission List](#), you can check the status of your submitted dissertation and edit it.

In the [thesis submission List](#), you can print the submission confirmation and service confirmation for the papers being serviced.

Dissertation Submission
list

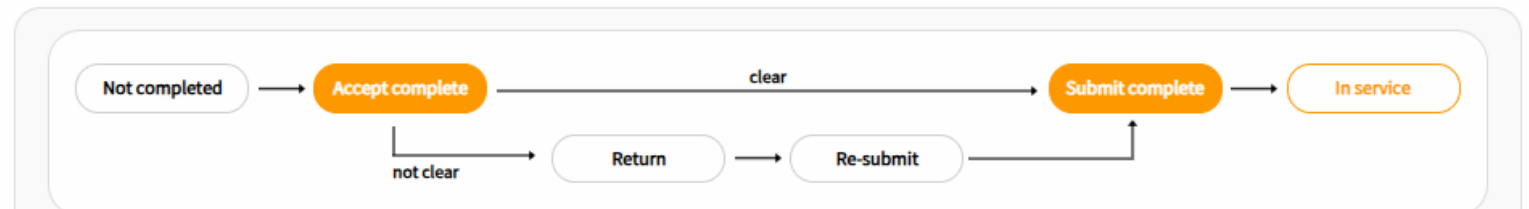
이화여자대학교 Data Search Submit Dissertation **Submission list** FAQ dCollection?

Submission list

Submission list

Dissertation Processing Status

No.	Title	Status	등록일	Print
1	abc	Accept complete	2025-11-21	Copyright Submission Service




'Online submission Confirmation' and 'Author Permission Agreement'

After getting approval text message from library

1. dCollection – Submission list – print [Author Permission Agreement](#) and [Online submission Confirmation](#)
2. 2. Print out and autograph on 2 documents and submit them to your graduate office

Author Permission Agreement



I approve and agree that the (master, doctor) dissertation written by myself can be used in following methods and conditions.

1. I allow copy and DB building through changes in edition or format on the condition of not changing the contents of the writing
2. I allow transmission, distribution and reproduction of a part or whole of writings by publishing on the information network including internet for the purpose of academic study.
3. The usage period for the writings shall be three years, and the period shall be continuously extended unless otherwise there is no expression within two months from the expiration of the agreement.
4. In case an author transfers the copyright to others, this permission will not be effective thereby. If publishing is allowed, it shall be immediately notified to the university.

*License use (Y/N) :

Title	
Sub-Title	
Author	
E-mail	
Department	
Contact	


2025. 05. 20.

Name : (Signature)

이화여자대학교 총장 귀하

Autograph

Online Submission Confirmation



Ewha Womans University library accepted submitted dissertation.

I admit that I submitted approved dissertation file to the Ewha Womans University library.

(서명 또는 인)

Title	
Sub-Title	
Author	
E-mail	
Department	
Contact	

2025. 05. 20.

이화여자대학교 총장 귀하

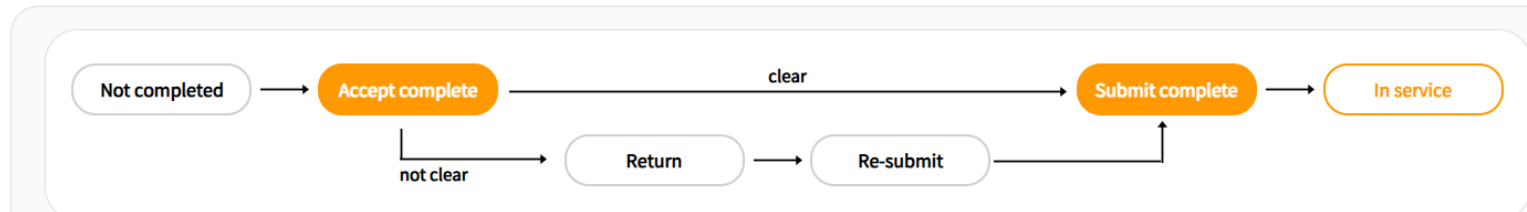
Autograph

Re-submit returned thesis

Submission list

Dissertation Processing Status

No.	Title	Status	등록일	Print
1	abc	Return	2025-11-21	Copyright Submission Service



1. Library will send you message for returning thesis
2. Check the file at [dCollection – Submission list – Returned thesis]
3. Click thesis title to check the reason of return and modify the error
(ex) Edit Meta -> Modify error -> Edit Meta -> 'Submission complete' to resubmit

Q&A

- ❖ dCollection Online file submission
Tel: 02-3277-4614
e-mail: dcollection@ewha.ac.kr
- ❖ Turnitin program use:
Tel: 02-3277-3396
e-mail: infoserv@ewha.ac.kr
- ❖ Thesis template, Approval sheet, etc : graduate office