

# The 2018 Fall Master's Program Thesis Guidelines

Department of International Studies



EWHA WOMANS UNIVERSITY  
THE GRADUATE SCHOOL OF INTERNATIONAL STUDIES



# EWHA WOMANS UNIVERSITY

## THE GRADUATE SCHOOL OF INTERNATIONAL STUDIES



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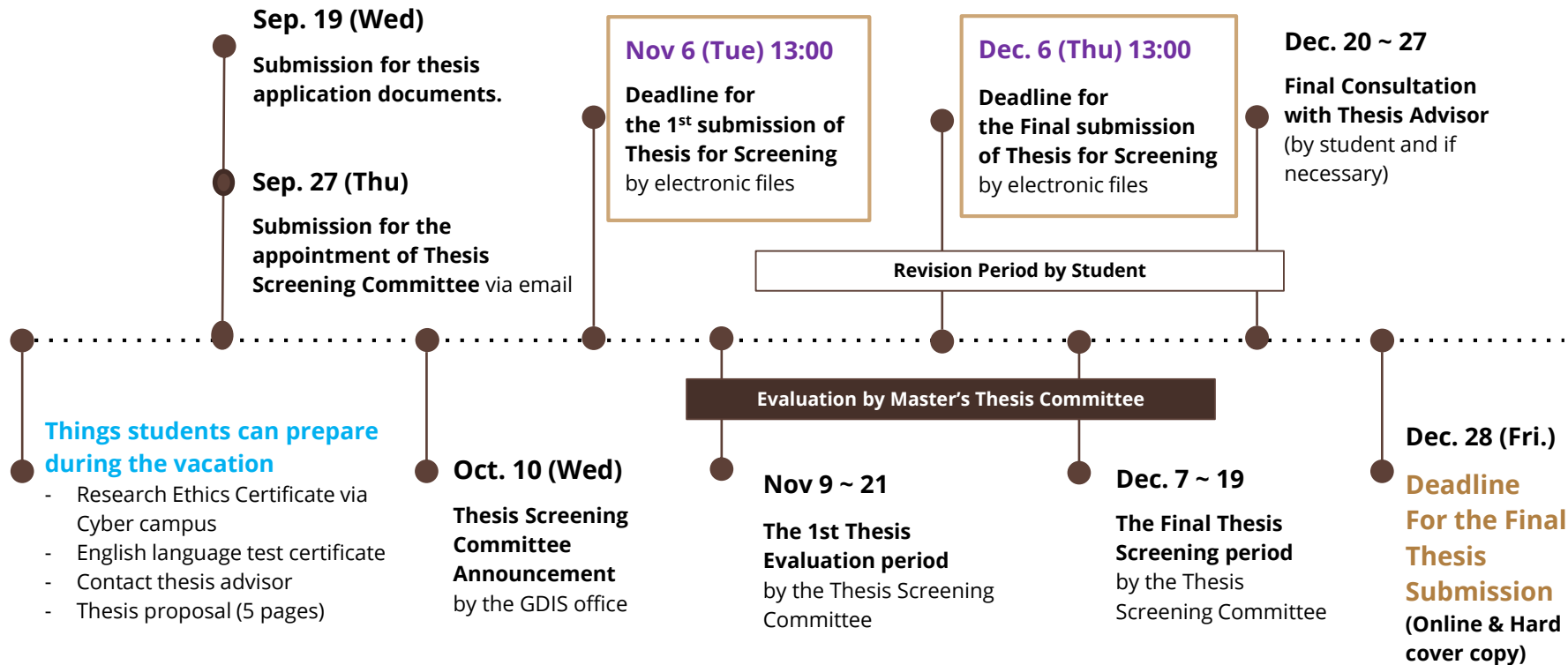
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### Things you can prepare during the vacation

- Complete Research Ethics course via Cyber campus
- Acquire English language test certificate
- Contact thesis advisor. You are going to submit application for thesis advisor appointment and appoint other 2 more professor for your thesis committee (Thesis reviewer and Chair) within March 2018. (Student is required to contact each professor and have permission)
- Thesis proposal (5 pages)
- Citation : ASA Style **5<sup>TH</sup> Edition**



# GDIS Master's Thesis Roadmap



\* Continued on next page



# I. Schedule & Requirements for MIS Thesis (1)

## Sep. 19 (Wed)

Students have to submit below documents (#1-4) to the department office:

**1. [GSIS 9-1] Application Form for Thesis, Dissertation Advisor Appointment** (*This is different from your Academic advisor. Your academic advisor and Thesis advisor could be the same, but you must submit this form to the office.*)

**2. Thesis Proposal** (about 5 pages, including thesis title, by email)

**3. [GSIS 9-14] Form of Pledge of Compliance for Research Ethics**

**4. Research Ethics Certificate** via Cyber Campus

\* Please check whether you have the requested signatures from you and your thesis advisor on each form accordingly.

## Sep. 27 (Thu)

**The Thesis Screening Committee** consists of three faculty members: Thesis Director (Thesis Advisor), Thesis Reviewer and Committee Chair.

During thesis evaluation process, thesis director and reviewer examine student's thesis and offer guidelines. Committee Chair serves as the head of committee, determining when there are opposite decisions between thesis director and reviewer.

**Student must contact individually two more faculties to appoint them as her Reviewer and Committee Chair respectively.**

- **Email the list of the Thesis Committee to [gdis@ewha.ac.kr](mailto:gdis@ewha.ac.kr).**

## Nov. 6 (Tue) 13:00

- **Deadline for the 1<sup>st</sup> submission of Thesis for Screening (by electronic files). Thesis must be submitted by this date via email. No exceptions.**

- **Name** all the electronic **thesis files in a consistent manner**: use only the last name of the student and draft number. e.g. **Smith [1]** - for the first evaluation/ **Smith [2]** - for the second evaluation

- For **students with Korean name**, use last and first name initials: e.g. **Kim YS [1]**

### \* **Notification on Citation Methodology**

As of 2011, GSIS requires all Master's theses to follow the American Sociological Association (ASA) and citation methodology. Please note that there are few exceptions to the ASA style that should be followed according to the requirements of Ewha Womans University (incl. thesis title page, acknowledgments, abstract, and table of contents). Guidebook can be lent from department office.

\* Please, prepare and send/ email all the requirements to GDIS prior to the deadline.



# Schedule & Requirements for MIS Thesis (2)

Dec. 6 (Thu) 13:00

- **Deadline for the final submission of Thesis for Screening (by electronic files)**

- All **suggestions and revision requests** made by Thesis Committee **must be addressed** by students for consideration in the Final Screening.

- A Korean language version abstract should be added at the end of the thesis (separate from the English language version abstract at the beginning of the thesis)

Dec. 20 ~ 27

- **Final Consultation period with Thesis Advisor (by student and if necessary)**

- **Final check with the Turnitin** website and discuss the result with your thesis advisor. **Request him/her an approval for the [GSIS 9-21] Thesis Originality Check Confirmation Result Form.**

- **On-line submission via Ewha Womans University library webpage.** After approval for on-line submission, print hard cover copy. & Get the Thesis Committee's signatures on three hard cover copies.

- **Receipt for Thesis Screening Fee payment** can be found on Eureka. (168,000 won for M.I.S. / 795,000 won for Ph.D.). Pay the Thesis Screening fee.

Dec. 28 (Fri) - tentative

**Final Thesis Submission Deadline**

**1. Three hard-cover copies of the thesis** including Thesis Screening Committee Signatures obtain by students

**2. Author Permission Agreement & 3. Confirmation of File Online Submission** (Both can be printed from <http://dcollection.ewha.ac.kr/>)

**4. [GSIS 9-21] Thesis Originality Check Confirmation Result Form 5. Turnitin Digital receipt** (Discuss with your thesis advisor about your Turnitin result- highlighted phrases & its percentage)

**\* Please make sure to complete all the above requirements in advance and submit them with three hard cover-copies to the GDIS office (IEB#1102) before the deadline.**

\* Further notice regarding Turnitin and online submission will be announced via email.



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## II. The Thesis Font and procedure reminder

### NOTES :

- ★ If you do not meet the deadlines as listed before, your thesis WILL NOT be accepted. No exceptions.
- ★ There is no second revision period: all suggestions and revision requests made by Thesis Committee must be addressed by the student during the revision period
- ★ Unless members of the committee specifically request hard copies for the two evaluations, electronic copies only should be sent out to protect environment, and hard copies only prepared for the final collection of signatures once the thesis has passed.

### Font guideline Summary :

- Text Font : Times New Roman (Korean text: 신명조, HY신명조, 휴먼명조, 바탕체)
- Title : 14-16 point, Bold
- Subtitle : 12-13 point, Bold
- Body : 10-11 point
- Footnote : 9 point
- Space : 160-200%
- \* We will provide you a full thesis format guideline version in a separate file.

**Citation : ASA Style 5<sup>TH</sup> Edition**

## III. Notification on Thesis Advisor Appointment:

In principle, Ewha Full-time faculty (Assistant Professor, Associate Professor and Professor) can serve as a student's thesis advisor. Faculty who published more than 2 research papers on International Journals or journals acknowledged by Korea Research Foundation during the last 3 years or faculty who has equivalent research record.

Full time faculty who can advise students- at least 4 semesters for master's students and 6 semesters for doctoral/combined program students - before retirement.

Despite of above regulation, with dean request and president approval, anyone who is qualified can be appointed as thesis advisor. (Please consult with department office in advance, faculty meeting and approval is needed, in such case, all necessary documents needed to be submitted by Mar. 14, 2018)

In principle, each faculty member can newly accept 5 master's students and 3 doctoral students as thesis/dissertation advisees every semester. This limit is on new advisees and does not dictate the total number of students a professor may advise at one time. (Graduate School regulations article 22) Two faculty members may be co-dissertation advisors if both faculty members are on-campus. This requires a special application process.

\* Your thesis advisor(director) and thesis screening committee appointment must be done upon each professor's permission. Therefore, before submitting it to the GDIS office, please contact professor(s) individually in advance.

\* If you appoint a full-time faculty as your thesis advisor (director), please use the [GSIS 9-1] Application Form for Thesis, Dissertation Advisor Appointment, and If you appoint a non fulltime faculty(visiting professor, lecturer) or external personnel as your thesis advisor (director), please use the [GSIS 9-22] Request for External Personnel Thesis Advisor Appointment for the application. If you don't know which form you need to submit, please consult with the GDIS office. ([gdis@ewha.ac.kr](mailto:gdis@ewha.ac.kr))



## IV. Evaluation process and Research Question

**Thesis writing process can be long and frustrating at times, but is also very rewarding.**

In order to ensure that the process proceeds smoothly—for both students and faculty—we are implementing new standards and requirements.

### **1) There will be no extensions for set deadlines.**

For example, this year, the thesis submission date for GSIS students is on May 8 (Tue). The date is absolute, meaning under no circumstances will a thesis be accepted for evaluation after deadline. If the student does not submit her thesis by this date, it will not be evaluated until resubmitted the following semester.

### **2) There will be only two evaluation periods.**

a) After the initial evaluation by the Thesis Committee a thesis will be graded according to one of three categories:

- Pass (no corrections necessary)
- Final evaluation only with revisions
- Fail (no final evaluation)

If the committee requires revisions, the student must complete the suggestions, address all issues, and make all editorial/grammatical corrections during the approximately two week revision period.

b) As before, the revised thesis must be submitted to the committee by the due date.

c) The final evaluation will be graded according to two categories only:

- Pass
- Fail

If the student has not made the necessary revisions, or if the thesis is still not at an acceptable standard, the thesis will not be evaluated again until resubmitted the following semester.

### **3) Thesis writing must conform to the required standard.**

When the thesis is submitted for evaluation, it must conform to the required standard format, including proper citations, page numbering, spacing, font, margins, etc.

#### **★ Notes:**

In terms of “substance” in thesis writing, the main purpose and content of your thesis should be to make a specific and original argument by responding to one (or more) central research question(s).

The central research question(s) will generally be followed by (but not always be limited to) relevant literature review, analysis and conclusion sections with respect to your central research question(s) (e.g., “The research question presented is what economic effect the Bank of Thailand’s monetary policy decision to de-peg its national currency had during the early stages of 1997-98 Asian Financial Crisis.”). In other words, the thesis should directly reflect your own particular and specific position(s) / argument(s).

For clarity, your thesis should also *not* be a mere overview of the current academic literature (e.g., “An Analysis of Thailand’s Monetary Policies during the 1997-98 Asian Financial Crisis”).

Your thesis must also be directly based on your “original” research (e.g., unique in content/analysis) based mostly on “primary” sources (e.g., government agencies, intergovernmental agencies, etc.), although “secondary” sources (e.g., academic articles, books, newspaper articles, etc.) may also be used to complement primary sources.

Any further related queries can be addressed to your thesis advisor, including (but not limited to) the early stages of your thesis development.



## V. Information regarding GDIS Citation - ASA Style

As of 2011, the Graduate School of International Studies is requiring that all Master's theses follow the American Sociological Association (ASA) style and citation methodology..

The ASA style includes not only methods for writing in-text citations and bibliographic references, but also includes guides for margins, line spacing, text font and type, page formatting and text formatting. Among other requirements, the style guide also indicates how headings for tables and figure should be written. Additionally, the guide provides examples of the Mechanics of Style, for example abbreviations and acronym usage, and the writing of compound words, numbers and dates, etc.

The Master's thesis must conform to all of the provided conventions in order to be considered complete.

It is your obligation, therefore, to read the style guide thoroughly and follow all of the style requirements. Please refer to the latest edition: ASA Style Guide, 5<sup>th</sup> Edition.

Please note that there are a few exceptions to the ASA style that should be followed according to the requirements of Ewha Womans University, including the thesis title page, acknowledgments, abstract, and table of contents.

We appreciate your diligence in preparing your thesis in accordance to the requirements of the ASA style.

Commented by Professor Willoughby

## VI. Tuition Reimbursement for Cancellation of Thesis-based Registration

Applicable for students who complete the coursework and enrolled as thesis-based registration status but will not proceed thesis advising nor thesis screening/submission, needs to withdraw her thesis-based enrollment. (Reimbursed amount vary upon to the date when form submitted to GSIS main office.)

※ Cancellation process for Thesis-base registration: Login to Ewha Portal→ Open EUREKA → Go to My EUREKA → 논문 등록 취소 신청

Submission dates for thesis-based registration on cancellation form to GSIS main office	Reimbursed Amount
Within 2 weeks of the start of the semester (September 1~ September 14)	Full amount of thesis-based Tuition
Within 30 days of the start of the semester (September 15~ September 30)	5/6 of thesis-based tuition
Within 60 days of the start of the semester (October 1~ October 30)	2/3 of thesis-based tuition
Within 90 days of the start of the semester (October 31~November 29)	1/2 of thesis-based tuition

If you have any questions, please contact to the GDIS office.  
gdis@ewha.ac.kr. Thank you.

