



JEONBUK
NATIONAL UNIVERSITY

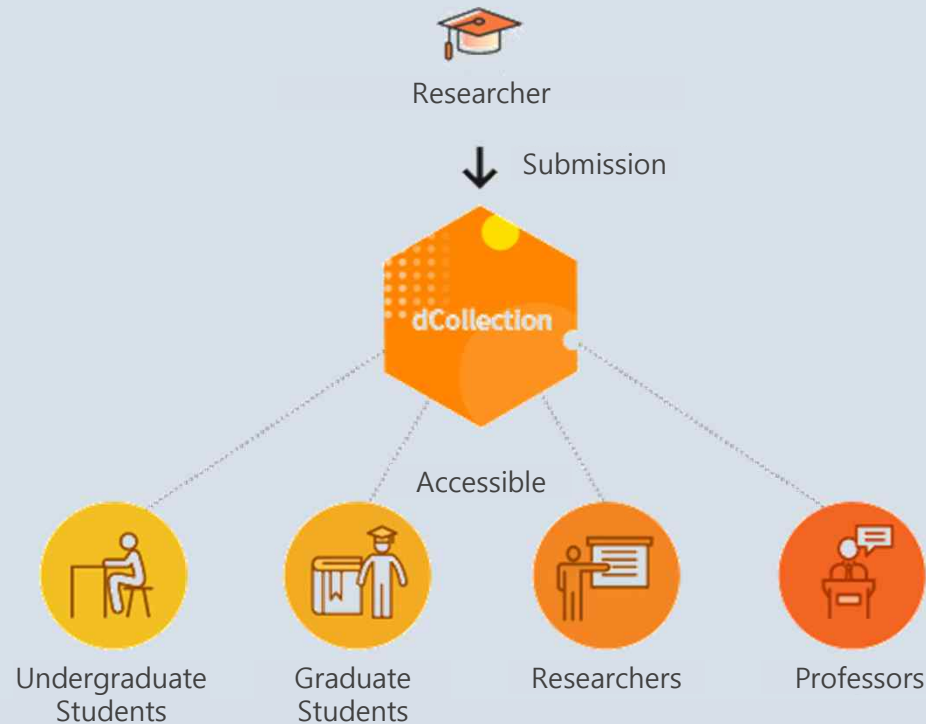
Transforming the World
for Tomorrow. Global TOP **100**

dCollection Online Thesis Submission Training

JEONBUK NATIONAL UNIVERSITY

Central Library
063-270-3464 / lib3463@jbnu.ac.kr

dCollection?



- A nationwide digital distribution system established to provide academic information services for the general public
- Submitting a thesis to dCollection → Accessible to anyone through university libraries, dCollection, and RISS

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I Overview

1. Online Submission Guidelines
2. Submission Schedule by Graduate School
3. Submission Process

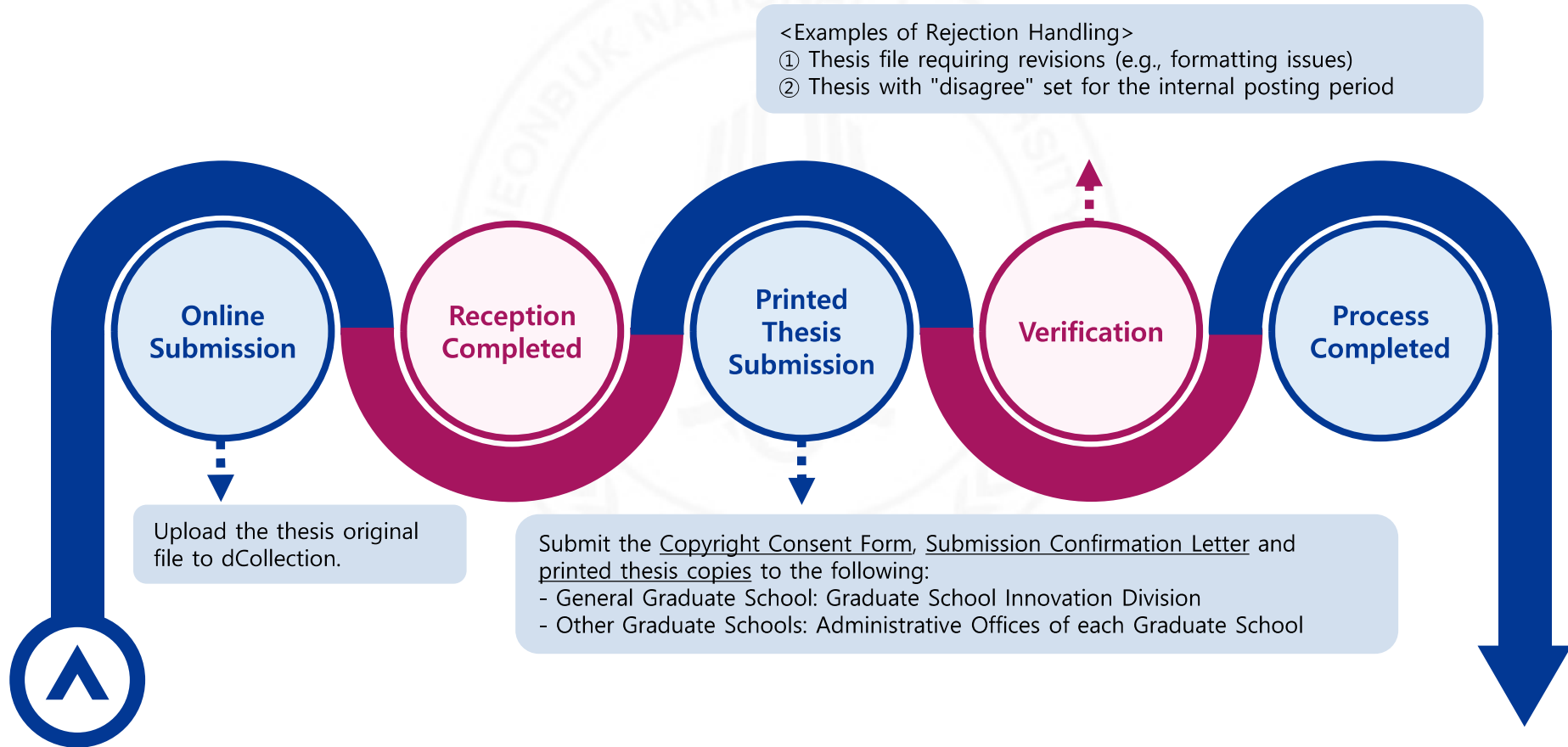
1. Online Submission Guidelines

- **Participants : Master's and doctoral degree recipients for the 2025 Spring Semester (Graduation in February 2026)**
- **Contents: Master's or doctoral theses, including field case study reports (e.g., practice-based reports and capstone project reports submitted under the alternative master's degree program)**
- **Submission Website: Access <https://dcoll.jbnu.ac.kr>**
 - Use the same ID/PW as your JBNU website or OASIS account
- **Online submission deadlines may differ from the hard copy submission deadlines**
- **If you need to revise your thesis after the submission deadline, an official request must be sent**
 - For general graduate schools: Contact the Graduate School Policy Team, Graduate School Innovation Division (☎ 063-270-2117)
 - For specialized graduate schools: Inquire at the administrative office of your respective graduate school or department office

2. Submission Schedule by Graduate School

Graduate School		Submission period
General Graduate School		Jan 6, 2026 – Jan 16, 2026
Specialized Graduate Schools	Business	Jan 6, 2026 – Jan 16, 2026
	Public Policy	Jan 6, 2026 – Jan 16, 2026
	Education	Jan 6, 2026 – Jan 16, 2026
	Law	Jan 6, 2026 – Jan 16, 2026
	Health	Jan 6, 2026 – Jan 15, 2026
	Industrial Technology	Jan 6, 2026 – Jan 14, 2026
	Life and Resource Sciences	Jan 6, 2026 – Jan 15, 2026
	Veterinary Medicine	Jan 6, 2026 – Jan 15, 2026
	Plant Protection	Jan 6, 2026 – Jan 15, 2026
	Environment	Jan 6, 2026 – Jan 14, 2026
Flexible Printed Electronics Professional		Jan 6, 2026 – Jan 9, 2026

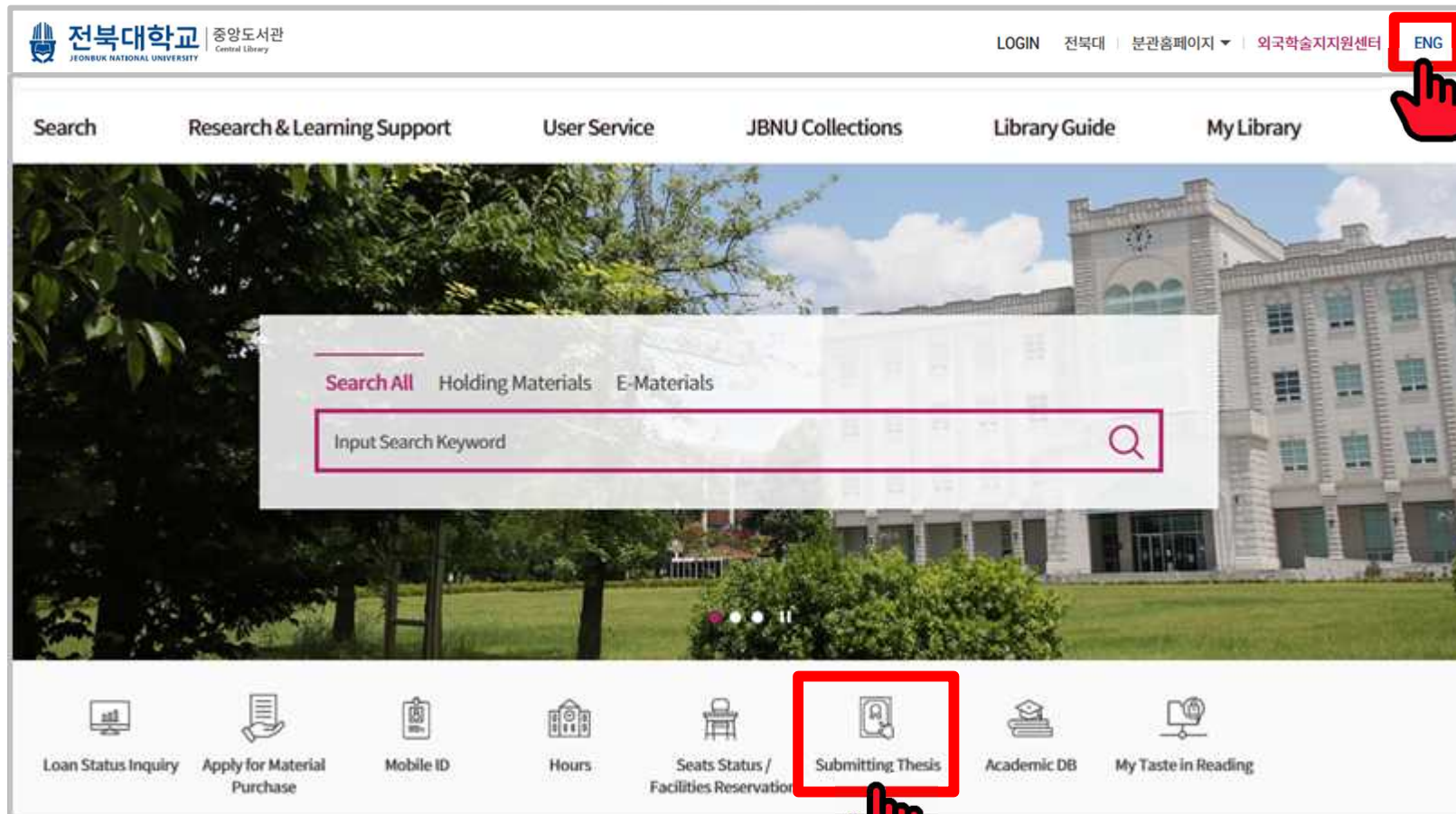
3. Submission Process



I Submission

1. dCollection Access
2. Thesis Submission
3. My Information
4. Registration
5. Final Confirmation
6. Complete submission


1. dCollection Access



- Click on "ENG" in the top right corner to change the language
- Click on "Submitting Thesis" on the library website (<https://dl.jbnu.ac.kr>)

1. dCollection Access

Submitting Thesis


Input Search Keyword 

Home > Research & Learning Support > Thesis Writing Support > Submitting Thesis

- This is the guide to submitting the full-text file of thesis file for Chonbuk National University graduates. Those expecting to graduate from the master's or doctoral degree must submit the full-text of thesis through dCollection after completing the thesis review.


Summary of Thesis Submission

- Target: Those who are expected to confer the degree
- Contents of submission: Master's and Doctoral thesis, Field Case Study Report
- Submitted website: <https://dcoll.jbnu.ac.kr>
- Full-text Submission Procedure



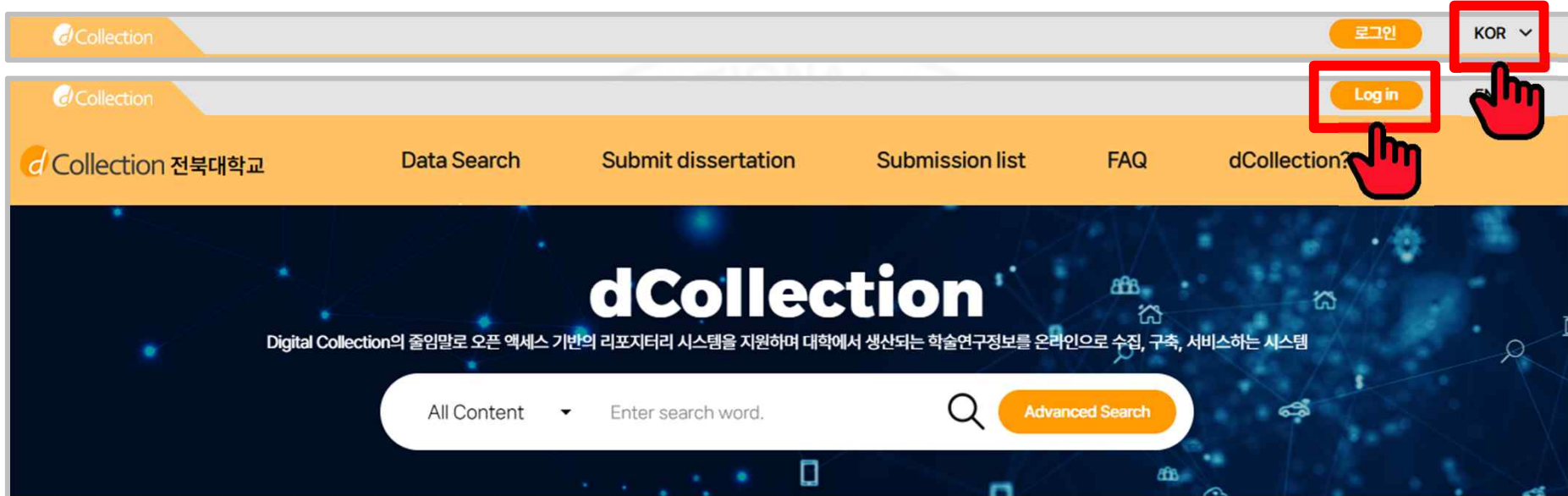
```
graph LR; A["dCollection  
• Upload the full-text file of thesis to"] --> B["Reception completed  
• Copyright agreement and submission confirmation can be printed"]; B --> C["Verification  
• If correction is required, contact after returning"]; C --> D["Submission completed"]; style A fill:#fff,stroke:#ccc; style B fill:#fff,stroke:#ccc; style C fill:#fff,stroke:#ccc; style D fill:#fff,stroke:#ccc;
```

- Information on how to submit(download)

dCollection submission guide download 

- After checking the information, click on the submission website link

1. dCollection Access

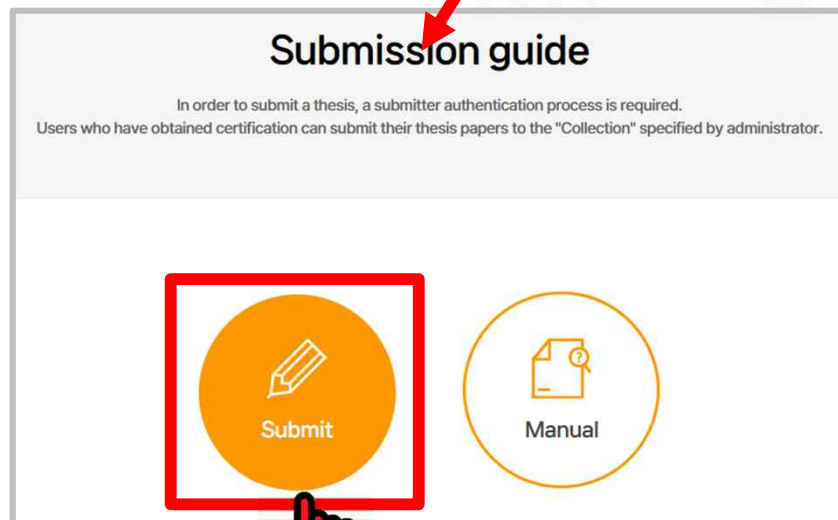
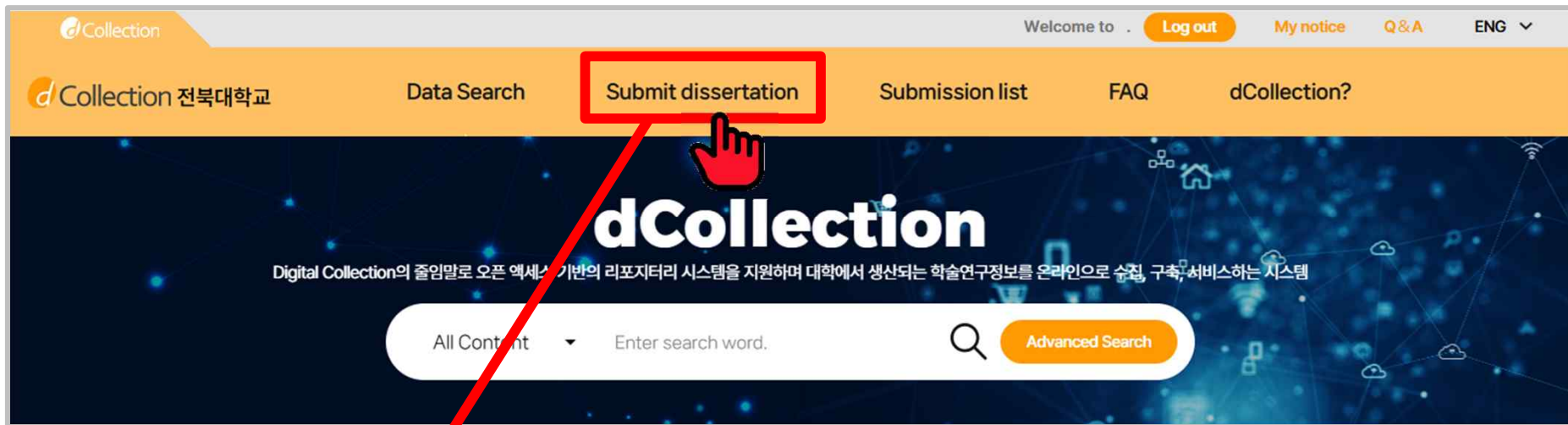


- Click on "KOR" in the top right corner to change the language to "ENG"
- Log in using your student number
- If your password contains a question mark(?), equal sign(=), colon(:), or ampersand(&), login will be restricted.



→ Change your password on OASIS and then log in

2. Thesis Submission



- If there is no option to select, contact the Q&A board
- For temporarily saved theses, click on the thesis title in the "Submission list" to continue

2. Submit Thesis

Submit Object

Choose the submission object and click the 'submit documents' button.


Submit object (Submit object for choose please)


학위논문 > 일반대학원


Submit


- Select the submit object available

3. My Information


My information


registration


Final confirmation


Complete submit

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.

개인정보 수집 및 이용에 대해 Agree Not agree) 합니다.

My information

Write your name in Korean

ID: [Redacted]

Name *

Department Name *

Contact *

Student ID: 12345

Name (2nd Language) *

Degree * Master Doctor

E-mail *

Make sure to double-check your contact number and email

• This is contact information for the submission process.
 • This information is only used for the submission process.
 • 제출관련 문의는 학교 dcollection@jbnu.ac.kr로 연락주세요.

3. My Information

My information

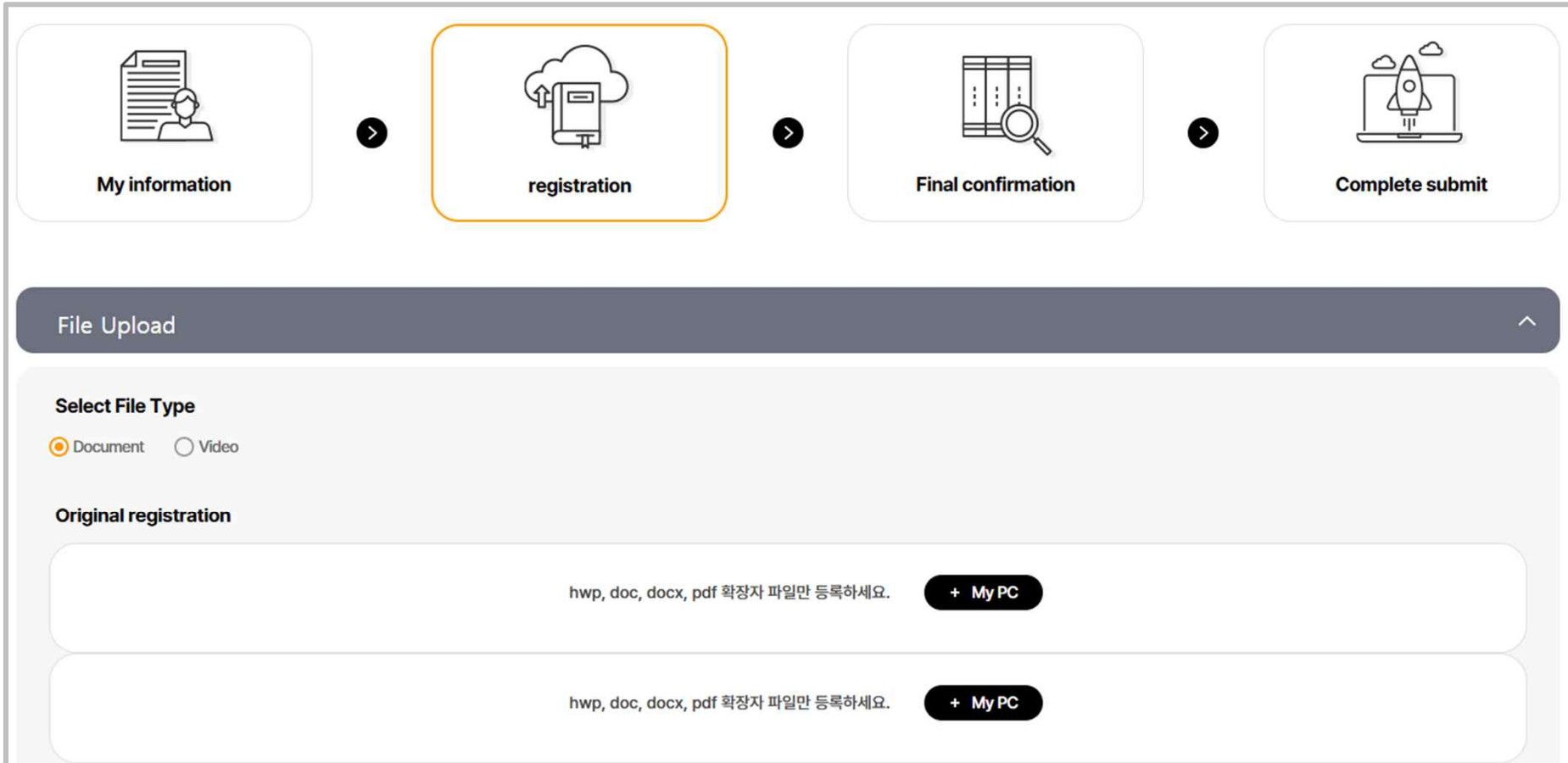
ID	*****12345	Student ID	12345
Name *	존도	Name (2nd Language) *	John Doe
Department Name *	학과조회에서 선택하세요. 학과조회에서 선택하세요.	Degree *	<input type="radio"/> Master <input type="radio"/> Doctor
Contact *	01012345678 ex) 010-1234-5678 ('-' 를 포함하여 입력해주세요).	E-mail *	00000@jbnu.ac.kr ex) dcollection@naver.com



<table border="1"> <tr><td>대학원</td><td>✓</td><td>대학원 > 건축공학</td></tr> <tr><td>법무대학원</td><td></td><td>대학원 > 경영학</td></tr> <tr><td>보건대학원</td><td></td><td>대학원 > 경영학(경영학)</td></tr> </table>	대학원	✓	대학원 > 건축공학	법무대학원		대학원 > 경영학	보건대학원		대학원 > 경영학(경영학)	<table border="1"> <tr><td>대학원</td><td>✓</td><td>대학원 > 교육학</td></tr> <tr><td>법무대학원</td><td></td><td>대학원 > 교육학(교육과정)</td></tr> <tr><td>보건대학원</td><td></td><td>대학원 > 교육학(교육심리)</td></tr> </table>	대학원	✓	대학원 > 교육학	법무대학원		대학원 > 교육학(교육과정)	보건대학원		대학원 > 교육학(교육심리)
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교육대학원	✓	교육대학원 > 교육학(가정교육)																	

- Select the correct department
(distinguish between **general** and **specialized** graduate schools)
- If difficulty in selecting a department, inquire at the department office

4. Registration – File upload



The image shows a registration process flowchart and a file upload interface. The flowchart consists of four steps: 'My information', 'registration', 'Final confirmation', and 'Complete submit'. The 'registration' step is highlighted with an orange border. Below the flowchart is a 'File Upload' section with a 'Select File Type' dropdown menu (Document selected, Video unselected) and two 'Original registration' input fields. Each input field contains the text 'hwp, doc, docx, pdf 확장자 파일만 등록하세요.' and a '+ My PC' button.

- Remove blank pages, unlock the password, and disable the notes and bookmarks
- For theses, **B5** size is the standard (for case study reports, A4 size)
- Files can be divided in the order of cover page, table of contents, and main text

4. Registration – Thesis Info Registration

Thesis Info Registration
^

논문정보

Title(Korean) *	<input type="text" value="Enter the title of the dissertation."/>
Sub-title(Korean)	<input type="text" value="Enter the subtitle."/>
Alternative	<input type="text"/>
Translated(English) *	<input type="text" value="Enter the title in the second language. If there is any subtitle, divide it with [;]."/>
Subject *	<input type="text" value="to separate parts of keywords, put a comma(,) after keyword"/>
KDC	<input type="text"/>
DDC	<input type="text"/>

- **Title(Korean):** Enter exactly as the Korean title of the thesis (must be in Korean)
- **Sub-title(Korean):** Enter the subtitle in smaller text than the title
- **Alternative:** Enter an alternative title of the same level as the main title
- **Translated(English):** Enter the title in English
- **Subject:** Enter keywords or the main subject of the thesis as in the abstract
- **KDC / DDC:** No input required

4. Registration – Thesis Info Registration

한국어 ▾

Abstract *

You can cut and paste an abstract into this box. If the number of abstract is more than two, enter all and select item language.

Add

Table of contents *

You can cut and paste an abstract into this box Omit table/figure contents.

Adviser(Korean) *

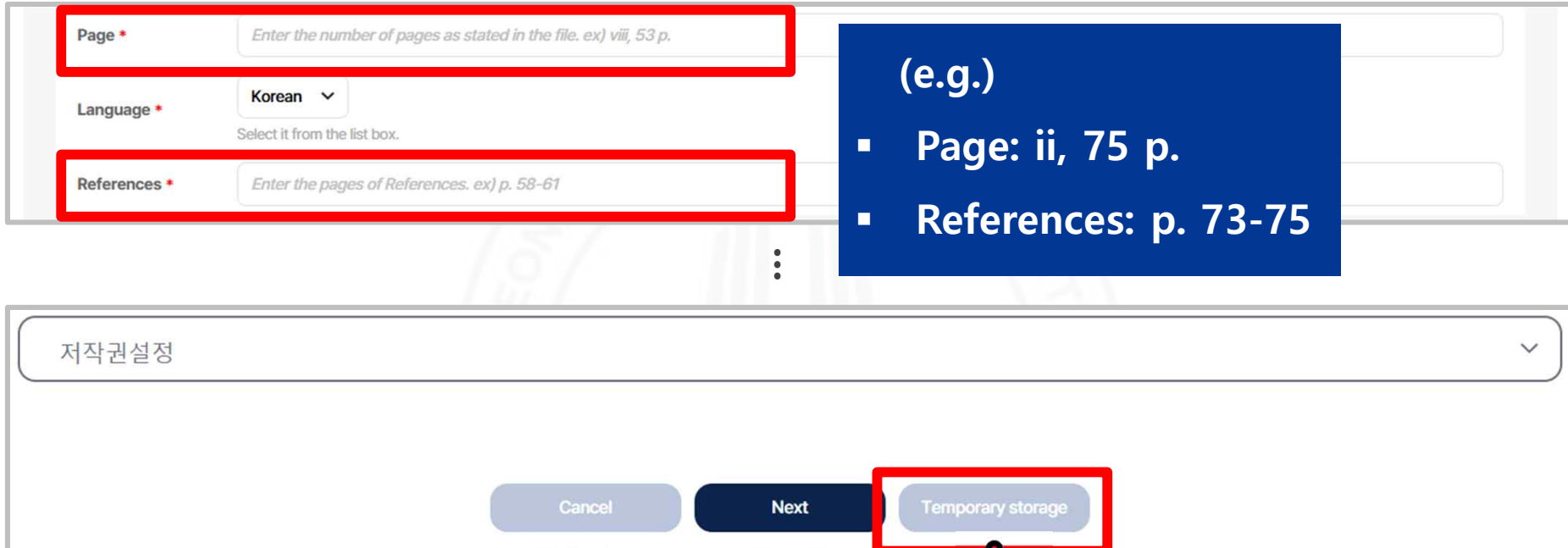
Enter the name of adviser. Omit the position.

Specialty

Enter the specialty.

- **Abstract:** Enter the abstract matching the language selected at the top
 - Even for a 'Case Study Report' without an abstract, enter a brief summary
- **Table of contents:** Copy and paste the table of contents from the thesis
(It will be modified later in the bookmark settings)
- **Adviser(Korean):** Enter **only the professor's name in Korean** (e.g., 홍길동 (O), 홍길동 교수님 (X), Gil-dong Hong (X))
- **Specialty:** Enter the specific major if applicable
(e.g., Marketing in the Department of Business Administration - enter Marketing)

4. Registration – Thesis Info Registration



Page * Enter the number of pages as stated in the file. ex) viii, 53 p.

Language * Korean Select it from the list box.

References * Enter the pages of References. ex) p. 58-61

⋮

저작권설정

Cancel Next Temporary storage

- **Page:** Enter the last page number in Roman numerals and the last page number in Arabic numerals
(if there are no Roman numeral pages, enter only the Arabic numeral page)
- **Language:** Select the language of the thesis text
- **References:** Enter the page number where the references are located
- Be sure to click "Temporary storage" frequently to save your progress

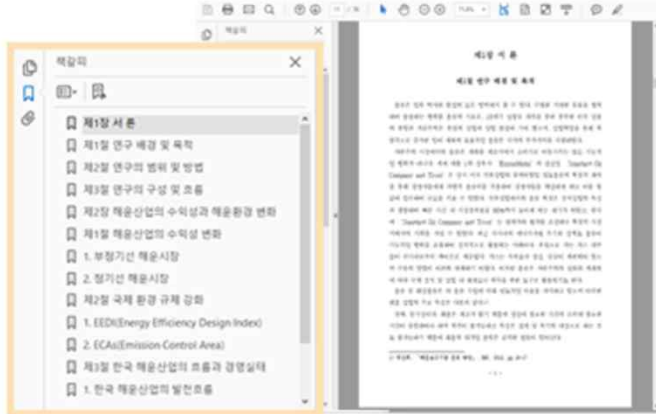
4. Registration – Bookmark(Optional)

책갈피

Set up the first page 자동정렬 미리보기

본문이 시작되는 실제 쪽수를 입력합니다. 즉, 문서에서 본문의 쪽번호가 1쪽이지만, 제목, 목차 등을 포함한 실제 쪽수가 5쪽이라면 '5'를 입력하세요.

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



[목차(책갈피) 적용예시]

- Since it will be modified later, paste the earlier table of contents or leave it blank

4. Registration – Copyright

	Agree	Conditional agree	Disagree
Date setting	×	○	×
Reason	×	○	○
License	○	○	×
Full-text Access*	○	×	△ ※ Accessible only B1 Central Library
External Copy	○	×	△ ※ Copies provided, limited to 50%

* Provided as a time-limited PDF file with DRM (Digital Rights Management) applied

- Agreeing to copyright will make the full text available on the Library and RISS
- Setting a publication date after agreement is considered conditional agreement
- Non-consent or conditional consent is allowed only with a valid reason

4. Registration – Agree

저작권설정

Copyright

I approve and agree that the (master, doctor) dissertation/article 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.
5. The university shall not be legally responsible against the infringement occurred due to the writings after the permission.
6. The author allows providing the writing to any contracted institutions (Korea Education & Research Information Service, etc.) of the university to transfer, copy and printing the writing through information network including internet.

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

Proceed with the default

* dCollection a Creative Commons License(CCL) company.

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.

4. Registration – Conditional Agree

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 2026 년 12월 disclosed Abstract publication when Original is disclosed

Reasons for setting up the or

일	월	화	수	목	금	토
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Delete

- Thesis viewing and copy requests unavailable during the set period
- The copyright setting will automatically change to agreement after the set period
- Clear reasons required: personal information, military secrets, journal publication, patent application

4. Registration – Not Agree(disagree)

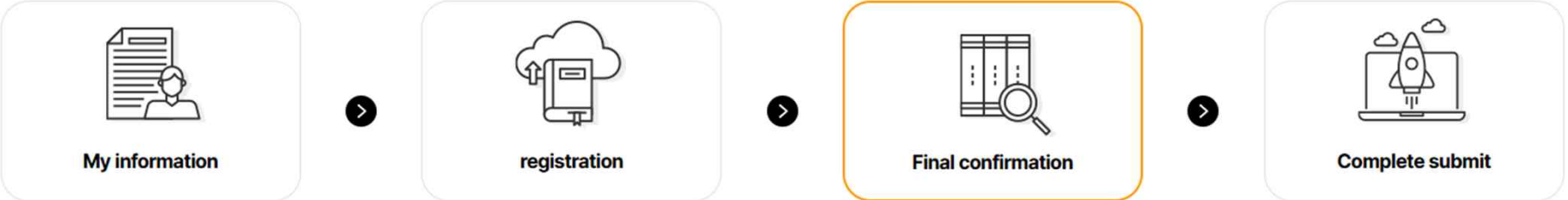


The screenshot shows a registration form with the following elements:

- Radio buttons for "Agree" and "Not agree". The "Not agree" option is selected and highlighted with a red box and a hand cursor.
- A text input field for "In-school service start date".
- A dropdown menu with "해당없음" (None) selected.
- A note: "*별도 설정이 없을 시, 논문 서비스 게시일과 동일하게 설정됩니다." (When no separate setting is made, it will be set the same as the journal service posting date.)
- A label "저작권 비동의 사유*" (Reason for non-consent to copyright).
- A large empty text area for providing reasons.

- Accessible only to on-campus users via the Central Library website (no saving and printing)
- Not accessible on external platforms like RISS, the National Library of Korea, or the National Assembly Library
- Up to 50% can be provided for copy requests from other institutions
(choose conditional agreement if you wish to opt out)
- Clear reasons required: personal information, military secrets, journal publication, patent application
- Possible to set the in-school service start date

5. Final Confirmation



Control Number : 00000060020

File information

원문유형	문서
제출원문	학위논문(샘플).hwp (473600 bytes (0.453 MB), 2024-12-18 18:30:22)
책갈피	

본문시작 * 본문시작쪽수 수정은 원문수정 버튼을 선택 후 수정 가능합니다.

Check the entered thesis information, file information, and copyright

Open the uploaded file to ensure it is the final revised version

The table of contents and bookmarks should be edited

Update Files

5. Final Confirmation – Bookmark

Bookmark

Set up the first page 7

목차정보 변경

자동정렬

미리보기

본문이 시작되는 실제 쪽수를 입력합니다. 즉, 문서에 목차의 쪽번호가 1쪽이지만, 제목, 목차 등 목차의 실제 쪽수가 5인 경우, 목차의 실제 쪽수인 5를 입력합니다.

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시작 페이지 설정 0 목차정보 변경

본문이 시작되는 실제 쪽수를 입력합니다. 즉, 문서에서 본문이 시작되는 실제 쪽수를 입력합니다.

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Copy and paste the table of contents from the thesis

- Do not enter the cover page, Roman numeral page numbers(table of contents, abstract, etc.) in the bookmark
- After entering, check "목차정보 변경(Change table of contents information)" to modify thesis details(recommended)
- Click "자동정렬(Auto-align)" to automatically remove spaces and adjust indentation

5. Final Confirmation – Bookmark



- Classify items by hierarchy using **indentation** (based on number of spaces)
- Page numbers must be entered for the bookmark (hyperlink) function to work
- When using Roman numerals in the table of contents, **type them directly** instead of using special characters (e.g.: I, VIII.(O), I., VIII.(X))

5. Final Confirmation – First Page Setup

Bookmark

Set up the first page 목차정보 변경 자동정렬 미리보기

본문이 시작되는 실제 쪽수를 입력합니다. 즉, 문서에서 본문의 쪽번호가 1쪽이지만, 제목, 목차 등을 포함한 실제 쪽수가 5쪽이라면 '5'를 입력하세요.

제1장 서론 1

1.1. 연구배경 1

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(e.g.)

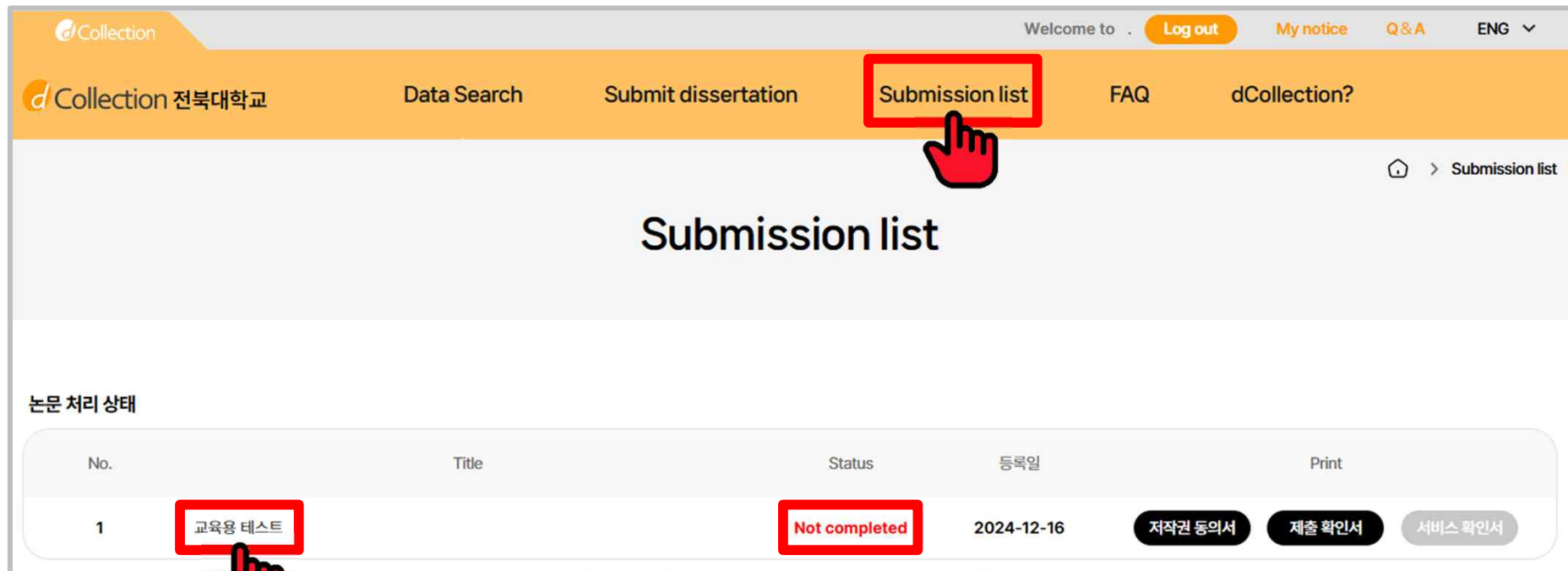
Cover page	Inside Cover page	Submission page	Approval page	Contents	Table	Figure	Abstract	Introduction
1 p.	2 p.	3 p.	4 p.	- i -	- ii -	- iii -	- iv -	- 1 -

- Enter the actual page number of the arabic numerals starting the main body.
- In the example, since the introduction, which is the first page of the main body, starts on page 9, you should set the starting page to 9.

Detail Modify



5. Final Confirmation – Edit Submission



Collection 전북대학교 Data Search Submit dissertation **Submission list** FAQ dCollection? Welcome to . Log out My notice Q&A ENG

Submission list

논문 처리 상태

No.	Title	Status	등록일	Print
1	교육용 테스트	Not completed	2024-12-16	저작권 동의서 제출 확인서 서비스 확인서

- Click the thesis title to review and modify before "제출완료(Submit)"
- Check if the copyright page has been added to the PDF file generated from the "conversion original" in "File information" and verify if the bookmarks are correctly linked
- The Author Permission Agreement and submission confirmation can be printed after "제출완료 (Submit)"

5. Final Confirmation – Converted File Check

File information

File format	Document
submit original	학위논문(샘플).hwp (473600 bytes, 2024-12-16 15:50:22)
Start page of body : 7	<ul style="list-style-type: none"> 1. 서론 1 <ul style="list-style-type: none"> 1.1 연구의 필요성 및 목적 1 1.2 연구 내용 및 방법 3 1.3 연구의 제한점 4 2. 이론적 배경 5 <ul style="list-style-type: none"> 2.1 센터 설립 배경 5 2.2 센터 설립 과정 7 2.3 성과 및 문제점 19 2.4 선행 연구 26 3. 연구 설계 및 절차 29 <ul style="list-style-type: none"> 3.1 연구 대상 선정 29 3.2 연구 절차 30 3.3 실문 영역별 문항 구성 내용 3
Bookmark	
conversion original	000000060020.pdf (55279 bytes)

000000060008_20241205141202.pdf - Chrome

dcoll.jbnu.ac.kr/public_resource/pdf/000000060008_20241205141202.pdf

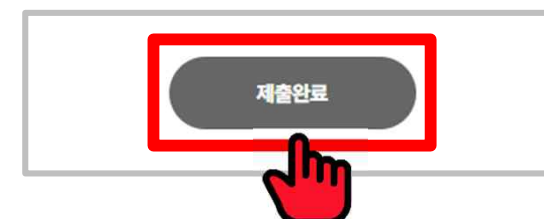
000000060008_20241205141202.pdf 1 / 82 100%

1. 서론

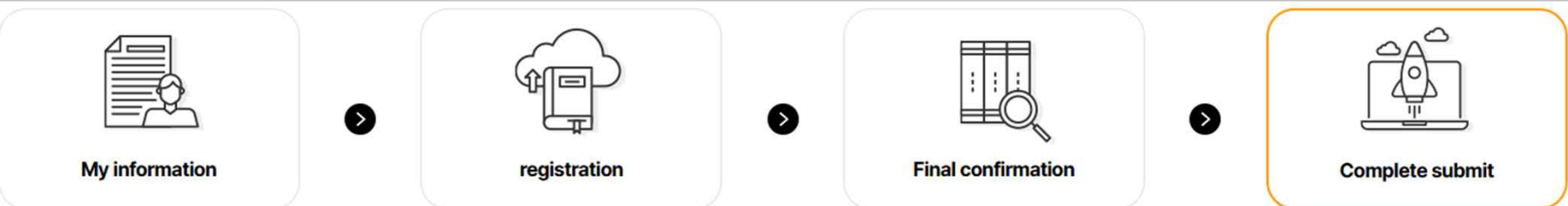
- 1.1 연구의 필요성 및 목적
- 1.2 연구 내용 및 방법
- 1.3 연구의 제한점
- 2. 이론적 배경
- 3. 연구 설계 및 절차

CC creative commons


- After uploading, check the PDF in "conversion original" (1 min)
- Check the alignment of tables and images, page positioning, and **bookmark links**
- If correct, click on "제출완료(Submit)"



6. Complete Submission



The diagram shows a four-step submission process: 1. My information (document and person icon), 2. registration (cloud and document icon), 3. Final confirmation (document and magnifying glass icon), and 4. Complete submit (rocket on laptop icon). The 'Complete submit' step is highlighted with an orange border.




귀하의 학위논문 제출이 완료되었습니다.

제출한 학위논문은 대학 담당자의 검증 과정 후 최종 제출 완료되어 서비스됩니다.

'논문 제출 내역'에서 제출한 학위논문의 접수 처리 상태를 확인하고, 수정할 수 있습니다.

'논문 제출 내역'에서 서비스되는 논문의 제출 확인서와 서비스 확인서를 출력할 수 있습니다.

Dissertation Submission list



III Management

1. Submission Document Printing
2. Returned Submission Check
3. Q&A board

1. Submission Document Printing

Collection 전북대학교 Data Search Submit dissertation **Submission list** FAQ dCollection? Welcome to . Log out My notice Q&A ENG

Submission list

논문 처리 상태

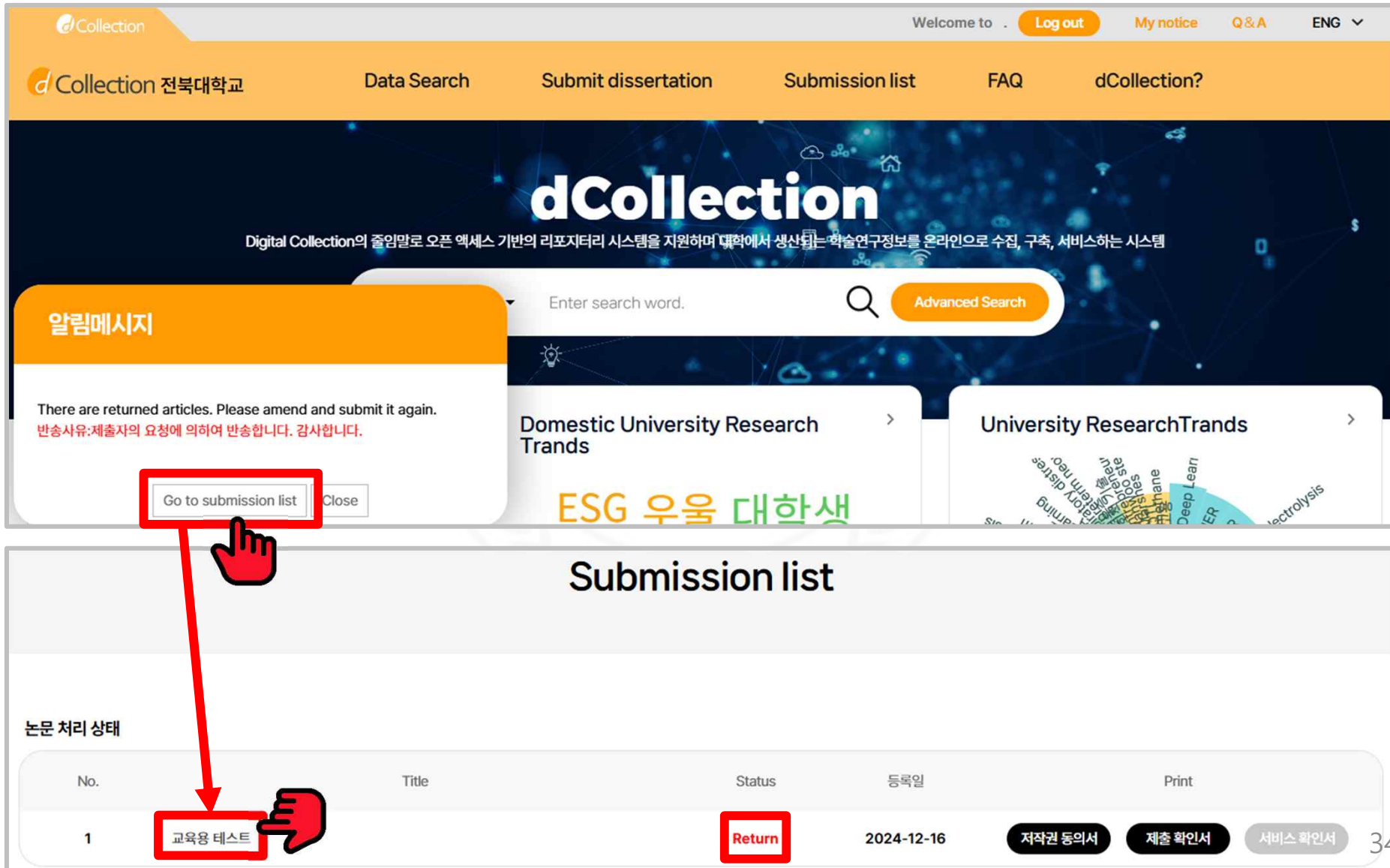
No.	Title	Status	Date	Actions
1	교육용 테스트	Accept complete	2024-12-16	저작권 동의서 제출 확인서 서비스 확인서

Flowchart: Not completed → Accept complete → Submit complete → In service. From Accept complete, a 'not clear' path leads to Return → Re-submit → Submit complete. From Submit complete, a 'clear' path leads to In service.

- Copyright Consent Form
- Submission Confirmation

- Submit these documents and printed thesis copies

2. Returned Submission Check



The screenshot shows the dCollection website interface. At the top, there is a navigation bar with 'Collection' and '전북대학교' (Jeonbuk National University) on the left, and 'Welcome to', 'Log out', 'My notice', 'Q&A', and 'ENG' on the right. Below this is a secondary navigation bar with 'Data Search', 'Submit dissertation', 'Submission list', 'FAQ', and 'dCollection?'. The main header features the 'dCollection' logo and a search bar with 'Enter search word.' and an 'Advanced Search' button. A notification box on the left contains the text: '알림메시지' (Notification), 'There are returned articles. Please amend and submit it again.', and '반송사유:제출자의 요청에 의하여 반송합니다. 감사합니다.' (Reason for return: Returned by the author's request. Thank you.). A red box highlights the 'Go to submission list' button in the notification, with a red arrow pointing to the 'Submission list' section below. The 'Submission list' section has a title 'Submission list' and a sub-header '논문 처리 상태' (Paper processing status). Below this is a table with columns: 'No.', 'Title', 'Status', '등록일' (Registration date), and 'Print'. The first row contains: '1', '교육용 테스트' (Educational test), 'Return', '2024-12-16', and a set of buttons: '저작권 동의서' (Copyright agreement), '제출 확인서' (Submission confirmation), and '서비스 확인서' (Service confirmation). A red box highlights the 'Return' status in the table, with a red arrow pointing to it from the 'Go to submission list' button.

No.	Title	Status	등록일	Print
1	교육용 테스트	Return	2024-12-16	저작권 동의서 제출 확인서 서비스 확인서

3. Q&A board

- For corrections after submission, write a return reason and request a return
- Use the Q&A board for errors or inquiries, as phone support may be unavailable during the submission season

IV Notes

1. Thesis Format
2. Additional Information

1. Thesis Format

- **Thesis format: Follow the guidelines provided by the graduate school and academic affairs office**
- **Thesis template: Check the graduate school, library, and dCollection websites**
 - **Submit the thesis in both Hangeul and Word files (English)**
 - **For field-based reports and capstone projects, contact the department office**
- **Remove spine and blank pages (preliminary pages) before uploading**
- **Include the cover page, inside cover page, submission page, and approval page**
- **Check **graduation date, submission date, and approval date****
- **Include the name of professor who approved the thesis**
(signatures or seals not required for upload)

2. Additional Information

- Enter the correct thesis formatting standards for each graduate school (varies by cover page)
- Page Numbers: No page numbers from cover page to approval page
 - Use lowercase Roman numerals (i) for table of contents to abstract
 - Use Arabic numerals (1) for the body of the thesis
- Abstract: If the main text is in Korean, English abstract is required
 - If in foreign language, Korean abstract is required
- No changes allowed after file approval
 - Check for typos and the linkage between the table of contents and the text
- **The author is responsible for errors in thesis format, content, and typos**

2. Additional Information

- The file upload date and thesis copy submission date are different
- Submissions are possible on weekends and holidays
(phone inquiries available on weekdays from 9 AM to 6 PM)
- The full-text will be made available as an ezPDF file for viewing only
(no saving, printing, or editing)
- **Store your final thesis file and the original thesis with the professor's signed approval page**
- Before submitting, check for unnecessary personal information (e.g., phone numbers) in appendices or surveys

Thank you



<https://bit.ly/jbnudc2>

This PPT file (QR code scan)