



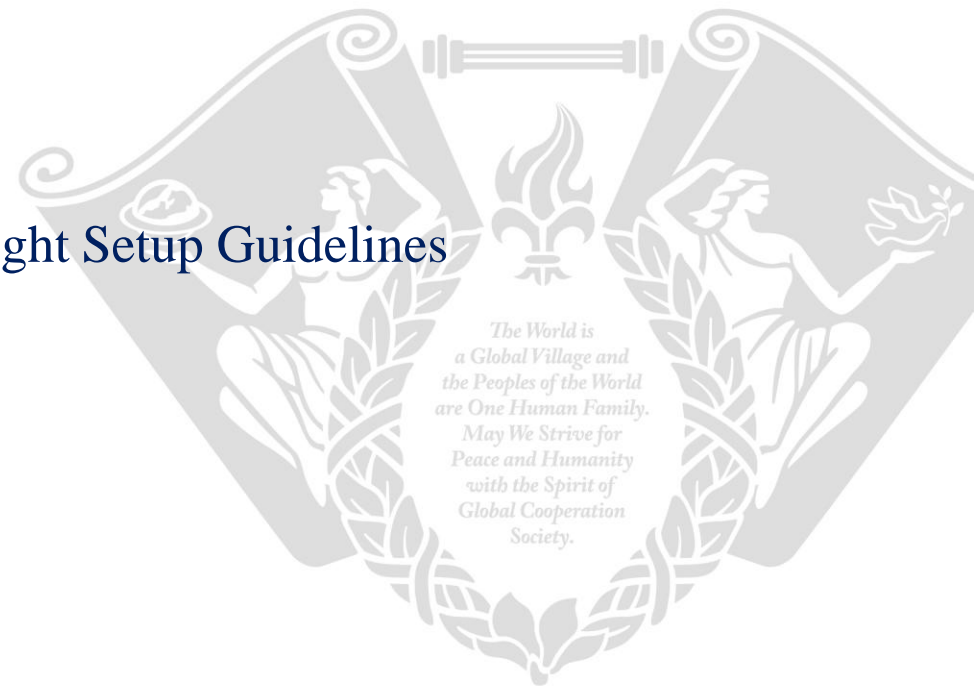
dCollection Online Submission Manual for International Students



경희대학교
KYUNG HEE UNIVERSITY

Contents

1. General Information
2. dCollection Tutorial
3. Dissertation Policies – Format and Copyright Setup Guidelines



1. General Information

- Server Opening : June 22(Mon) - July 10(Fri)

**** Submission Schedule is different by affiliations.****

THERE IS NO PRINTED(Hard-copy) DISSERTATION SUBMISSION

- Inquiries : 09:00 -17:00 (Break 12:00-13:00)

☎ Seoul: 02-961-0073, 0104, 0069 | email: khsd3013@khu.ac.kr

☎ Global: 031-201-3221, 3224 | email: library@khu.ac.kr

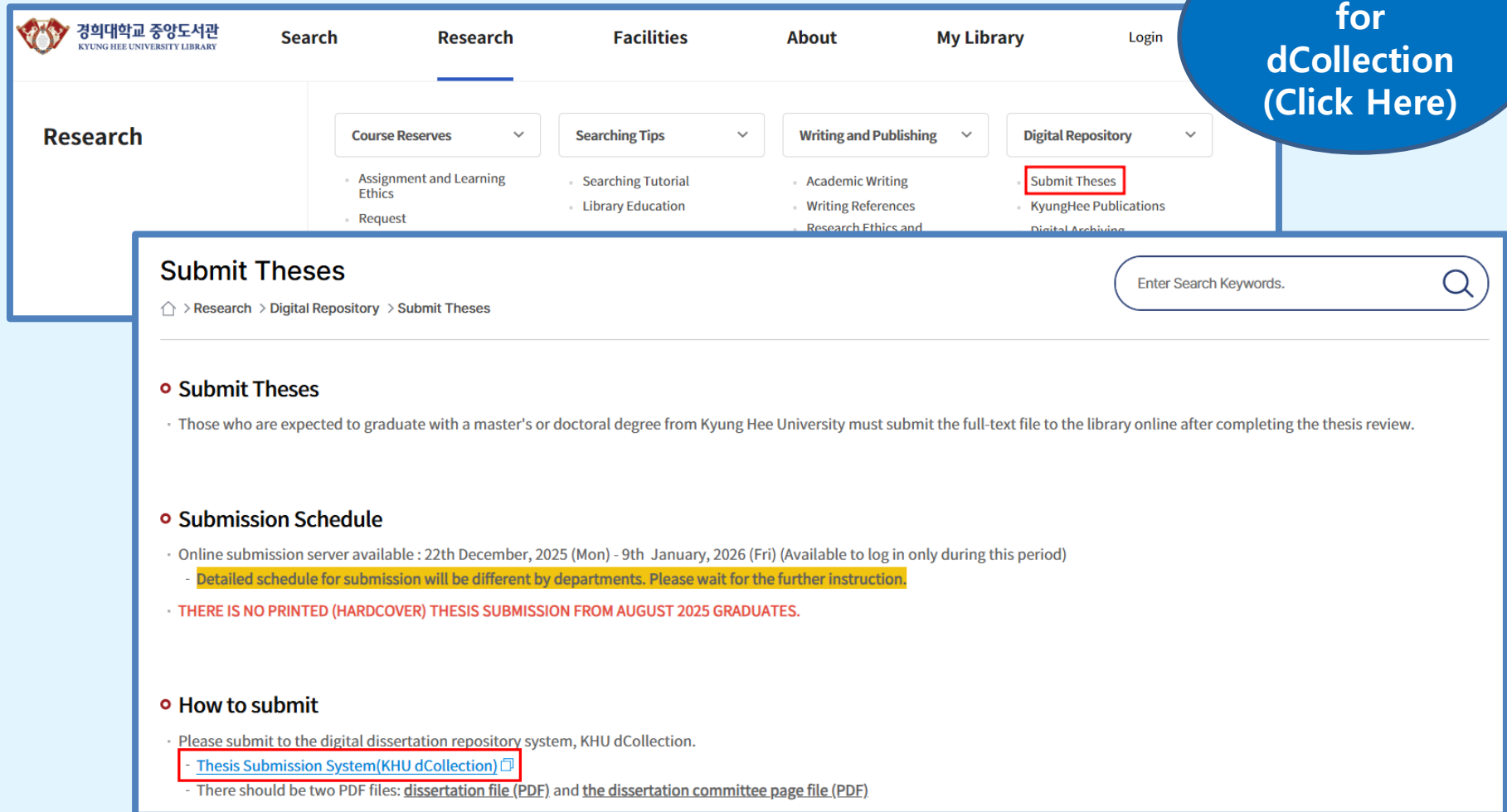
- Online submission is available for 24 hours.

※ (10th July: until 14:00)

2. dCollection Tutorial

How to get to dCollection server

Direct Link
for
dCollection
(Click Here)



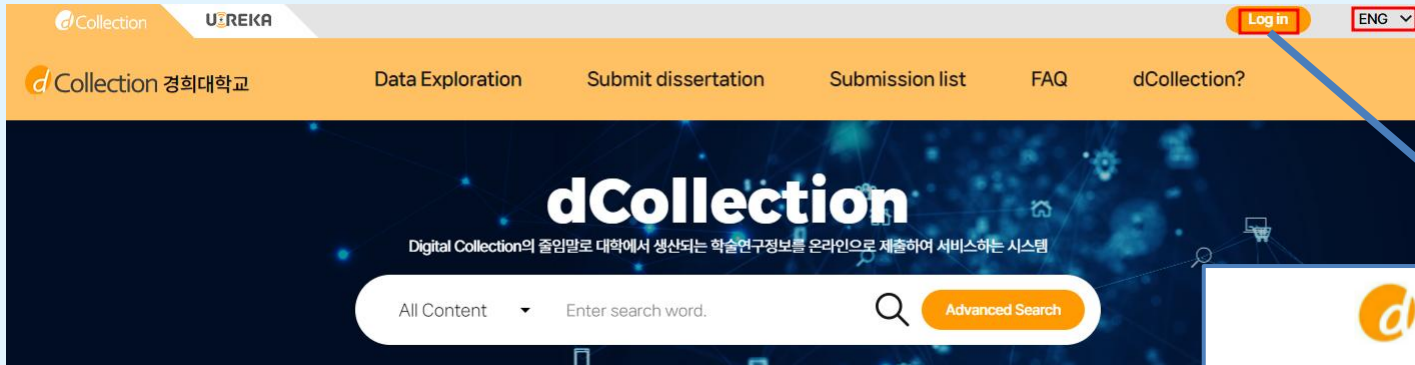
The screenshot shows the Kyung Hee University Library website. The navigation menu includes Search, Research, Facilities, About, My Library, and Login. The Research section is expanded, showing sub-menus for Course Reserves, Searching Tips, Writing and Publishing, and Digital Repository. The Digital Repository sub-menu is further expanded, highlighting the 'Submit Theses' link. A blue oval callout points to this link with the text 'Direct Link for dCollection (Click Here)'. Below the navigation, the 'Submit Theses' page is displayed, featuring a search bar and a list of information:

- Submit Theses**
 - Those who are expected to graduate with a master's or doctoral degree from Kyung Hee University must submit the full-text file to the library online after completing the thesis review.
- Submission Schedule**
 - Online submission server available : 22th December, 2025 (Mon) - 9th January, 2026 (Fri) (Available to log in only during this period)
 - Detailed schedule for submission will be different by departments. Please wait for the further instruction.
 - THERE IS NO PRINTED (HARDCOVER) THESIS SUBMISSION FROM AUGUST 2025 GRADUATES.
- How to submit**
 - Please submit to the digital dissertation repository system, KHU dCollection.
 - Thesis Submission System(KHU dCollection)
 - There should be two PDF files: dissertation file (PDF) and the dissertation committee page file (PDF)

2. dCollection Tutorial - log in

How to log in to the server

1. <https://khu.dcollection.net/?localeParam=en>
2. Click Login



dCollection IR

Submitter Log-in

Insert your Identification and password and log in.

ID= Student ID Number!!!!

Please enter your password.

Save Identification

[Login procedure of submitter](#)

Log in

dCollection IR

Login procedure of submitter

Enter your e-mail information to confirm

ID	Student ID Number!!
Name	Same as INFO21 System!!
E-mail	Please enter your E-mail.

[Log in](#)

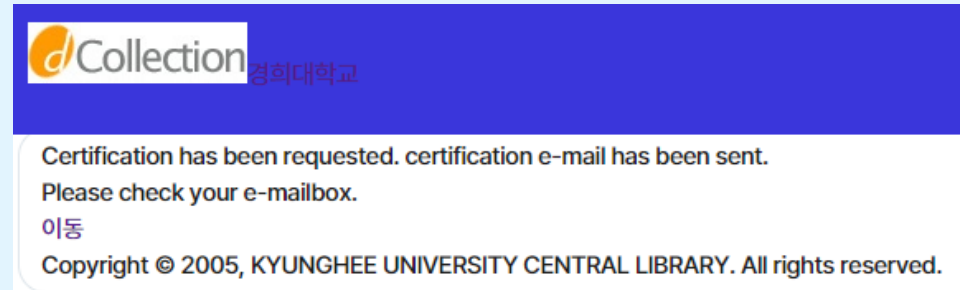
Check

Access Link will be sent to the email address

2. dCollection Tutorial - log in

- ① Check out the notification
- ② Check out the email and click verification URL

①



dCollection 경희대학교

Certification has been requested. certification e-mail has been sent.
Please check your e-mailbox.

이동

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②



dCollection 경희대학교

Title [dCollection] certification e-mail.

This e-mail is for certification of dCollection account. To finish your certification, please access to the address as below.

Contents

* Need to finish certification within 24 hours from the moment of certification request. if expired, proceed from the beginning again.

Verification URL <https://khu.dcollection.net:> [redacted]

2. dCollection Tutorial - log in

Set your own password and fill out your password again to confirm it.

It should include...

- ✓ Alphabets
- ✓ Numbers
- ✓ Punctuation Marks (such as !, @, #, \$...)

It will be automatically logged in and go back to the main website of the dCollection.

제출자 비밀번호 설정

ID	<input type="text"/>	ID should be always your Student ID number. It cannot be changed.
Password	Please enter your password.	
Password check	Please enter your password.	

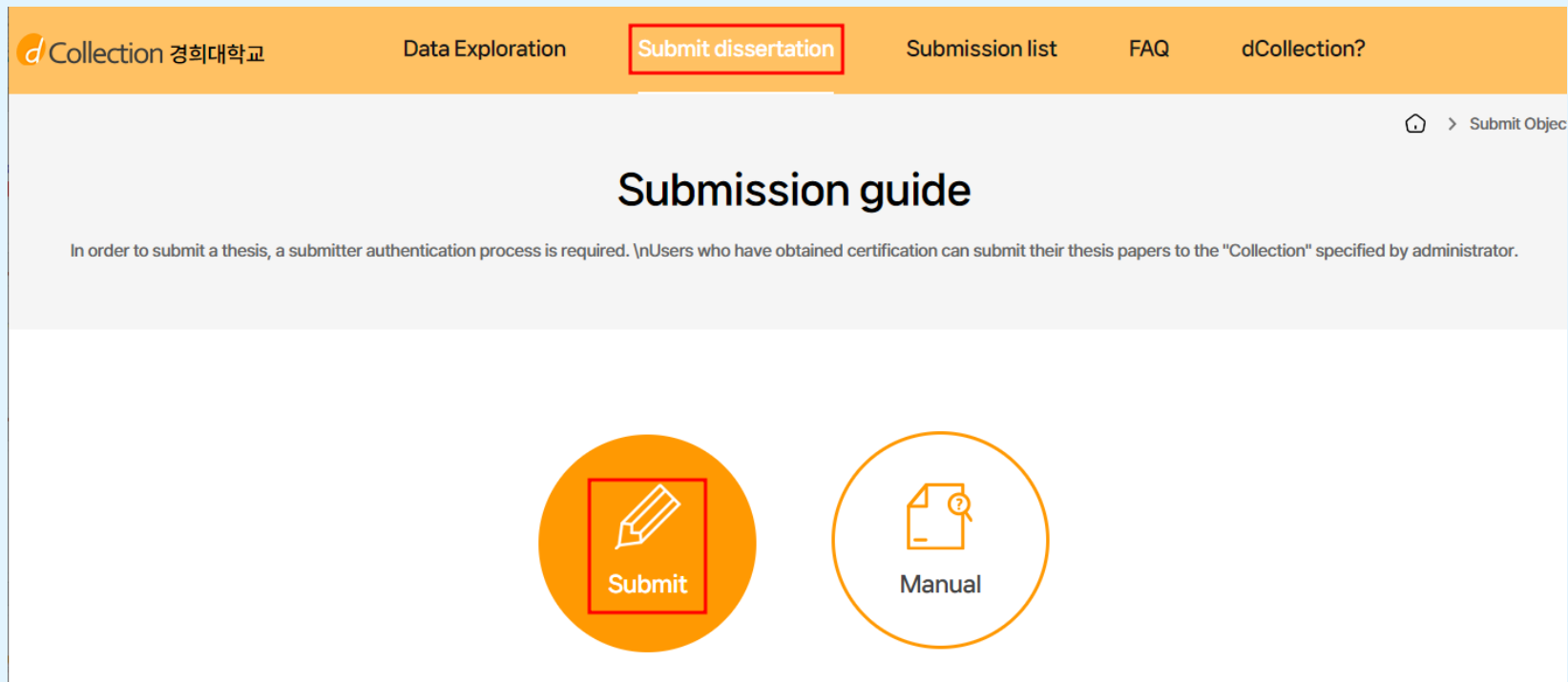
* Combinations of English letters, numbers, special characters (10~16 words)

확인

Copyright © 2005, KYUNGHEE UNIVERSITY CENTRAL LIBRARY. All rights reserved.

2. dCollection Tutorial - Submission

Submit your dissertation file to the dCollection system



The screenshot shows the dCollection Submission guide page. The navigation bar includes "dCollection 경희대학교", "Data Exploration", "Submit dissertation" (highlighted with a red box), "Submission list", "FAQ", and "dCollection?". The breadcrumb trail is "Home > Submit Objec". The main heading is "Submission guide". Below the heading is a paragraph: "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." At the bottom, there are two circular buttons: "Submit" (with a pencil icon) and "Manual" (with a document icon).

dCollection 경희대학교 Data Exploration **Submit dissertation** Submission list FAQ dCollection?

Home > Submit Objec

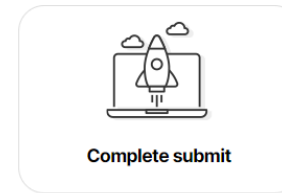
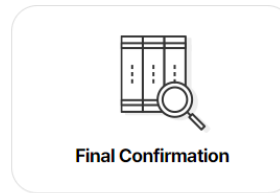
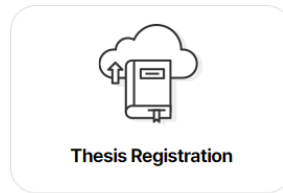
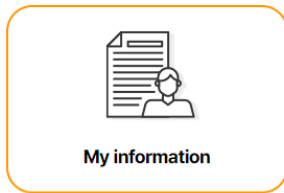
Submission guide

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.

Submit **Manual**

2. dCollection Tutorial - Submission Process and My Information

Submit dissertation



Private policy

다. 'dCollection'은 정보주체의 이용정보를 저장하고 수시로 불러오는 '쿠키(cookie)'를 사용하지 않습니다.

3. 개인정보의 처리 및 보유 기간

가. 'dCollection'은 법령에 따른 개인정보 보유·이용기간 또는 정보주체로부터 개인정보를 수집 시에 동의 받은 개인정보 보유·이용기간 내에서 개인정보를 처리·보유합니다. 나. 각각의 보유 기간은 다음과 같습니다.

[보유기간 : dCollection 서비스 이용 기관의 내부관리계획에 의한 기간 및 제출 논문 서비스 종료 시까지](#)

※ dCollection 서비스 이용 기관 : 논문 제출자가 소속되어 있는 소속기관

Agree Not agree) 합니다.

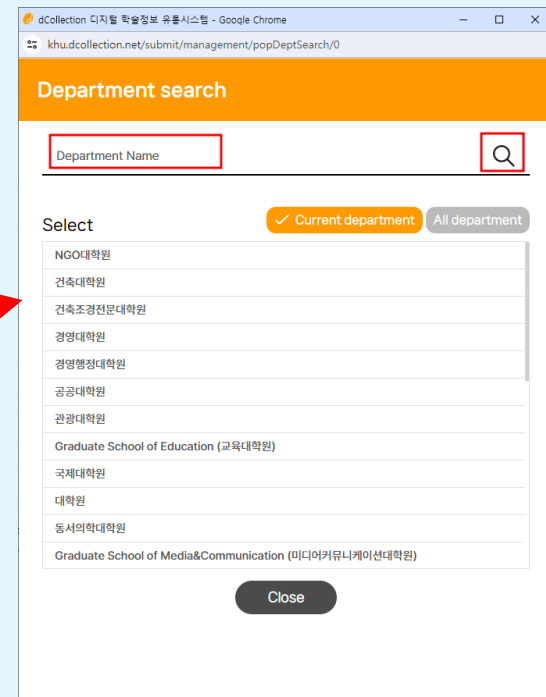
My information

ID	■■■■	Student ID	■■■■
Name	Same as info21	Department Name *	학과조퇴에서 선택하세요. <input type="button" value="Department search"/>
Department Name *		Degree *	<input type="radio"/> Bachelor <input type="radio"/> Master <input type="radio"/> Doctor
Contact *	■■■■	E-mail *	■■■■

- 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 학교 dcollection 담당자에게 문의 바랍니다.

Cancel

Next



Department search

Department Name

Select Current department All department

- NGO대학원
- 건축대학원
- 건축조경전문대학원
- 경영대학원
- 경영행정대학원
- 공공대학원
- 관광대학원
- Graduate School of Education (교육대학원)
- 국제대학원
- 대학원
- 동서의학대학원
- Graduate School of Media&Communication (미디어커뮤니케이션대학원)

Close


2. dCollection Tutorial - Thesis Registration

<General Graduate School>
You can download your document as pdf
from INFO21 system.

File Upload

Select File Type
 Document Submit later (only for the person who cannot submit file)



Approval Sheet Registration

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

* 인준서를 등록하세요.

Original registration

ON 제출한 PDF 파일에서 논문정보를 자동으로 추출하는 기능입니다. 원하지 않는 경우 OFF로 설정해주세요.

 Only PDF file possible. HWP(X), DOC(X), PDF(O)  Instructions on how to save PDF ▾

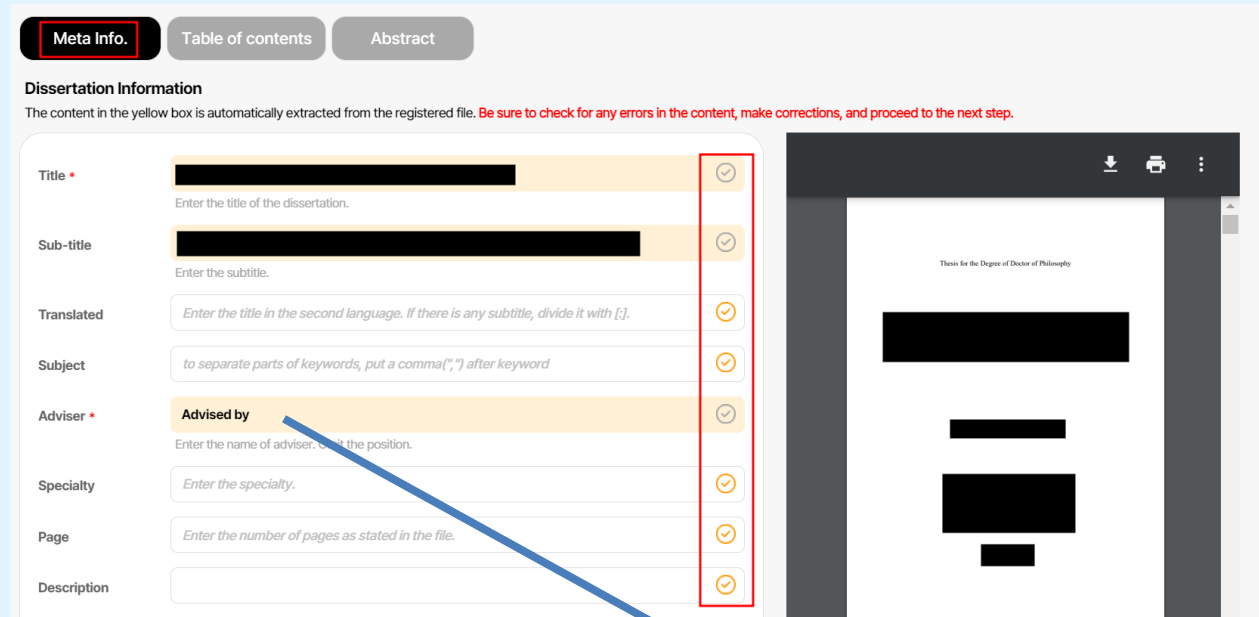
Upload your original dissertation
committee page pdf (with ALL
OF THEIR SIGNATURES) here

Upload your dissertation pdf file here

- On your thesis file, the committee page should include only their name, not signatures
- Please delete empty pages

2. dCollection Tutorial - Thesis Registration

- Check out the metadata
- Metadata will be automatically extracted from your dissertation file.
- If some data did not come out, then please adjust it.
- You can change the metadata by clicking the check button and typing data on your own.
- You have to click the **check button** in order to set the data.

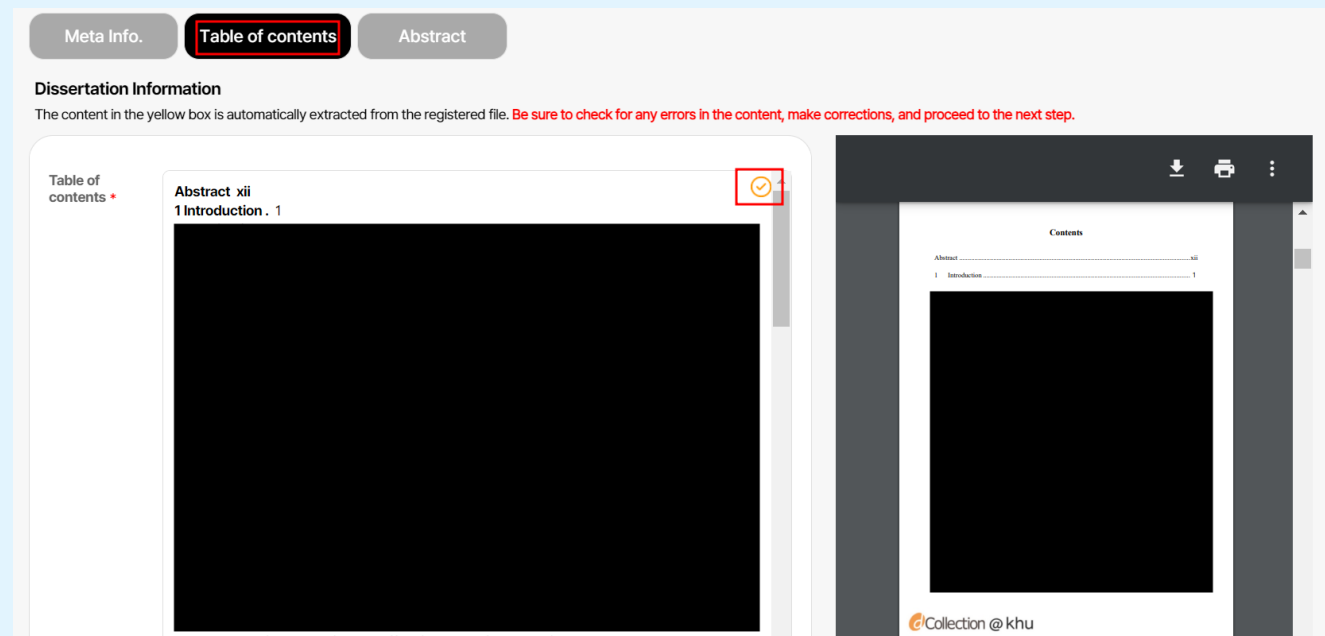


The screenshot displays the 'Dissertation Information' form. At the top, there are three tabs: 'Meta Info.' (highlighted with a red box), 'Table of contents', and 'Abstract'. Below the tabs, a red warning message states: 'The content in the yellow box is automatically extracted from the registered file. Be sure to check for any errors in the content, make corrections, and proceed to the next step.' The form contains several fields, each with a checkmark button on the right. A red box highlights the checkmark buttons for 'Title', 'Sub-title', 'Advised by', and 'Description'. A blue arrow points from the 'Advised by' checkmark to a text box containing the text: 'As you can see, the automatic system is not perfect!! Make sure to check your metadata on your own!' To the right of the form is a preview of the thesis cover, which shows the title and subtitle in a stylized font.

As you can see, the automatic system is not perfect!! Make sure to check your metadata on your own!

2. dCollection Tutorial - Thesis Registration

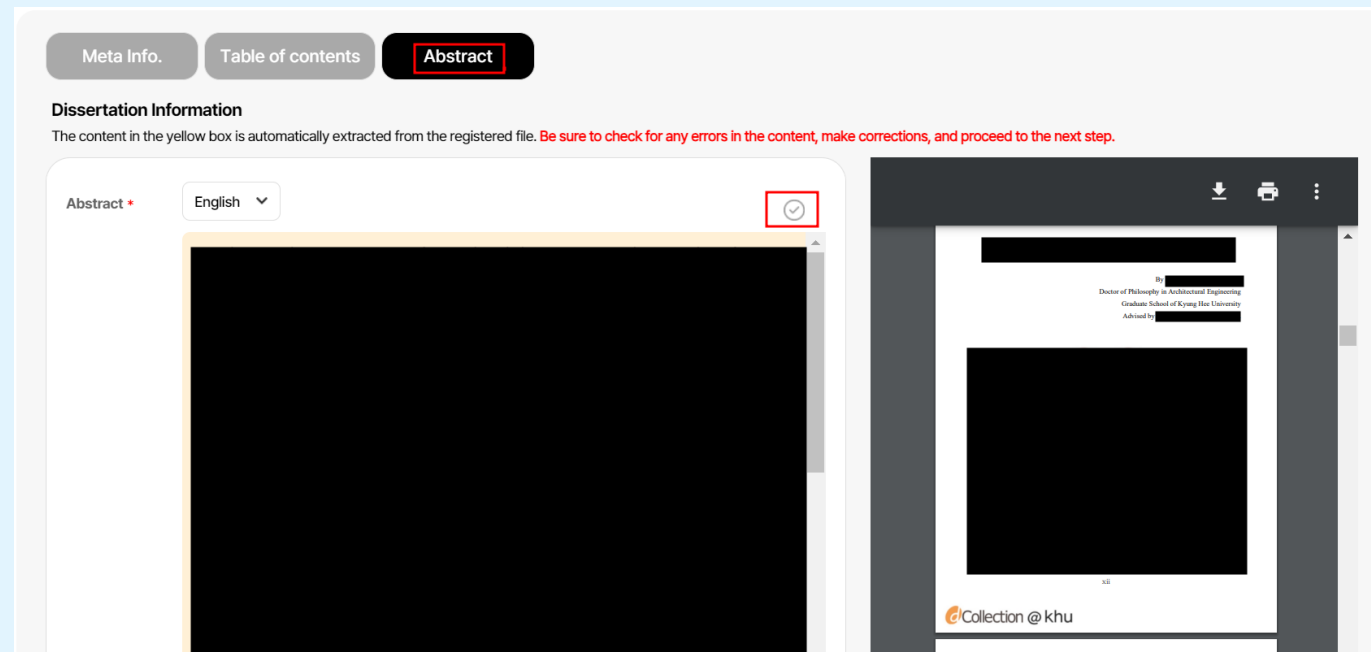
- Check out the list of contents
 - Click the 'Table of Contents' button on the top to check yours.
 - You can change the table of contents by clicking the check button and typing it on your own.
 - You have to click the **check button** in order to set your table of contents.



2. dCollection Tutorial - Thesis Registration

- Check out the abstract

- Click 'abstract' button on the top and check yours
- You can change the abstract by clicking the check button and typing it on your own.
- You have to click the **check button** in order to set your abstract.



2. dCollection Tutorial - Thesis Registration

● Copyright Setting

- Make sure to check out the copyright and choose agree/not agree
- Check out the CCL (Creative Commons License) and apply as you want to.

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 five years, and the period shall be continuously extended unless otherwise there is no expression within three months from the expiration of the agreement.

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.



Original publication date

Original publication when Thesis Info. is disclosed Separate settings

Next semester of your
graduating semester
(First week of September 2026)

You can choose the publication date on your own. (=Embargo) (Only in specific situations)
**** Additional document required**

3. dCollection Tutorial - Thesis Registration

- Copyright Setting

- If you choose 'Not agree' to the online Copyright, or want to postpone your publication date, you have to state the reason why. (+ **additional documents required**)



The image shows two overlapping screenshots of a web form. The top screenshot is titled "Copyright" and contains the following text: "I approve and agree that the (master, doc...", "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.", and "3. The usage period for the writings shall be five years, and the period shall be continuously extended unless otherwise there is no expression within three months from the expiration of the agreement." At the bottom right of this section, there are two radio buttons: "Agree" and "Not agree", with "Not agree" selected and highlighted by a red box. An orange banner at the top of this section reads "Not Agree to the Copyright Case".

The bottom screenshot is titled "Original publication date" and contains the following text: "Original publication when Thesis Info. is disclosed" and "Separate settings" (with "Separate settings" selected and highlighted by a red box), "Original publication date" with a date input field (YYYYMMDD) and a calendar icon, "Abstract publication date" with two radio buttons: "Abstract publication when Thesis Info. is disclosed" (selected) and "Abstract publication when Original is disclosed", and "Reasons for setting up the full-text service start date." Below this is a large text area with the prompt "You have to write in details." highlighted by a red box. An orange banner at the top right of this section reads "Embargo Case".

3. dCollection Tutorial - Final Confirmation

- Finally check everything and click “Complete submit”.

Submission list

submit dissertation details information

• After checking out the information of the submitted dissertation, be sure to push [Complete submit] button to complete the submit.

Dissertation Information

Title	해외문화원 도서관의 서비스 개선 방안 연구			
Sub-title	-과 A도서관을 중심으로-			
Author	Author	안하영	Other name	Hayoung Ahn
	Affiliation	경희대학교 대학원	E-mail	ahnhy@khu.ac.kr

The purpose of this study is to suggest improvement plans for library services in libraries of foreign cultural centers in Korea through understanding their present situations, focusing on the libraries of Goethe Institute and The Japan Foundation in South Korea. The research methods include literature reviews, interviews with librarians in charge and library user surveys. There are seven foreign cultural centers in Seoul that operate a library; Goethe Institute, Israel Culture Center, Italian Cultural Institute, The Culture Center of Embassy of Japan, The Japan Foundation, China Cultural Center and Istanbul Culture Center. Among them, Goethe Institute and the Japan Foundation in South Korea were selected as the subject of study; both have more than 10,000 library users annually. In order to examine the current status of operation and services of their libraries, interviews were conducted with the librarians in charge. The user survey focused on the purpose of use and satisfaction levels with the services according to the user's background. The reference period was from October 11th to 15th, 2019 for the Japan Foundation and from November 5th to 22nd, 2019 for the Goethe Institute. The surveys were carried out in person by the author in each target institution. The retrieved copies of questionnaires were 108 in total; 56 from the Japan Foundation and 52 from the Goethe Institute. 102 valid respondents were analyzed. Additional interviews based on survey responses were conducted with a total of 6 users, 3 from each institute, under their permission. Through literature review, the definition and roles of libraries of foreign cultural centers were defined. Libraries of foreign cultural centers aim to realize public diplomacy, which is the chief objective of the institution, through publicity of the language and culture. They perform diplomatic and educational roles. The former refers to public and cultural diplomacy, while the latter means that information on the language and culture of the country is provided to any citizen of the country of sojourn. The facts identified by surveys and interviews are as follows: Firstly, the purpose of using the libraries of the foreign cultural center depends on the user's characteristics. The library users can be divided into as students of the center, general students, people who research or work in the field of language and culture, for expatriates who are native in the language, and general citizens. Students use the library service in order to learn the language and culture. Language and culture researchers and workers read or lend the books for their references in their studies or businesses. Native foreigners visit the library to use the overall services, or due to homesickness. General citizens search for books or use the library services with personal interests rather than academic purposes. Secondly, the users assess the distinctive features of libraries of foreign cultural centers as the collection that specializes in foreign language and culture, as well as the atmosphere of the space. Libraries allow the visitors to feel and learn about the language and culture because they were established in order to publicize certain language and culture. Thirdly, the users evaluated the library services to be generally satisfactory. They showed the highest level of satisfaction with the collection of books that specializes in the foreign language and culture. However, the participation rate was low in services other than the collection of books. The respondents that the provided programs in the libraries lack diversity. Fourthly, the library service to which the users showed the lowest level of satisfaction was the collection of books that specializes in the foreign language and culture. This is considered to be due to the collection of books that specializes in the foreign language and culture.

License agreement information

Copyright Agree
License(CCL) Attribution Noncommercial No Derivative Works

Management information

My information	Submitter	안하영(056102)
	E-mail	ahnhy@khu.ac.kr
Item information	Mobile phone	010-1234-5678
	Community/Collection	학위논문(국제) > 2024년 2월 졸업자
	Department	다시읽고연구소
	submitted	2023-12-19 15:25:45
	Item state	Not completed

제출관련 문의는 학교 dcollection 담당자에게 문의 바랍니다.

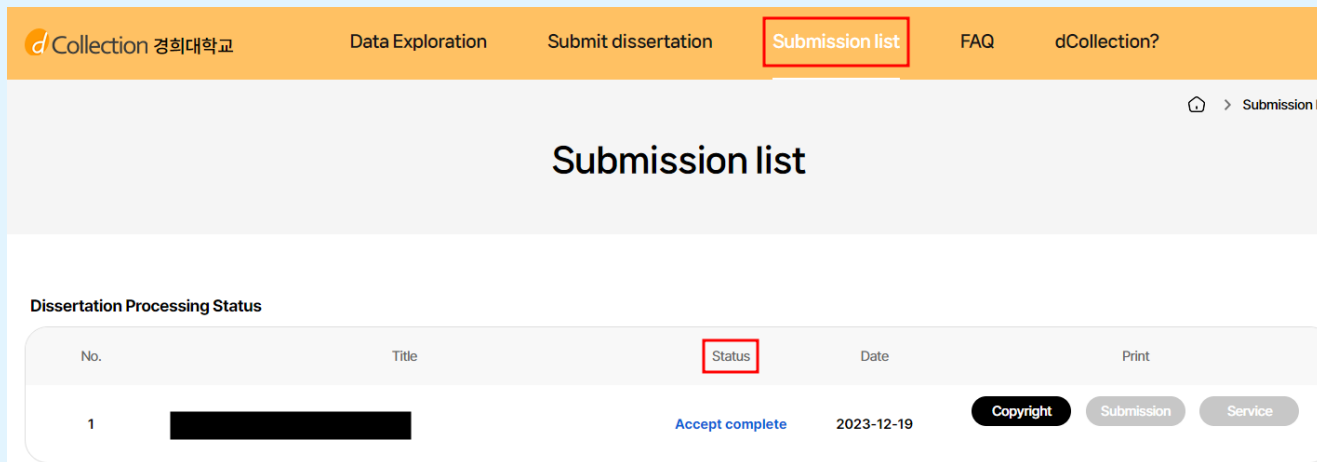
• After checking out the information of the submitted dissertation, be sure to push [Complete submit] button to complete the submit.

Complete submit

The Kakaotalk message will be sent automatically

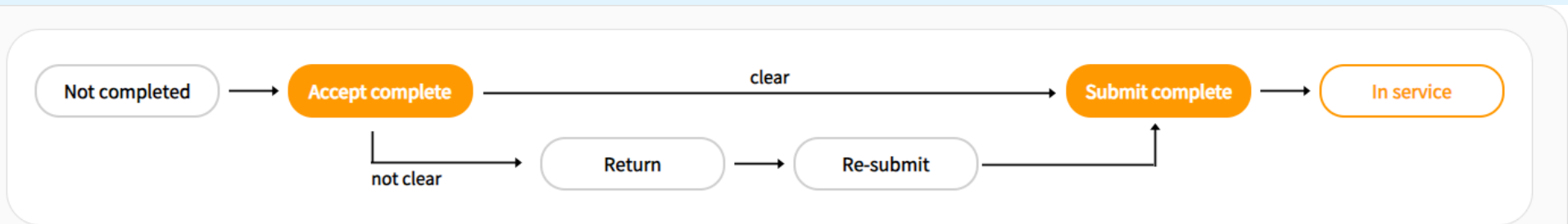
3. dCollection Tutorial - Checking Status

- You can check out the submission status and can resubmit here if your status is 'Return'.



The screenshot shows the 'Submission list' page. The navigation bar includes 'dCollection 경희대학교', 'Data Exploration', 'Submit dissertation', 'Submission list' (highlighted), 'FAQ', and 'dCollection?'. The main heading is 'Submission list'. Below it, the 'Dissertation Processing Status' section contains a table with columns: No., Title, Status, Date, and Print. The first row shows submission number 1, a redacted title, status 'Accept complete', date '2023-12-19', and buttons for 'Copyright', 'Submission', and 'Service'.

If the status changes, the Kakaotalk message will be sent automatically



- **Not completed** : The submission of the paper was not completed successfully. Go to the detailed screen and select Submit Completed.
- **Accept complete** : The submitted paper is being processed by the administrator.
- **Return** : The paper was returned by the administrator for a particular reason. Please check the reason for return on the personal notice, go to the detailed screen of the return paper from the submission details inquiry, modify the contents, and resubmit.
- **Re-submit** : This is the case when the returned paper has been resubmitted.
- **Submit complete** : This is the pre-service stage after the submitted paper is verified by the administrator.
- **In service** : The submitted paper is in service. Search to view your paper.

4. Dissertation Policies - Format

Dissertation in English
Cover
Inner Cover
Dissertation Committee Page
List of Contents
Abstract
Introduction...

File name should be...

1. Dissertation Committee Page File (with all of the members' signatures): "Student ID Number(YourName)_committee"
 2. Dissertation File : "Student ID Number(YourName)"
- ❖ Example:
- 2023123456(KyungheeKim)_committee.pdf
 - 2023123456(KyungheeKim).pdf

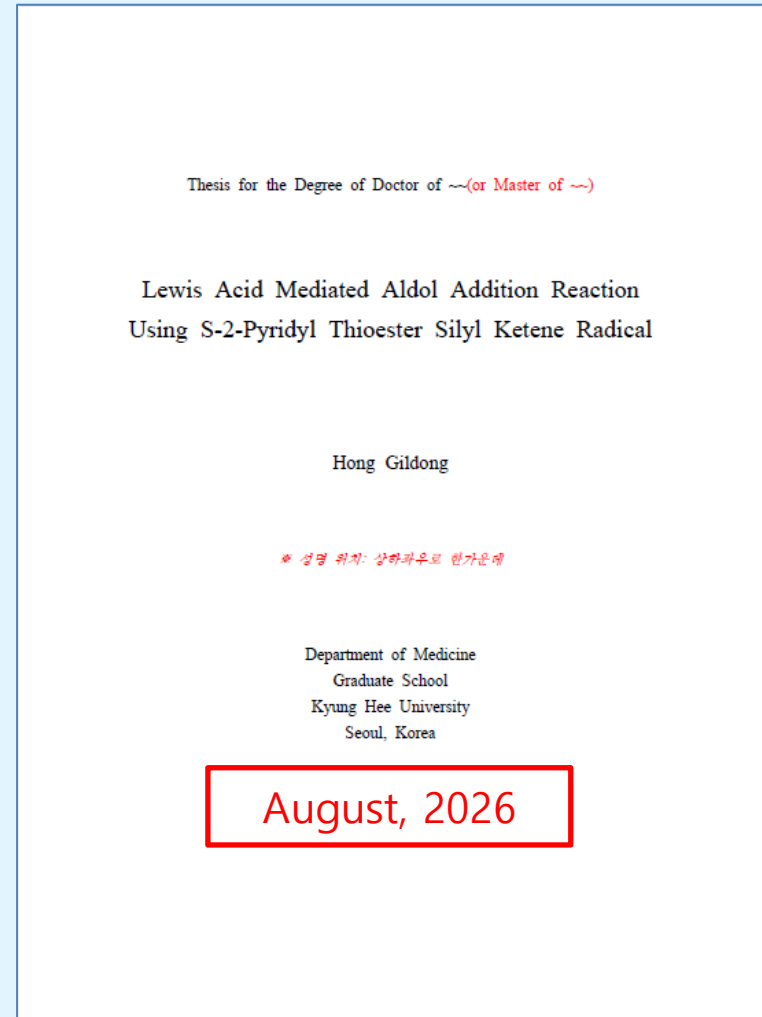
4. Dissertation Policies - Format

● Return PDF File Policies

Cover & Inner Cover

The Title should be **EXACTLY SAME** (including alphabets and punctuation marks) in...

- ✓ Cover
 - ✓ Inner Cover
 - ✓ Dissertation Committee Page
 - ✓ Abstract
 - ✓ Metadata of dCollection
- Make sure to check the name of your **department** and **graduate school**
 - Make sure to write the month and year of your graduation (**NOT** THE DATE OF YOUR FINAL DEFENSE OR CORRECTION)
 - **DO NOT mark page numbers from cover.** (Please mark page numbers from the table of contents)
 - For place, the library allows only 'Seoul, Korea' or 'Yongin, Korea'.



4. Dissertation Policies - Format

- Return PDF File Policies

List of Contents

- List of Contents & Abstract should include page numbers in **Roman letters. (i, ii, iii...)**
- Please do not count page numbers from the cover until dissertation committee page.

Contents	
Abstract	iv
1. Introduction	1
2. Materials and Methods	5
1) Patient Population	5
2) Clinical Evaluation	5
3) Treatments	6
4) Outcome and Statistical Analysis	7
3. Results	9
1) Patients Characteristics	9
2) Pathologic Findings	12
3) Treatment Outcomes	14
4) Prognostic Factors	19
4. Discussion	24
5. References	32

i

4. Dissertation Policies - Format

- Return PDF File Policies

Abstract

- You have to include the abstract of your whole dissertation, not for several chapters.
- Page numbers of the abstract should be in roman letters
- Make sure not to make your abstract as a separate chapter.

<ABSTRACT>

**Lewis Acid Mediated Aldol Addition Reaction
Using S-2-Pyridyl Thioester Silyl Ketene Radical**

by Kyung Hee Kim
Doctor of Philosophy in Korean Language and Literature
Graduate School of Kyung Hee University
Advised by Dr. Gill Dong Hong

This study was designed to report the long-term

Key words

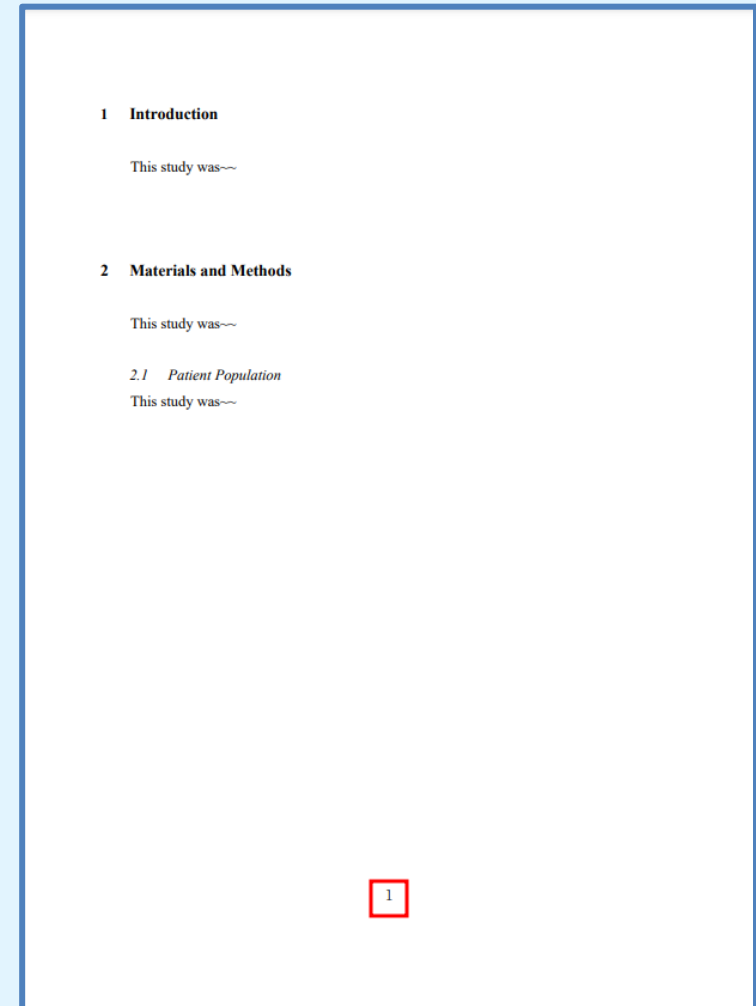
Rectal cancer, Preoperative chemoradiotherapy, pathologic complete response

4. Dissertation Policies - Format

- Return PDF File Policies

Main Chapters

- From Introduction (Chapter 1), the page number should start with '1' (Arabic numerals).
- Even though you have made several chapters in different sections, you have to make everything as a 'one dissertation book'. Therefore, make sure not to count page numbers fresh in every chapters.

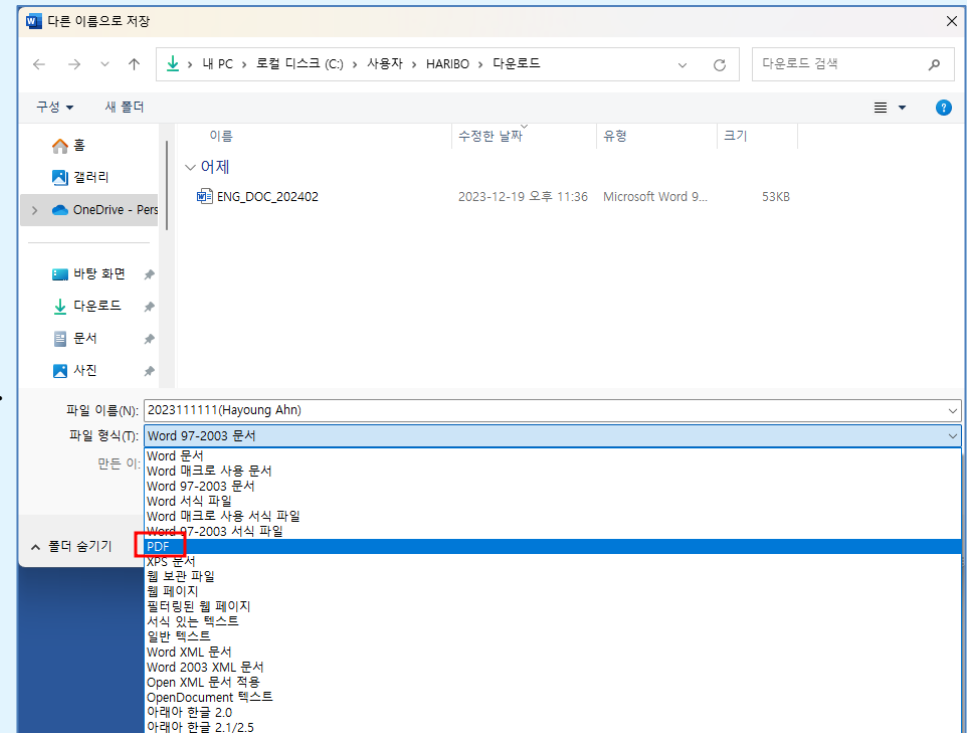


4. Dissertation Policies - Format

- Return PDF File Policies

PDF File

- The name of your pdf file should be “Student ID number(your name)”.
 - Example: 2023111111(yourname)
- Please make sure to convert your dissertation file into pdf using ‘save as...’.
- The format of your dissertation should be in 19X26cm size, not A4.



4. Dissertation Policies - Copyright Setup Guidelines

- What happens if I 'not agree' to the copyright or postpone publication date?

Setting the Publication Date

- If you postpone the publication date, then your dissertation **will be unavailable not only online but offline until the day that you have set.**
- Maximum delay: Until September 2028 **(two years)**
- It is only available when you are up to make a publication with your thesis or apply for patent.
- You cannot postpone the publication date for no reason.

'Not agree' means...

- Your dissertation will be available to the public only in limited condition. (Only available inside the library facility)
- Therefore, the library can give copies of your dissertation if someone requests DDS(Document Delivery Services).
- We do not really recommend it unless you have **seriously sensitive issues/facts in your study.**

Both of them requires extra documents to explain your situation.
(ADVISER'S SIGNATURE REQUIRED)



Congratulations on Your Graduation!