

# Information of the Thesis/Report

PSPS students who are writing the thesis or report for the Master's degree in the 2014 Fall semester must take note of the following information.

Date	Steps	Required Documents
10 Nov. ~19 Nov.	Apply for the pre-presentation	Application form for the pre-presentation
8 Dec. ~ 12 Dec.	Pre-presentation	1. Submit the first draft of the thesis/report to the PSPS and your advisor. 2. Submit the Student Information form
23 Dec. ~ 31 Dec.	Apply for the presentation and submit the 2 <sup>nd</sup> draft of the thesis/report	1. Application form 2. Evaluation fee :100,000 KRW or USD 100 3. Declaration of Ethical Conduct in Research 4. Thesis or Report
12 Jan. 2015 ~ 16 Jan. 2015	Presentation	
26 Jan. 2015	Evaluation Result	
4 Feb. 2015 ~ 11 Feb 2015.	Submit the completed thesis/report	Detailed information will be posted on the PSPS website.

## 1. Apply for the pre-presentation

- 1) Period : 10 Nov. 09:00 KST ~ 19 Nov. 17:00 KST
- 2) Required documents : Application form of the pre-presentation
- 3) Qualifications for the pre-presentation : Students who meet all qualifications below
  - Registered for the 4<sup>th</sup> semester
  - Registered thesis research course.
  - Obtained at least 30 credits with a GPA higher than B(80) including 18 core credits and 12 major credits.
- 4) Other information : Students can apply for the pre-presentation using the URP system. Please sign on the printed application next to your name, get your advisor's signature and submit it via the PSPS e-mail ([psps@yu.ac.kr](mailto:psps@yu.ac.kr)).

## 2. Pre-presentation

- 1) Period : 8 Dec. 09:00 KST ~ 12 Dec. 17:00 KST
- 2) Required documents: 1<sup>st</sup> draft of the thesis/report, Student Information form  
(Student Information form: PSPS website > Information Center > Forms)
- 3) Students are required to submit the first draft of their thesis or report to the PSPS via e-mail([hjkim19@yu.ac.kr](mailto:hjkim19@yu.ac.kr)) and to your advisor.
- 4) Student information will not be released without his/her agreement.

### 3. Apply for the presentation

1) Period: 23 Dec. KST 9:00 ~ 31 Dec. KST 17:00.

2) Qualifications: Students who meet all the qualifications below:

- ① Registered for the 4<sup>th</sup> semester
- ② Passed the comprehensive examination
- ③ Passed the pre-presentation of thesis/report

3) Required: When you submit your required documents, please let your advisors know about your application for the presentation.

① **Application form for the presentation**

- Students are required to apply for the "Submission of Thesis/Report" by the URP system.
- If students finish the application process by the URP system, please sign on the printed application form. Students should get their advisor's signature by themselves.
- Students who are applying for the presentation should submit it by e-mail to the Program Officer Kim Hyunju, [hjkim19@yu.ac.kr](mailto:hjkim19@yu.ac.kr)) or to the PSPS office directly.

② **Declaration of Ethical Conduct in Research form**

- Please fill it out. Sign on the printed paper and also get your advisor's signature. After that, submit it by e-mail to the Program Officer Kim Hyunju, [hjkim19@yu.ac.kr](mailto:hjkim19@yu.ac.kr) or to the PSPS office directly.

③ **Evaluation fee: 100,000 KRW or USD 100**

\* PSPS Bank Information

Bank	Daegu Bank, LTD/ Yeungnam University Branch
Bank Address	118, 2-ga, Susung-dong, Susung-gu, Daegu, Republic of Korea (Zip Code: 706-712)
Remittee	Yeungnam University
Account Number	9100011272135
Daegu Bank Swift Code	DAEBKR22

\* Bank fees should be borne by students.

\* Students who apply for the submission of the thesis/report should make payment in his or her own name.

④ **2<sup>nd</sup> draft of the thesis or report for evaluation**

- Please submit it by e-mail to the Program Officer KIM Hyunju ([hjkim19@yu.ac.kr](mailto:hjkim19@yu.ac.kr)) and to your advisor.

### 4. Presentation

1) Period: 12 Jan. 2015 ~ 16 Jan. 2015

2) The detailed information will be announced.

### 5. Evaluation Result

1) Date: 26 Jan. 2015

2) The thesis committee will give the evaluation result of your thesis/report.

### 6. Submission of the completed thesis/report

1) Period: 4 Feb. 2015 ~ 11 Feb. 2015

2) Qualifications for the submission of the completed thesis/report : Students who passed the evaluation of the presentation by the thesis/report committee.

3) Required documents

① For students who will submit the **thesis**

- Submit the **13** bookbinding of the thesis(paperback) to the PSPS office directly or by post.
- You should get your advisor's signature on 3 bookbinding at the approval page.

**(Get your advisor's signature directly or get a permission to your advisor for using the stamp at the PSPS office.)**

- Submit the original thesis file and one copy of the "Agreement for Thesis Copyright (with your signature)" to the Program Officer KIM Hyunju ([hjkim19@yu.ac.kr](mailto:hjkim19@yu.ac.kr)).
- Upload your thesis file at the library website.

② For students who will submit the **report**

- Submit the **5** bookbinding of the report(paperback) to the PSPS office directly or by post.
- You should get your advisor's signature on 3 bookbinding at the approval page.

**(Get your advisor's signature directly or get a permission to your advisor for using the stamp at the PSPS office.)**

- Submit the original report file to the Program Officer KIM Hyunju ([hjkim19@yu.ac.kr](mailto:hjkim19@yu.ac.kr)).

## 7. Other Information

- 1) You should consult with your advisor during preparation of the intermediate/final thesis or report.
- 2) Your thesis or report should be complied with **Thesis/Report Format Requirements**.  
(page 7 & attached format file)
- 3) If you have inquires related to the thesis or report, please contact your advisor.
- 4) Please refer to the degree granted when you write the name of the degree in the format.

\*Degree granted

Department	Major	Degree
Saemaul and International Development	Saemaul Undong Theory and Practice	<ul style="list-style-type: none"> <li>- Master of Saemaul Studies (MSS)</li> <li>- Master of Public Administration (MPA)</li> </ul>
	International Development Cooperation	<ul style="list-style-type: none"> <li>- Master of Arts in International Development (MA/ID)</li> <li>- Master of Public Policy in International Development (MPP/ID)</li> </ul>
	Forest Resources and Ecological Restoration	<ul style="list-style-type: none"> <li>- Master of Science (MS)</li> <li>- Master of Science in Agronomy (MS/A)</li> </ul>
Public Policy and Leadership	Public Policy and Leadership	<ul style="list-style-type: none"> <li>- Master of Arts in Development Economics (MA/DE)</li> <li>- Master of Public Policy (MPP)</li> <li>- Master of Pubpic Policy in Economic Development (MPP/ED)</li> </ul>

- 5) All required documents should be sent to the PSPS.
- 6) Submission of your completed thesis including the following:
  - A. 13 bookbinding of the thesis (paperback)
    - Please submit the 13 bookbinding of the thesis to the PSPS Office.
    - You should get your advisor's signature on 3 bookbinding at the approval page.

**(Get your advisor's signature directly or get a permission to your advisor for using the stamp at the PSPS office.)**

    - Address : Park Chung Hee School of Policy and Saemaul(Chunma art center tower building),

Yeungnam University, 280 Daehak-ro, Gyeongsan-si, Gyeongsangbuk-do,  
712-749, Republic of Korea

B. Submit the original thesis file online.

- ① YU library homepage (<http://libs.yu.ac.kr/>)
- ② Click "Submit a Thesis"
- ③ Sign in with your Library ID and password and upload your thesis
  - Upload your original thesis as a MS word file or PDF file( \*.doc, \*.docx, \*.pdf)
- ④ Enter thesis information
- ⑤ After finishing the procedure, you can print out  
**Agreement for Thesis Copyright(학위논문 저작권 동의서) &  
Confirmation of Thesis Submission(학위논문제출확인서).**

※ If you have any questions about submitting the original thesis file online,  
please contact to PSPS Office, Kim Hyunju or Library Office, Bae Jaeyoung(jybae@yu.ac.kr).

C. One copy of Agreement for Thesis Copyright to the PSPS Office.

D. Submit the original report file to the Program Officer KIM Hyunju ([hjkim19@yu.ac.kr](mailto:hjkim19@yu.ac.kr)).

7) Submission of your completed report includes the following :

A. 5 bookbinding of the report (paperback)

- You do not need to get original stamps from your advisor
- Please submit the 5 bookbinding of the report to PSPS Office.
- You should get your advisor's signature on 3 bookbinding at the approval page.  
**(Get your advisor's signature directly or get a permission to your advisor for using the stamp  
at the PSPS office.)**
- Address : Park Chung Hee School of Policy and Sameul(Chunma Art Center Tower Building),  
Yeungnam University, 280 Daehak-ro, Gyeongsan-si, Gyeongsangbuk-do,  
712-749, Republic of Korea

B. Submit the original report file to the Program Officer KIM Hyunju ([hjkim19@yu.ac.kr](mailto:hjkim19@yu.ac.kr)).

8) If you would like to change the title of your thesis/report or the type of paper, please fill out the  
"Application for Changes of Thesis or Report" (PSPS website > Information Center > Forms) and send  
it to the program officer Kim Hyunju.

9) If you have any questions related to the thesis or report,  
please contact, Kim Hyunju ([hjkim19@yu.ac.kr](mailto:hjkim19@yu.ac.kr)).

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# THESIS/Research GUIDE

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## 1. Overview

The thesis (or a report) is a scholarly or practical treatise that examines a specific topic or issue that is conducted by students during their graduate study. For a Master's degree, all requirements, including filing a thesis or a paper and obtaining a minimum of 36 credits are expected to be completed within one and half years.

The Park Chung Hee School of Policy and Saemaul (PSPS) sets thesis guidelines for your writing for the Master's degree. Although the contents and length can be decided by you and your advisor, the School recommends you to consider this thesis guide.

## 2. Word limit

Master's candidates should write up a thesis of approximately 25,000–30,000 words (245 words on a double-spaced page) and a report of 15,000–25,000 words. The word limit is exclusive of words in tables, figures, references and appendices. Footnotes are included as part of the word limit. In exceptional circumstances, the expected length of the thesis (or a report) can be adjusted by the advisor and head of departments.

## 3. Order of Contents

The following document order is recommended for a thesis or a report:

- A. Cover
- B. Blank page
- C. Inside cover
- D. Supervisor approval page
- E. Acknowledgements (optional)
- F. Table of contents
- G. Body of text : Check with your department to determine what style is preferred.
- H. Bibliography
- I. Appendices (Optional)
- J. Abstract in Korean if your thesis is in English(2 pages maximum)

## 4. Guide for writing a thesis or a paper

### • Abstract

Summarizes problem statements, your research methods, key results and findings and conclusions and usually does not exceed 200 words in length. One copy of abstract in Korean. The abstract should not exceed two pages. Please refer to “**Format # 5**”.

### • Introduction

Introduction should include problem statements, research aims and objectives and research design. Student should write logically ‘what is the topic and why is it important?’. Also, the introduction should be interesting to the readers as well as to you. Make the readers want to read your work. If you want to gain further information, read several thesis introductions.

### • Literature review

The literature review 1) helps you identify work already done or in progress that is relevant to your work, 2) prevents you from duplicating what has already been done, 3) helps you design the method for your project and 4) enables you to find gaps in existing research, thereby giving you a specific topic. The

purposes of the literature review can be summarized as follow;

1. Distinguishing what has been done from what needs to be done;
2. Discovering key variables related to your topic;
3. Identifying relationships between idea and practice;
4. Setting up the context of the topic or problem;
5. Rationalizing the importance of the problem;
6. Relating ideas and theory to applications;
7. Identifying the key methods and research techniques that have been used.

How many articles do students review? That is a matter of judgement. However, you as a researcher should be able to demonstrate your arguments based on the existing literature. For further information or knowledge, you should read research methodology papers.

- Method

Explain the detailed procedures of research clearly. Quantitative research may include research design, research model, hypotheses and operational definitions for the main variables. Since research methods vary enormously, the choice of the appropriate methodology relies on your decision. We recommend you to discuss this with your advisor.

- Results and discussion

The results and discussion are often combined but can be presented in two chapters. However, make sure that, at first, you should demonstrate what you found in each set of results before you begin discussion. For instance, when you carried out a quantitative study, the general principle is to state statistical results in a table or figure. Then you can interpret the significant statistical effects of a test and inform the reader of the meaning of the effects.

In general, most research needs discussion. What do the statistical effects mean? What are the gaps between the existing literature and your outcomes, and why? What implications from your research can be drawn?

- References

References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

Examples:

Drucker, P., Hanraads, J., and Lupton, R.A. (2000), The art of writing a scientific article, *Journal of Scientific Communication*, vol. 163, 51–59.

## 5. Thesis Format Requirements(Please refer to the following when you submit the thesis.)

- 1) **Type of size : 4 x 6 size (19cm × 26cm)**
- 2) **Quality of paper : acid-free white cotton bond (at least 70g weight)**
- 3) **Cover : The color of the cover is white in general, and the cover should be a soft cover.**
- 4) **Contents of theses (in order)**
  - A. Cover (Please refer to the "Format #1")
  - B. Blank page
  - C. Inside cover (Please refer to the "Format #2")
  - D. Supervisor approval page: Stamps from thesis committee (Please refer to the "Format #3")
  - E. Acknowledgements (optional) (Please refer to the "Format #4")
  - F. Table of contents
  - G. Body of text : Check with your department to determine what style is preferred.

H. Bibliography

I. Appendices (Optional)

J. Abstract in Korean if your thesis is in English (2 pages maximum)

(Please refer to the "Format #5")

6) Language

The thesis or paper must be written in English or Korean

7) Font

Text must be in Times New Roman, 11-point. Smaller font size may be appropriate for footnote or other material outside of the main text

8) Margins

Left and right margins of no less than 30mm and page numbers should appear inside the margins

9) Spacing

Text must be 1.5 spacing with the exception of quotations as paragraphs, captions, graphs, footnotes/endnotes, lists in appendices, etc.

10) Tables/figures

Tables/figures should be consecutively numbered and centered within the left and right margins.

6. Report Format Requirements(Please refer to the following when you submit the report.)

1) **Type of size : 4 x 6 size (19cm × 26cm)**

2) Quality of paper : acid-free white cotton bond (at least 70g weight)

3) **Color of cover : The color of the cover is white in general and the cover should be a soft color.**

4) Contents of Report (in order)

A. Cover (Please refer to the "Format #6")

B. Blank page

C. Inside cover (Please refer to the "Format #2")

D. Supervisor approval page: Stamps from report committee  
(Please refer to the "Format #7")

E. Acknowledgements (Optional) (Please refer to the "Format #4")

F. Table of contents

G. Body of text

H. Bibliography

I. Appendices (Optional)

J. Abstract in Korean if your thesis is in English (2 pages maximum)  
(Please refer to the "Format #5")

6) Language : The thesis or paper must be written in English or Korean

7) Font

Text must be in Times New Roman, 11-point. Smaller font size may be appropriate for footnotes or other material outside of the main text

8) Margins

Left and right margins of no less than 30mm and page numbers should appear inside the margins

9) Spacing

Text must be 1.5 spacing with the exception of quotations as paragraphs, captions, graphs, footnotes/endnotes, lists in appendices, etc.

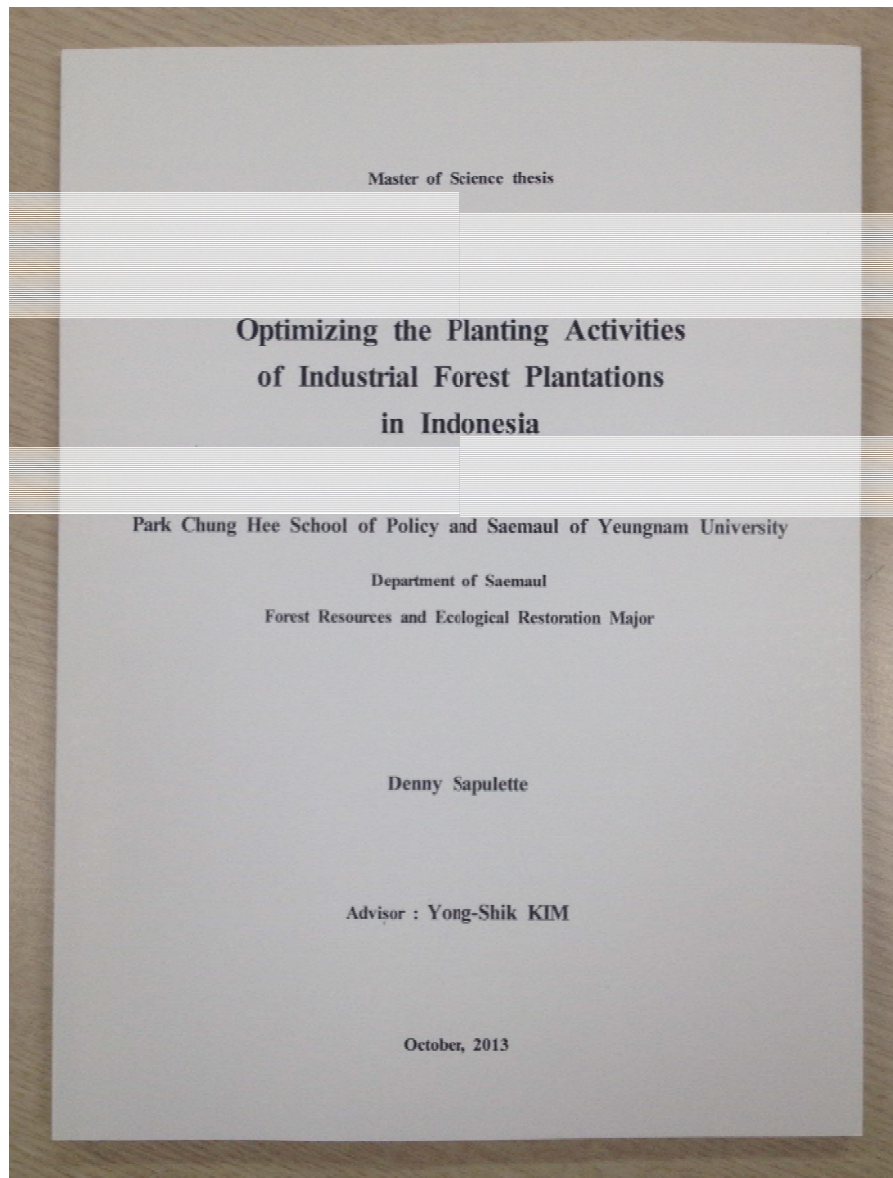


## 10) Tables/figures

Tables/figures should be consecutively numbered and centered within the left and right margins.

※Example of thesis and report

### 1. Thesis





## 2. Report

Master of Science Report

**Integrated Watershed Management for  
Sustainable Development in Amhara Region,  
Ethiopia**

Park Chung Hee School of Policy and Saemaul, Yeungnam University

Department of Saemaul

Forest Science and Ecological Restoration Major

**Zemed Tefera Woldegiorgis**

Advisor : Kim Yong-Shik

October, 2013