

Guidelines for B.A. Thesis

[1] Korean Trade and Commerce (hereinafter referred to as “KTC”), the international program of the School of Northeast Asian Studies (hereinafter referred to as “SONAS”), mandates the students to complete an original research project on a topic that must be supervised during a seminar and/or RISE class by a full-time faculty member. Thesis writing is indispensable for bachelor’s degree, which is enforced by the Regulations and Policies on the Academic Affairs by Incheon National University (hereinafter referred to as “REG”) and its Technical Standards (hereinafter referred to as “TECH”).

[2] The final paper ranges from *twenty to forty pages* in length. The length can be shorter or longer, however, provided that the Evaluation Committee (hereinafter referred to as “Committee”) permits.

1. General Information on the B.A. Degree

[3] Students expecting to graduate should be knowledgeable about rigorous rules for graduation thesis. The degree is conferred only in February or September (REG § 64). Detailed requirements for the degree conferral, in principle, are legislated by the President of Incheon National University (REG § 66), which may be supplemented by KTC and/or SONAS.

[4] Students should consult the KTC coordinator in person no later than a *one year prior* to when they expect to graduate. Current KTC coordinator is Yun Kyung Kim, Assistant Professor.

2. Submission of Thesis Title

[5] Students, eligible to graduate, must turn in a thesis title (TECH § 82). The eligibility is met if

- a) cumulative earned credits up to 6th semester are greater than or equal to 105; or
- b) early graduation is expected in consideration of grade point average and cumulative earned credits up to 4th semester; or
- c) status of all but thesis, that is, completion of all degree requirements except the culminating thesis.

Students on academic probation cannot submit the thesis title (TECH § 82).

[6] The thesis title must be submitted to the dean of SONAS via KTC coordinator no later than *November 30 or May 31 of the 6th semester*. Those who fail to turn in the thesis title until the specified dates cannot graduate (TECH § 82).

[7] The thesis format template will be provided by the KTC coordinator at request. Thesis advisor must be selected within *15 days from November 30 or May 31*, which will be reported to the dean of SONAS (REG § 79; TECH § 83). KTC coordinator becomes the thesis advisor for KTC students.

3. Thesis Supervision

[8] Pertaining to graduation thesis, KTC students are strongly required to take a seminar class for seniors or a RISE (individual research course) for juniors and seniors. The professors in charge of those classes are responsible, with respect of the submitted thesis title, to advise comprehensive rules for academic writings, thesis/dissertation formats, integrity of research, and so forth.

[9] Unsupervised thesis can nonetheless be submitted. The thesis without proper advice, however, is

highly likely to be rejected unless it satisfies the rigorous rules of academic thesis.

4. Thesis Format and Ethics

[10] KTC thesis format of bachelor's degree mainly observes [that of master's degree](#) by the Incheon National University, which conforms to the [APA \(American Psychological Association\) style](#). The literature must be cited properly in text, and its list must be arranged in the reference section (Tech § 85). Lack of compliance with the official style constitutes a *per se* rejection of the thesis.

[11] All the students in KTC should write the thesis *purely in English*. Other languages may be used restrictively only for inevitable purpose.

[12] Academic integrity in relation to graduation thesis cannot be emphasized more. Lack of giving proper credit to other people's work falls into the plagiarism, that is, "academic theft." To avoid plagiarism, the thesis needs to utilize quotation, paraphrasing, and citation actively. Seminar class or RISE are carefully designed to offer the opportunity for hands-on experience on academic writing. Plagiarized work puts the graduation in peril and the follow-up investigation may penalize the affiliated person(s) by the University Regulation and Policy.

5. Submission of the Graduation Thesis

[13] Expected graduates must turn in their graduation thesis due *November 30 or May 31 of the 8th semester* (REG § 78; TECH § 86). — The same due dates apply to early graduating students for his/her last semester. To examine how the thesis develops, the KTC coordinator may ask for preliminary drafts before the due. Turn-in schedule including preliminary drafts and the final thesis will be notified by the KTC coordinator *no later than the beginning week of each semester*.

[14] Thesis manuscript, in electronic file, is to be submitted to KTC coordinator. Students can use any kind of word processor to write a thesis. For interactive feedback by tracking function, KTC recommends the use of *Microsoft Word* (free for students recognized by college emails) or *Hancom's Hanword*.

[15] In pertinent to the submitted thesis, students must submit all the supplemental materials that generate all the figures and the tables within the text. — Remark that unauthorized use of other people's artwork is accused of the plagiarism as well.

[16] The email address of KTC coordinator serves as a liaison. Students are responsible to check the email account timely and correspondingly.

6. Evaluation of the Graduation Thesis

[17] Final thesis will be fairly reviewed by the Evaluation Committee that is made up of the coordinator and other faculty member(s) in KTC (REG § 79; TECH § 86). — KTC coordinator is the chair of the Committee and at least one other full-time KTC professor is assigned as an assisting member.

[18] Filling in the form provided by the University, each Committee member will grade the thesis by A, B, C, D, or F fairly and independently (TECH § 87). The chair of the Committee combines the individual evaluations to a single official report, which will be submitted to the University through the dean of SONAS. As to the thesis with divided judgements, the chair of the Committee is authorized to mediate the disagreement to write a single final report to the dean of SONAS. Thesis of a passing grade, *except for F*, will necessarily accredit graduation (TECH § 87).

[19] Expected graduates who fail can request the Committee to review the revised within *two years* from the moment of the Committee's final decision on the thesis (TECH § 93). – Once the Committee fails the thesis, however, the student cannot graduate for that semester. In case that a student makes a request with a new thesis title, s/he must start it over from all the procedures specified in sections 2-5.