YEUNGNAM UNIVERSITY LIBRARY

# dCollection Thesis Submission Guide

## For International Graduate Students

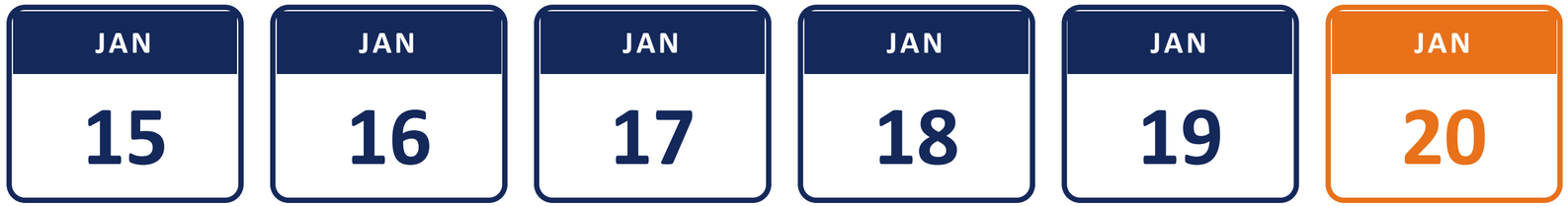
SUBMISSION PERIOD

**January 15–20, 2027**

Yeungnam University Library

# Final Thesis Submission Period

## January 15–20, 2027




Submit your final thesis PDF during the designated submission period.

# Prepare Your Final Thesis PDF




## Your final thesis PDF must include the Cover Page and Approval Page.

**Cover Page**

**Approval Page**

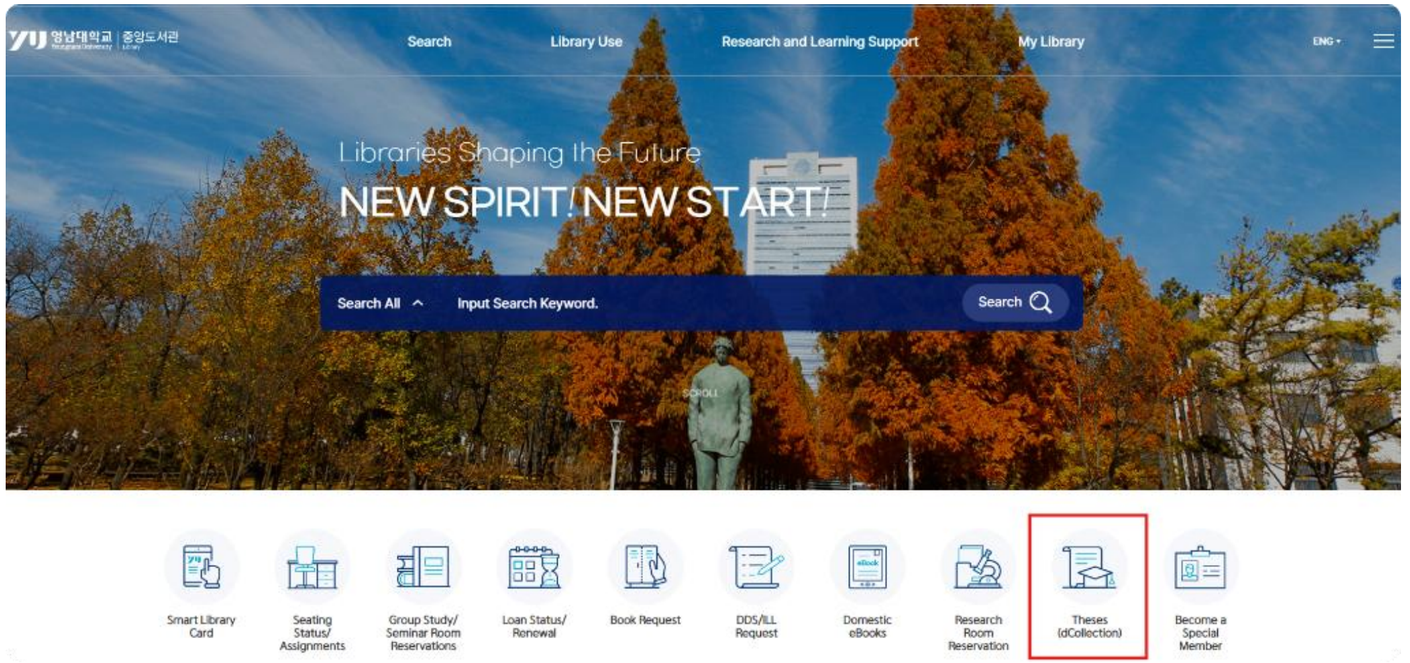
Upload a **text-based PDF** identical to your printed thesis — the complete thesis, **5 MB or less**.

IMPORTANT

**Do not submit a draft or incomplete thesis.**

# How to Access dCollection

1. Visit the Yeungnam University Library website.
2. Click **“Theses (dCollection)”** on the main page.
3. Access the thesis submission page.




Scroll to the quick menu below the search bar and click **“Theses (dCollection)”**.

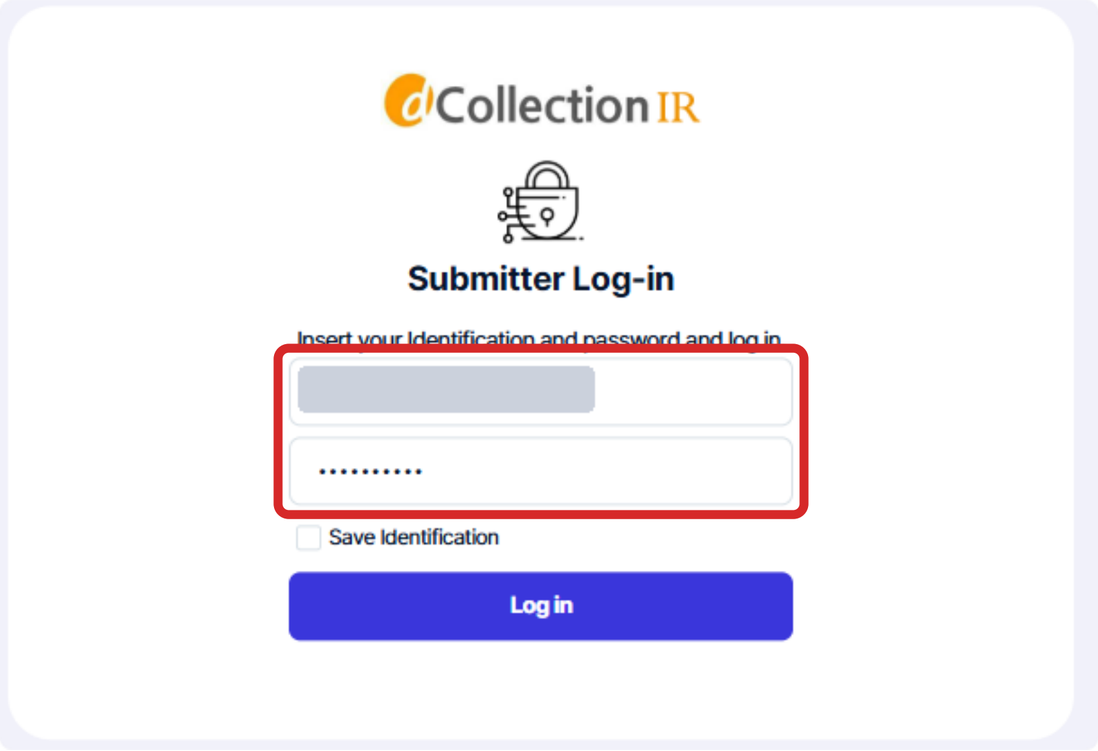
LIBRARY WEBSITE

**libs.yu.ac.kr**

DCOLLECTION

**yu.dcollection.net**

# Log In with Your Library Account




Account details masked for privacy.

USER ID

**Your Student ID Number**

PASSWORD

**Your Library Account Password**

IMPORTANT

✓ **Library account**

✗ ~~University portal login~~

**First-time users:** your initial password is your date of birth in six-digit format (**YYMMDD**).

# Let’s Log In!



STEP 1

**Open the Library Website**

STEP 2

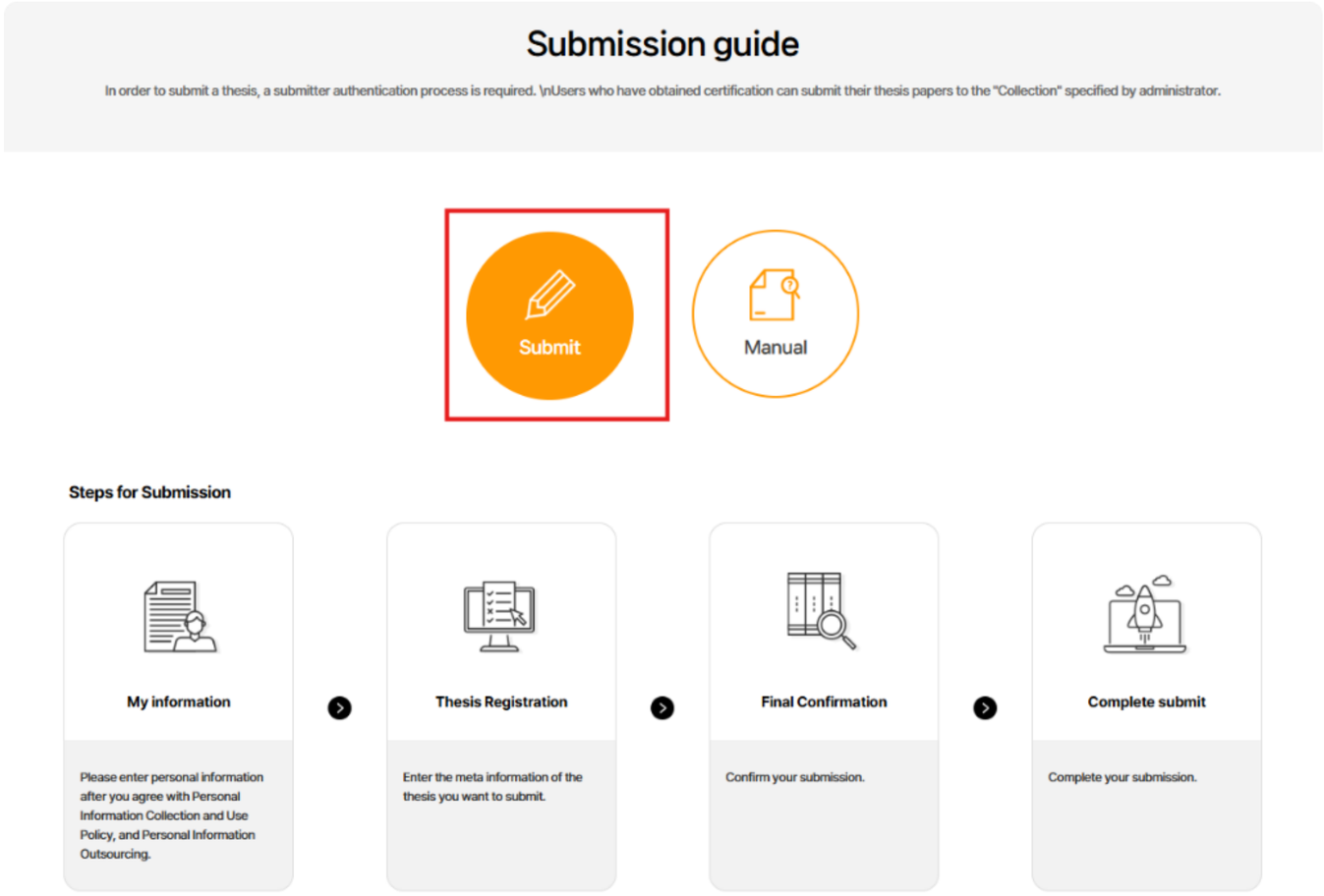
**Select dCollection**

STEP 3

**Log In with Your Library Account**

**Please try logging in with your library account now.**

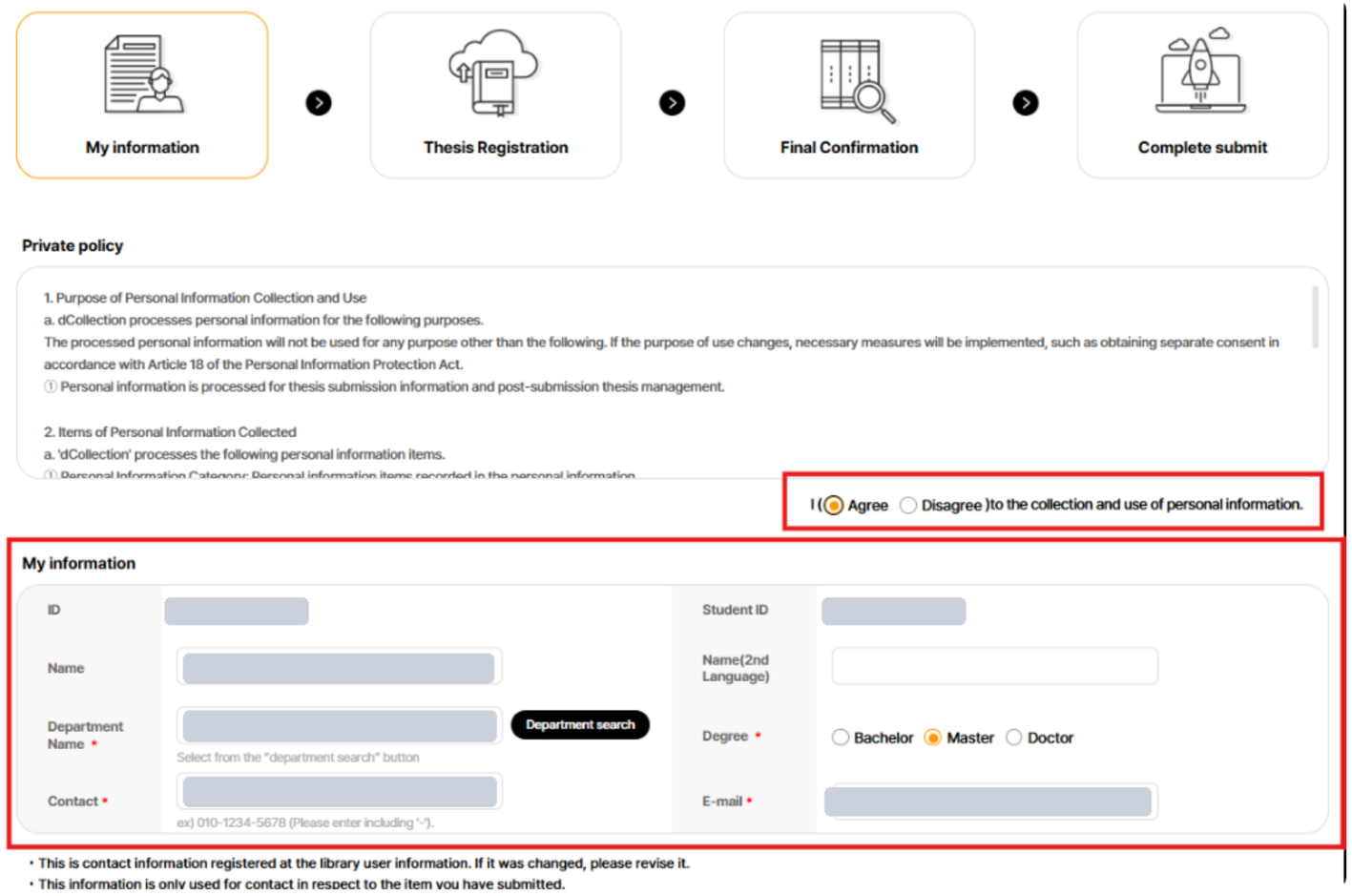
# How to Submit Your Thesis




1. Select “Submit dissertation” and click “Submit.”
2. Review your personal information.
3. Complete thesis registration.
4. Review copyright settings.
5. Verify your submission information and file conversion status.

The next four slides walk through each screen in this order.

# Step 2 · Review Your Personal Information




PRIVACY POLICY

**Select Agree to the collection and use of personal information.**

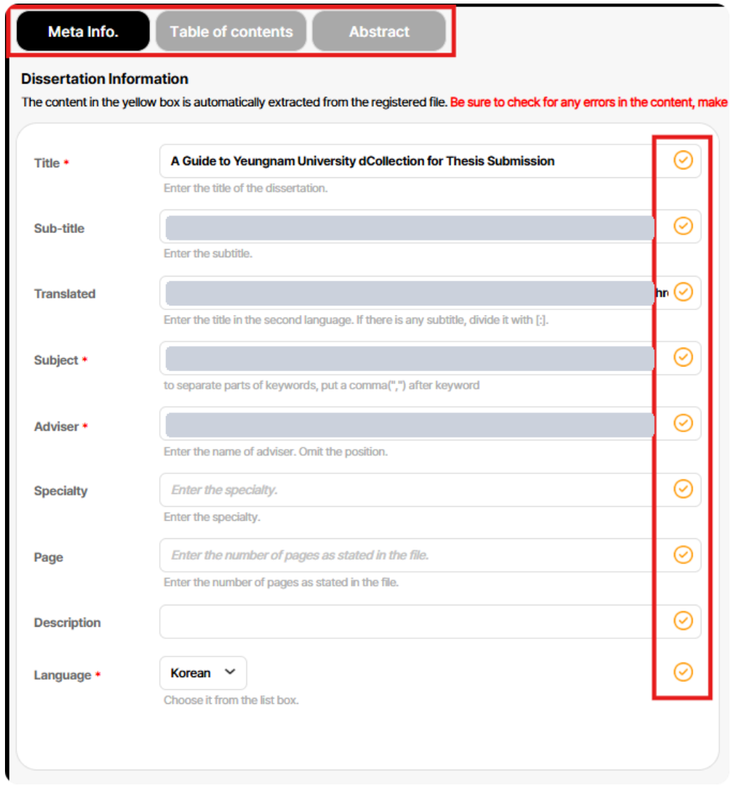
MY INFORMATION

Your details come from your library user information. Revise them if anything has changed.

Required fields (*):
**Department Name** (use “Department search”), **Degree**, **Contact**, **E-mail**

Personal details masked for privacy.

# Step 3 · Complete Thesis Registration




**Meta Info.**

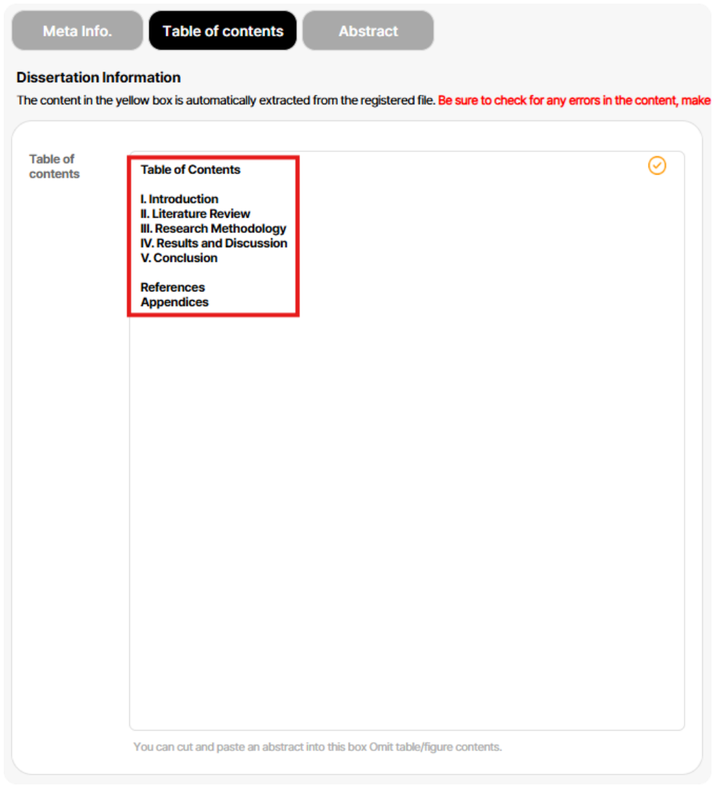



**Table of contents**

Fictional sample data for training. Personal details masked.

COMPLETE ALL THREE SECTIONS

**Meta Info.** **Table of contents** **Abstract**

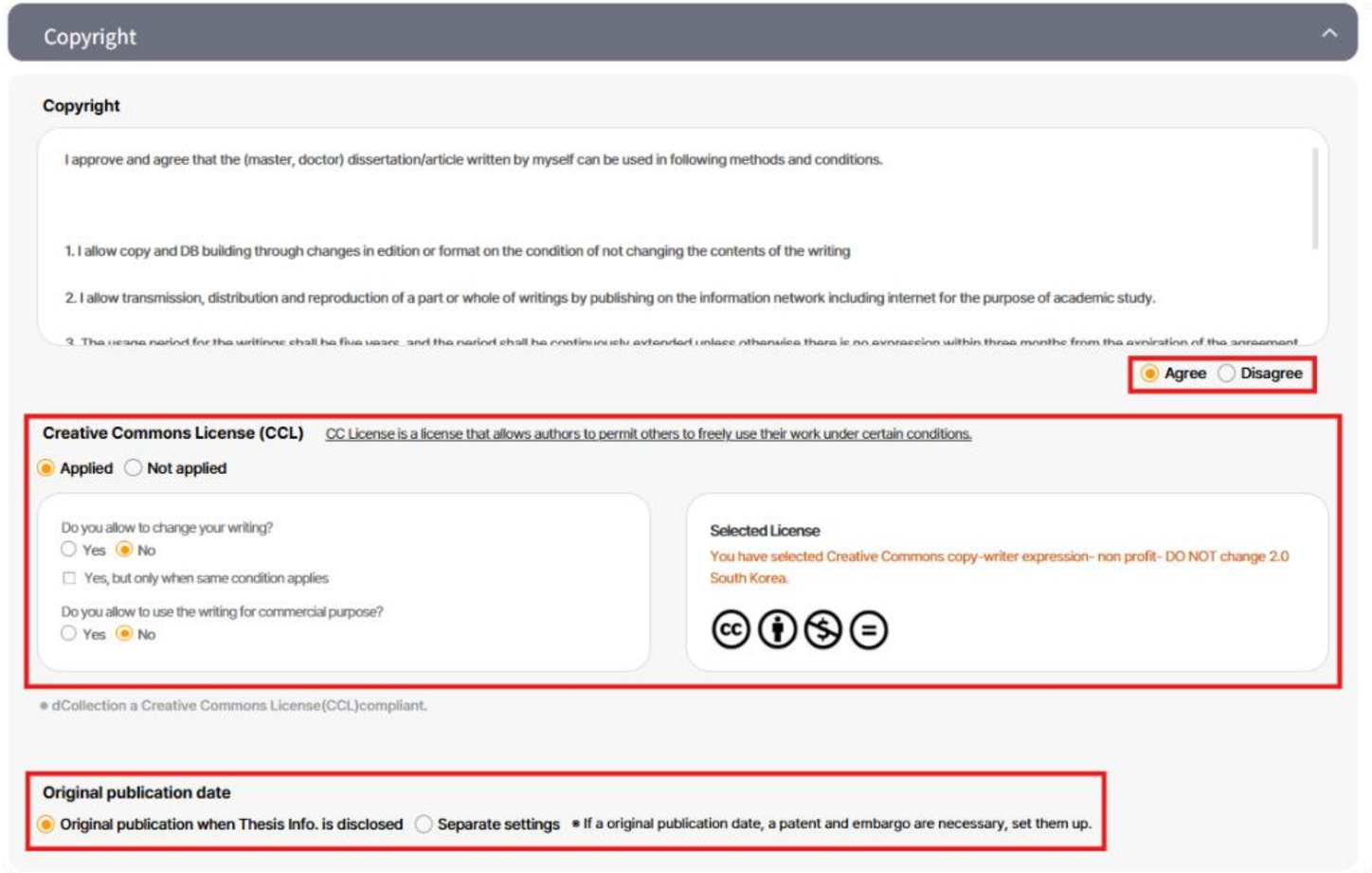
⚠ CONFIRM EVERY FIELD

Click the check icon on every field — **including optional fields left blank.**

⚠ TABLE OF CONTENTS

Click the check icon in the **upper-right corner** before editing its contents.

# Step 4 · Review Copyright Settings




### COPYRIGHT

Select **Agree** or **Disagree** according to your intentions.

### CREATIVE COMMONS LICENSE (CCL)

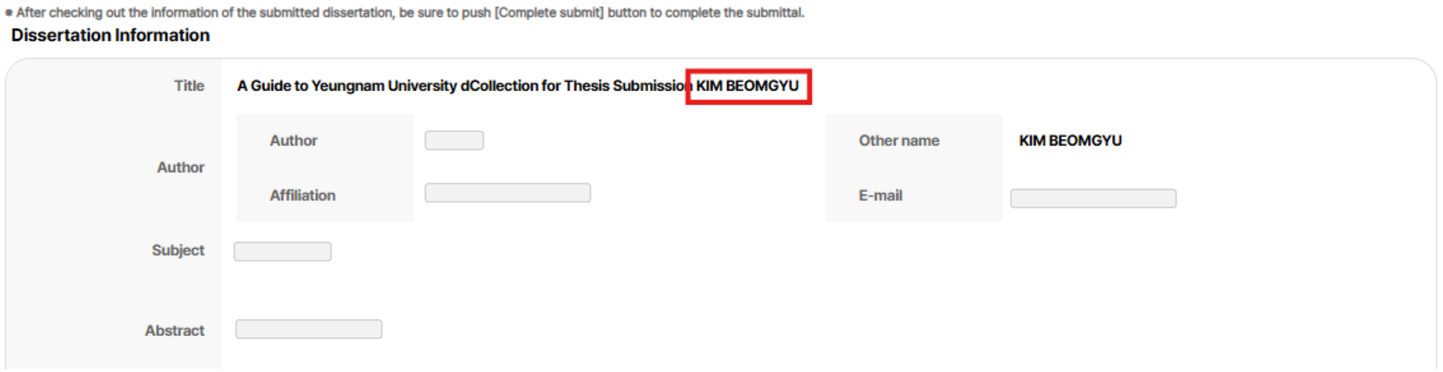
Keep the default settings if no changes are needed.

### ORIGINAL PUBLICATION DATE

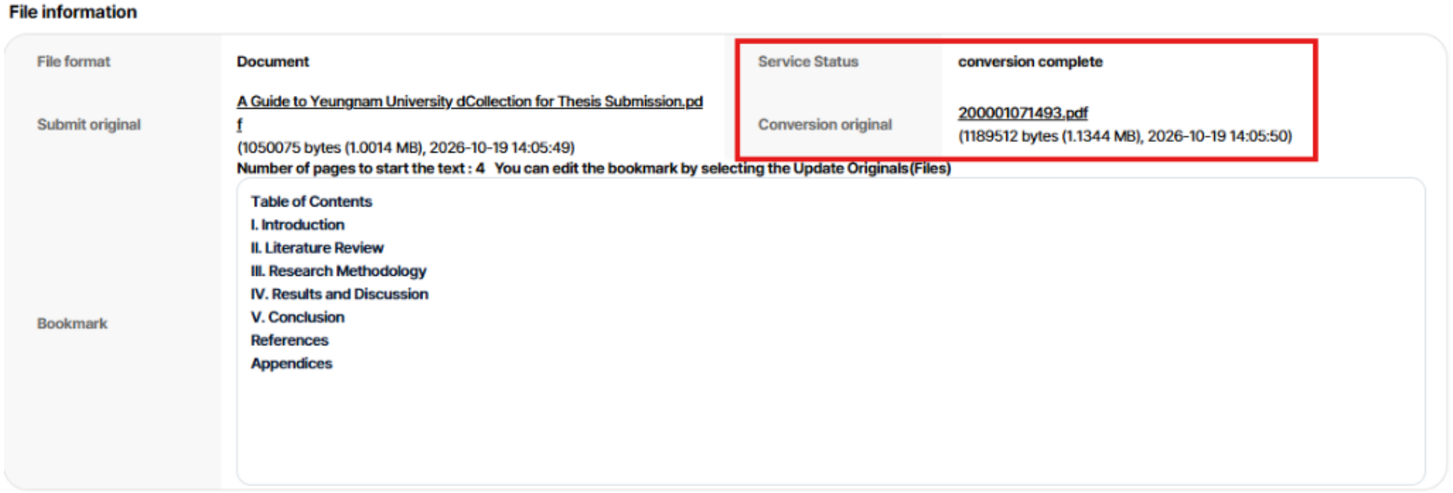
Select **“Separate settings”** if you need a different public release date.

# Step 5 · Verify Before You Submit

## A · Dissertation Information




## B · File information




**⚠ A · CHECK THE TITLE**

Check the title and other metadata carefully.

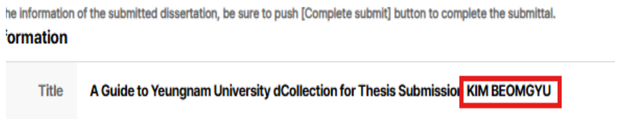
Make sure no graduate school name or author name has been incorrectly added to the title.

**⚠ B · CONVERSION STATUS**

Service Status must show **“conversion complete.”** If not, press F5 and check again. If the problem persists, contact the library.

Then click **[Complete submit]**.

# Common Errors & Solutions

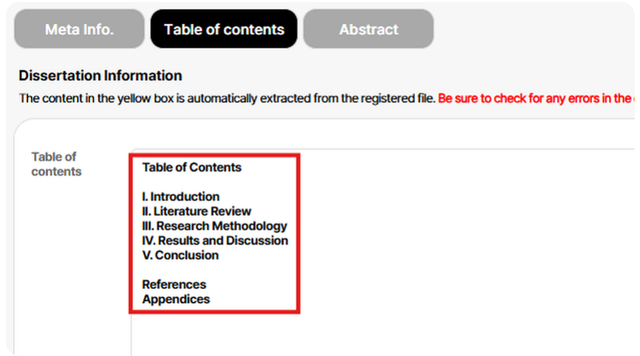



EP. 01

## English Title Recognition Error

Incorrectly recognized thesis titles.

**Key point:** check that the extracted English title does not include the graduate school name or author's name.

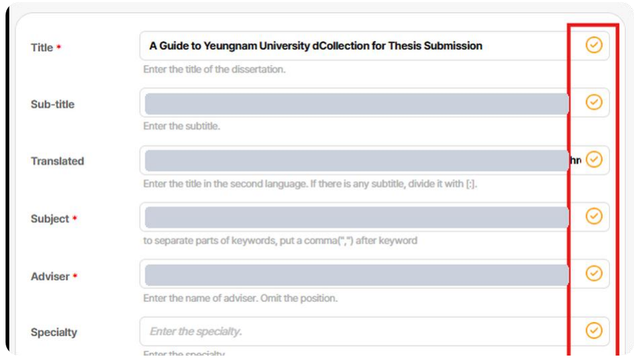



EP. 02

## Table of Contents Recognition Error

Indentation, spacing, and editing issues.

**Key point:** check the recognized table of contents and click the confirmation icon before editing.




EP. 03

## Unconfirmed Values Error

Unchecked confirmation boxes.

**Key point:** every field must be confirmed, including optional fields left blank.

# What Happens After Submission?

1

## Library Review

The library reviews your thesis submission.

Approval usually takes **1–2 days.**

2

## Returned Submissions

If your thesis is returned, check the reason and make the required corrections.

To revise after submitting, request a return, then edit from your submission history.

3

AFTER APPROVAL

## Copyright Agreement

Print the copyright agreement from your submission history.

Sign or stamp it and submit it to your graduate school with the printed thesis.

No separate submission confirmation is issued.

4

## Changes to Your Thesis Title

If your title changes after approval, you must **print and submit an updated copyright agreement.**

## Final Reminders

- ✓ Submit your final thesis PDF by **January 20, 2027.**
- ✓ Include the cover page and approval page.
- ✓ Use your **library account** to log in.
- ✓ Check your thesis title and submission status.
- ✓ Print and submit your copyright agreement after approval.

# Thank You!

## Questions?


CONTACT

**Yeungnam University Library**

Digital Resources Center, 1F, Central Library

Email qjarb812@yu.ac.kr

Tel +82-53-810-1673