

# 2020 Fall Research Project Submission

## Contents

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- I . 2020 Fall RP Submission Information – page 2**
- II . RP Submission and Graduation – page 4**
- III . Submission Process & Check List – page 5**
- IV . [before submission period] Research Ethics  
lecture and Turnitin – page 6-7**
- V . Research Project Submission Manual – page 8-19**
- VI . Notice for Thesis/Capstone writers – page 20-21**
- VII . Research Project FAQs – page 22-24**

## Contact Information

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# 2020 Fall Research Project Submission

## I . 2020 Summer RP Submission Information

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- **Submission Period:** **Sep. 14(Mon.) 09:00 AM ~ Sep.26(Sat.) 23:59 PM**

\* Any submissions after the deadline will **NOT** be accepted. Those who miss the deadline will be advised to submit the Research Project in the 202 Spring semester in February.

- **Submission page:** **[E-education](#)**

\* Any submissions by email will **NOT** be accepted

- **Documents to submit**

① **Final Research Paper**

② **Recommendation Form(s)**

③ **Confirmation Form (Thesis/Capstone only)**

- **Submission Qualification**

① **Submitted POS:** You can check through MIS (page 3)

② **Completed** and **Enrolled** students of 2020 Fall semester

③ **Earned ARS course credits (Thesis/Capstone only)**

- Advanced Research Seminar(ARS)

- Earned **credits at least by 2020 summer semester**

- In case of Capstone: Government Reform course can be **substituted**

# 2020 Fall Research Project Submission

## I . 2020 Fall RP Submission Information

### POS Registration Check

- 1 Log-in at MIS system
- 2 Click 'School Register': Click Query Button
- 3 Check Type, Topic and supervisor in the bottom-right corner of page.

[Query](#) [Insert](#) [Delete](#) [Save](#)

Student ID

Basic Info.	History	Tuition	Scholarship	Contact	Career	GMP/Exchange	Assessment	Status
Degree	<input type="text"/>				Student ID	<input type="text"/>		
Program 1	<input type="text"/>				Name (Eng.)	<input type="text"/>		
Concentration 1	<input type="text"/>				Name (Kor.)	<input type="text"/>		
Current Status	Enrolled	Full/Part-time	<input type="text"/>		Last Name	<input type="text"/>		
Term	Adm.	<input type="text"/>	Registered	<input type="text"/>	First Name	<input type="text"/>		
	Course	<input type="text"/>	Tuition	<input type="text"/>	Middle Name	<input type="text"/>		
Admission Date	<input type="text"/>				Application No.	<input type="text"/>		
Appl. Category	<input type="text"/>		Entrance Quota	<input type="text"/>	Resident No.	<input type="text"/> <a href="#">Query</a>		
Sub Category	<input type="text"/>		Public	<input type="text"/>	Foreign No.	<input type="text"/> <a href="#">Query</a>		
Adm. Year	<input type="text"/>		Adm. Term	<input type="text"/>	Date of Birth	<input type="text"/>		
Advisor Prof.	<input type="text"/>				Nation	<input type="text"/>		
Comp. Date	<input type="text"/>				Gender	<input type="text"/>	Military Service	<input type="text"/>
Expected Date of Graduation	<input type="text"/>				International	<input type="text"/>	Marital Status	<input type="text"/>
Graduation Date	<input type="text"/>				Exchange	<input type="text"/>	Dual Degree	<input type="text"/>
Degree No.	<input type="text"/>				GMP	<input type="text"/>	G20	<input type="text"/>
Awarded (Eng.)	<input type="text"/>				ODA	<input type="text"/>	Open Info	<input type="text"/>
Awarded (Kor.)	<input type="text"/>				Core substitution	<input type="text"/>		
Awarded2 (Eng.)	<input type="text"/>				Research Project			
Awarded2 (Kor.)	<input type="text"/>				Type	Topic	Major Supervisor	
Bank	<input type="text"/>				SRP	<input type="text"/>	<input type="text"/>	
Account No.	<input type="text"/>							
Waiver	Core	<input type="text"/>	Kor.	<input type="text"/>	Eng.	<input type="text"/>		
	Core2	<input type="text"/>	Core3	<input type="text"/>				

# 2020 Fall Research Project Submission

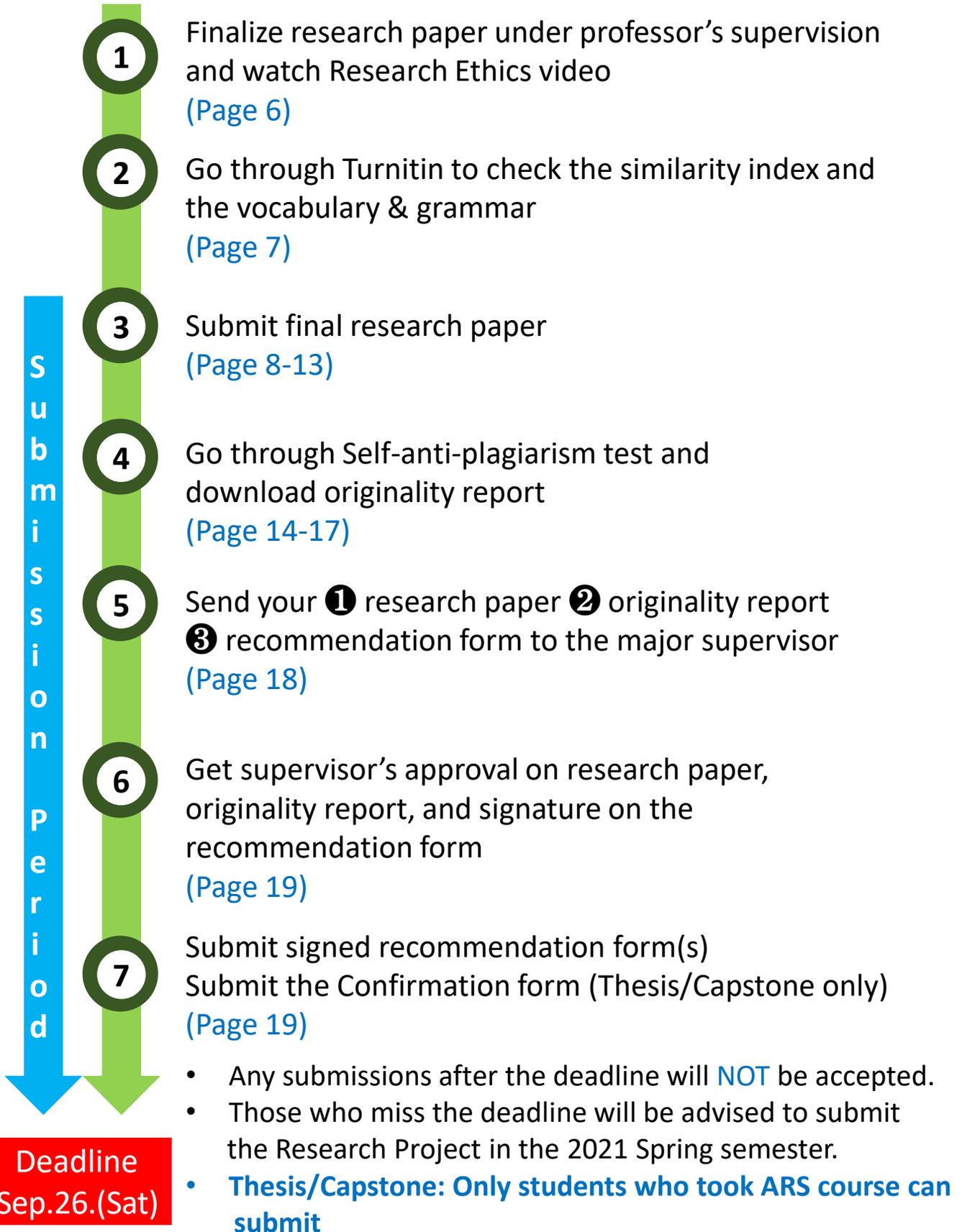
## II. RP Submission and Graduation

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- **2020 Fall: Submit RP (Sep.14-Sep.26)** and get passed
  - + pass graduation eligibility review
  - **Graduation date: Dec.11.2020**  
or **Jan.31.2020 (Students who take course in Fall semester)**
  
- **2021 Spring: Submit RP (in February)** and get passed
  - + pass graduation eligibility review
  - **Graduation date: May.2021** (Exact date will be announced later.)
  
- ※ Students should enroll 4 terms(Full-time) or 6 terms(Part-time). Students who have achieved an overall GPA at least 3.9 for 3 terms(Full-time) or 5 terms(Part-time) may be eligible to graduate up to one term early
  
- ※ **2016 Spring students:** If you don't submit final RP until this **2020 Fall** semester, your academic status will be changed as **Permanent Completed** and you **will not be able to submit RP nor graduate.**
  
- ※ **2016 Fall students:** If you don't submit final RP until **2021 summer** semester, your academic status will be changed as **Permanent Completed** and you **will not be able to submit RP nor graduate.**

# 2020 Fall Research Project Submission

## III. Submission Process & Check List



# 2020 Fall Research Project Submission

## IV. [before submission period] Research Ethics lecture and Turnitin

1

Finalize research paper under professor's supervision and watch Research Ethics video

- URL: <http://www.ekdis.ac.kr/course/view.php?id=2681>
- If you are already taken Research Ethics special lecture, you are not required to watch video again.
- If you take lecture, it is recorded automatically. Therefore, it is not required to submit any document. (only administrator can see the record)

### Progress Status

search

Full name

search

search

[[listcount]]

15

20

50

100

Excel Download

No.	Full name	ID number	Program	Mandatory video lecture		Additional resour...
				27:43	35:51	
1		201511104	Master of Pu...	0%	19.29%	
2		201512094	Master of De...	0.06%		
3		201612098	Master of Pu...	99.76%		
4		201711126	Master of Pu...	0%		
5		201711173	Master of De...			
6		201712011	Master of De...	99.76%		
7		201731018	Master of Pu...	99.7%		
8		201732028	Master of De...	99.76%		

# 2020 Fall Research Project Submission

## IV. [before submission period] Research Ethics lecture and Turnitin

- 2 Go through Turnitin to check the similarity index and the vocabulary & grammar



Turnitin is an originality checking and plagiarism prevention service that checks your writing for citation mistakes or inappropriate copying.

- **Purpose of using Turnitin**

- 1 Reduce plagiarism rate by self-checking
  - \* Recommended similarity index : **15%** or below
- 2 Improve quality of the paper through vocabulary and grammar correction

- **Turnitin Manual**

Please refer to the link(<http://www.ekdis.ac.kr/course/view.php?id=2979>) and download file from the bottom of the page (Class ID and Enrollment Key are stated in the file)

- **Period:** at all times

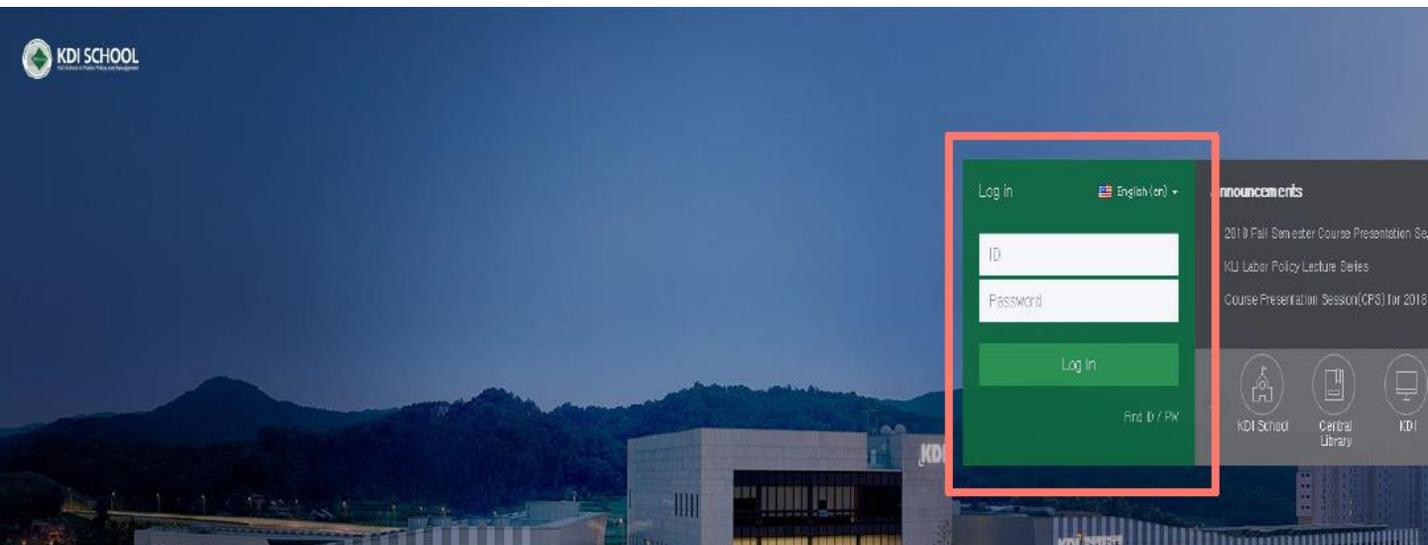
# 2020 Fall Research Project Submission

## V. Research Project Submission Manual

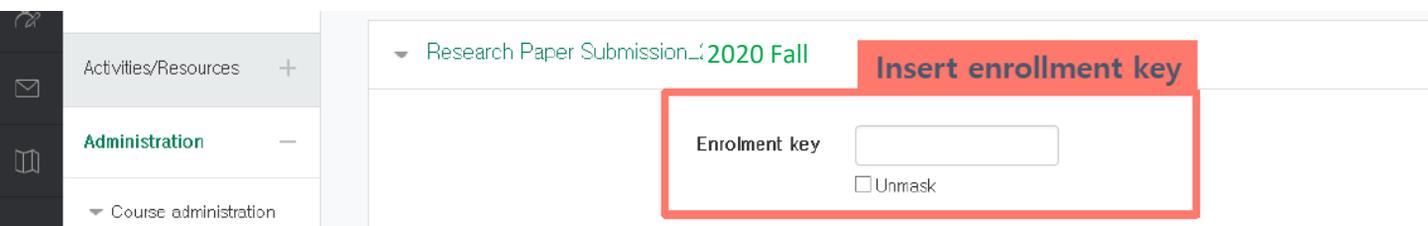
### 3 Submit final research paper

#### 1. Log-in

- URL: <https://www.ekdis.ac.kr/course/view.php?id=3262>
- ID & PW: the same as your MIS ID & PW



#### 2. Enrollment key 입력: 2020fall



# 2020 Fall Research Project Submission

## V. Research Project Submission Manual

### 3 Submit final research paper

#### 3. Click your RP Type

##### Thesis Submissions



Submit 4 documents: the final thesis paper, two evaluation recommendation forms of each supervisor, and the confirmation form

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##### Capstone Submissions



Submit 4 documents: the final capstone paper, two evaluation recommendation forms of each supervisor, and the confirmation form

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##### SRP Submissions



Submit 2 documents: the final SRP paper and the evaluation recommendation form

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##### ELP Submissions



Submit 2 documents: the final Advanced ELP paper and the evaluation recommendation form



Submit 2 documents: the final Academic ELP paper and the evaluation recommendation form



Submit 2 documents: the final Essay ELP paper and the evaluation recommendation form

# 2020 Fall Research Project Submission

## V. Research Project Submission Manual

### 3 Submit final research paper

#### 4. Submit your final research paper

- Submit your research paper **including bibliography, references and citations**
- **Thesis/Capstone: Word format only**
- SRP/ELP: Word or PDF format

#### My Submissions

Thesis 1st\_Recommendation for Evaluation Form 2nd\_Recommendation for Evaluation Form Confirmation Form

#### Check RP Type

Start Date	Due Date	Post Date	Marks Available
14 Sep 2020 - 09:00	26 Sep 2020 - 23:59	14 Sep 2020 - 17:58	100

Summary:  
Submit 4 documents: the final thesis paper, two evaluation recommendation forms of each supervisor, and the confirmation form

 Refresh Submissions

Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade	Overall Grade	Submit Paper <input type="checkbox"/>
--	--	--	--	N/A	--	--

**Click here to submit your research paper**

# 2020 Fall Research Project Submission

## V. Research Project Submission Manual

### 3 Submit final research paper

#### 4. Submit your final research paper

The screenshot shows a web form titled "Submit Paper". It contains a "Submission Title\*" text input field and a "File to Submit" button with a plus icon. Below the button is a dashed box representing a file drop area, with a blue arrow pointing down and the text "You can drag and drop files here to add them." A red box highlights the "Submission Title\*" field with the text "1. Input your final RP title". Another red box highlights the "File to Submit" button and the drop area with the text "2. Click here to upload a file or drag and drop the file into the box below". At the bottom of the form is a blue "Add Submission" button.

There are required fields in this form marked \*

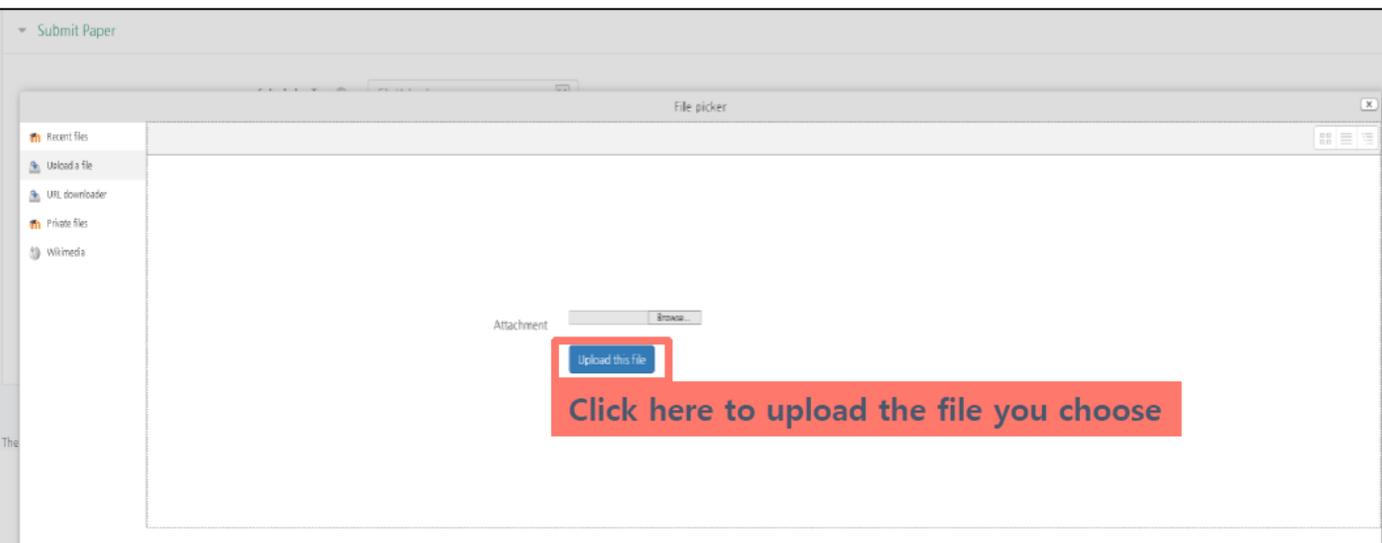
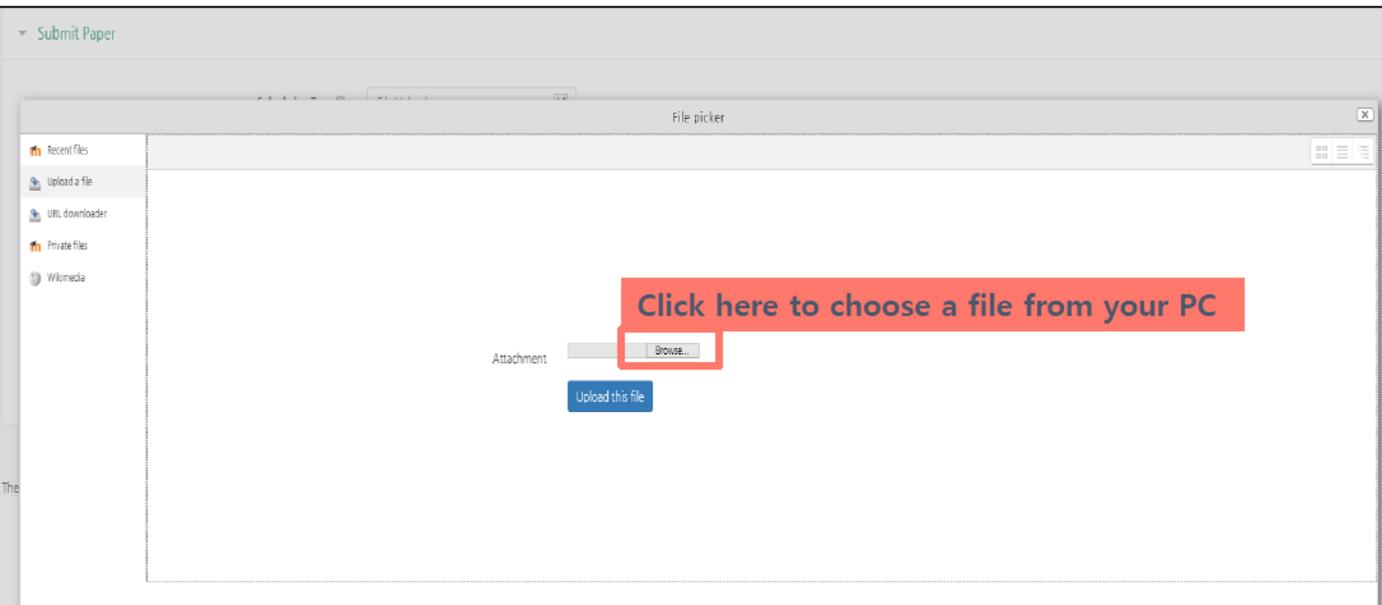
The screenshot shows a "File picker" dialog box. On the left side, there is a list of options: "Recent files", "Upload a file", "URL downloader", "Private files", and "Wikimedia". A red box highlights the "Upload a file" option with the text "← Click here to upload a file". The main area of the dialog is currently empty.

# 2020 Fall Research Project Submission

## V. Research Project Submission Manual

### 3 Submit final research paper

#### 4. Submit your final research paper



# 2020 Fall Research Project Submission

## V. Research Project Submission Manual

### 3 Submit final research paper

#### 4. Submit your final research paper

▼ Submit Paper

Submission Title\*

File to Submit Maximum size for new files: 40MB, maximum attachments: 1

Name	Last modified	Size	Type
PP Submission Schedule_2018 summer.pdf	8/09/18, 09:51	217,86.8	PDF document

← Click here to finalize the uploading

There are required fields in this form marked \*

2. Close this window to see your similarity index

Your submission has successfully been uploaded to Turnitin.

Digital Receipt  
Turnitin submission id: 996108079  
Submission extract:

1. You can see this message if your paper is successfully submitted

# 2020 Fall Research Project Submission

## V. Research Project Submission Manual

**4** Go through Self-anti-plagiarism test and download originality report

- You can see your similarity index **automatically** once you upload your Research Paper file successfully
  - \* However, it could normally takes some time to generate a similarity index (from 10-20 minutes up to **24 hours**).
- Recommended similarity index: **15% or below**
  - \* If it is slight higher than 15 percent, your major supervisor will decide whether your paper can get passed the plagiarism test
- Click Similarity index to **download** the originality report
- Only the index and originality report of the page below will be valid (**Turnitin self-check result is cannot be accepted**)

The screenshot shows the Turnitin submission interface. The top navigation bar includes 'Research Paper Submission' and user information. The main content area displays a table of submissions. The table has columns for Title, Start Date, Due Date, Post Date, and Marks Available. A specific submission is highlighted with a red box around the 'Similarity' column, which shows '8%'. Below the table, there is a red callout box with an upward arrow pointing to the '8%' similarity value and the text 'Click here to download the originality report'.

Title	Start Date	Due Date	Post Date	Marks Available
Thesis Submission - Fall 2010 (Thesis submission)	3 Sep 2010 - 08:00	21 Sep 2010 - 23:59	20 Sep 2010 - 23:59	100

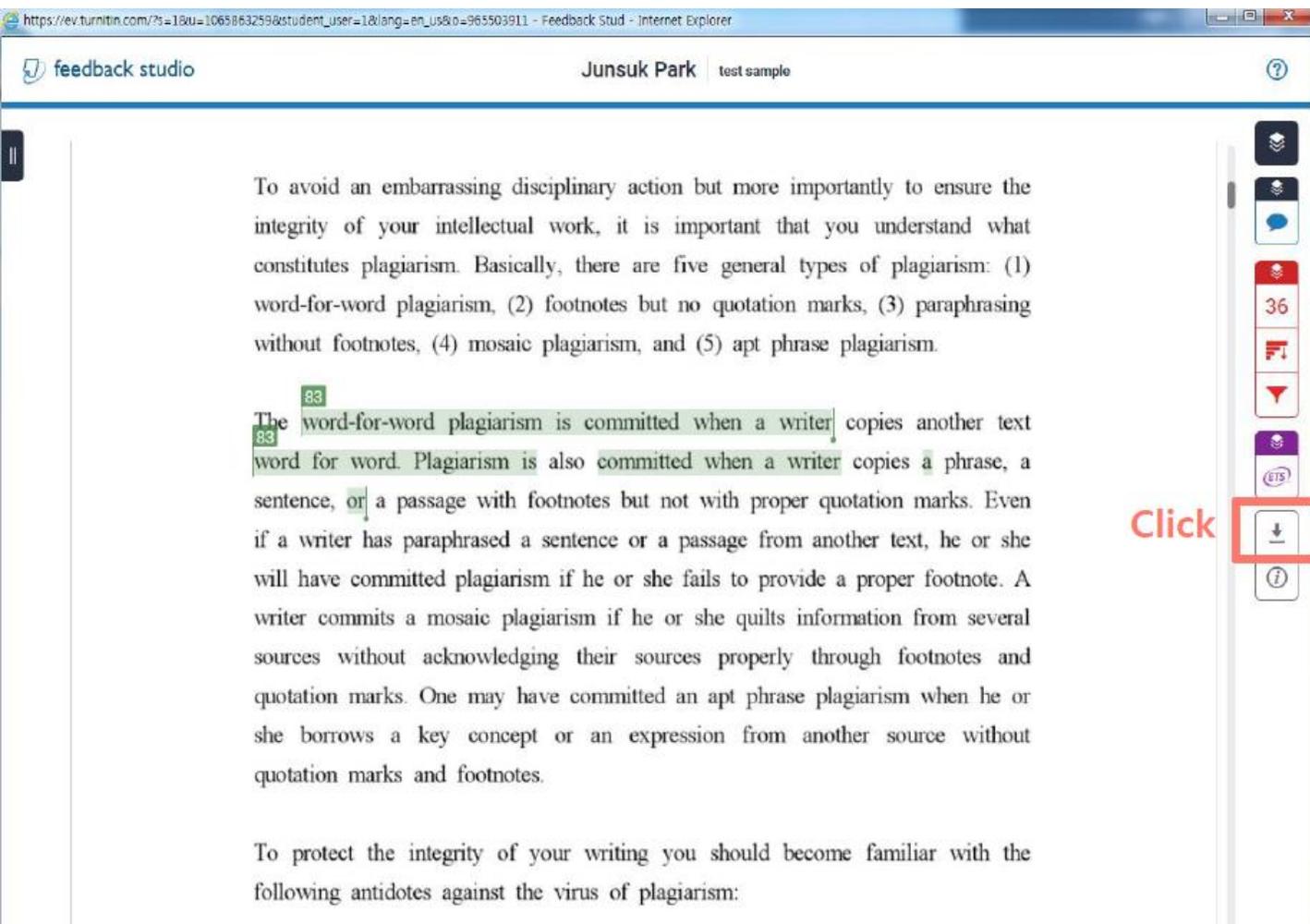
Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade	Overall Grade
Government Reports	996108079	3/9/18, 10:00	8%	--	--

# 2020 Fall Research Project Submission

## V. Research Project Submission Manual

4 Go through Self-anti-plagiarism test and download originality report

- Feedback Studio window will pop up
- Click 



https://ev.turnitin.com/?s=1&u=1065863259&student\_user=1&lang=en\_us&o=965503911 - Feedback Stud - Internet Explorer

feedback studio Junsuk Park | test sample

To avoid an embarrassing disciplinary action but more importantly to ensure the integrity of your intellectual work, it is important that you understand what constitutes plagiarism. Basically, there are five general types of plagiarism: (1) word-for-word plagiarism, (2) footnotes but no quotation marks, (3) paraphrasing without footnotes, (4) mosaic plagiarism, and (5) apt phrase plagiarism.

The word-for-word plagiarism is committed when a writer copies another text word for word. Plagiarism is also committed when a writer copies a phrase, a sentence, or a passage with footnotes but not with proper quotation marks. Even if a writer has paraphrased a sentence or a passage from another text, he or she will have committed plagiarism if he or she fails to provide a proper footnote. A writer commits a mosaic plagiarism if he or she quilts information from several sources without acknowledging their sources properly through footnotes and quotation marks. One may have committed an apt phrase plagiarism when he or she borrows a key concept or an expression from another source without quotation marks and footnotes.

To protect the integrity of your writing you should become familiar with the following antidotes against the virus of plagiarism:

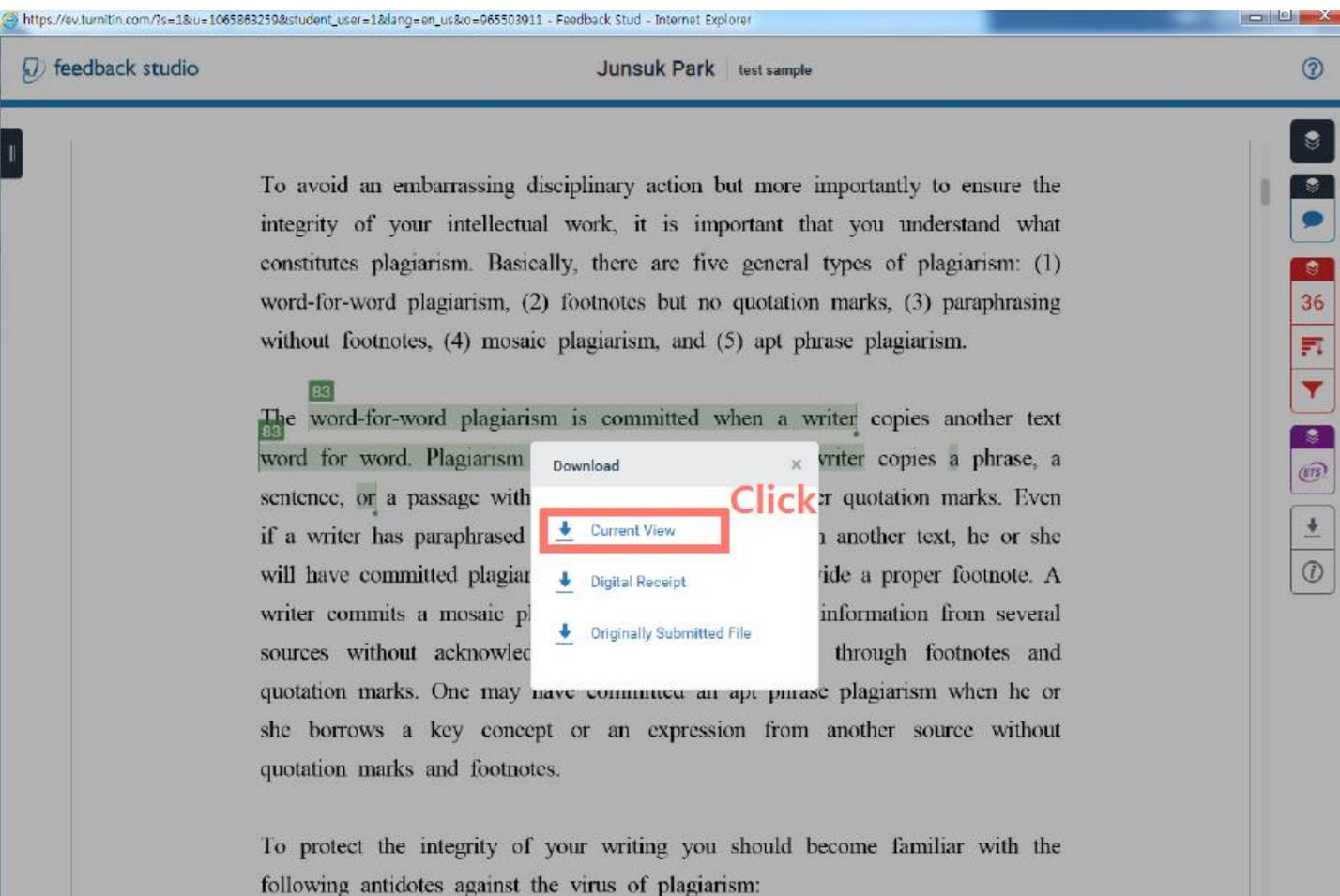
Click 

# 2020 Fall Research Project Submission

## V. Research Project Submission Manual

4 Go through Self-anti-plagiarism test and download originality report

- Click 'Current View' and save the report



The screenshot shows the Turnitin Feedback Studio interface. The browser address bar displays the URL: [https://ev.turnitin.com/?s=1&u=1065863259&student\\_user=1&lang=en\\_us&o=965503911](https://ev.turnitin.com/?s=1&u=1065863259&student_user=1&lang=en_us&o=965503911). The page title is "Feedback Stud - Internet Explorer". The user name is "Junsuk Park" and the document is "test sample".

The main content area displays a paragraph of text with a highlighted section. The highlighted text is: "The word-for-word plagiarism is committed when a writer copies another text word for word. Plagiarism is committed when a writer copies a phrase, a sentence, or a passage with quotation marks. Even if a writer has paraphrased another text, he or she will have committed plagiarism if he or she does not provide a proper footnote. A writer commits a mosaic plagiarism when he or she borrows information from several sources without acknowledging the sources through footnotes and quotation marks. One may have committed an apt phrase plagiarism when he or she borrows a key concept or an expression from another source without quotation marks and footnotes."

A "Download" menu is open over the highlighted text, showing three options: "Current View", "Digital Receipt", and "Originally Submitted File". The "Current View" option is highlighted with a red box and a red arrow pointing to it, with the word "Click" written in red next to it.

Below the highlighted text, another paragraph of text is visible: "To protect the integrity of your writing you should become familiar with the following antidotes against the virus of plagiarism:"

# 2020 Fall Research Project Submission

## V. Research Project Submission Manual

4 Go through Self-anti-plagiarism test and download originality report

- If needed, you can **re-submit** your final research paper until the due date only after the Academic Affairs deletes the file you have uploaded.
  - \* Since it may take time for the resubmission process, please be cautious when you upload the files.
- No alterations will be possible after the due date has passed and only the version of the paper which you **finally submitted** through the system will be sent your POS members for evaluation.

The screenshot shows the Turnitin submission interface. On the left is a navigation sidebar with options like Course Home, Course Info, Grade/Attendance, Student Notification, Others, and Activities/Resources. The main content area is titled 'My Submissions' and shows a table of submissions. The table has columns for Title, Start Date, Due Date, Post Date, and Marks Available. Below this is a detailed view of a submission with columns for Submission Title, Turnitin Paper ID, Submitted, Similarity, Grade, Overall Grade, and a 'Submit Paper' button. The 'Submit Paper' button is highlighted with a red box and the word 'Click!' is written next to it.

Title	Start Date	Due Date	Post Date	Marks Available
Thesis Submission_2019 Summer (Thesis)	7 May 2019 - 00:00	31 May 2019 - 23:59	31 May 2019 - 23:59	0

Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade	Overall Grade	Submit Paper
test	1125954346	3/05/19, 11:04	15%	N/A	--	Submit Paper

# 2020 Fall Research Project Submission

## V. Research Project Submission Manual

5

Send your ① research paper ② originality report ③ recommendation form to your supervisor(s)

**\*Thesis/Capstone: You should send them to both supervisors**

- ② originality report: downloaded from E-education (not from Turnitin self-check page)
- Download ③ recommendation form

<http://www.ekdis.ac.kr/mod/ubboard/article.php?id=54656&bwid=7086>

and fill out the part marked as red box below:

SHOWING 1 TO 1 OF 1 ENTRIES. (FILTERED FROM 96 TOTAL ENTRIES)

Student	Submission Title	Turnitin Paper ID	Submitted	Similarity
Han, Yoo Rim	SRP(II)	1265851248	28/02/20, 16:50	14%

**Recommendation from the Supervisor  
for Research Project Evaluation**

Student Name	Student ID
Program <input type="checkbox"/> MPP <input type="checkbox"/> MDP <input type="checkbox"/> MPM <input type="checkbox"/> MPP/PM <input type="checkbox"/> MPP/ED <input type="checkbox"/> MBA <input type="checkbox"/> MFDI <input type="checkbox"/> MAM <input type="checkbox"/> Ph.D.	
Paper type <input type="checkbox"/> Thesis <input type="checkbox"/> Capstone <input type="checkbox"/> Essay Type <input type="checkbox"/> Advanced <input type="checkbox"/> SRP <input type="checkbox"/> Academic Type ELP	
Similarity Index	Plagiarism Test Result
Telephone Number	
Mailing Address	
Research Project Topic	

The above-stated student passed the plagiarism test and is eligible to submit a research project for Master's Degree. Therefore I hereby recommend his/her research project.

Comments on the project

Submission Date : . . . . .

Major Supervisor \_\_\_\_\_ (sign)  
To the Dean of KDI School of Public Policy and Management

Similarity index from Submission page (E-education)

It should be match with the title of your research project file

# 2020 Fall Research Project Submission

## V. Research Project Submission Manual

**6** Get supervisor's approval on research paper & originality report, and signature on the recommendation form

- If you cannot get signature, you can alternatively submit your supervisor's **approval email** stating that your RP and plagiarism test have been approved by supervisor

**7** Submit signed recommendation form

- Click "Recommendation for Evaluation Form" tab
- Option 1) Upload the signed(approved) form
- Option 2) Combine the unsigned form with the screenshot of professor's approval email as one file and upload
- In case of PDF file, **the text of pdf file should be recognized**  
✘ If you cannot upload the PDF file, please send it by email

The screenshot shows the 'Research Paper Submission' interface. The 'Recommendation for evaluation form' tab is highlighted with a red box. Below the tabs, there is a table with columns: Title, Start Date, Due Date, Post Date, and Marks Available. The table contains one entry: 'Thesis Submission - Fall 2018 (Thesis submission)' with start date '3 Sep 2018 - 06:00', due date '21 Sep 2018 - 23:59', post date '20 Sep 2018 - 23:59', and marks available '110'. Below this table, there is another table with columns: Submission Title, Turnitin Paper ID, Submitted, Grade, Overall Grade, and Submit Paper. The 'Submit Paper' button is highlighted with a red box.

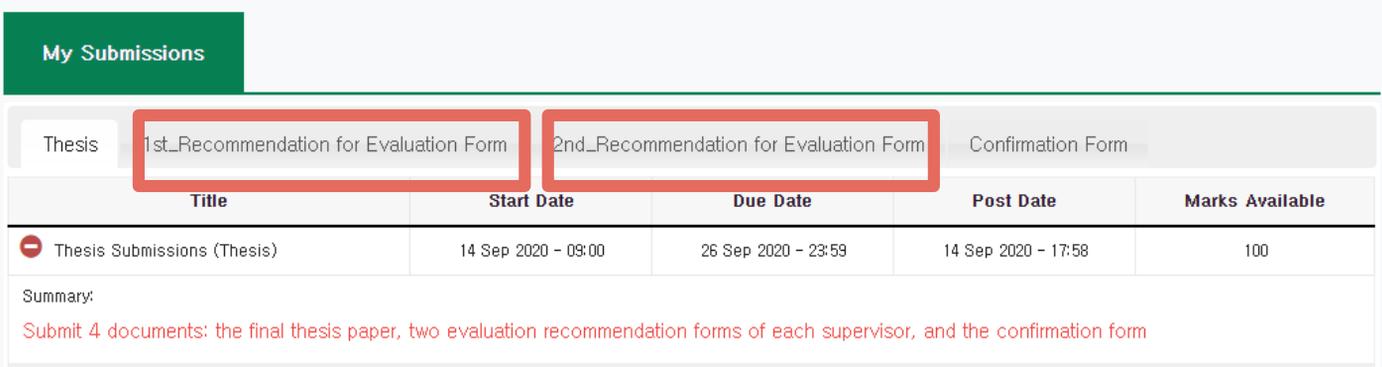
**Click here to submit the recommendation form**

# 2020 Fall Research Project Submission

## VI. Notice for Thesis/Capstone writers

**1** Thesis/ Capstone writers should upload both supervisors' Recommendation forms.

**If not, you cannot complete the submission.**



**My Submissions**

Thesis 1st\_Recommendation for Evaluation Form 2nd\_Recommendation for Evaluation Form Confirmation Form

Title	Start Date	Due Date	Post Date	Marks Available
Thesis Submissions (Thesis)	14 Sep 2020 - 09:00	26 Sep 2020 - 23:59	14 Sep 2020 - 17:58	100

Summary:  
Submit 4 documents: the final thesis paper, two evaluation recommendation forms of each supervisor, and the confirmation form

**2** Submit Confirmation Form

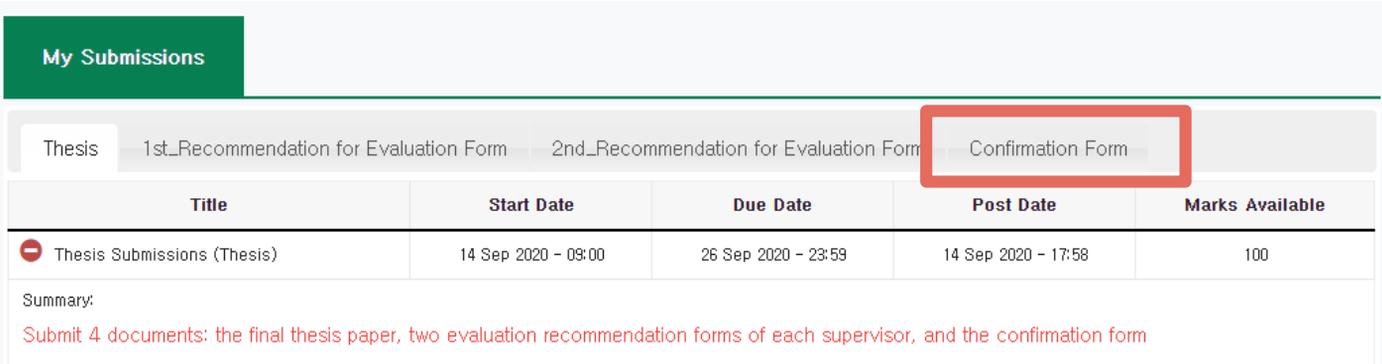
- Download:

<http://www.ekdis.ac.kr/mod/ubboard/article.php?id=54656&bwid=7087>

- Click Confirmation Form Tab and Submit  
(Same as Recommendation Form Submissions)

- Period: **by Sep.26(Sat) 23:59 (Mandatory)**

- Purpose: Confirm that the file uploaded to E-education is the final version and agree to evaluate and submit to the libraries.



**My Submissions**

Thesis 1st\_Recommendation for Evaluation Form 2nd\_Recommendation for Evaluation Form Confirmation Form

Title	Start Date	Due Date	Post Date	Marks Available
Thesis Submissions (Thesis)	14 Sep 2020 - 09:00	26 Sep 2020 - 23:59	14 Sep 2020 - 17:58	100

Summary:  
Submit 4 documents: the final thesis paper, two evaluation recommendation forms of each supervisor, and the confirmation form

# 2020 Fall Research Project Submission

## VI. Notice for Thesis/Capstone writers

### 3 Register the paper in libraries

- According to the Korean Library Law, students who write a thesis/capstone are required to submit their paper to KDI School library, National Assembly Library and National Library of Korea.
- It will be registered in your graduation semester

### 4 Documents to submit after evaluation

- We will inform you again by e-mail
- Person in charge: Haein Yoon ([haein\\_yoon@kdischool.ac.kr](mailto:haein_yoon@kdischool.ac.kr))

#### 1) Academic Thesis Release Form **(Mandatory)**

- download: [https://www.kdischool.ac.kr/#/students/cp/academics/official\\_forms#top](https://www.kdischool.ac.kr/#/students/cp/academics/official_forms#top)

File:  [Academic Thesis Release Form](#)

#### 2) 3 Bound thesis **(Optional)**

- If you do not submit bound thesis, we will submit the file only

# 2020 Fall Research Project Submission

## VII. Research Project FAQs

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**Q1. I haven't formed a Program of Study (POS) committee yet. Can I do that just before submitting my paper?**

A1. No, you should form a POS committee **at least one semester before** your RP submission. If you haven't formed a POS committee by that time, you will need to do so and submit your RP the next semester. In particular those students who need to write a thesis/capstone project should form a POS committee **two semesters before** and take the Advanced Research Seminar (ARS) one semester before at the latest.

\* 2020 Fall semester POS Committee Application Period:  
Oct.19(Mon.)-Oct.31(Sat.)

**Q2. I completed all the required courses but I haven't submitted my RP yet. By when should I submit my RP?**

A2. Your graduation deadline is **4 academic years from your admission**. For example, if you are admitted in spring 2019 your graduation deadline is fall 2022 (i.e. admission year + 4 years -1 semester). You can apply for an **extension of 1 year** upon approval of the Academic Affairs Division if necessary. If you are an international student, please check your scholarship requirement for graduation beforehand with the Student Affairs Division.

# 2020 Fall Research Project Submission

## VII. Research Project FAQs

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**Q3. I want to change my RP type, RP topic and/or supervisor. Can I do that now?**

A3. You can change RP topic under professor's approval. However, In principal, [you cannot change your RP type and/or POS committee members](#) once you submit the POS committee application form to the Academic Affairs Division. You can do this only if you receive approval from the current and the proposed POS committee members but it is applicable only at least one semester before the RP submission.

**Q4. The Turnitin system is not working for the RP submission. How can I solve this problem?**

A4. Please read the submission manual thoroughly and follow the steps accordingly. The Turnitin system normally takes some time to generate a similarity index (from 10-20 minutes up to [24 hours](#)). If the system is still malfunctioning after that time, please contact the Academic Affairs Division. Also, please be noted the turn it in system takes more time if you submit your paper several times.

# 2020 Fall Research Project Submission

## VII. Research Project FAQs

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**Q5. I'm already back to my country and it is hard for me to keep in contact with my supervisor. What should I do?**

A5. We advise all international students to [finish their RP before going back to their country](#). However, if you were unable to finish your RP before going back, please duly notify your supervisor of your leave beforehand and communicate through email when finalizing your research paper.

**Q6. How can I find Research Project Sample?**

A6. You can find Research Project Sample at KDI School Library homepage after login.

KDIS Library: <https://library.kdischool.ac.kr/searchA/sat>