

# Student Guide

*KGSA-253-05*  
*V1.0*

2017.04.19

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## Getting Started

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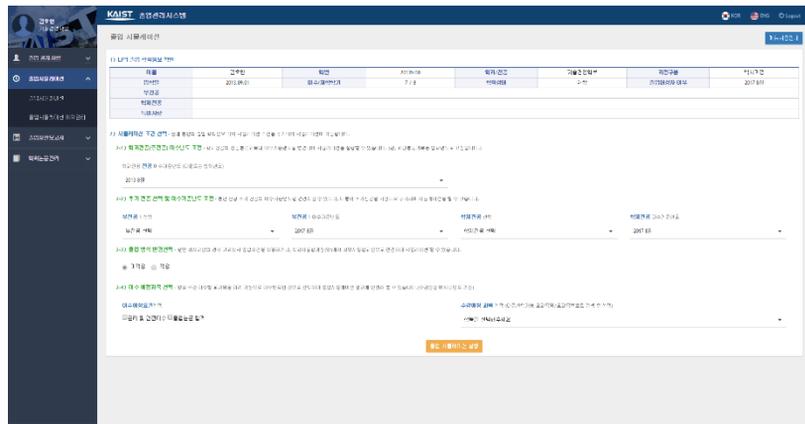
1. Introduction
2. What is Graduation Simulation?

# Getting Started

## 1. Introduction to the Graduation Simulation System

Graduation simulation is useful for checking out your current academic status under the different conditions by department, major and course.

Students can project their future graduation status under being enrolled in.



## 2. What is Graduation Simulation?

Graduation simulation only allows students to check availability of student's graduation, based of your current academic status.

Students can check out the report cards and the result of graduation simulation by setting their own conditions.

▶ Report Card of Graduation Simulation

1. 졸업요의사정 성적표										2. 졸업요의사정 결과표									
학년	이름	학번	2019학부	학과	학점	수강용 학점(AU)	수강용 학점(BU)	학사	학사	학사	학사	학사	학사	학사	학사	학사	학사	학사	학사
졸업요의사정 성적표										졸업요의사정 결과표									
졸업요의사정 성적표										졸업요의사정 결과표									

▶ Result of Graduation Simulation

1. 졸업요의사정 성적표										2. 졸업요의사정 결과표									
학년	이름	학번	2019학부	학과	학점	수강용 학점(AU)	수강용 학점(BU)	학사	학사	학사	학사	학사	학사	학사	학사	학사	학사	학사	학사
졸업요의사정 성적표										졸업요의사정 결과표									
졸업요의사정 성적표										졸업요의사정 결과표									



## System Menu

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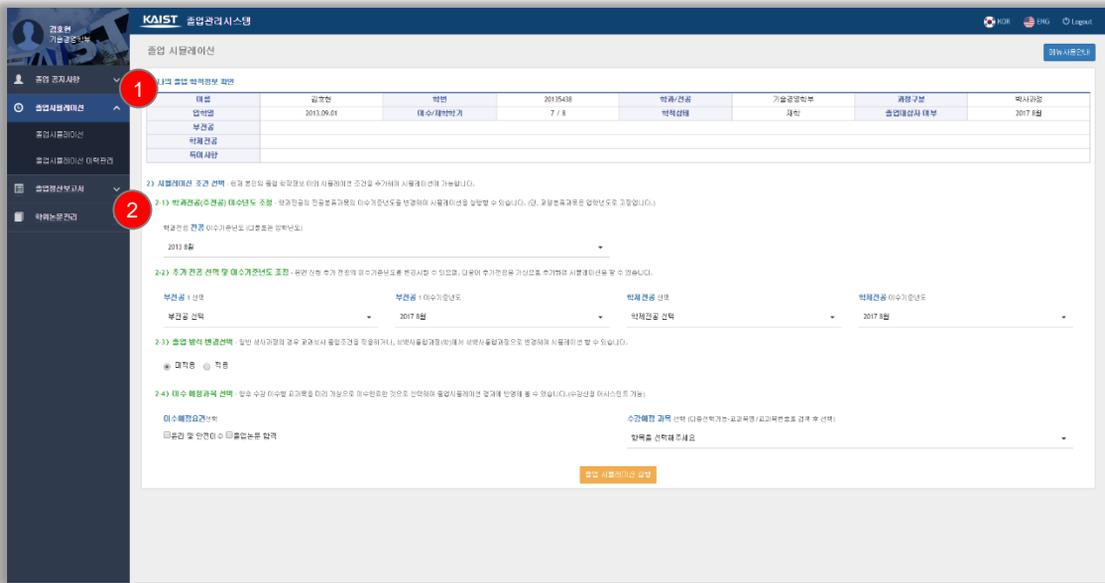
1. Notice for Graduation
2. Graduation Simulation
3. Simulation in Graduation Assessment
4. Final Report for Graduation
5. Thesis Management System (Master)
6. Thesis Management System(PhD)
7. QnA
8. Notice



# System Menu

## 2. Simulation in Graduation Assessment

**Graduation Simulation** ✓ You can check out the graduation simulation according to your academic status.



- ① It displays the student information of yours.
- ② There are selection option such as majors, minors, double majors and the base year.
- ③ You can choose courses you expect to take before running the Graduation Simulation.
- ④ The English proficiency test and Ethics & Safety are deemed to have been completed.
- ⑤ The Graduation Simulation will run under the conditions you have selected.

# System Menu

## 2-1. Graduation Simulation

√ Records and Result of graduation simulation will be displayed.

### 1) Records of Graduation Simulation

- ① You can switch the view mode of Records of Graduation Simulation (view by semester <-> view by course).
- ② You can add comments to the department administrator concerning the simulation results.
- ③ Print the Records of Graduation Simulation.

### 2) Result of Graduation Simulation

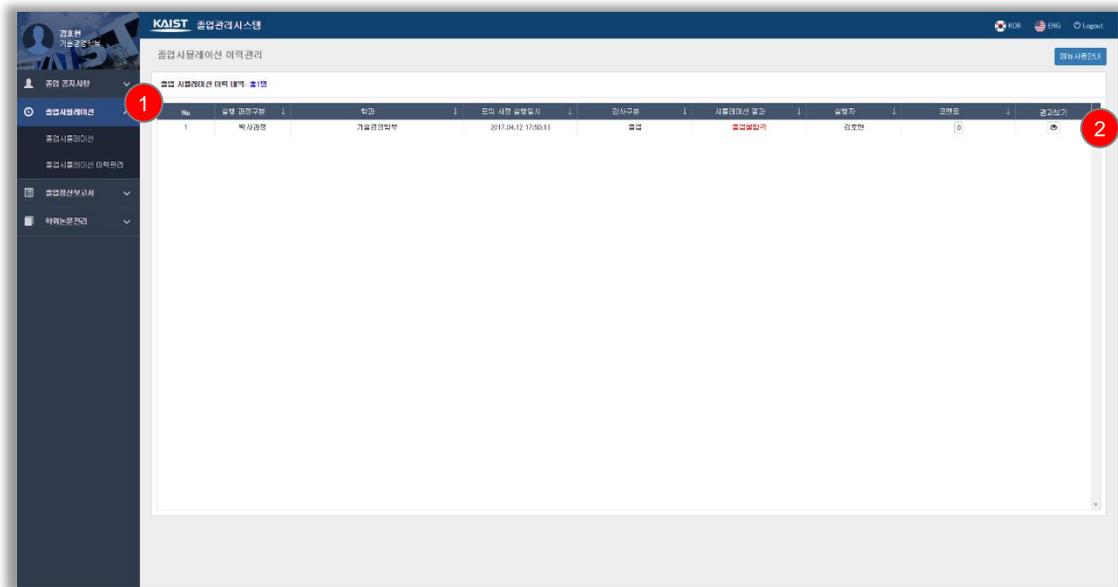
- ① Check whether the passing criteria has been met for different graduation requirements.
- ② You can check the details of items for which you do not meet graduations requirements.

# System Menu

## 3. History of Graduation Simulation

### History of Graduation Simulation

✓ Please check out the history of Graduation Simulation.



- ① View the list of past simulation results.
- ② Click the View Result button to view the details of a past simulation.

# System Menu

## 4. Final Report for Graduation

√All of Prospective Graduates need to get a permission from the administration and to register the Final Report to proceed the graduation.

**졸업정산보고서 관리**

졸업정산보고서 현황 - 총 1 건

이름	안연기	학번	20144597	학과	전기및전자공학부	과정 구분	석사과정
입학연	2014-09-01	졸업예정일		졸업식 참석 여부	참석	보고서 상세조회/수정	Open

전료정보 기타(의정) - 국가고시준비(490604)

승인 상태

보고서 등록	위임장 승인	도서반납	연구노트	지형	유비금	졸업식	지도교수	학관장(의정)
승인								
2017.04.11	2017.04.11	2017.04.11	2017.04.11	2017.04.11	2017.04.11	2017.04.11	2017.04.11	2017.04.11

**졸업정산 보고서 작성**

**알림사항**  
본 자료는 졸업성 진료용제 자료만으로 활용합니다. 아래 해당사항에 반드시 체크 또는 기재하여 주시기 바랍니다. 감사합니다.

1. 인적사항 입력

성명	Kim Hohyun	학번	20135438	성명	남자
학과	기공경영학부	과정	석사과정	학번구분	KAIST졸학생
국적	대한민국	전화번호	010-3096-8426	E-Mail	sample@sample.com

2. 진료사항 입력

1) 진료구분 선택  
 간학  위임  기타(의정)

2) 진료 항목 상세 내역(선택)  
 (의정용)  미신청 입력  대신청 입력

과정  
 학사  석사  박사  석박통합

전도  
 전도 입력

소제자  
 소재지 선택

3) 졸업의 참여여부 조사 <졸업식(의정용)> :->  
 참여여부  
 참석  미참석

\* 해당 졸업생은 작년도 2월의 학위수여식에 참석함 (학위수여식은 년 1회 개최함)  
 \* 졸업식 참여(의정) 항목시 사전에 영도시 학과 사무실로 통보하여야 함.

3. 소프트웨어 권리 지급  
 \* 졸업생의 소프트웨어권은 학과/동시에 신청할 수 있으며, 이후 졸업식에 신청할 시 학교관리시스템에 무조건, 학과/계산서 기재된 항목은 무조건, 권리에 구분시(의정)는 해당 사무실과 의문 부여함.

- ① You can click the View Details button to view or print the Final Report.
- ② You can view the status of approval and the date of approval after completing the Final Report.

# System Menu

## 5. Thesis Management (master)

### 1) Thesis Management ✓ Master's students can view the details of thesis registration and evaluation.

The screenshot shows the 'Thesis Management' page. On the left is a sidebar with navigation options. The main area displays a 'View Details' button (1) and a table of thesis stages (2). The table shows the following stages:

대목	항목명	항번	20144597	학과/전공	전기및전자공학부	과정구분	석사	
논문명	전기및전자공학부 석사 논문명 (국문)							
심사위원	조규형(심사위원장-지도교수) / 권민소(심사위원) / 장미섭(심사위원)					상세보기 / 수정	Open	
상태	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid green; padding: 5px; text-align: center;"> <span style="color: green;">완료</span> 17.04.11                             </div> <div style="border: 1px solid green; padding: 5px; text-align: center;"> <span style="color: green;">완료</span> 2017-04-11 10:52:47.047                             </div> <div style="border: 1px solid green; padding: 5px; text-align: center;"> <span style="color: green;">완료</span> 17.04.21                             </div> <div style="border: 1px solid orange; padding: 5px; text-align: center;"> <span style="color: orange;">합격</span> 17.04.11                             </div> </div>							

- ① Click the View Details button to view the details of your thesis.
- ② You can view the status of your thesis and check the details of each stage.

### 2) Registering Thesis Information

The screenshot shows the '1. 논문 기본정보 등록' (1. Register Thesis Basic Information) page. The page has four tabs: '1. 논문 기본정보 등록', '2. 논문 계획서', '3. 심사위원 등록', and '4. 논문심사'. The '1. 논문 기본정보 등록' tab is active. It shows a form with fields for '논문명 (국문)', '논문명 (영문)', '연구 분야', and '논문 심사위원 등록'. The '논문 심사위원 등록' section has a '+ 논문 기본정보 등록심사위원 추가' button (1) and a list of reviewers with '추가' (Add) buttons. The '논문심사' tab is also visible on the right side of the page.

- ① You can register the reviewers when entering the thesis information. (Your advisor will be automatically listed.)
- ② Go to Thesis Proposal.

# System Menu

## 5. Thesis Management (master)

### 3) Thesis Proposal Graduate students can manage their thesis and view the results of thesis evaluation.

- ① You can register the courses you intend to complete, and click the Add button to add the relevant courses.
- ② The thesis proposals you intend to write can be registered by period.
- ③ Click the Next button to move to Appointment of Reviewers.

### 4) Appointment of reviewers

- ① You can register the expected date of evaluation, the venue of evaluation, and the expected date of comprehensive examination.
- ② Click the Next button to move to Thesis Evaluation.

# System Menu

## 5. Thesis Management (master)

### 5) Thesis Evaluation

√ Check the details of thesis management for each stage and the result of thesis evaluation..

- ① You can view the results of thesis evaluation
- ② You can view the general comments and the summary.
- ③ You can print the thesis evaluation results and the summary.

# System Menu

## 6. Thesis Management (PhD)

### 1) Thesis Management ✓ Ph.D. students can view the details of thesis registration and evaluation.

- ① Click the View Details button to view the details of your thesis.
- ② You can view the status of your thesis and check the details of each stage.

### 2) Registering Thesis Information

- ① You can register the reviewers when entering the thesis information. (Your advisor will be automatically listed.)
- ② You can delete reviewers who have been registered.
- ③ Go to Appointment of Reviewers.

# System Menu

## 6. Thesis Management (PhD)

### 3) Appointment of Reviewers ✓ Ph.D. students can view the details of thesis registration and evaluation.

- ① You can enter the expected date and venue of the thesis proposal.
- ② You can print the Request Form for Appointment of Reviewers.
- ③ Go to Thesis Proposal/Defense.

### 4) Thesis Proposal/Defense

- ① You can check the thesis defense results and the evaluation
- ② You can print the Thesis Defense Report.
- ③ Go to Request for Thesis Evaluation.

# System Menu

## 6. Thesis Management (PhD)

5) Request for evaluation √ Ph.D. students can view the details of thesis registration and evaluation.

- ① You can check the date and time of the evaluation, the venue, and the results.
- ② You can enter the expected date and venue of thesis evaluation.
- ③ You can classify the registered reviewers as internal reviewers and external reviewers.
- ④ Go to Thesis Evaluation.

## 6) Thesis Evaluation

- ① You can view the thesis evaluation results and general comments.
- ② You can print the thesis evaluation results and the summary.
- ③ Go to Published Works.

# System Menu

## 6. Thesis Management (PhD)

### 7) Journal

√ Ph.D. students can view the details of thesis registration and evaluation.

The screenshot shows a web interface for journal registration. At the top, there are seven tabs: 1. 논문 기본정보 등록, 2. 심사위원 위촉, 3. 논문계획서 / 구두시험, 4. 논문심사요청, 5. 논문심사, 6. 학술지정보, and 7. 졸업추천서. The '6. 학술지정보' tab is active. The form contains the following fields:

- 1. 논문 기본정보 등록:** Includes fields for journal name (논문명(국문), 논문명(영문)), journal type (유명제), registration date (2017-04-13), and journal name (학술지명).
- 2. 심사위원 위촉:** Includes a dropdown for the number of co-authors (currently set to 2) and a '선택' button.
- 3. 논문계획서 / 구두시험:** Includes a text area for '다수의 의견 취합' and radio buttons for approval status (승인, 미승인).

- ① Please register the journal information.
- ② Please enter the names and particulars of co-authors. (Specify the reason for co-authoring if there are more than 5 co-authors.)
- ③ Go to Letter of Recommendation for Graduation.

### 8) Letter of Recommendation for Graduation

The screenshot shows the '7. 졸업추천서' tab selected. The form contains the following sections:

- 1. 추고논문 진행사항:** A text area containing the message '추고논문 진행사항입니다.'
- 2. 지도교수 졸업 승인 승인 여부:** A section showing the approval status as '미승인' (Not Approved) with a date of '17.04.11'.

- ① You can check details only when the journal publication status is "publication registered/ready for publication."
- ② You can check the Letter of Recommendation for Graduation and the approval status of your thesis.

# System Menu

## 7. QnA

√ A Q&A board that allows you to select user group and post questions.

### 1) Question registration

The screenshot displays the KAIST Q&A system interface. At the top, there is a search bar (1) and a '페이지 설정' button. Below the search bar is a table (2) listing Q&A items with columns for No, 제목, 첨부파일, 등록자, 등록일시, and 답변상태. The table shows three items, with the first one selected. To the right of the table are buttons for '+ 신규(질문)', 'x 삭제(질문)', and 'H 파일다운로드'. Below the table is a detailed view of a question (3) with fields for '답변 담당부서' (Department coordinator), '학과관리자' (Department coordinator), '제목' (Title), and '첨부내용' (Attachment). The '첨부내용' field shows a file named 'A011.pdf' (6) and a text area with the content '2014년도 이수기준본드의 전공필수 과목을 알고 있습니다.' Below the text area is a rich text editor toolbar and a '파일 등록' (File registration) window (7) with a '파일 선택' (File selection) button and a '파일 업로드' (File upload) button. At the bottom right of the detailed view is a '취소' (Cancel) button. A '로그아웃' (Logout) button is visible in the top right corner.

- ① You can search under posted Q&As by title and writer.
- ② You view the search results.
- ③ You can view the details by clicking in the list.
- ④ You can delete the post by clicking the Delete button.
- ⑤ You can post a new question by clicking the New button.

#### + Points of Contact for Inquiries

- 1) Students - Department coordinator / system manager
- 2) Department coordinator – system manager / college coordinator / Academic Planning Team / Academic Registrar Team / Student Support Team
- 3) College coordinator - system manager / Department coordinator / Academic Registrar Team / Academic Planning Team / Student Support Team
- 4) Headquarters coordinator (Planning / Registrar / Support) – system manager / Department coordinator / college coordinator
- 5) System manager – Department coordinator / college coordinator / Headquarters coordinator

- ⑥ You can attach files.

The screenshot shows a '파일 등록' (File registration) dialog box. It has a title bar with '파일 등록' and a close button. Inside, there is a '파일 선택' (File selection) button, a file named 'A011.pdf' with a delete icon, and a '파일 업로드' (File upload) button. At the bottom right, there is a '취소' (Cancel) button.

- ⑦ You can download the attached files.
- ⑧ You can check whether your question has been answered or not.

#### + Progress Classification

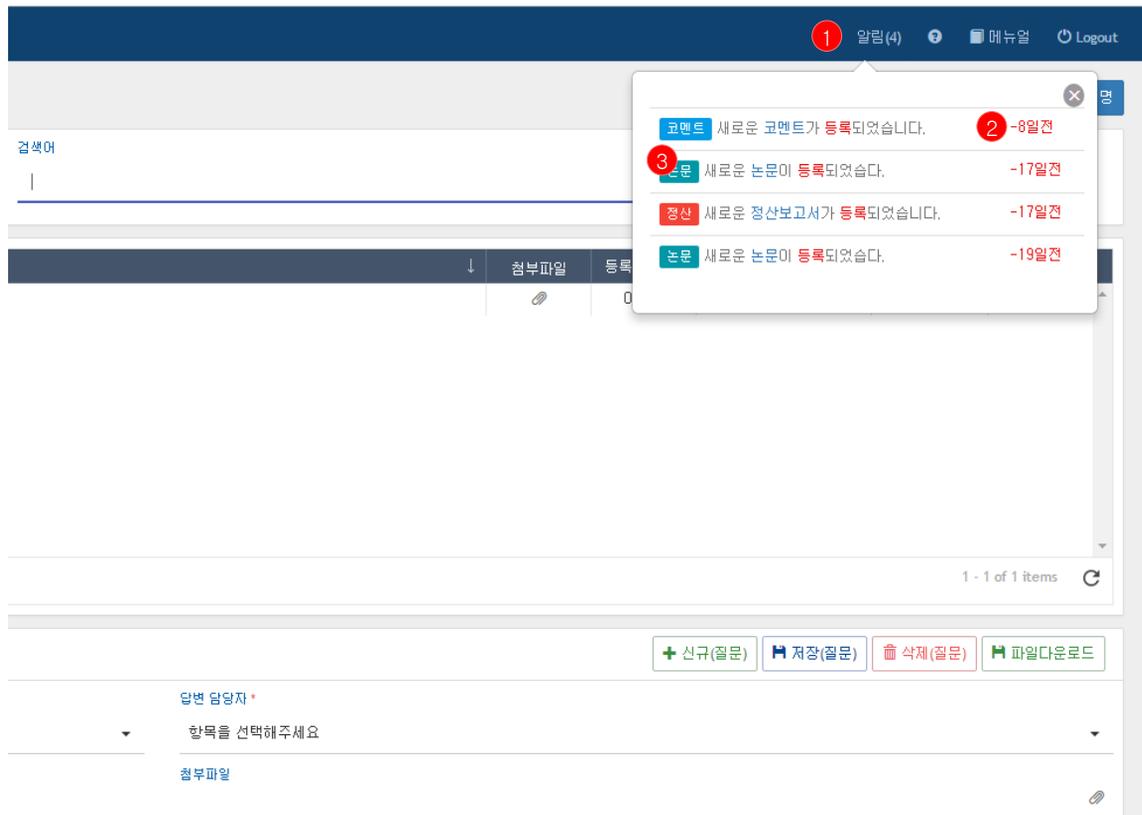
- 1) Question posted – Question has been successfully posted.
- 2) Processing/Unanswered-Question has been read by person-in-charge.
- 3) Answered – Question has been answered.



# System Menu

## 8. Alerts

√ Alerts are to be appeared in date order.



① You can set alerts when doing the works below.

### + Classification of Alert Messages

#### Students

- 1) Q&A – when a question is registered / when a question is answered
- 2) Thesis – when a thesis is approved
- 3) Clearance – when a final report is approved
- 4) Comments – when a comment is registered regarding the thesis

#### Department coordinator / college coordinator

- 1) Q&A – when a student posts a question regarding him/herself / when a question is answered.
- 2) Thesis – when a student enrolled in the department registers a thesis / when a thesis is approved.
- 3) Clearance – when a student enrolled in your department registers a Final Report / when a student's Final Report is fully approved.
- 4) when a comment concerning students enrolled in your department is registered.

#### Student Support Team

- 1) Q&A – when a student posts a question regarding him/herself / when a question is answered.
- 2) Clearance – when a student enrolled in your department registers a Final Report / when a student's Final Report is fully approved

#### Academic Registrar

- 1) when a student posts a question regarding him/herself / when a question is answered.
- 2) when a comment is registered.

② Alert messages are generated. The digits show the number of days from the current date.

③ Click the alert message to visit the linked page.