**Portfolio Submission Schedule for the TESOL Department**

1. **Submission of the “Pledge of Compliance with Research Ethics”,**  
   Students are required to submit the Pledge of Compliance with Research Ethics (*Form A*) verifying that you have acknowledged, and will abide by, research ethics. ※유의사항: 지난 학기에 제출했다 하더라도 이번 학기에 논문 심사를 받고자 한다면 다시 제출 하여야 함.

•When to submit it: **Monday, Mar 17 ~ Friday, Mar 21, 9am ~ 5pm**• Where to submit it: TFL Office (ECC B230)   
• Please always keep in mind the need to comply with research ethics, and submit the Pledge of Compliance with Research Ethics(at page 2) with your and your advisor’s signatures to the office within the above period. (미제출 시 부정한 방법으로 포트폴리오 제작 가능성 간주)

1. **Submission of Plan**Submit your plan to your advisor within the given period. Your advisor will assess your plan. If not accepted, a revised plan must be resubmitted within a week. If you are unable to decide upon the title of your portfolio during this time, you should email the title to the TFL office no later than the deadline for submitting the Final Draft.  
   • Plan submission deadline: **Friday, Mar 21**
2. **Submission of Interim Report**   
   In this report, you will summarize your progress and identify areas to be addressed, e.g. issues finding resources, appropriateness of materials for target group.  
   • Interim report submission deadline: **Friday, Mar 28**
3. **Payment of Examination Fee**• Payment period: **Monday, April 28 ~ Friday, May 2**  
   • Examination fee: ₩168,000  
   • Payment account: Shinhan Bank 100-019-816785   
    (Recipient: Ewha Womans University (이화여자대학교))  
   • Please remit the examination fee from an account in your name. If you transfer the fee from an account in someone else’s name, please either change the name of the remitter when making the transfer or inform the TFL office.
4. **Final Draft Submission Deadline:** **Friday, May 16**

**•**Email the final draft of the portfolio to your advisor in PDF format at least 2 weeks before the portfolio presentation.

**•**Bring the **Portfolio Approval Form** mailed to you by the TFL office to the portfolio presentation for your committee members to sign.

1. **Portfolio Presentation**Following submission and grading, all students will be given the opportunity to orally defend their portfolio before their committee.  
   • Date, time, and location: **Friday, May 30**
2. **Submission of Final Portfolio in PDF format and hard copy**• First, email a PDF file of the final portfolio to your advisor (see #5 above).  
   • Second, bring the Portfolio Approval Form mailed to you by the TFL office to the portfolio presentation for your committee members to sign following your presentation.  
   • Third, following the portfolio presentation and after making revisions (if needed), submit one (1) hard copies to the TFL office. This copy will go to the TFL library.• Fourth, email a PDF file of this final version to [tfl@ewha.ac.kr](mailto:tfl@ewha.ac.kr).
3. **Turnitin Plagiarism Check**

• Before submitting the final copy of your portfolio, you will need to check for plagiarism using Turnitin via the Ewha Library website (<http://lib.ewha.ac.kr/local/html/turnitin>), and submit the results to your advisor for review.

• Since your advisor will check for plagiarism as a matter of routine procedure, you are not required to submit any other documents to the TFL office. You may simply consider this as a review process before submitting the final hard copy of your portfolio.

1. *(Form A)*

**The Graduate School of Teaching Foreign Languages**

**Ewha Womans University**

**Pledge of Compliance with Research Ethics**

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| --- | --- | --- | --- | --- |
| Applying Semester | | Year | | ( ) Spring ( ) Fall |
| Program | | Master’s | Department | TESOL |
| Student ID No. | |  | Name |  |
| **The Pledge of Compliance with Research Ethics** | | | | |
| I hereby declare that I will not engage in any unethical and inappropriate behaviors that include plagiarism, dual publication, or ghostwriting according to the provisions of the Research Veracity Committee in writing the portfolio. In addition, I affirm that I will comply with the decision of the Central Direction Committee and the Graduate School Committee if there are any violations of research ethics in my portfolio. | | | | |
| Submission Date: 20   Year     Month    Day  Student (Name)                 (Signature)  Portfolio Advisor (Name)           (Signature) | | | | |
| Department Office Use Only | Verification Date: 20   Year      Month    Day  Department Chair (Name)      (Signature) | | | |