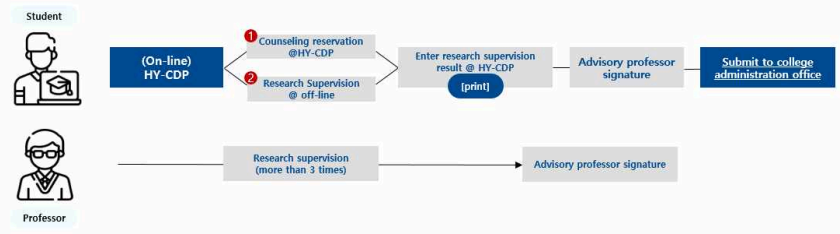
Graduate School Academic Affairs Team, Hanyang University

search Supervision Report: Writing and Submission Guide

Fall 2026 (2026-2) · For Students

I At a Glance

Who	Students enrolled in Master's Thesis Study (석사논문연구) or Doctoral Thesis Study 1·2 (박사논문연구1·2) in Fall 2026 ※ Students enrolled in Guidance of Research 1·2 (연구지도1·2) must also submit. (Select Doctoral Thesis Study 1·2 in HY-CDP.)
Deadline	**By December 10 (Thu), 2026**
Submit to	Administration team of your college (단과대학 행정팀)
Requirements	Record research supervision at least 3 times (signatures of the student and the thesis supervisor required)
How to write	Enter the records in HY-CDP and print the report ※ International students and students who have difficulty using HY-CDP may use the [Form] instead. HY-CDP is available in Korean only.



〈 Writing and submission process 〉

I Writing the Report in HY-CDP

STEP 1 Access HY-CDP

Path HY-CDP (cdp.hanyang.ac.kr) > My Roadmap (My로드맵) > Research Roadmap (연구수행 로드맵) > Research Supervision Course Counseling (연구지도 교과목 상담)

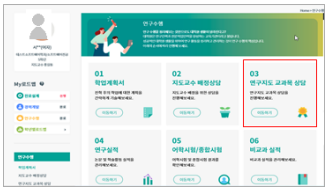
- You can also go to HY-CDP from the Hanyang portal by clicking [Career (취업)] > [Hanyang Career Development Program (한양경력개발프로그램(HY-CDP))].



〈 From the portal (optional) 〉



〈 My Roadmap > Research Roadmap 〉

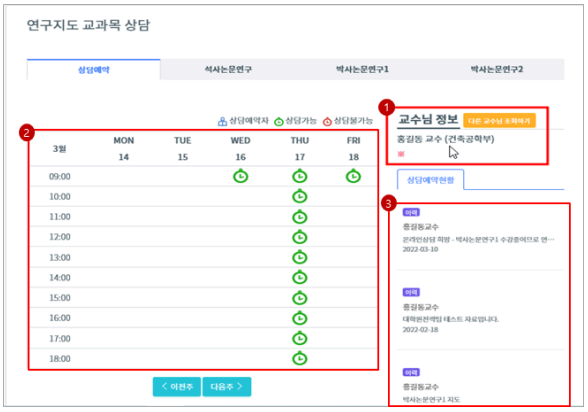


〈 Research Supervision Course Counseling 〉

STEP 2 (Optional) Book a Counseling Session with Your Thesis Supervisor

- In the [Counseling Reservation (상담예약)] tab, ① check your thesis supervisor and ② click an available time slot to book. ③ You can check, change, or cancel your booking in the reservation status.

- When booking, select your course (Master's Thesis Study, Doctoral Thesis Study 1·2) and enter what you would like to discuss. You may attach files such as research notes (optional). Your thesis supervisor will receive an e-mail when you book.



〈 Counseling reservation: ① Professor information ② Reservation ③ Reservation status 〉



〈 Booking details 〉



〈 Check, change, or cancel a booking 〉

※ If your thesis supervisor has not registered available time slots, you cannot book online. In that case, meet your supervisor offline and enter the results in STEP 3.

[Reference] Checking your supervisor's comments

Click the course tab (e.g., Master's Thesis Study) > My Counseling History (내 상담이력) > [View (보기)] to see the comments your thesis supervisor wrote after counseling.



〈 My Counseling History > [View] 〉



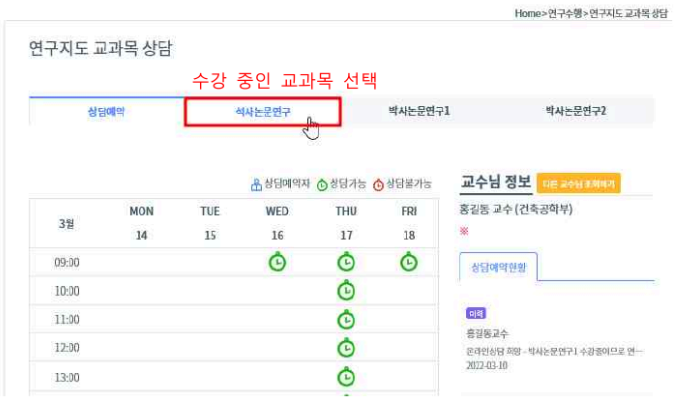
〈 Supervisor's comments 〉

STEP 3 Enter Research Supervision Records: At Least 3 Times

[Notice]

Apart from booking counseling sessions or your supervisor's comments, you must enter the research supervision records yourself at least 3 times to complete the report. Records of offline meetings without online booking are entered the same way.

- ① In Research Supervision Course Counseling, select the tab of the course you are taking (Master's Thesis Study, Doctoral Thesis Study 1, Doctoral Thesis Study 2). Students in Guidance of Research 1·2 select Doctoral Thesis Study 1·2.



〈 Select the course tab 〉

- ② Click the [+추가 (Add)] button next to the course.

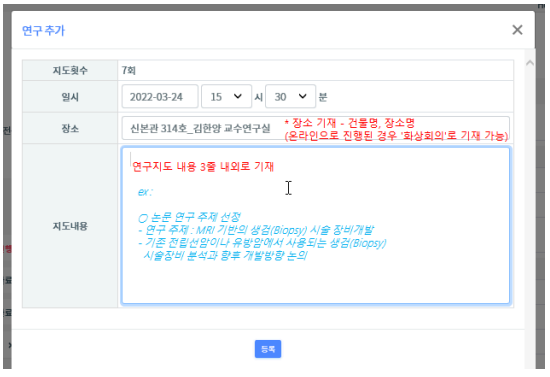
- ③ Check the session number and date/time, enter the venue and supervision details, and click [등록 (Register)].

· Venue: building and room (for online meetings, enter「화상회의」(video conference))

· Supervision details: summarize the supervision in about 3 lines



〈 ② Click [+추가 (Add)] 〉



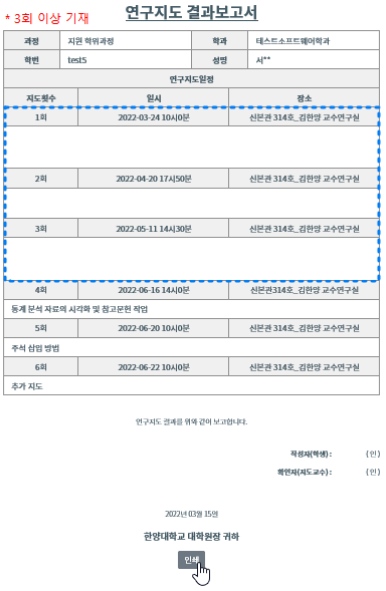
〈 ③ Enter venue and details, then [등록 (Register)] 〉

STEP 4 Print, Sign, and Submit: By December 10 (Thu), 2026

- ① After entering at least 3 records, click [인쇄 (Print)] to print the Research Supervision Report.
- ② Sign the printed report and have your thesis supervisor sign it (signature or seal).
- ③ Submit it to the administration team of your college by December 10 (Thu), 2026.



〈 ① Click [인쇄 (Print)] after 3 or more records 〉



〈 ② Sign the printed report 〉

Ⅱ Writing the Report with the Form (International Students and Students Who Have Difficulty Using HY-CDP)

- After meeting with your thesis supervisor, record the research supervision at least 3 times on the [Form] on the last page.
- Sign the form, have your thesis supervisor sign it, and submit it to the administration team of your college by December 10 (Thu), 2026.

[Form] Research Supervision Report

Research Supervision Report

Program	Master's / Doctoral / Integrated	Department	
Student ID		Name	
Research Supervision Schedule			
Session	**Date / Time**	**Venue**	
1st			
Supervision details (about 3 lines)			
2nd			
3rd			
4th			
5th			

※ Research supervision must be recorded at least 3 times, with a brief description of each session.

I hereby report the research supervision as stated above.

Date: yyyy / mm / dd

Student : (Signature)

Thesis Supervisor : (Signature)

To the Dean of the Graduate School, Hanyang University