



Completing the Master's Thesis in Biomedical Informatics

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Pre-thesis preparation

- Must complete 18 credits before beginning the 4-term process
- Choose a thesis mentor
- Submit Mentor/Advisor Assignment Form
- Submit Mentorship Agreement (see “[Forms](#)” page)
- Review *DMICE Thesis Requirements* on website (see “[Student Resources](#)” page)
- Review past theses on OHSU Library website
- Submit 1-2 page outline of project (include study design, plan for the work, anticipated results, etc.)



Forming your TAC

- Review *Thesis Advisory Committee (TAC) Policy*
<http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/upload/Master-Thesis-Advisory-Committee-TAC-Policy-11-18-14.pdf>
- Name your TAC
 - If you're not sure who should be on your TAC, speak to your advisor
 - Review *Faculty Research Interests* document
 - Minimum of 3 members



Forming your TAC (cont.)

- Name your TAC (cont.)
 - At least 2 members must be on **SOM Graduate Faculty** (not the same as OHSU Faculty)
 - At least 2 members (including Chair) must have TAC experience
 - May have 1 outside member (non-Graduate Faculty or non-OHSU)
 - Thesis Mentor may be the Chair
- Submit *Request for Thesis Advisory Committee* form
- Register for BMI 503 Thesis (2 cr. to develop specific aims)

A photograph of a modern building with a glass facade and a person walking on the stairs. The building has a mix of grey and blue panels. A person is walking down a set of concrete stairs in the foreground. The sky is clear and blue.

Deciding on a final deliverable

- Option 1: traditional research paper
- Option 2: one manuscript *in publishable format*
 - Students are encouraged to *submit* prior to graduation (though not required)
 - Does not have to be *accepted* prior to graduation
 - See “Thesis/Dissertation as Manuscript Option” document on [Student Resources](#) page of DMICE website



First term of BMI 503 Thesis-2 credits

- DMICE recommends having a TAC meeting at least once every quarter; SOM requires once every 6 months
- Schedule 1 1/2 hours for first TAC meeting early in the term
- Prepare 4 or 5 slides
- Present current state of your research
- Purpose of meeting is to obtain input from Committee as you develop your proposal
- Complete *TAC Meeting Summary Form*
- Meet with advisor regularly for remainder of term

First term of BMI 503 Thesis-2 credits (cont.)

Begin work on your proposal

- Include:
 - Introduction
 - Background
 - Specific Aims
 - See *SOM Guidelines and Regulations for Completion of Masters and PhD Degrees, Instructions for Preparing the Graduate Thesis*
<http://www.ohsu.edu/xd/education/schools/school-of-medicine/academic-programs/graduate-studies/upload/Preparation-of-Dissertation-and-Thesis.pdf>



Second term of BMI 503 Thesis- 2 credits

- Complete development and write up of proposal
 - Methods
 - Limitations
 - Anticipated Results
 - Bibliography



Second term of BMI 503 Thesis- 2 credits

- Begin process to obtain IRB approval:
<http://www.ohsu.edu/xd/research/about/integrity/irb/index.cfm>
- Schedule pre-defense and public defense
- Hold pre-defense meeting with committee (this serves as a TAC meeting)
- Proprietary information? Complete *Step 1 ("Go/No Go") Form* (on [Forms](#) page of website) if you do not want to livestream or record. All of your committee members must attend in person with this option.
- Defend proposal in BICC 124



Third term of BMI 503 Thesis- 4 credits

- Research, data collection, data synthesis, writing
- Meet with advisor regularly
- Meet with TAC at least once to present current status of research (with slides)
- Complete TAC Meeting Summary Form
- Log into SIS and Apply to Graduate



Fourth term of BMI 503 Thesis- 4 credits

- Meet with advisor regularly
- Send draft of write up to committee early in the term
- Schedule pre-defense (TAC meeting) and public defense
- Submit *Request for Oral Examination* 30 days before public defense



Fourth term of BMI 503 Thesis-4 credits (cont.)

Prepare the thesis per *SOM Guidelines and Requirements*. Include:

- Introduction (includes Background and Specific Aims)
- Methods
- Results
- Discussion (includes Limitations)
- Summary and Conclusions
- Areas for future research
- Bibliography
- Appendices



Fourth term of BMI 503 Thesis- 4 credits (cont.)

Formatting and citation:

- See *SOM Guidelines and Regulations* Section 4 for formatting rules. Be consistent.
- Choose one citation style and be consistent
 - Vancouver
 - APA
 - MLA
- Examples of Vancouver style
https://www.nlm.nih.gov/bsd/uniform_requirements.html
- Online Writing Lab (OWL) at Purdue
<https://owl.english.purdue.edu/owl/>



Fourth term of BMI 503 Thesis-4 credits (cont.)

If final deliverable is a **manuscript** in publishable format:

- Review [Thesis/Dissertation as Manuscript Option](#) on Student Resources page to “package” your manuscript for OHSU
- Follow guidelines of the journal of choice
- All sections will be much more concise than in a traditional thesis
- Your journal may limit number of references
- Each journal has its own specifications for Appendices, Tables, Illustrations, Abbreviations, Typing

Fourth term of BMI 503 Thesis-4 credits (cont.)

- Form Oral Examination Committee
 - At least one member must be from outside student's program
 - May be the same members as on TAC if all requirements are met
 - Thesis mentor may not be Chair



Fourth term of BMI 503 Thesis-4 credits (cont.)

- Send slides and write up to committee two weeks before pre-defense
- Pre-defense meeting with committee
 - This is a timed, rehearsed dry-run of public defense (40 minutes)
- Public thesis defense in BICC 124
- Followed by 30-minute oral examination by Committee
- Submit signed Oral Examination Certification within 48 hours of defense



If you need a fifth term of thesis...

- Continue to register for 1 credit of BMI 503 Thesis each term until you turn in final writeup
- If you do not submit write up 6 months after defending, you will need to re-defend



Submit final documents

- Certificate of Approval page signed by committee members (becomes page 2 of thesis). Electronic signatures are acceptable.
- PDF of thesis to:
 - ethesis@ohsu.edu (library)
 - Diane
- Document Submission Form to ethesis@ohsu.edu
- Electronic Publication Permission Form to ethesis@ohsu.edu:
 - Immediate Release, or
 - Delayed Release (3 years)



Thesis Binding

- Order 2 bound copies of thesis at www.thesisondemand.com
 - 1 for mentor
 - 1 for department
- May order extras for yourself

Questions?

