2025-2026 PhD Student Expectations

All students are required to present and serve as the moderator at least once per year at BMI 505F/605F (weekly PhD/Postdoc meetings). The presentation should include either a critique of medical literature or background slides for the student's current research.

In-person attendance is required at:
1. 80% of weekly PhD/Postdoc meetings
2. 80% of Thursday Informatics conferences
3. Thesis and dissertation proposal defenses and final defenses scheduled on Thursdays
4. Annual NLM Fellowship Training meeting (for those on an NIH training grant such as NLM, NIEHS, NEI, etc.)
5. Open House
6. OHSU Research Week

Year 1 Expectations – PhDs

Required to present at:
1. BMI 505F/605F "Fellows Meeting"
2. Open House (poster or student panel)

Encouraged to submit an abstract for a poster or a talk at one of the following:
1. Informatics conference
2. AMIA Student Design Contest. Submission due: March*
3. Annual NLM Training meeting submission (for those on NLM training grant). Abstract and Open Mic due: March
4. Oregon HIMSS meeting (April)
5. OHSU Research Week submission (due: March)

*If accepted, must apply for travel funding.

Mentoring
1. Complete Individual Development Plan (IDP) by Nov. 28 per emailed instructions from Karen Eden. Have meeting Mentor by Feb. 1 to review IDP.
2. PhD Candidates: Formally name (and begin to perform research with mentor) after passing qualifying exam

Academic Progress
1. Complete all first-year required courses.
2. Pass Comprehensive Examination (Health and Clinical Informatics major only)
3. Student must maintain good academic standing (3.0 or higher GPA)
4. PhD students must complete at least 30.0 credits in the first academic year

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Submission Deadlines

AMIA Fall Meeting
- Paper due - March
- Panel due - March
- Abstracts due - March
- Meeting - November

ISMB or equivalent
- Proceedings - January
- Highlights - February
- Meeting - July

AMIA Translational Meeting
- Paper - August
- Panel - October
- Abstracts – December
- Meeting - March

NLM Training Meeting
- Paper – March
- Open Mic--March
- Panel - March
- Abstracts - March
- Meeting – June

OHSU Research Week
- Abstracts due – March
- Meeting – May

Research Rotations
> New PhD students must complete 2 Research Rotations (1 quarter each) during the first year. (Register for 1-5 credits of BMI 601 per rotation.)

Year 2 Expectations – PhDs

Required to present at:
1. BMI 505F/605F "Fellows Meeting"
2. Open House (poster or student panel)
3. OHSU Research Week (submit first author or co-author poster abstract; due in March)

Encouraged to present or submit an abstract for a poster or a talk at one of the following
1. Informatics conference
2. AMIA Student Design Contest. Submission due: March*
3. Annual NLM Training meeting. Abstract and Open Mic due: March
4. Oregon HIMSS meeting (abstract due: April)

*If accepted, must apply for travel funding.

PhD students:
1. Complete all required, Advanced Research Methods and Cognate courses and be in good academic standing to sit for the qualifying examination.
2. Pass Qualifying Examination (PhDs only)
3. Convene Dissertation Advisory Committee (DAC) within one term after passing Qualifying Exam. Meet with DAC (at least) once every quarter.

Mentoring
1. Update Individual Development Plan (IDP) by Nov. 28 per emailed instructions from Karen Eden. Have meeting with Mentor by Feb. 1 to review IDP.

Year 3 Expectations – PhDs

Required to present at:
1. BMI 505F/605F "Fellows Meeting"
2. Open House (poster or student panel)
3. OHSU Research Week (submit first-author abstract for poster or talk; due in March)

Encouraged to present or submit a poster or an abstract to one of the following
1. Informatics conference
2. AMIA. Submission due: March*
3. NLM Training meeting submission (Abstract due: March; Open Mic due: May)
4. Oregon HIMSS meeting (April)

*If accepted, must apply for travel funding.

Academic progress:
1. Present Symposium
2. Defend dissertation proposal
3. Submit manuscript to a peer-reviewed journal

Mentoring
1. Update Individual Development Plan (IDP) by Nov. 28 per emailed instructions from Karen Eden. Meet with Mentor by Feb. 1 to review IDP.

Year 4 Expectations – PhDs

Required to present at:
1. BMI 505F/605F "Fellows Meeting"
2. Open House (poster or student panel)
3. OHSU Research Week submission (submit first-author abstract for poster or talk; due in March)

Encouraged to present or submit an abstract for a poster or a talk to one of the following:
1. Informatics conference
2. AMIA. Submission due: March.*
3. Annual NLM Training meeting submission (abstract due: March; Open Mic: May)
4. Oregon HIMSS meeting (abstract due: April)
5. Other national meetings*
*If accepted, must apply for travel funding.

Academic progress:
1. Defend and submit dissertation
2. Submit manuscript to a peer-reviewed journal

Years 1-4 Expectations for all PhDs

Submit notice of all publications, abstracts, and posters to Lauren Ludwig (ludwigl@ohsu.edu).