

2018-2019 Thesis Guide for Master of Science with a specialization in BIOMEDICAL INFORMATICS

This document serves as a resource to be used by the student, the advisor and the thesis committee member(s) in planning a program with a specialization in Biomedical Informatics, but is not inclusive of all important degree, college, and university requirements. This document is a compilation of information from the Graduate, the College of Public Health, and the Department of Biomedical Informatics. All students are expected to be familiar with the College of Public Health (CPH) *Graduate Student Handbook* (available at <http://cph.osu.edu/students/graduate/handbooks>) and with the *Graduate School Handbook* (available at <http://www.gradsch.ohio-state.edu/>).

COMMITTEE MEMBERS

The committee for a student graduating under the thesis option will guide the thesis and administer the Master's Examination (given orally). The usual committee composition is the student's advisor and a second CPH faculty member chosen with the agreement of the student and advisor. Both committee members must have category M or P Graduate Faculty status in the College of Public Health and **at least one must have a primary appointment** in the CPH. Any exceptions must be approved by the Division Chair/Program Director and the GSC Chair. Students are encouraged to add a third faculty member representing another discipline outside the CPH to complement the skills of the CPH committee members. (CPH Graduate Student Handbook 3.3) Non-Graduate Faculty members may be appointed to the master's examination committee by approval of the Graduate Studies Committee in the student's home program and by petition to the Graduate School. Non-Graduate Faculty members are in addition to the required two current Ohio State Graduate Faculty members. (Graduate School Handbook 6.2.3)

THESIS PROSPECTUS

The thesis requires written and oral presentation of the thesis prospectus to the examining committee for approval.

The thesis prospectus sets out the plans and methods of the proposed thesis research. It ordinarily includes: a) discussion of the background of the problem and an introductory survey of the relevant literature; b) a statement of the scope of the proposed work, including how the study adds to the stock of knowledge; c) a statement of the hypotheses or objectives of the study; and d) a discussion of the data to be collected and the methods to be used in their analysis.

Prior to enrolling in Masters Thesis credits (BMI 7999) students must submit the Prospectus Approval Form: https://osu.az1.qualtrics.com/SE/?SID=SV_3jWxfQ3v1dmm8PH

EXAMINATION

The master's examination is a test of the student's knowledge of the field. It is the final validation of performance for that degree. The master's examination is taken after submitting the Application to Graduate form and during the semester or summer term in which the student plans to graduate. A student must be registered for at least three graduate credit hours during the semester or summer term this examination is taken. Students must coordinate with their advisor and examination committee to determine a mutually acceptable date and time for the exam. Exams must take place during normal university business hours, Monday through Friday, and must be on the Columbus or Wooster campus. (Graduate School Handbook 6.2.1) The master's examination need not be confined to the thesis topic.

The examination is administered and evaluated by the Master's Examination Committee. All members of the Examination Committee must be present at all times during the examination. The final examination lasts approximately one hour and should not exceed two hours. Invited guests may only attend the first 30 minutes of the examination period, and may not participate in the examination nor be present during any evaluative discussion of the student by the committee.

- 30 minutes presentation of work, guests may attend
- 30-90 minutes Q&A, thesis committee members and student only

Examination Attendance

1. Graduate students must be physically present for examinations.
2. One member of the graduate student's committee (including advisor) can be at a distance without petitioning. The student must be in agreement with this arrangement.
3. A petition to the Graduate School is required if a graduate program seeks to have more than one committee member at a distance. Approval by the Graduate School is required before the examination can proceed. The student must submit a Committee and Examination Petition form through GRADFORMS at least two weeks prior to the proposed date of the exam.

Video Conferencing Facilities and Support Requirements

1. At minimum, the video communications facilities must be such that the candidate and all members of the examination committee can see and hear one another during the entire examination.
2. There must be adequate provision for the transmission of any text, graphics, photographs, or writing referred to or generated during the examination.
3. The use of audio-only communications is not permitted.
4. All participants should satisfy themselves in advance that the video communications facilities are satisfactory. The student must agree in advance to the conduct of the examination by video communications. Immediately prior to the examination, the student may cancel the examination without prejudice if the facilities differ significantly from those previously inspected.
5. Any technical support staff required to operate equipment is bound by university policy to observe strict confidentiality.
6. The oral examination must be scheduled for a two-and-one-half-hour time period to allow for any delays resulting from video communications use.
7. In the event of a technical failure, the advisor in consultation with the other committee members will decide whether to cancel the examination without prejudice to the student.
8. In all cases, all members of the committee, including any off-site committee members, must record their vote on the Report on Final Examination form and Report on Final Document form as necessary. Both forms may be found at GRADFORMS.
9. Departments can enforce stricter guidelines. Programs should use good judgement in whether individual exams should be conducted by videoconference and enforce an on-campus only policy when appropriate.

THESIS DOCUMENT TO COMMITTEE

Thesis committee members must have a final draft of the thesis two weeks before the examination date. If this timeline cannot be met, ALL committee members must agree to the abbreviated timeline in writing. After the defense the student should make required revisions to thesis document. Once the final document is reviewed the committee should complete and submit the Report on Final Document by the posted deadline

DOCUMENT PREPARATION

Student Responsibility

PhD and master's students are responsible for meeting all requirements for preparing theses and dissertations. They are expected to confer with their advisors about disciplinary and program expectations and to follow Graduate School procedure requirements.

Graduate School Role

The Graduate School certifies that theses and dissertations have been prepared as required. Graduate School staff members are available to provide information and to review documents at any stage of the planning or writing process. The Graduate School will not accept documents if required items are missing. The Graduate School will not extend deadlines because of miscommunication between the student and the advisor.

Required Format Features

Ohio State dissertations and theses must contain the following format features, which must be identified with a major heading that is centered below a two-inch top margin.

Title page

Copyright

Abstract

Vita

Table of Contents

List of Figures

Bibliography

List of Tables (if applicable)

List of Illustrations (if applicable)

Appendices (if applicable)

Optional features: Frontispiece (if used, no heading is included on this page), Dedication, Acknowledgments, Sample pages, Detailed guidelines for formatting,

More information about format review and submission

Template

The following template is available for use in formatting theses. It was created using the PC version of Word 2007.

https://gradsch.osu.edu/sites/default/files/resources/pdfs/Diss_MED_PHLTH_DEN_NUR_OPT_PHAR_archive.dotx

Download the template that contains the college in which the graduate program is housed by right-clicking the template link and opening the link. Templates may be used by graduate programs in more than one college. Open the file and save it.

Read all directions before beginning.

FORMAT REVIEW AND SUBMISSION

The Graduate School's format review is in place to help the document submission process go smoothly for the student.

This format check must be done in person at 247 University Hall and cannot be accomplished electronically. The format review is required at or before the two-week notice of the final defense.

Format Review

Graduate students bring a paper copy of their document to Graduation Services in the Graduate School, 247 University Hall. The document will be reviewed for correct formatting and returned to the student while he or she waits. You must arrive at least 30 minutes before the office closes: 4:30 p.m. autumn and spring; 4 p.m. summer.

Document Conversion

After making the required corrections, the student must convert their document into an embedded-font PDF. The student can use any proprietary PDF conversion software.

Final Submission

Final document should be submitted by 8 a.m. on the deadline day.

Go to OhioLink ETD (Electronic Theses and Dissertations) submission site -

https://etdadmin.ohiolink.edu/pg_LOGIN?112137876088909

Create a user ID and password

With your user ID/password, you can access the ETD center to review your document submission pages as often as necessary until you submit your final document.

Your draft is maintained on the site up to 30 days. After 30 days, drafts are automatically purged.

Select "Publishing Options"

Indicate your choice for copyright (typically, all rights reserved)

Indicate whether you want to request a delay in access to your document. You must also submit a Delay of Final Document form on GRADFORMS.

Proquest/UMI Options: Doctoral students select "Upload my paper to UMI." Master's students select "Do not upload my paper to UMI."

Submit your document

Post-Submission Review

The Graduate School reviews all submitted documents and will contact graduate students if changes are needed or if the document has been accepted as meeting graduation requirements.

If changes are required, the student must log back into their OhioLINK account, delete the original submission, upload the revised document, and submit. *The final document must be approved by the Graduate School by 5 p.m. on the document deadline day to meet degree requirements.*

Documents are not viewable on OhioLink until they have been reviewed by the Graduate School. During a high-volume semester, this process can take a few months.

Delay Access to Final Document

If a student wishes to delay access to their final document, they must complete a Delay of Final Document form on GRADFORMS. A reason for the delay must be given, and the form must be electronically approved by the advisor. Submit this form by the deadline for the submission of the final approved document. If an extension of the delay is required, the student must request one in writing from the Graduate School before the original delay expires. The maximum length of a delay is five years.

END-OF-SEMESTER

Students who apply to graduate in a given semester and find that they cannot complete degree requirements by the posted deadlines can opt to utilize an option at Ohio State called End-of-Semester.

Students who take this option have until the last business day before the start of the next semester to complete all degree requirements, including defending a dissertation or thesis, submitting the final approved document, and taking care of all related paperwork and fees.

Meeting the End-of-Semester deadline means that a student will officially graduate the following semester and will not have to be enrolled in that semester, nor re-apply to graduate. The student's degree is conferred at the next commencement ceremony, and this is the date of graduation that will appear on the student's official transcript.

GRADUATION CALENDAR

Autumn 2018-Autumn 2019

| | Applications to Graduate Due ¹ | Examinations and Reports completed by ² | Approved thesis and dissertation submitted and accepted by ³ | Commencement ⁴ | End-of-Semester Deadline ⁵ |
|--------------------|---|--|---|---------------------------|---------------------------------------|
| Autumn 2018 | September 7, 2018 | November 21, 2018 | November 30, 2018 | December 16, 2018 | January 4, 2019 |
| Spring 2019 | January 25, 2019 | April 12, 2019 | April 19, 2019 | May 5, 2019 | May 7, 2019 |
| Summer 2019 | May 24, 2019 | July 12, 2019 | July 19, 2019 | August 4, 2019 | August 19, 2019 |
| Autumn 2019 | September 6, 2019 | November 22, 2019 | November 27, 2019 | December 15, 2019 | January 3, 2020 |

¹ Applications to graduate include current semester or End-of-Semester deadline. Applications must be received by close of business.

² Doctoral degree candidates must submit a complete paper dissertation draft to the Graduate School, and the Application for Final Examination must be approved by all committee members at least two weeks prior to the defense date.

³ Approved documents must be submitted via OhioLINK and accepted by the Graduate School by the close of business before the Report on Final Document will be processed.

⁴ Students not attending commencement must complete the commencement section on the Application to Graduate to indicate how their diploma should be disbursed.

⁵ A degree applicant who does not meet published graduation deadlines but who does complete all degree requirements by the last business day prior to the first day of classes for the following semester or summer term will graduate the following semester or summer term without registering or paying fees

Graduation Calendar: <https://gradsch.osu.edu/graduation-calendar>

Questions? Please contact bmi.education@osumc.edu