



Aris 3 Online Supervision Simple User Guide
Student Version
V1.0.0

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Introduction

Online Supervision is an Aris3 feature which is meant to automate all activities associated with research phase, research phase is a time when a student is done with course work (for only students whose programmes have Coursework and Dissertation nature) or when a student is done with registration (for only students whose programmes have Thesis nature). This feature offers support for the following:

- Proposal Development - for monitoring all activities related to proposal development
- Research Clearance Permit Processing - for monitoring everything to do with issuance of research permit
- Data Collection - for sharing and discussing collected data and other research findings
- Intention to Submit - for issuing and managing approval for notice of intention to submit
- Approval for Examination Arrangements - for submission and approval of Dissertation/Thesis
- Examination - for managing all examination related matters

1. Preliminaries

- 1.1. Student must have aris 3 user account
- 1.2. Student's user account must be active
- 1.3. Student must be registered

2. Login to the system

- 2.1. Visit this link aris3.udsm.ac.tz
- 2.2. Provide your username

- 2.3. Provide your password
- 2.4. Click **Login** button (**Incase of any failures please ask for assistance from system administrator(s)**)
3. How to check if you have been registered (After successful login)
 - 3.1. At left side of the page there is a blue panel with the list of operations you can perform, click on **My Profile**
 - 3.2. Then click on **Profile Details**
 - 3.3. Under the basic details section, you will see a message with green color describing your registration status (Only if you are registered). Otherwise you will see a not registered message
 - 3.4. Another option is to select **Registration** operation from operations listed on a blue sidebar
 - 3.5. Then click on **My Semester/Year Registration**
 - 3.6. Click the **Next** button multiple times until the confirmation step/stage is shown up. If you see a green message describing you have been registered for some semester(s) then that means you are registered, otherwise you are not registered.
4. How to access Online Supervision (After successful login)
 - 4.1. At the left part of the page, you will see a blue panel with the list of different operations
 - 4.2. Select the operation written **Academics**, a list of sub operations under academics will show up
 - 4.3. If you have not yet done anything as far as Online Supervision is concerned then look for sub operation written **My Online Supervision** otherwise look for: **My Dissertation** or **My Thesis** or **My Graduate Essay**, it all depends on the nature of your programme
 - 4.4. For the very fresh access to Online Supervision, you will see a button with blue text written **Begin Online Supervision**
 - 4.5. Click that button, a simple note with two buttons will show up, click the one written **Proceed**
 - 4.6. If everything went fine you will see this message: **Congratulations, your online supervision has started**

- 4.7. In case of any failure a system will provide you with description of why operation was not completed, with that you will have to seek for help from System Administrator
- 4.8. Click on **OK** button to refresh the page, or just refresh it manually to show the updates
- 4.9. After all that you will have successfully accessed and begun your Online Supervision
5. How to submit your Research/Essay Title (After Successfully beginning Online Supervision)
 - 5.1. After you have navigated to My Dissertation/My Thesis/My Graduate Essay page (This was My Online Supervision before), you will see a list of stages to be worked on with their sequences as well as their statuses, that is what is the current stage, completed and pending stage
 - 5.2. If your programme is based on Thesis/Dissertation, these are stages you will see
 - 5.2.1. Proposal Development
 - 5.2.2. Research Clearance Permit
 - 5.2.3. Data Collection
 - 5.2.4. Intention to Submit
 - 5.2.5. Approval for Examination Arrangements
 - 5.2.6. Examination
 - 5.3. If your programme is based on Graduate Essay, then you will see
 - 5.3.1. Essay Title
 - 5.3.2. Essay Writing
 - 5.4. Click on Research Proposal or Essay Title (If you are doing Graduate Essay)
 - 5.5. At the top right part of the page, you will see a button with blue text written: **Add Research Title**, if you are doing Graduate Essay you will just see a simple form to fill.
 - 5.6. Provide the required details, these include title, supporting remarks and optional attachments if any.

5.7. After that submit the form, at this point you will have successfully submitted your Research/Essay Title.

5.8. **Common Online Supervision Process Flow and Related Concepts**

At this point it's better to understand the necessary concepts and the common process flow of Online Supervision stages. Take a look at what you see after you have submitted your Research/Essay Title, you must have learnt the following:

1. There are always three (3) main areas to always focus on
 - a. Overview, this is where you will see the most recent content subject to the particular stage example Research Proposal, Essay Title and alike. You will also see who is next to respond in the sequence (this is called an actor to the process), it can be a student, supervisor, HoD, Coordinator and alike. You will also see the status of the process if it's In progress, completed and Denied.
 - b. Another area is the Discussion window, this is where different actors interact, so you will be able to see what actor shared what content on what time including the decision made. Speaking of decision, it all means an action that a particular actor has done, example: Recommend, Return, Approve and alike. Each action done has an impact on the process. Example Return will reverse process flow back to the previous actor, recommend will forward the flow to the next actor and approve will complete the process. Every actor is authorized to perform a limited set of actions depending on the current stage. A student in most cases will **Initiate** and **Improve** only
 - c. The last part is the summarized version of the second part, it is at the right part of the page. It basically contains details that show process flow with respect to the current status of the

process. It has a heading written **Discussion History**. This is where you can download a chat/discussion transcript

2. After other actors have participated you will then see the updates through the areas listed previously. If you are the one to respond next, then down at the bottom you will see what actions you can perform, mostly it's **Improve**. Let's say after you have submitted your Research/Essay Title your supervisor wants you to update something, he then returns it back to you using a **Return** action. After you have incorporated whatever recommendations your supervisor had, you will have to send it back to him using an **Improve** action, and now you know how it works right?

5.9. How to find out who are your supervisors

5.9.1. After you have successfully logged in, navigate to the blue panel at the left

5.9.2. Find Academics Option, click it

5.9.3. Then click on **My Supervisors**, you will see a list of all your supervisors along with other details like contact information, who is a Main Supervisor and Who is a Co Supervisor. If you can not find one, you will have to communicate with your Postgraduate Coordinator for assistance

5.10. Proceeding with Research Proposal/Essay Writing (After Approval of Research/Essay Title)

5.10.1. After your Research/Essay Title has been approved you can then proceed with Research Proposal/Essay Writing

5.10.2. After you have selected Research Proposal from the stages list, at the top of Overview section there is a button with green text, click this button to switch between Research Title and Research Proposal (this works for Thesis/Dissertation students only). In most cases after the title has been approved the system will automatically select the research proposal as the default sub stage so if your goal is to

view progress on the proposal you will have to do nothing. To make it clear Research Title and Research Proposal are sub stages of Proposal Development Stage, Research Title comes first and then after it has been approved Research Proposal will come after. **Again this is for Thesis and Dissertation students only**

5.10.3. When you are in the Research Proposal/Essay writing window already, the system will require you to submit a proposal document or essay document and provide supporting remarks through a simple form. A document which the system accepts is PDF or word(with .docx file extension). So you can share a document with the format agreed upon between you and your supervisor.

5.10.4. After you have provided everything, submit the form.

5.11. **Working with the Rest of the Stages**

Up to this point you will have already learnt everything to do with Online Supervision, what changes is the stage being dealt. After the final actor in the sequence approves a certain stage then that stage will be marked as completed and the next stage in the sequence will be the current one.

This means no changes or updates can be made to the approved stage but viewing only. With what we learnt while dealing with Research/Essay Title and Research Proposal/Essay Writing we can proceed with other stages without a problem. What changes is the stage name and content being discussed but the modality to participate, the workflow and presentation are the same.

6. Terminologies used

6.1. **Actor** - A role being played when interacting with with other participants to the process example:

Postgraduate Coordinator, Student, Department,Supervisor all these are examples of roles

6.2. **Action** - A decision made by an actor example is: Recommend,Approve,Return