User Manual
Viva Voce Examination
in SMAP Online

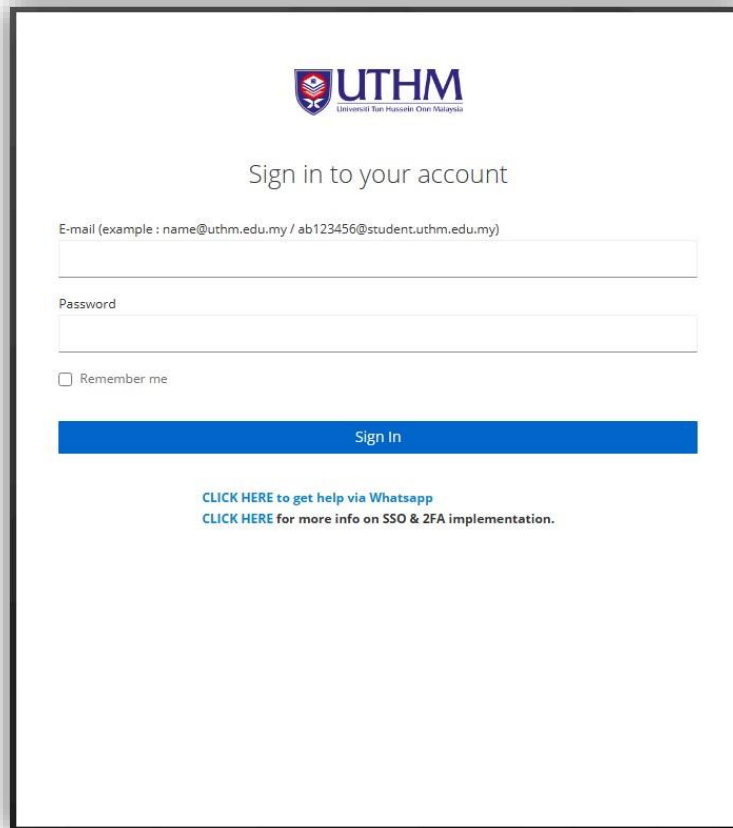### https://smap.uthm.edu.my

Student Information System Unit
Information Technology Centre, UTHM

- **Step 1**
  - Open internet browser, Go to the site **https://smap.uthm.edu.my**
  - **Sign in** to your account using your **student credential** (following current authentication guidelines).

- **Step 2**
  - Main page screen will be displayed.
  - Click on the **Research > Viva Voce Examination** menu.
  - System will display **student particular** and application **prerequisite** to apply viva voce examination. **Check** both information.

Check **Student Particular**

Click **Viva Voce Examination**

- **Step 2**
  - The "Apply Viva-voce Examination" button is in **active status** and **can be clicked** if all prerequisite 1 to 6 are **marked** "**blue tick**" in fulfill column.
  - Click **Apply Viva-voce Examination** button to make application.

PREREQUISITE
Students who want to apply viva-voce examination should fulfill these requirements;

Check **Fulfillment**

No.	Prerequisite	Fulfill
1.	STUDENT HAS REGISTERED FOR THE CURRENT SEMESTER	✔
2.	STUDENT HAS MET THE REQUIREMENTS OF PASSING ALL COURSES INCLUDED IN THE GRADUATION AUDIT	✔
3.	STUDENT HAS FULFILLED THE MINIMUM SEMESTER REQUIREMENT TO PROCEED WITH VIVA-VOCE EXAMINATION	✔
4.	STUDENT HAS NO OUSTANDING FEES	✔
5.	NOMINATION OF EXAMINERS HAVE BEEN APPROVED BY JAPS/SENATE	✔
6.	STUDENT HAS COMPLETED PRE-VIVA	✔

Click **Apply Viva-voce Examination**

Apply Viva-voce Examination

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- **Step 3**
  - The system displays "**Viva voce Examination | Draft Thesis Submission**" screen.
  - The screen consist **3** sections namely **Student Particular**, **Upload Document** and **Prerequisite**.

- **Step 3**
  - The **Upload Document** Section consist **3 sub-sections** for document uploading namely **Draft thesis**, **Proofreading** and **Turnitin**.
  - Click **Choose File** and **Upload File**, one by one on each sub-sections until all **successfully uploaded**.

UPLOAD DOCUMENT

1.	**DRAFT THESIS** Draft Thesis Which Has Been Reviewed By The Supervisor, Complete And Signed.	Kindly attached document. Choose File No file chosen File in .pdf format only. Maximum size: 10MB ⬆ Upload File
2.	**PROOFREADING** Proofreading Varification Status Endorsed By The Faculty	Kindly attached proof. Choose File No file chosen File in .pdf format only. Maximum size: 10MB ⬆ Upload File
3.	**TURNITIN** Similarity Index (TURNITIN) Must Be Equal Or Lesser Than 30%	Kindly attached proof. Choose File No file chosen File in .pdf format only. Maximum size: 10MB ⬆ Upload File

Click **Choose File** And **Upload File** Button for **Draft Thesis**

Click **Choose File** And **Upload File** Button for **Proofreading**

Click **Choose File** And **Upload File** Button for **Tunitin**

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- **Step 4**
  - The **Submit Document** button will become **active** if all 3 document **successfully uploaded** and all 6 **prerequisite fulfilled**.
  - **Click Submit Document** button to send viva-voce application.

Click Submit Document

- **Step 5**
  - If you need more time to update your application, you can always access it with the same link (refer to steps 1 and 2) and press the **Edit Submission** button.
  - This can only be done as long as you have **not yet submitted** your application.

Application **link** button

Edit Submission button