



***User Manual  
Viva Voce Examination  
in SMAP Online***

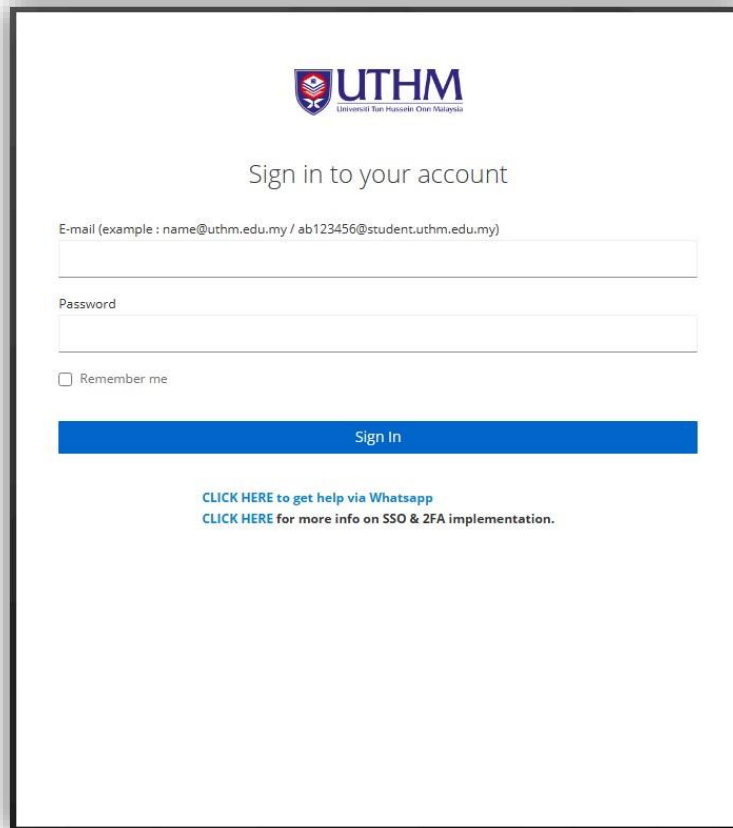
***<https://smap.uthm.edu.my>***

***Student Information System Unit  
Information Technology Centre, UTHM***

# Viva Voce Examination

- **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).



The screenshot shows the UTHM sign-in page. At the top is the UTHM logo with the text "Universiti Teknologi Malaysia". Below the logo is the heading "Sign in to your account". There are two input fields: "E-mail (example : name@uthm.edu.my / ab123456@student.uthm.edu.my)" and "Password". Below the password field is a checkbox labeled "Remember me". A blue "Sign In" button is positioned below the form. At the bottom of the page, there are two links: "CLICK HERE to get help via Whatsapp" and "CLICK HERE for more info on SSO & 2FA implementation."



The screenshot shows the Microsoft Authenticator app interface on a smartphone. At the top, a green banner says "Please standby your phone with Microsoft Authenticator App" with a lock icon. The app shows two accounts: "UTHM" and "UTHM-SSO". A red box highlights the "UTHM" account, with a red arrow pointing to it and the text "This account ONLY for Microsoft". A green box highlights the "UTHM-SSO" account, with a green arrow pointing to it and the text "SSO 2FA One-time passcode 6 digit (SMAP, e-Kursus)". Below the accounts is a yellow and black striped box with the text "FOR ANDROID PHONE" and "TAP on 'UTHM-SSO' to show 6 digit OTP". A hand is shown tapping the "UTHM-SSO" account. At the bottom, there is a "Legend" section with two entries: a red box labeled "Microsoft Multi-Factor Authentication (MFA) 2 digit - Push notification" and a green box labeled "SSO (2-FA) 6 digit (SMAP)".

# Viva Voce Examination

- **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**

Viva Voce Examination | Checklist

**STUDENT PARTICULAR**

|                 |  |
|-----------------|--|
| Name            |  |
| Matric Number   |  |
| Faculty         |  |
| Program         |  |
| Main Supervisor |  |
| Thesis Title    |  |

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

| No. | Prerequisite   |
|-----|--|
| 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 OUTSTANDING FEES  |
| 5.  | NOMINATION OF EXAMINERS HAVE BEEN APPROVED BY JAPS/SENATE                                    |
| 6.  | STUDENT HAS COMPLETED PRE-VIVA   |

Apply Viva-voce Examination

# 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 OUTSTANDING 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

# Viva Voce Examination

- **Step 3**

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

Viva Voce Examination | Draft Thesis Submission

## Document Upload

To be completed by student

### STUDENT PARTICULAR

Name

Matric Number

Faculty

Programme

Thesis Title

### UPLOAD DOCUMENT

1. **DRAFT THESIS**  
Draft Thesis Which Has Been Reviewed By The Supervisor, Complete And Signed.

Kindly attached document

No file chosen

File in .pdf format only.

2. **PROOFREADING**  
Proofreading Verification Status Endorsed By The Faculty

Kindly attached proof.

No file chosen

File in .pdf format only. Maximum size: 10MB

3. **TURNITIN**  
Similarity Index (TURNITIN) Must Be Equal Or Lesser Than 30%

Kindly attached proof.

No file chosen

File in .pdf format only. Maximum size: 10MB

### PREREQUISITE

| 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 OUTSTANDING FEES  | ✓       |
| 5.  | NOMINATION OF EXAMINERS HAVE BEEN APPROVED BY JAPS/SENATE                                    | ✓       |
| 6.  | STUDENT HAS COMPLETED PRE-VIVA   | ✓       |

IMPORTANT : EDITING IS NOT ALLOWED AFTER SUBMISSION.

## • 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

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

# Viva Voce Examination

## • 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**

1. **DRAFT THESIS**  
Draft Thesis Which Has Been Reviewed By The Supervisor, Complete And Signed.

48493230303034305F3230323330303031.pdf

Choose File No file chosen  
File in .pdf format only. Maximum size: 10MB

Upload File

2. **PROOFREADING**  
Proofreading Verification Status Endorsed By The Faculty

48493230303034305F3230323330303032.pdf

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%

48493230303034305F3230323330303033.pdf

Choose File No file chosen  
File in .pdf format only. Maximum size: 10MB

Upload File

Your file turnitin-test.pdf was successfully uploaded!

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**PREREQUISITE**

| 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 OUTSTANDING FEES  | ✓       |
| 5.  | NOMINATION OF EXAMINERS HAVE BEEN APPROVED BY JAPS/SENATE                                    | ✓       |
| 6.  | STUDENT HAS COMPLETED PRE-VIVA   | ✓       |

IMPORTANT : EDITING IS NOT ALLOWED AFTER SUBMISSION.

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.

The screenshot shows a web interface for a Viva Voce Examination. On the left is a navigation menu with items like Dashboard, Biodata, Registration, Examination, Student Account, Research, and Others. The main content area is titled 'Viva Voce Examination | Checklist' and 'Draft Thesis Submission - Edit Mode'. It contains a form with fields for Name, Matric Number, Faculty, Program, Main Supervisor, and Thesis Title. Below these are three attachment fields: 'Attached Draft Thesis', 'Attached Proofreading', and 'Attached Turnitin', each with a download icon and a file name. At the bottom of the form is an 'Edit Submission' button. A red box on the left highlights the 'Viva Voce Examination' menu item, and a red box on the right highlights the 'Edit Submission' button. Red arrows point from these boxes to the corresponding elements in the interface.

| Draft Thesis Submission - Edit Mode |  |
|-------------------------------------|--|
| Name                                | SMITHSONIAN INSTITUTION                                |
| Matric Number                       | 12345678   |
| Faculty                             | ...  |
| Program                             | ...  |
| Main Supervisor                     | ...  |
| Thesis Title                        | ...  |
| Attached Draft Thesis               | <a href="#">48493230303034305F3230323330303031.pdf</a> |
| Attached Proofreading               | <a href="#">48493230303034305F3230323330303032.pdf</a> |
| Attached Turnitin                   | <a href="#">48493230303034305F3230323330303033.pdf</a> |
| Updated On                          | ...  |

Application  
link  
button

Edit  
Submission  
button