

STUDENT
VERSION

ONLINE VIVA VOCE PROCEDURE (APPLICATION & SUBMISSION)

ACTION

STUDENT SUBMIT THEIR VIVA APPLICATION THROUGH
SMAP ONLINE [For Examiner Nomination]

STUDENT

THE SUPERVISOR WILL RECEIVE AN EMAIL
NOTIFICATION AND IS REQUIRED TO NOMINATE
EXAMINERS THROUGH CENTRAL (ONLINE)

SUPERVISOR

THE NOMINATIONS WILL BE ENDORSED BY JKPSF,
JAPS & JKPS

NO

FACULTY, CGS
& SENATE

PRE-VIVA HAS BEEN COMPLETED & THE
RESULT HAS BEEN ENDORSED BY
EXAMINER AND FACULTY

YES

ENDORSED

FACULTY

EMAIL CHARGE FEE NOTIFICATION TO
PPS, BURSARY OFFICE AND STUDENTS

**Only applicable to students registered from 2019/2020
session onwards. (Master: RM 900; PHD RM1800)*

THE BURSARY OFFICE WILL CREDIT VIVA FEE
CHARGES INTO THE STUDENT'S ACCOUNT

BURSARY

STUDENT NEEDS TO SUBMIT ALL DOCUMENTS
THROUGH SMAP ONLINE TO FACULTY.

STUDENT

NO

COMPLETED

NO

FACULTY

FACULTY WILL SUBMIT ALL DOCUMENTS TO CGS

ENDORSED

YES

CGS WILL PROCESS THE VIVA APPLICATION

CGS

END