



User Manual (Students)

Viva Voce Examination Application through SMAPOnline

Perubahan Dokumen

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1.0	31/03/2019	Ziha	Permohonan Viva Pelajar
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Nama dan Jawatan	Tandatangan	Tarikh



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1.0 INTRODUCTION

The Viva Voce Application Module for students in the Online Student Information System is one of the components contained in the Examiners Nomination Module under the Research Student Tracking System project. This module was developed specifically to allow students to apply for a Viva Voce examination. It is to enable the information to be accessed by the student supervisor and then begin the process of selection and nomination of internal and external examination panels for the student Viva Voce examination under their supervision.

This document is used as a guide to users regarding the procedures for using the SMAP System - Viva Nomination. The main goal is to ensure that each data entry meets the standards and requirements as required to ensure the system operates smoothly and consistently

2.0 MINIMUM REQUIREMENTS

The development environment used consists of Intel or AMD platform which has the following configuration:

Operating system	1. All types of Windows operating systems.
Recommended Web Browser	1. Internet Explorer version 10 and above and Edge.

Table 1.0: Minimum Requirements

3.0 PROCEDURES OF SYSTEM USAGE

Users are asked to 'sign-in' SMAPOnline which can be reached through <https://smap.uthm.edu.my/>.

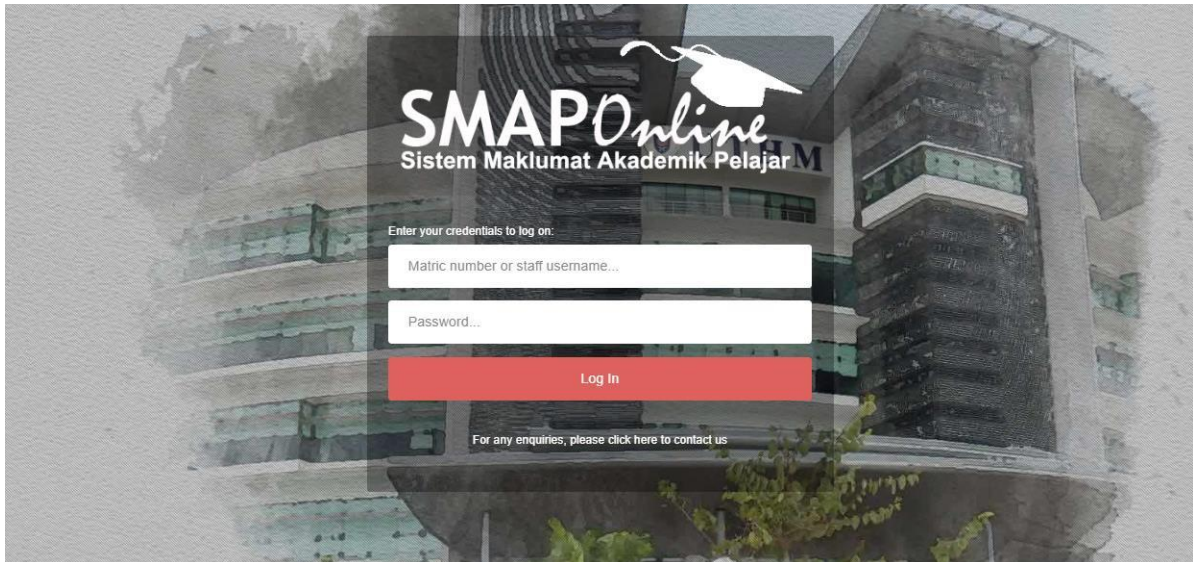
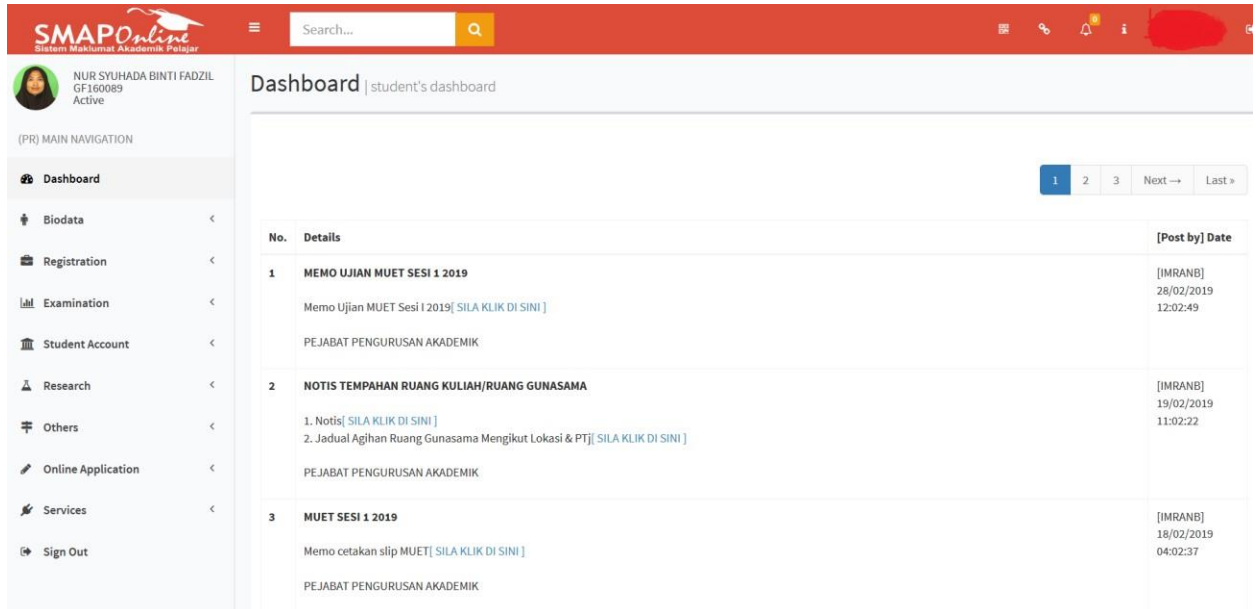


Figure 1: SMAPOnline Login Page

3.1 LOGIN

To log in to SMAPOnline, you must first log in using the ID and password provided. The id and password are the same as the student email.



The screenshot shows the SMAPOnline dashboard for a student. The header includes the SMAPOnline logo, a search bar, and navigation icons. The user profile on the left shows NUR SYUHADA BINTI FADZIL with ID GF160089 and an active status. The main navigation menu includes Dashboard, Biodata, Registration, Examination, Student Account, Research, Others, Online Application, Services, and Sign Out. The dashboard content area displays a table of announcements:

No.	Details	[Post by] Date
1	MEMO UJIAN MUET SESI 1 2019 Memo Ujian MUET Sesi 1 2019[SILA KLIK DI SINI] PEJABAT PENGURUSAN AKADEMIK	[IMRANB] 28/02/2019 12:02:49
2	NOTIS TEMPAHAN RUANG KULIAH/RUANG GUNASAMA 1. Notis[SILA KLIK DI SINI] 2. Jadual Agihan Ruang Gunasama Mengikut Lokasi & PT[SILA KLIK DI SINI] PEJABAT PENGURUSAN AKADEMIK	[IMRANB] 19/02/2019 11:02:22
3	MUET SESI 1 2019 Memo cetakan slip MUET[SILA KLIK DI SINI] PEJABAT PENGURUSAN AKADEMIK	[IMRANB] 18/02/2019 04:02:37

Figure 2: Main interface in SMAPOnline

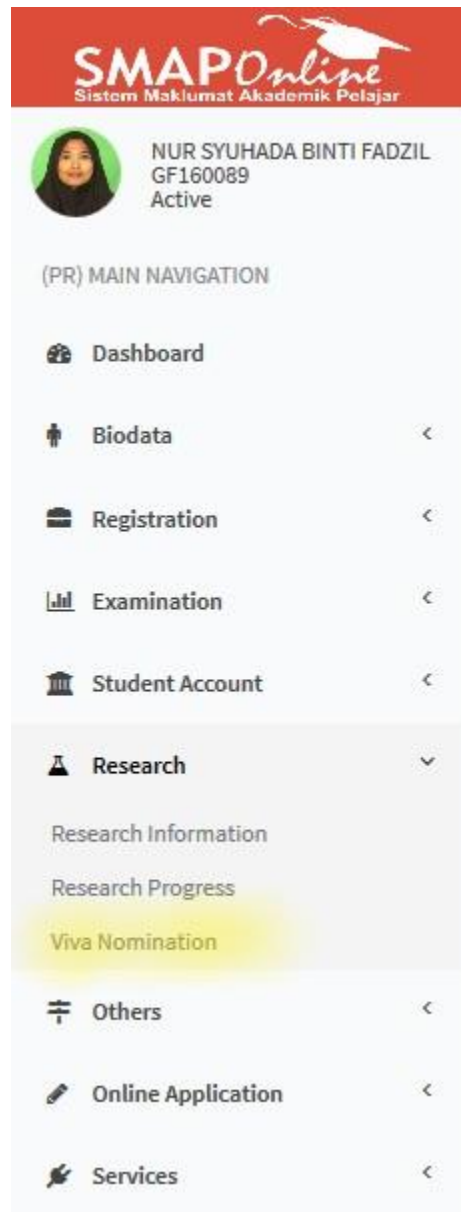



Figure 3: Viva Nomination Menu

	<p>PUSAT TEKNOLOGI MAKLUMAT UTHM RESEARCH STUDENT TRACKING SYSTEM (RSTS) MODUL PELAJAR (PERMOHONAN VIVA)</p>	DocType : Manual Tarikh Draf : 30/04/2020 Author : Ziha Versi : 2.0
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3.2 SISTEM INTERFACE

1. Please click on the Viva Nomination submenu located under the Research menu, a display like Figure 4 will be displayed.
2. Read the instruction note, then Click on the ‘Viva Application’ button (according to the level of study) to make a Viva Voce application
3. The Viva Voce examination application form will be displayed as shown in Figures 5, 6 and 7.

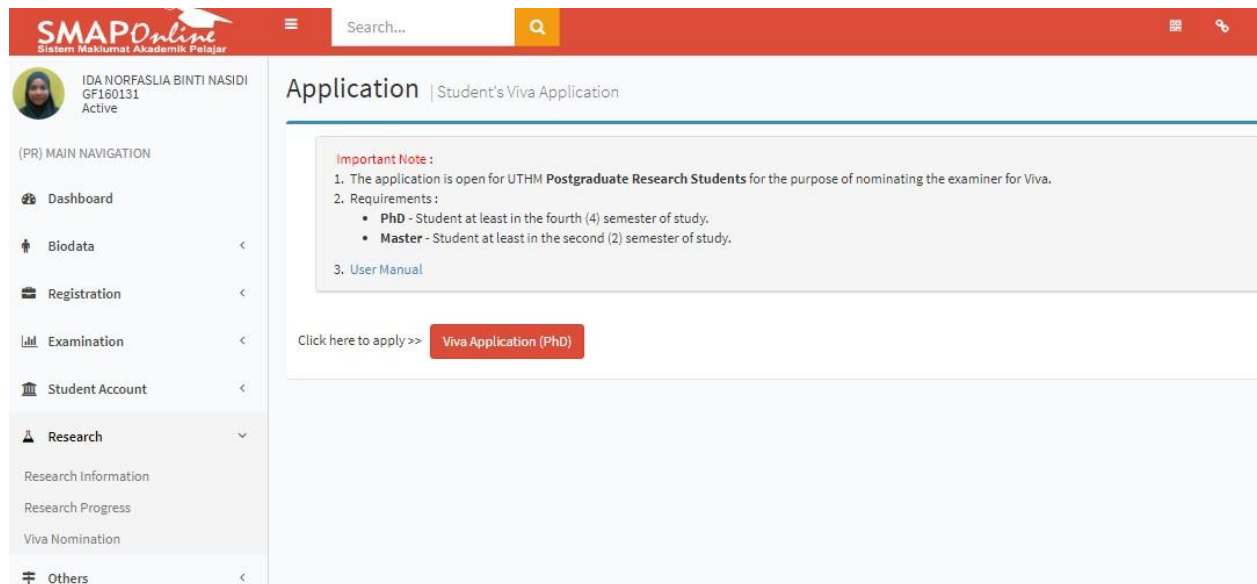
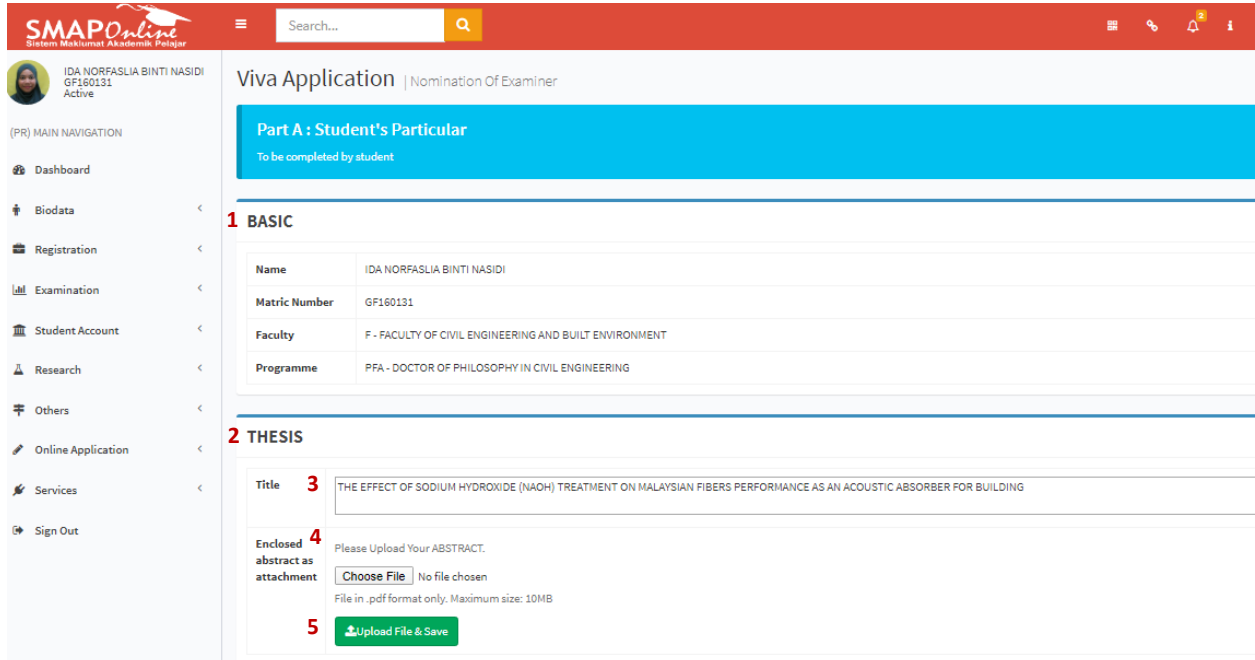


Figure 4: ‘Viva Application’ button



SMAP Online
Sistem Maklumat Akademik Pelajar

Search...

IDA NORFASLIA BINTI NASIDI
GF160131
Active

(PR) MAIN NAVIGATION

- Dashboard
- Biodata
- Registration
- Examination
- Student Account
- Research
- Others
- Online Application
- Services
- Sign Out

Viva Application | Nomination Of Examiner

Part A : Student's Particular

To be completed by student

1 BASIC

Name	IDA NORFASLIA BINTI NASIDI
Matric Number	GF160131
Faculty	F - FACULTY OF CIVIL ENGINEERING AND BUILT ENVIRONMENT
Programme	PFA - DOCTOR OF PHILOSOPHY IN CIVIL ENGINEERING

2 THESIS

Title 3 THE EFFECT OF SODIUM HYDROXIDE (NAOH) TREATMENT ON MALAYSIAN FIBERS PERFORMANCE AS AN ACOUSTIC ABSORBER FOR BUILDING

Enclosed abstract as attachment 4 Please Upload Your ABSTRACT.
Choose File No file chosen
File in .pdf format only. Maximum size: 10MB

5 Upload File & Save

Figure 5: Viva session application form (1)

3.3 INFORMATION ADMISSION MENU

Here is the procedure to fill out the viva session application form.

1. Please check the personal information in the BASIC section and make sure it is accurate and true.
2. Please fill in the information in the THESIS section.
3. In the Title section, please make sure the thesis title is correct and up to date. If not, changes can be made here.
4. Please upload a file containing abstract information of your thesis. Files allowed to be uploaded are in pdf format only and do not exceed 10MB in size.
5. Click on the 'Upload File & Save' button to upload and save all the information that has been entered.
6. Please check the publication records displayed (if any). This records are obtained from the University Publication Information System (SMPU).

6 PUBLICATIONS (SMPU Data)

#	Title	Index by	Link	Attachment
1	(2019) Ground Vibration Analysis At Speed Humps For Heavy Vehicle: A Case Study In Batu Pahat, Johor, Journal Of Safety, Health And Ergonomics,FAZ PUBLISHING,1,2,FAZ PUBLISHING,1-5,ISSN:2682745X	GOOGLE SCHOLAR	https://fazpublishing.com/jshe/index.php/jshe	10-Article Text-33-1-10-20200102 (1).pdf

7 PUBLICATIONS (Accepted for publications)

Proof of acceptance letter

#	Title	Attachment
1.	<input type="text"/> <small>500 character only</small>	<input type="button" value="Choose File"/> No file chosen <small>(File in pdf format only. Maximum size: 10MB)</small>
2.	<input type="text"/> <small>500 character only</small>	<input type="button" value="Choose File"/> No file chosen <small>(File in pdf format only. Maximum size: 10MB)</small>

Figure 6: Viva session application form (2)


8 Comment

500 character only

9 IMPORTANT : EDITING IS NOT ALLOWED AFTER SUBMISSION.

Figure 7: Viva session application form (3)

7. Please enter any additional publication information along with the title and proof of attachment.
8. Enter comments related to unpublished publications (if necessary).
9. Press the 'Submit Application' button to submit the application. Attention! Please ensure that all information has been reviewed and completed by submitting the application. Any changes after submitting the form are not allowed.

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3.4 EMAIL NOTIFICATION

1. Email will be generated as soon as the student submits the application form.
2. Please make sure your supervisor receives the viva application submission notification email. This is proof that your application has been accepted by the supervisor and for his / her further action to process this application.
3. Examples of notifications received by student supervisors are as shown in Figure 8 as following.

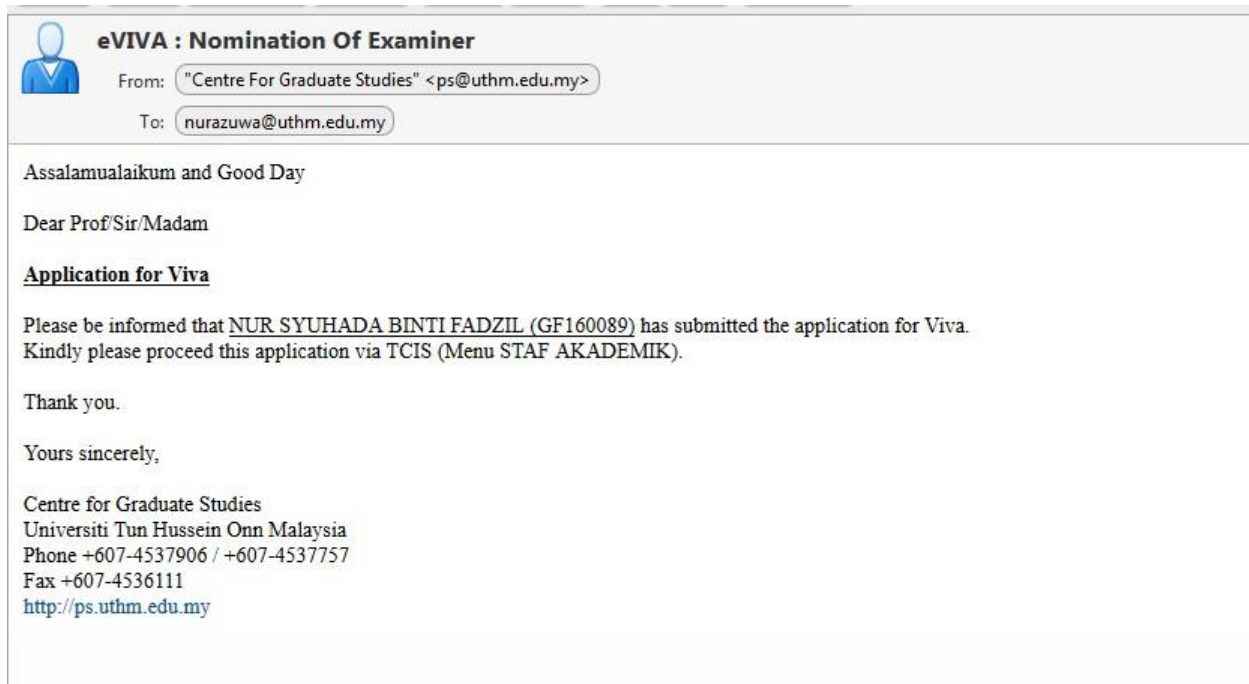


Figure 8: Email to student supervisor