



USER MANUAL (External Examiner) (Ver. 1.0)

IIUM VIVA MANAGEMENT SYSTEM (i-Viva)

**CENTRE FOR POSTGRADUATE STUDIES,
INTERNATIONAL ISLAMIC UNIVERSITY, MALAYSIA**

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i-Viva User Manual (External Examiner)

The i-Viva user manual is intended to be a user guide to use i-Viva system. Please refer to the steps explained and diagrams as shown in the following for more understanding regarding the system operational flows.

*Notes: i-Viva works best in browser such as Mozilla Firefox and Google Chrome. User might also access the system through mobile internet browser.

System Specification

No.	Specification	Description
1.	System platform	Website
2.	System access	Open to external network (can be accessed either using internal IIUM network or from another ISP (Internet Service Provider) such as mobile data))
3.	Link to system	http://iviva.iium.edu.my
4.	Responsive	Support display on any size of screen PCs, Mobile Phones or Tablets.

Please follow the steps below to access the system:

1. Choose your browser to access the system.



2. Type the link <http://iviva.iium.edu.my> on your browser and press ENTER.
3. User will be directed to a login page as shown below.
4. Click at Login button under External Examiner.



IIUM Viva Management System (i-Viva)



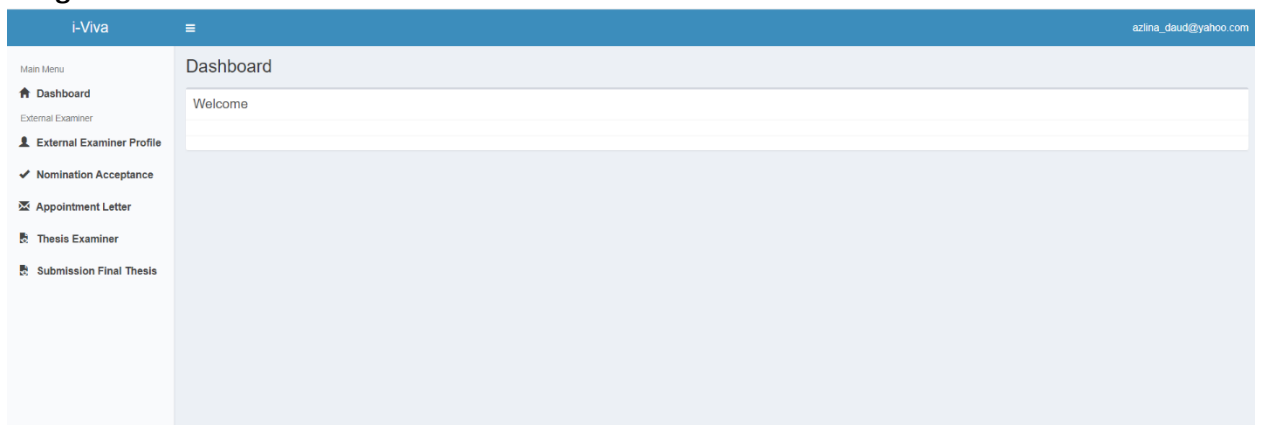
2021 :: Owned by Centre for Postgraduate Studies (CPS), IIUM.

5. Enter your Email ID as your login ID and Password and click Login.



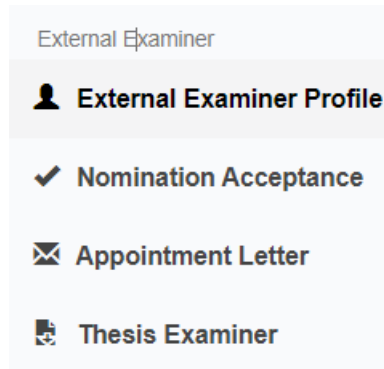
The image shows a login form for i-VIVA. At the top center, the text "i-VIVA" is displayed in a large, bold, black font. Below this, there is a white rectangular box containing the login fields. The first field is labeled "Username" in red text, with a red border around the input area. Below the input area, the text "Username cannot be blank." is displayed in red. The second field is labeled "Password" in black text, with a white input area. Below the password field, there is a checkbox labeled "Remember Me" which is checked. At the bottom of the form is a blue button with the text "Login" in white.

6. User will then be directed to the i-Viva (HOD) homepage as shown in the diagram below.



The image shows the i-Viva dashboard. At the top, there is a blue header bar with the text "i-Viva" on the left and "azina_daud@yahoo.com" on the right. Below the header, there is a "Main Menu" on the left side with the following items: "Dashboard" (with a home icon), "External Examiner", "External Examiner Profile" (with a person icon), "Nomination Acceptance" (with a checkmark icon), "Appointment Letter" (with a document icon), "Thesis Examiner" (with a person icon), and "Submission Final Thesis" (with a document icon). The main content area is titled "Dashboard" and contains a "Welcome" message. The dashboard area is mostly empty, with a light blue background.

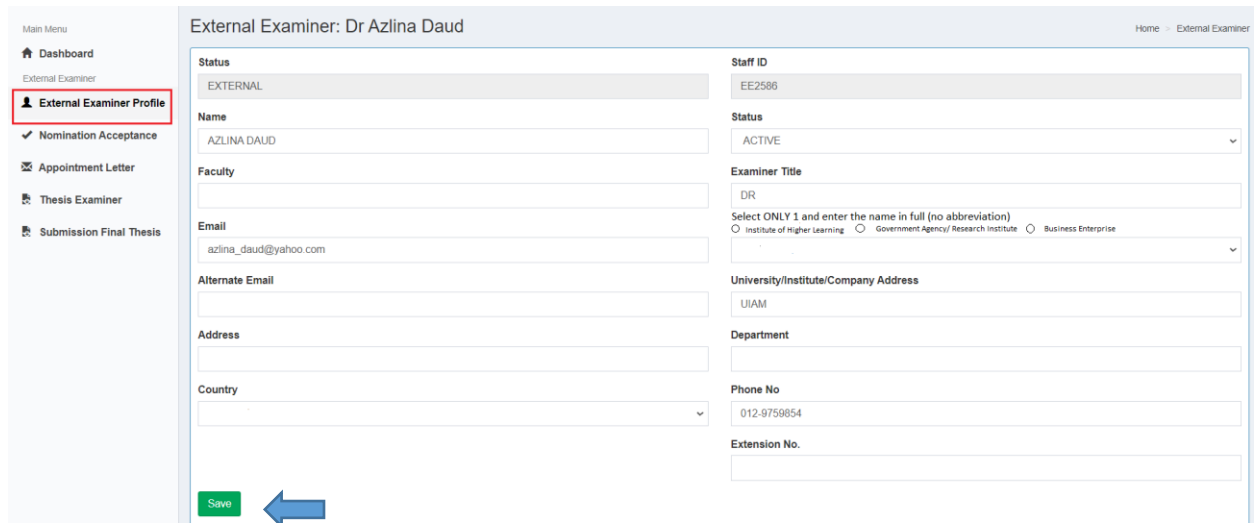
7. i-Viva displays multiple menu/modules to access the different functions for Internal Examiner such as External Examiner Profile, Nomination Acceptance, Appointment Letter and Thesis Examiner.



8. External Examiner Profile

8.1 Click on the External Examiner Profile. The profile of the examiner being displayed.

8.2 External Examiner can add or update the details of data and click Save button.



The screenshot shows the 'External Examiner Profile' page for Dr Azlina Daud. The page is divided into a left sidebar with navigation options and a main content area with a form. The sidebar includes 'Dashboard', 'External Examiner', 'External Examiner Profile' (highlighted with a red box), 'Nomination Acceptance', 'Appointment Letter', 'Thesis Examiner', and 'Submission Final Thesis'. The main content area has a title 'External Examiner: Dr Azlina Daud' and a 'Home' link. The form contains the following fields:

- Status:** EXTERNAL
- Staff ID:** EE2586
- Name:** AZLINA DAUD
- Faculty:** (empty)
- Email:** azlina_daud@yahoo.com
- Alternate Email:** (empty)
- Address:** (empty)
- Country:** (empty)
- Status:** ACTIVE (dropdown)
- Examiner Title:** DR
- University/Institute/Company Address:** UIAM
- Department:** (empty)
- Phone No:** 012-8759854
- Extension No.:** (empty)

A green 'Save' button is located at the bottom left of the form, with a blue arrow pointing to it.

8.3 Scroll down and there are five tabs that can be seen below.

8.4 Click add to enter the Specialization of the External Examiner and so as the other tabs such as Academic qualification, Working Experience, Publication and Research/Consultancy/Innovation.

8.5 Only five entries are allowed at each tab.



The screenshot shows the 'Specialization' tab in the External Examiner Profile. The page has five tabs: 'Specialization', 'Academic Qualification', 'Working Experience', 'Publication', and 'Research/ Consultancy/ Innovation'. The 'Specialization' tab is active. Below the tabs, there is a text input field for 'Specialization' with a note '(maximum of five (5) area of specialization)'. Below the input field is an orange 'Add' button with a blue arrow pointing to it. Below the 'Add' button is a table with the following structure:

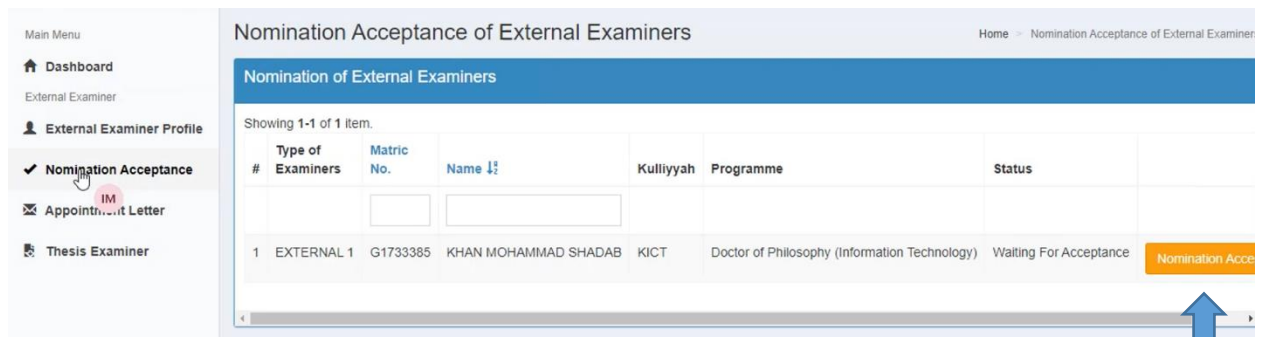
#	Specialization
No results found.	

9. Nomination Acceptance

9.1 External Examiner that has been nominated by Supervisor will received an email notification to accept or reject the nomination.

9.2 Click at the Nomination Acceptance.

9.3 Choose student (if more than one) and Click at the Nomination Acceptance button to accept or reject the nomination.



Nomination Acceptance of External Examiners

Home > Nomination Acceptance of External Examiners

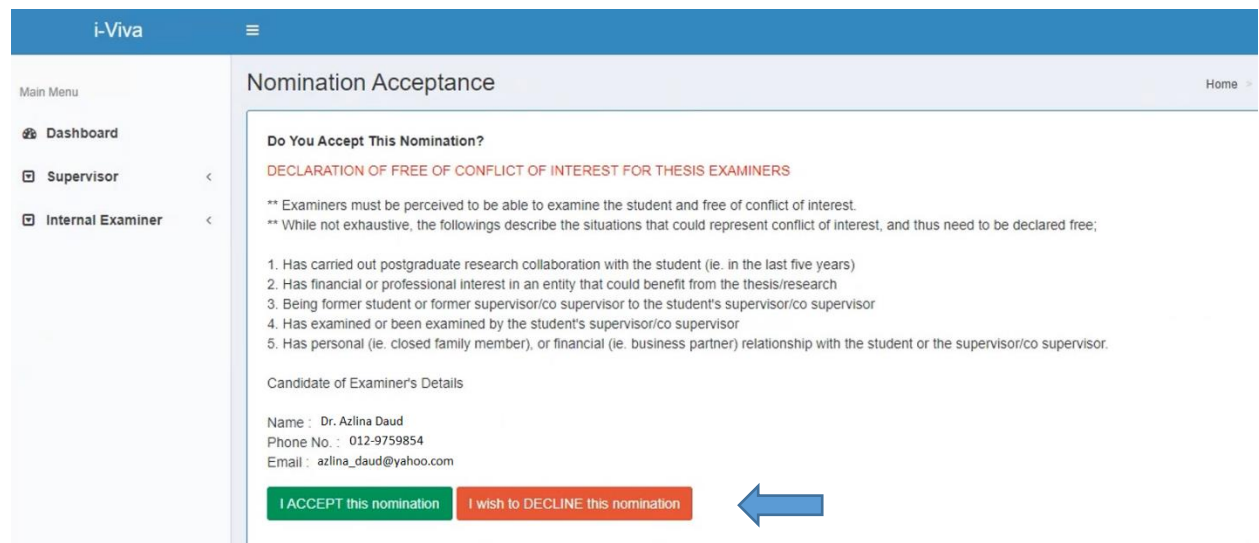
Nomination of External Examiners

Showing 1-1 of 1 Item.

#	Type of Examiners	Matric No.	Name	Kuliyah	Programme	Status	
1	EXTERNAL 1	G1733385	KHAN MOHAMMAD SHADAB	KICT	Doctor of Philosophy (Information Technology)	Waiting For Acceptance	Nomination Acceptance

9.4 Read the declaration of free of conflict of interest for thesis examiners.

9.5 Choose to accept or reject by clicking the button below:



i-Viva

Nomination Acceptance

Home >

Do You Accept This Nomination?

DECLARATION OF FREE OF CONFLICT OF INTEREST FOR THESIS EXAMINERS

** Examiners must be perceived to be able to examine the student and free of conflict of interest.
** While not exhaustive, the followings describe the situations that could represent conflict of interest, and thus need to be declared free;

1. Has carried out postgraduate research collaboration with the student (ie. in the last five years)
2. Has financial or professional interest in an entity that could benefit from the thesis/research
3. Being former student or former supervisor/co supervisor to the student's supervisor/co supervisor
4. Has examined or been examined by the student's supervisor/co supervisor
5. Has personal (ie. closed family member), or financial (ie. business partner) relationship with the student or the supervisor/co supervisor.

Candidate of Examiner's Details

Name : Dr. Azlina Daud
Phone No. : 012-9759854
Email : azlina_daud@yahoo.com

I ACCEPT this nomination I wish to DECLINE this nomination

9.6 Click only one button.

9.7 The result will be sent to KPGC for Approval.

10. Appointment Letter

10.1 If KPGC approved the appointment, the External Examiner will get an email notification to accept the appointment.

10.2 Click at the Appointment Letter.

10.3 Choose student (if more than one), then click at View Appointment Acceptance button.



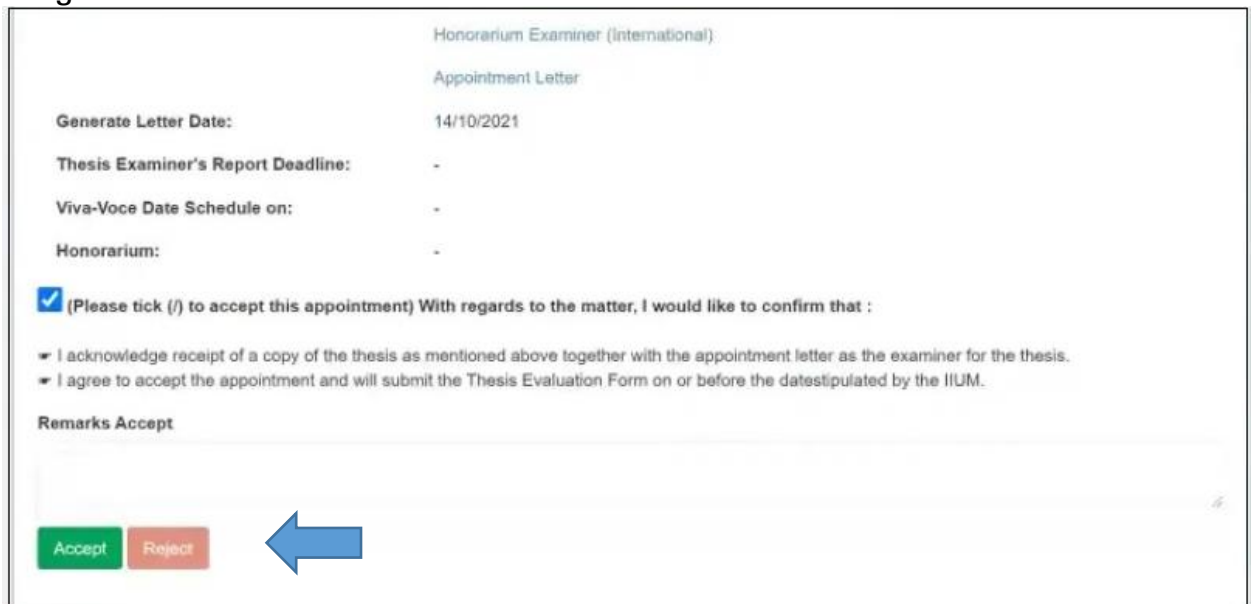
The screenshot shows the 'Appointment Acceptance of Internal Examiners' page in the i-Viva system. The page title is 'Appointment of Internal Examiners'. It displays a table with the following data:

Type of Examiners	Metric No.	Name	Kulliyah	Programme	Status
1 INTERNAL 2	G1733385	KHAN MOHAMMAD SHADAB	KICT	Doctor of Philosophy (Information Technology)	Waiting for Appointment Acceptance

A blue arrow points to the 'Appointment Acceptance' button in the 'Status' column of the table.

10.4 Tick to accept the appointment and write remarks in the box (if any). Click button Accept.

10.5 If you want to reject just click the button Reject without tick the right button.



The screenshot shows the 'Appointment Letter' form for an Honarium Examiner (International). The form includes the following fields:

- Generate Letter Date: 14/10/2021
- Thesis Examiner's Report Deadline: -
- Viva-Voce Date Schedule on: -
- Honarium: -

A checkbox is checked, indicating acceptance. Below the form are 'Accept' and 'Reject' buttons, with a blue arrow pointing to the 'Accept' button.

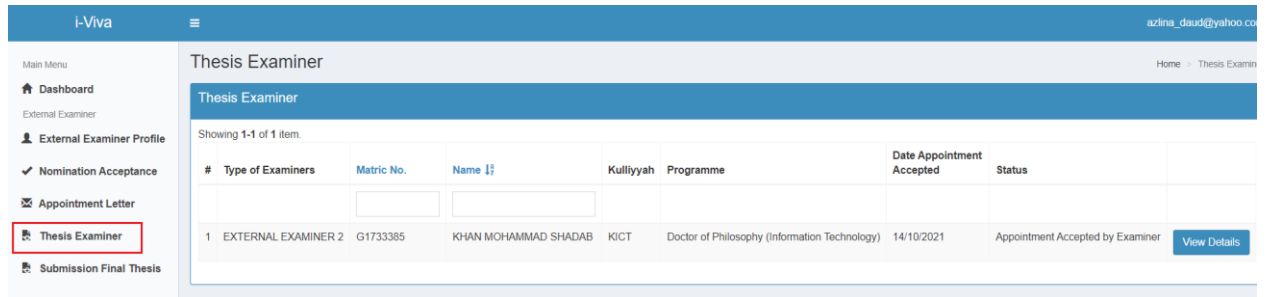
10.6 The result of the acceptance will be displayed as follows,

Generate Letter Date:	14/10/2021
Thesis Examiner's Report Deadline:	-
Viva-Voce Date Schedule on:	-
Honorarium:	-
Status Appointment	Appointment Accepted by Examiner
File	Thesis Evaluation Guideline Thesis Report Form Honorarium Examiner (International) Appointment Letter Verify Form
Remarks Accept	
Ok	

11. Thesis Examiner

11.1 Once the appointment letter has been accepted by the examiners, the examiner must send thesis evaluation.

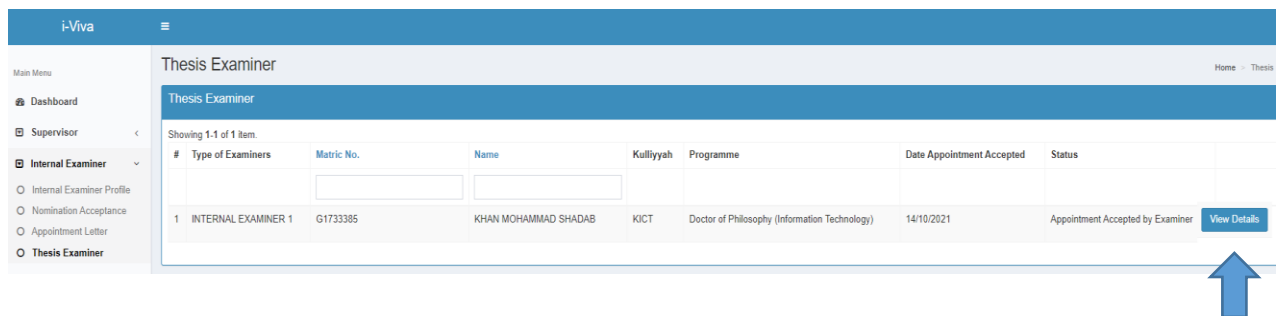
11.2 Click at the Thesis Examiner from the menu.



The screenshot shows the 'Thesis Examiner' page in the i-Viva system. The left sidebar menu has 'Thesis Examiner' highlighted with a red box. The main content area displays a table with one row of data. The table columns are: #, Type of Examiners, Matric No., Name, Kulliyah, Programme, Date Appointment Accepted, and Status. A 'View Details' button is located at the end of the row.

#	Type of Examiners	Matric No.	Name	Kulliyah	Programme	Date Appointment Accepted	Status	
1	EXTERNAL EXAMINER 2	G1733385	KHAN MOHAMMAD SHADAB	KICT	Doctor of Philosophy (Information Technology)	14/10/2021	Appointment Accepted by Examiner	View Details

11.3 Choose student (if more than one), then click at View Details button.



The screenshot shows the 'Thesis Examiner' page in the i-Viva system. The left sidebar menu has 'Internal Examiner' selected. The main content area displays a table with one row of data. A blue arrow points to the 'View Details' button at the end of the row.

#	Type of Examiners	Matric No.	Name	Kulliyah	Programme	Date Appointment Accepted	Status	
1	INTERNAL EXAMINER 1	G1733385	KHAN MOHAMMAD SHADAB	KICT	Doctor of Philosophy (Information Technology)	14/10/2021	Appointment Accepted by Examiner	View Details

- 11.4 Internal Examiner can upload the thesis examine at the attachment
- 11.5 Click at Choose File and begin upload the file.
- 11.6 Click Submit button.

The screenshot shows a web form with two main sections. The left section, titled "Status Appointment", includes a "File" upload area and three specific document upload sections: "Thesis report form (compulsory)", "Thesis with comment (optional)", and "Passport/ID (compulsory for external international examiner)". Each of these sections has a "Choose File" button. A green "Submit" button is located at the bottom left of this section. The right section, titled "Appointment Accepted by Examiner", lists several documents: "Thesis Evaluation Guideline", "Thesis Report Form", "Honorary Examiner (International)", "Appointment Letter", "Verify Form", and "Additional report (optional)". Each document name is followed by a "Choose File" button and the text "No file chosen". A blue arrow points to the "Choose File" buttons for "Verify Form" and "Additional report (optional)".

11.7 He/She also can see the download the thesis, thesis evaluation guideline, appointment letter, thesis report forms and other documents too.