USER MANUAL

(POST VIVA SUPERVISOR)

IIUM VIVA MANAGEMENT SYSTEM (i-Viva)

CENTRE FOR POSTGRADUATE STUDIES
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

Prepared/Modified by	Version	Date of Created/Modified
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I-VIVA USER MANUAL (POST VIVA SUPERVISOR)

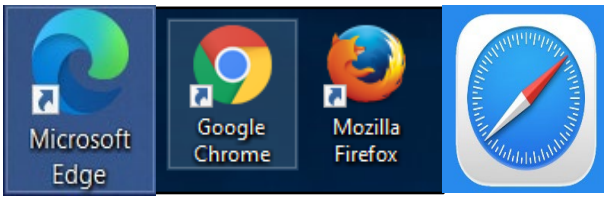
The i-Viva user manual is intended to be a user guide to use i-Viva system. Please refer to the steps explained, and diagrams as shown in the following for more understanding regarding the system operational flows.

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 check for phone and tablet

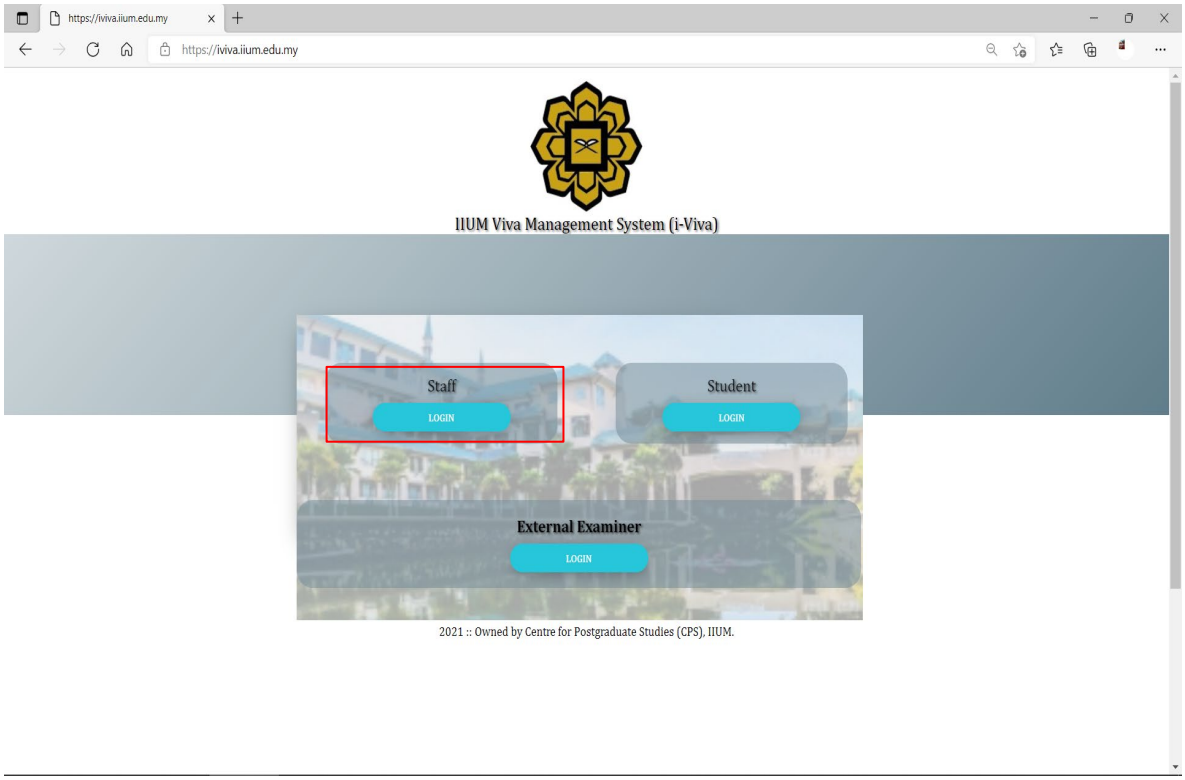
STEPS

1. Choose your browser to access the system.

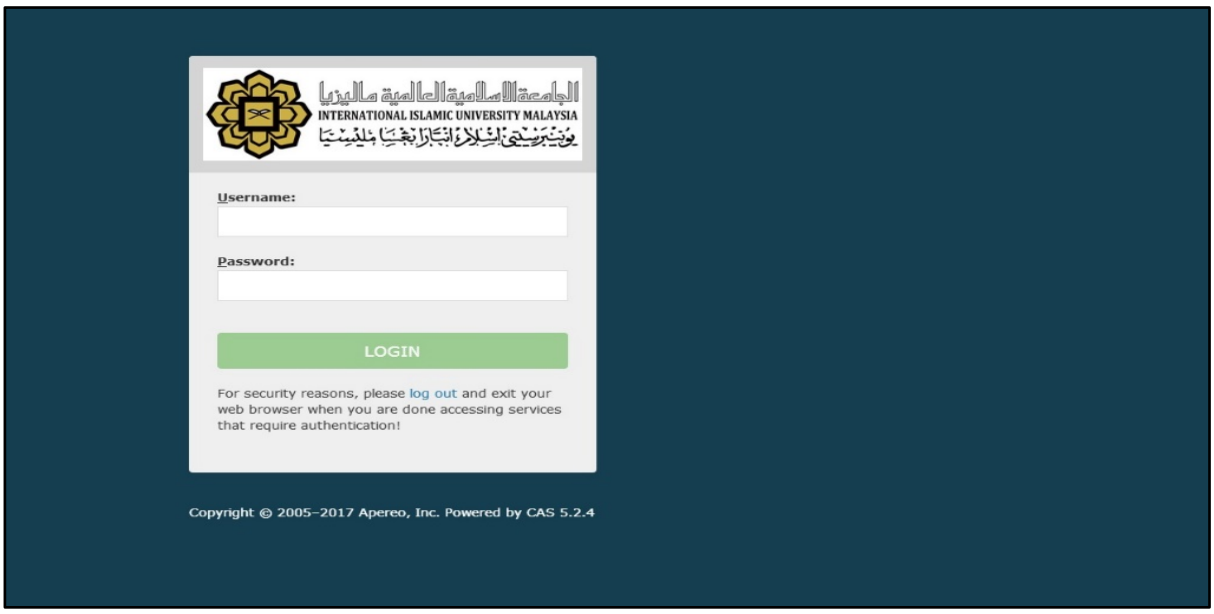


2. Type in the URL address, http://iviva.iium.edu.my on your browser and press ENTER.

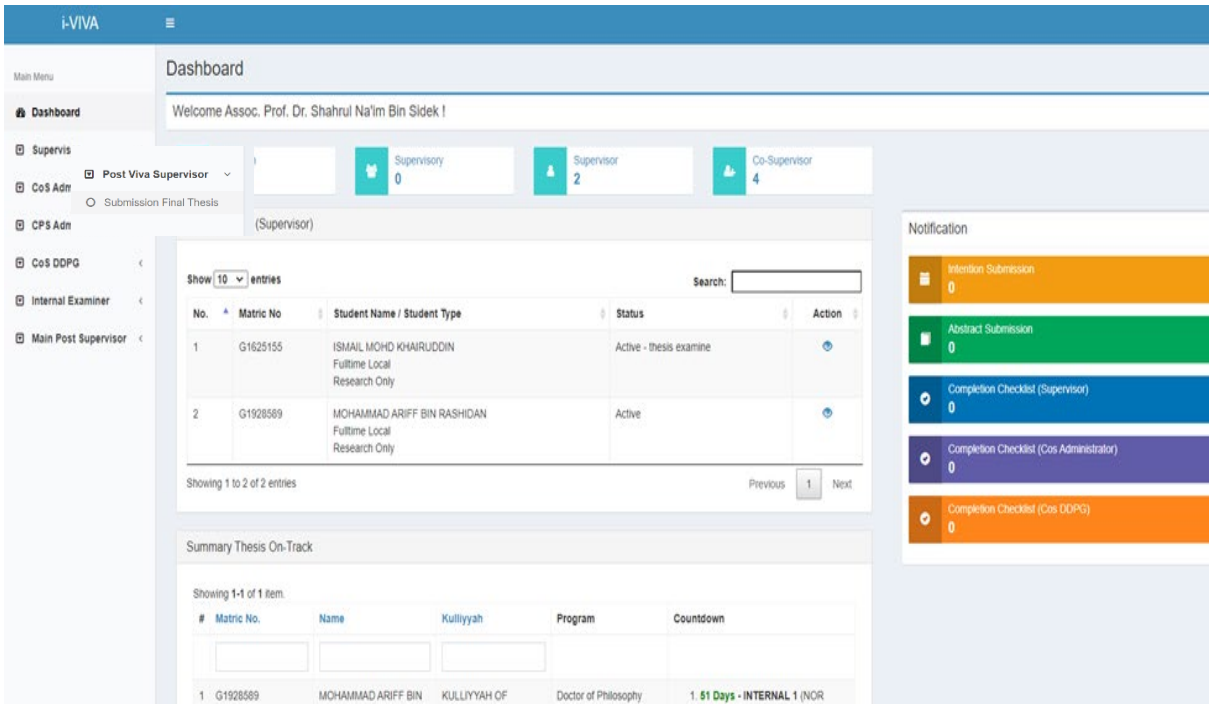
3. Choose Staff icon



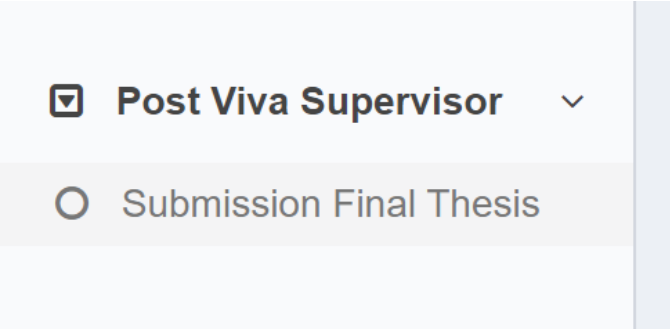
4. User will be directed to a login page as shown below.



5. Enter your IIUM Staff ID as your login ID and Password and press Login.
6. User will be directed to the i-Viva User's (Post Viva Supervisor) homepage such as follows:

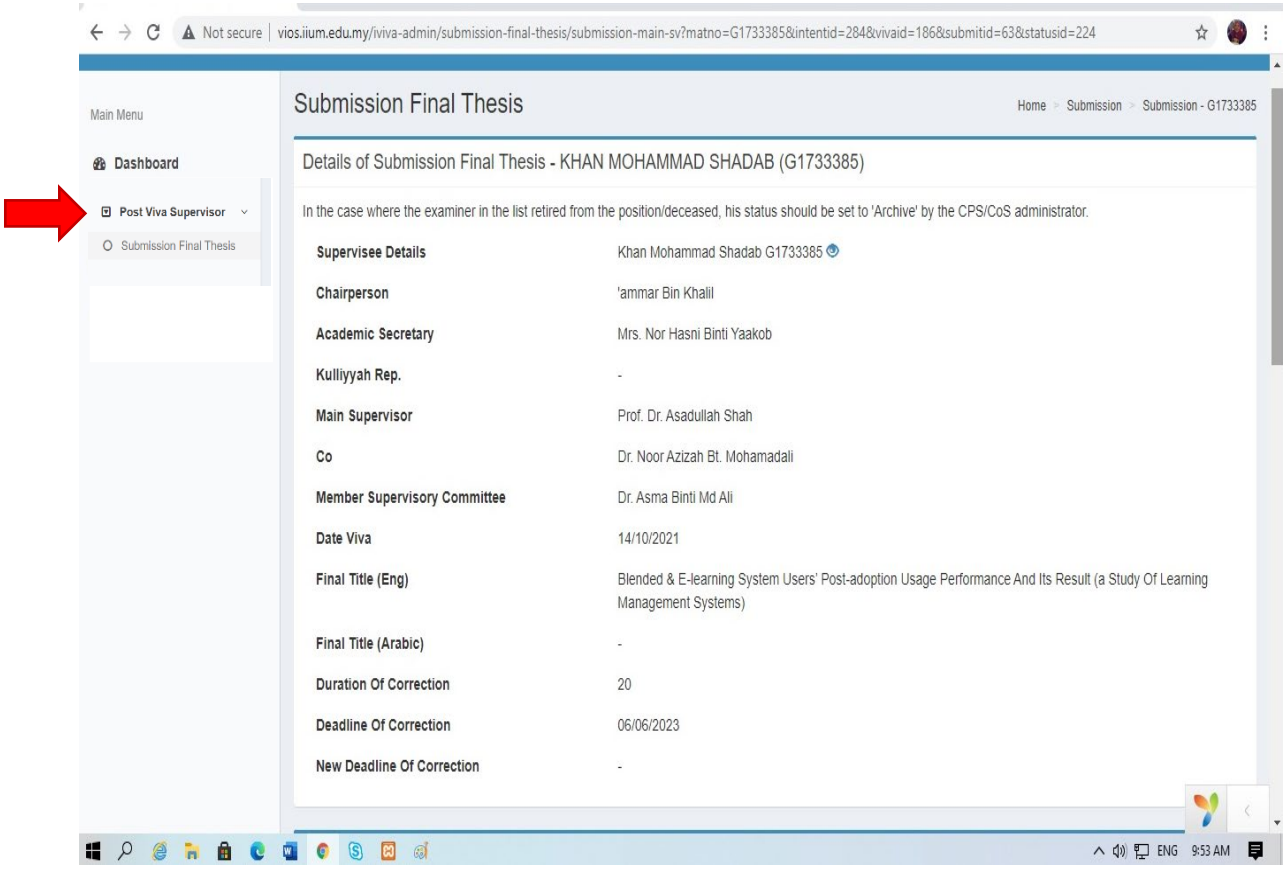


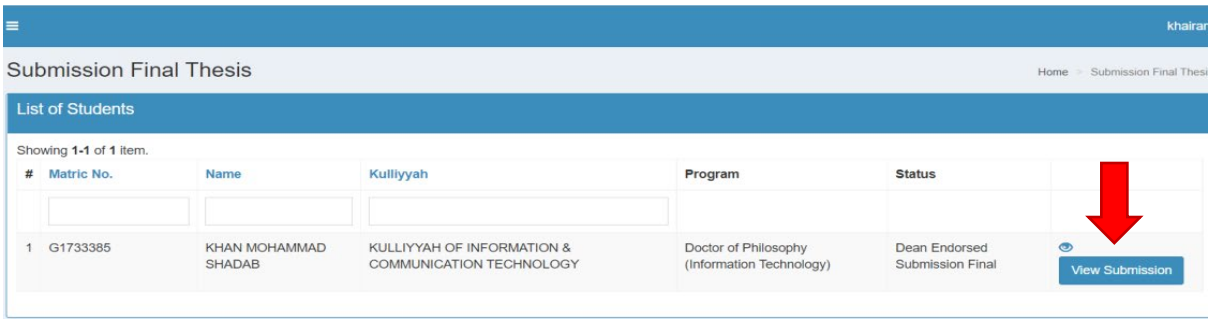
7. i-Viva displays multiple menu/modules to access the function of the system such as “Submission Final Thesis”.



8. Submission Final Thesis- Post Viva Supervisor will receive the email notification to Endorse or not Endorse the “Submission Final Thesis” from student.

8.1. Only the Post viva Supervisor will be able to access the i-viva system for the approval process of the final thesis submission from the student.

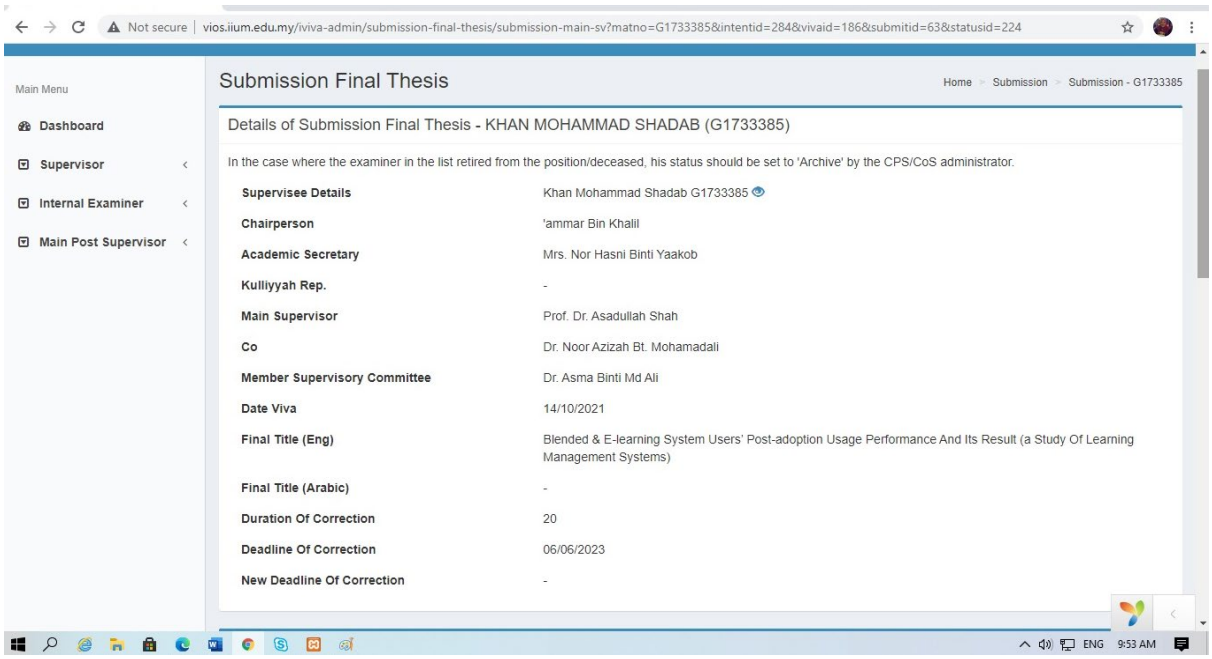




8.2. Click View Submission button

8.3. Choose Student and Click on Submission Final Thesis

8.4. The view will appear as below:

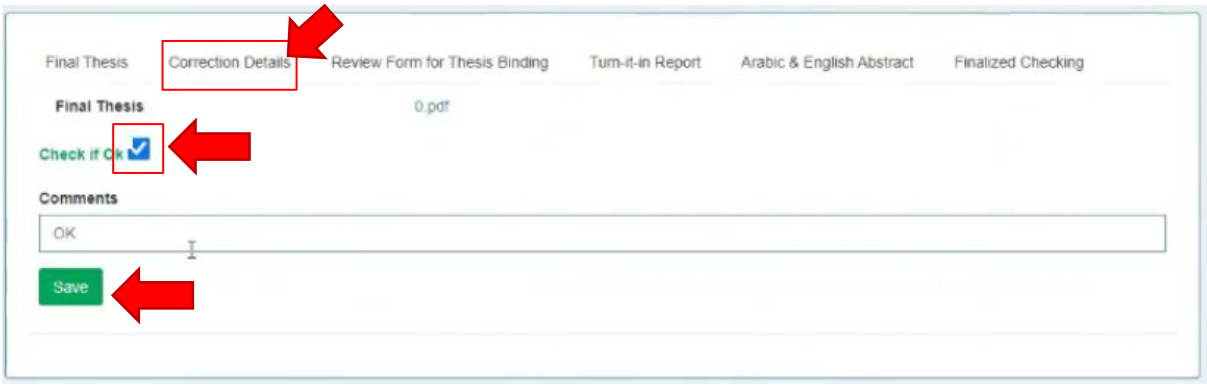


8.5. Go to tab 'Final Thesis'

8.6. Tick "Ok" and give comments at the box provided

8.7. Go to tab ‘Correction Details’

8.8. Tick “Ok” and give comments at the box provided



8.9. Go to next tab ‘Review Form for Thesis Binding’

8.10. Tick “Ok” and give comments at the box provided

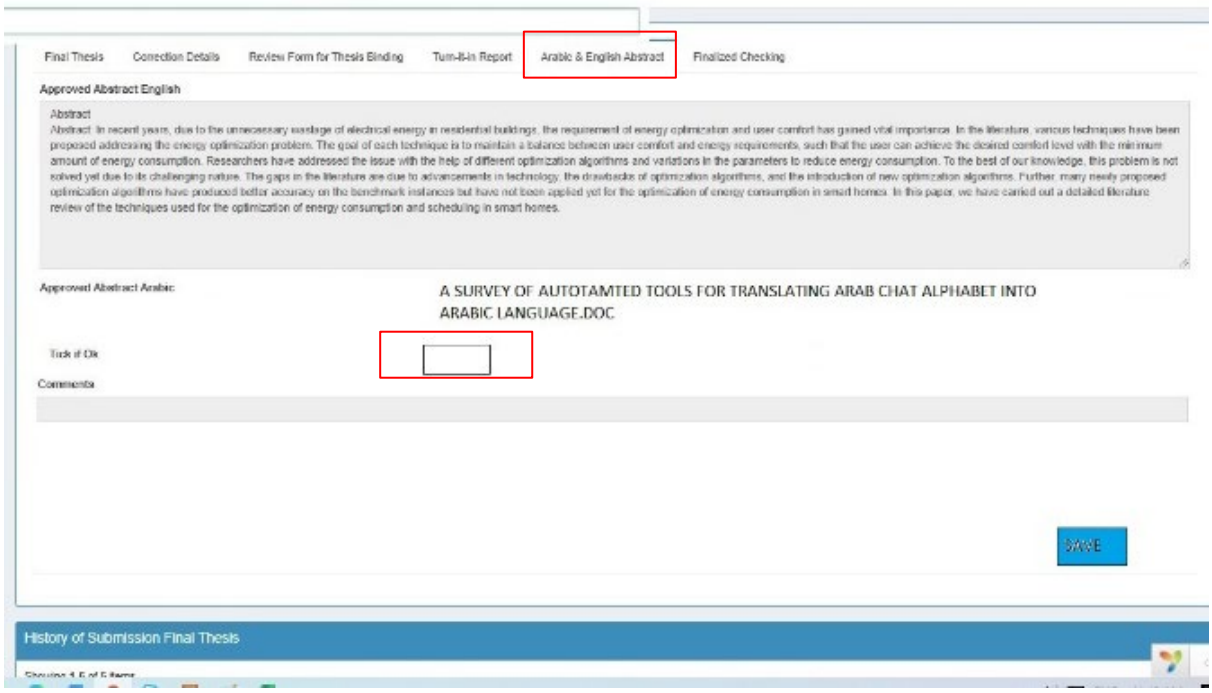
8.11. Supervisor just make sure all Bind Items are tick by the students

Checking Format Thesis / Dissertation and Approval for Approval for Hard Binding and Submission (Main Post Supervisor Just View Only)

NO.	ITEM	TICK (/) BY STUDENT
1	COVER PAGE	✔
2	TITLE PAGE	✔
3	ABSTRACT (ENGLISH)	✔
4	ABSTARCT (ARABIC)	✔
5	APPROVAL PAGE	✔
6	DECLARATION PAGE	✔
7	DEDICATION	✔
8	ACKNOWLEDGEMENT	✔
9	TABLE OF CONTENTS	✔
10	LIST OF TABLES	✔
11	LIST OF FIGURES	✔
12	LIST OF STATUTES	✔
13	LIST OF ABBREAVIATIONS	✔
14	LIST OF SYMBOLS	✔
15	FOOTNOTES	✔
16	MARGIN	✔

8.12. Go to next tab “Arabic and English Abstract”

8.13. Tick “Ok” and give comments at the box provided



8.14. Go to tab “Finalized Checking”

8.15. Tick ✓ If Ok and give comment in the box.

8.16. Click Recommend/Not recommend