



USER MANUAL (STUDENT)

IIUM VIVA MANAGEMENT SYSTEM (i-Viva)

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

Prepared/Modified by	Version	Date of Created/Modified
Khairani Che Ibrahim	1.0	19/10/2021

I-VIVA USER MANUAL (STUDENT)

The i-Viva User Manual is intended to be user guide to use i-Viva system. Please refer to the steps and diagram shown for more understanding regarding the system process flows.

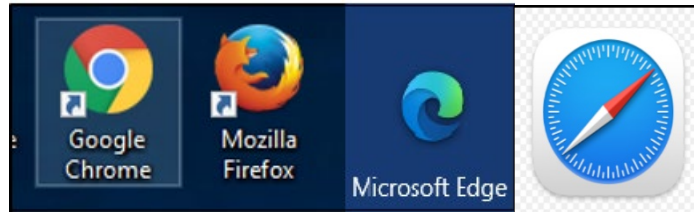
*Notes: i-Viva works best in browser like Mozilla Firefox and Google Chrome. User might also access the system through mobile internet browser.

System Specification

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

PLEASE FOLLOW THE STEPS BELOW TO ACCESS THE SYSTEM:

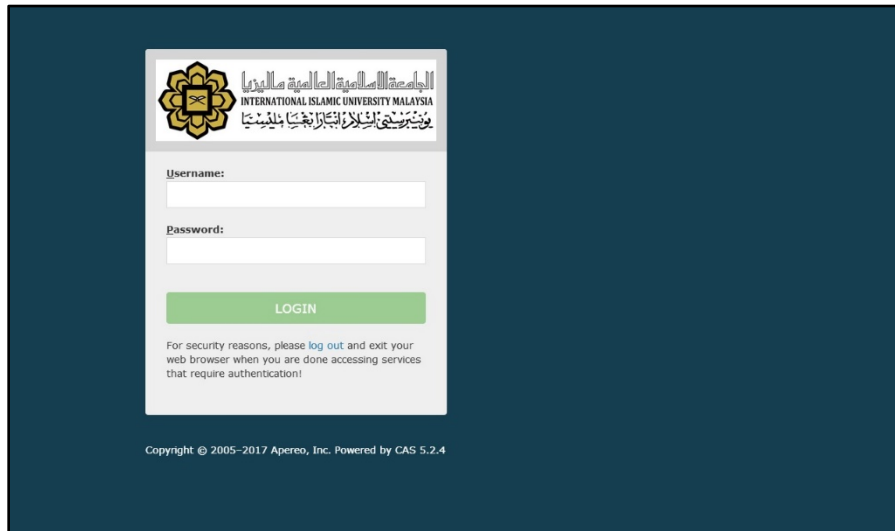
1. Choose your browser to access the system.



2. Type in the URL address, <https://iviva.iium.edu.my> on your browser and press ENTER.
3. Click at Student Login

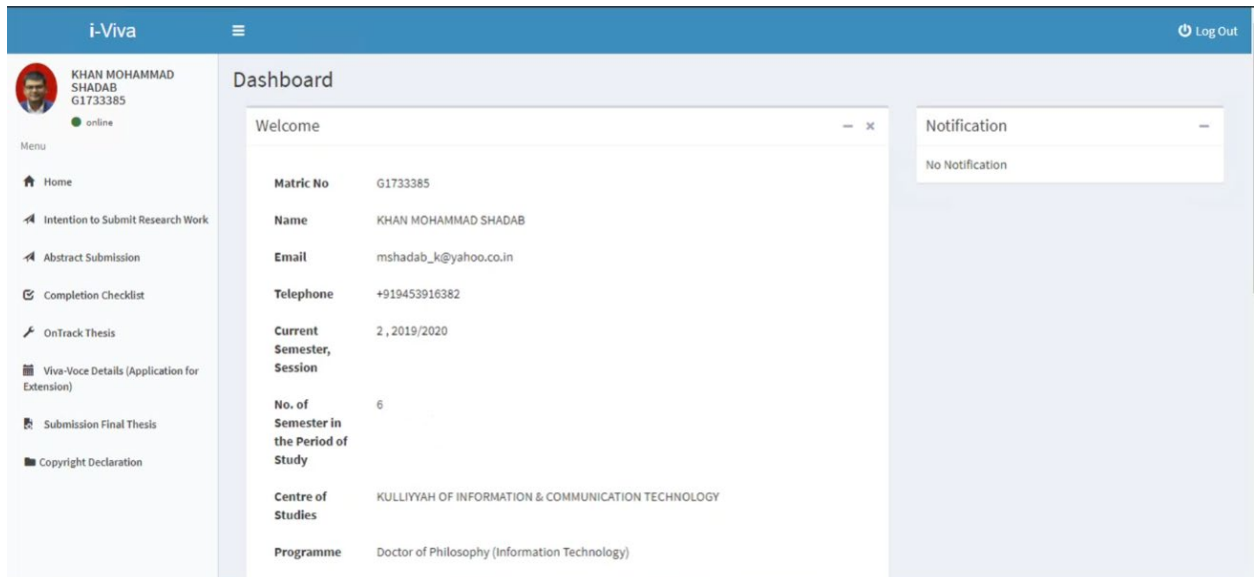


4. User will be directed to a login page as shown below.



The login page features the IIUM logo at the top left, which includes a stylized yellow flower and the university's name in Arabic and English. Below the logo is a white login box with fields for 'Username:' and 'Password:'. A green 'LOGIN' button is positioned below these fields. A security notice at the bottom of the box reads: 'For security reasons, please log out and exit your web browser when you are done accessing services that require authentication!'. At the very bottom of the page, a copyright notice states: 'Copyright © 2005–2017 Apereo, Inc. Powered by CAS 5.2.4'.

5. Enter your IIUM Student ID/Matric No as your login ID and Password and click on Login.



The dashboard is titled 'i-Viva' and features a blue header bar with a 'Log Out' button. On the left, a sidebar shows the user's profile (KHAN MOHAMMAD SHADAB, G1733385) and a menu with options like 'Home', 'Intention to Submit Research Work', 'Abstract Submission', 'Completion Checklist', 'OnTrack Thesis', 'Viva-Voce Details', 'Submission Final Thesis', and 'Copyright Declaration'. The main area is titled 'Dashboard' and contains a 'Welcome' message, a table of user details, and a 'Notification' box.

Matric No	G1733385
Name	KHAN MOHAMMAD SHADAB
Email	mshadab_k@yahoo.co.in
Telephone	+919453916382
Current Semester, Session	2, 2019/2020
No. of Semester in the Period of Study	6
Centre of Studies	KULLIYAH OF INFORMATION & COMMUNICATION TECHNOLOGY
Programme	Doctor of Philosophy (Information Technology)

The left column lists the available modules for the student user.

6. Intention to Submit Research Work

The module is for the student to submit the intention form for the submission of research report. It must be forwarded to the supervisor at least 6 months in prior to the submission)

6.1 Select Intention to Submit Research Work.

Note: Please ensure all your personal details are correct, please inform the Postgraduate Office at Centre of Studies for any discrepancies.

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Programme	Doctor of Philosophy (Information Technology)
Maximum Remaining Semester	6
Current Semester, Session	2 , 2019/2020
No. of Semester in the Period of Study	6
Research Title	Blended & E-Learning System Users' Post-Adoption Usage Performance And Its Result (A Study Of Learning Management Systems)
Supervisor	Prof. Dr. ASADULLAH SHAH
Name of Co-Supervisor	1. Dr. NOOR AZIZAH BT. MOHAMADALI - CO-SUPERVISOR 2. Dr. ASMA BINTI MD ALI - MEMBER SUPERVISORY COMMITTEE

Submit

6.2 Click the Submit button.

6.3 The request will then be forwarded to your Supervisor for Approval

6.4 Supervisor, Cos Admin, HoD and DDPG are being notified

7. Abstract Submission

The module is for the student to submit the abstract of the research work. Please take note that the module is not accessible if the intention to submit research work form has not been processed. The button Submit will be dimmed.

7.1 Select Abstract Submission.

Abstract Submission

Note:
Please ensure Intention Submission request has been submitted and approved by Supervisor to submit this Abstract Submission.

Matric No	G1733385
Name	KHAN MOHAMMAD SHADAB
Email	mshadab_k@yahoo.co.in
Telephone	+919453916382
Current Semester, Session	2, 2019/2020
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Centre of Studies	KULLIYAH OF INFORMATION & COMMUNICATION TECHNOLOGY
Programme	Doctor of Philosophy (Information Technology)
Maximum Remaining Semester	6
Research Title	Blended & E-Learning System Users' Post-Adoption Usage Performance And Its Result (A Study Of Learning Management Systems)
Supervisor	Dr. NOOR AZIZAH BT. MOHAMADALI
Name of Co-Supervisor	1. Prof. Dr. ASADULLAH SHAH - CHAIRMAN 2. Dr. ASMA BINTI MD ALI - MEMBER SUPERVISORY COMMITTEE

Abstract Paperfo...020.pdf **Maximum 20MB**
Please submit PDF file only

7.2 Click Choose File and select Abstract document that you wish to upload.

7.3 Click the Submit button.

7.4 Email notification will be sent to your Supervisor to approve the abstract.

8. Completion Checklist

The module is for the submission of all the required documents for the research report examination process. Please ensure the research report is ready and in the right format, the Turnitin report to follow the similarity index set by the Kulliyyah and the publication requirement to be fulfilled.

8.1 From the left side menu, select Completion Checklist.

i-Viva Log Out

KHAN MOHAMMAD SHADAB
G1733385
online

Menu

- Home
- Intention to Submit Research Work
- Abstract Submission
- Completion Checklist**
- OnTrack Thesis
- Viva-Voce Details (Application for Extension)
- Submission Final Thesis
- Copyright Declaration

Completion Checklist

Notes:
Please ensure Abstract Submission request has been submitted and approved by Supervisor to submit this Completion Checklist.

Matric No	G1733385
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Programme	Doctor of Philosophy (Information Technology)
Maximum Remaining Semester	6

Please check your completion checklist :-

Thesis/ Dissertation Choose File 1. list n...n 20.pdf **Maximum 20MB**
Please submit PDF file only

Turnitin Report (upload only SINGLE page that shows the percentage of similarity index) Choose File front co...020.pdf

Proof of publication(s) e.g. the acceptance letter or the first page of the publication Choose File List na...an 20.pdf

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Submit

8.2 Click the button Choose File to upload all the required documents.

The maximum size for the Thesis/Dissertation file is 20 MB and must be in pdf format.

8.3 Click on Submit button to submit all the documents. For recommendation, verification and approval processes.

9. Ontrack Thesis

The module is for the student to keep up with the status of the research report examination

9.1 From the left side menu, select OnTrack Thesis.

The screenshot displays the i-Viva web application interface. The top header is blue with the 'i-Viva' logo and a 'Log Out' button. The left sidebar contains a menu with options: Home, Intention to Submit Research Work, Abstract Submission, Completed (highlighted with a blue arrow), OnTrack Thesis, Viva-Voce Details (Application for Extension), Submission Final Thesis, and Copyright Declaration. The main content area is titled 'Viva Voce Details' and contains a table with the following information:

Matric No	G1733385
Name	KHAN MOHAMMAD SHADAB
Email	mshadab_k@yahoo.co.in
Telephone	+919453916382
Current Semester, Session	2, 2019/2020
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Centre of Studies	KULLIYAH OF INFORMATION & COMMUNICATION TECHNOLOGY
Programme	Doctor of Philosophy (Information Technology)
Final Research Title	Blended & E-Learning System Users' Post-Adoption Usage Performance And Its Result (A Study Of Learning Management Systems)
Supervisor	Prof. Dr. ASADULLAH SHAH
Name of Co-Supervisor	1. Dr. NOOR AZIZAH BT. MOHAMADALI - CO-SUPERVISOR 2. Dr. ASMA BINTI MD ALI - MEMBER SUPERVISORY COMMITTEE

Below the table is the 'Examiner Appointment' section, which includes tabs for Internal One, Internal Two, Internal One (Alt), External One, External Two, External One (Alt), and External Two (Alt). The 'Internal One' tab is selected, showing a countdown of 17 Days and evaluation dates: Date Evaluation Start (22/09/2021) and Date Evaluation End (21/11/2021).

9.2 Click on the tab of each examiner to see the countdown, date evaluation starts and ends.

10. Viva Voce Details (Application for Extension)

the module is for the student to request for extra time to submit the final research report for post viva/examination.

10.1 From the left side menu, select Viva-Voce Details (Application for Extension)

Menu

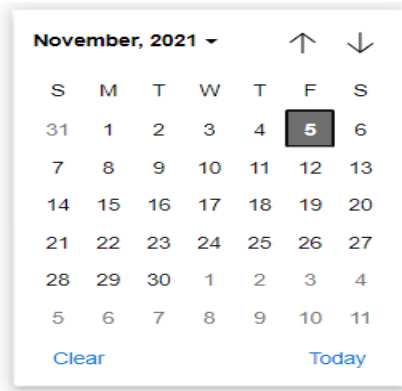
- Home
- Intention to Submit Research Work
- Abstract Submission
- Completion Checklist
- OnTrack Thesis
- Viva-Voce Details (Application for Extension)**
- Submission Final Thesis
- Copyright Declaration

Viva Voce Details

Matric No	G1733385
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External Examiners	1. EXTERNAL EXAMINER 1 - DR. MOHAMED ELWATHIG SAEED MIRGHANI 2. EXTERNAL 1 (ALTERNATE) - Prof KHAIRANI 3. EXTERNAL EXAMINER 2 - DR AZLINA DAUD
Date Viva	12/08/2021
New Title (Eng)	-
New Title (Arabic)	-
Post Viva Supervisor 1	PROF. DR. MOHAMMAD ABDUL QUAYUM
Post Viva Supervisor 2	-
Post Viva Supervisor 3	-
Duration Of Correction	12 Months
Deadline Of Correction	12/11/2021
New Deadline Of Correction	<input type="text" value="dd/mm/yyyy"/>

Apply

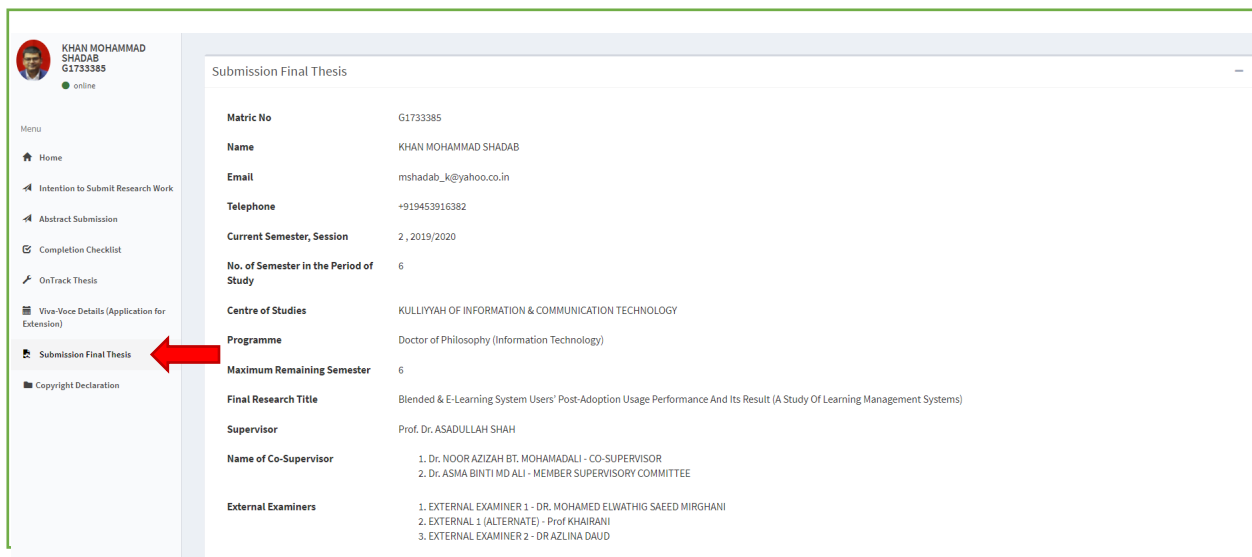




- 10.3 Click on the date that you prefer.
- 10.4 Click on Apply button.
- 10.5 Notification will be sent to your supervisor for recommendation.

11. Submission Final Thesis

11.1 From the left side menu, select Submission Final Thesis.



Submission Final Thesis

Matric No G1733385

Name KHAN MOHAMMAD SHADAB

Email mshadab_k@yahoo.co.in

Telephone +919453916382

Current Semester, Session 2, 2019/2020

No. of Semester in the Period of Study 6

Centre of Studies KULLIYAH OF INFORMATION & COMMUNICATION TECHNOLOGY

Programme Doctor of Philosophy (Information Technology)

Maximum Remaining Semester 6

Final Research Title Blended & E-Learning System Users' Post-Adoption Usage Performance And Its Result (A Study Of Learning Management Systems)

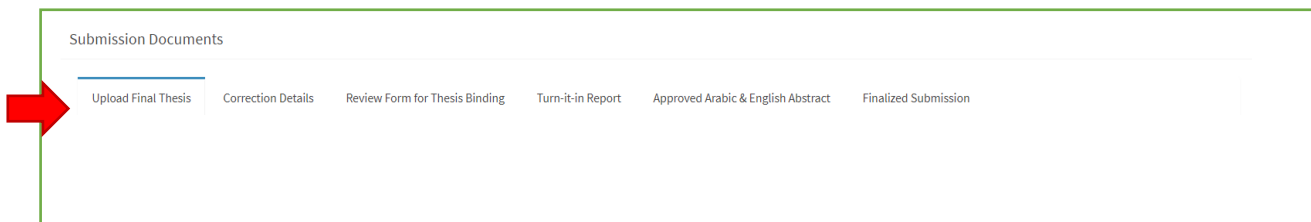
Supervisor Prof. Dr. ASADULLAH SHAH

Name of Co-Supervisor
1. Dr. NOOR AZIZAH BT. MOHAMADALI - CO-SUPERVISOR
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External Examiners
1. EXTERNAL EXAMINER 1 - DR. MOHAMED ELWATHIG SAEED MIRGHANI
2. EXTERNAL 1 (ALTERNATE) - Prof. KHAIRANI
3. EXTERNAL EXAMINER 2 - DR AZLINA DAUD

11.2 There are six tabs for the student to upload the documents for final thesis.

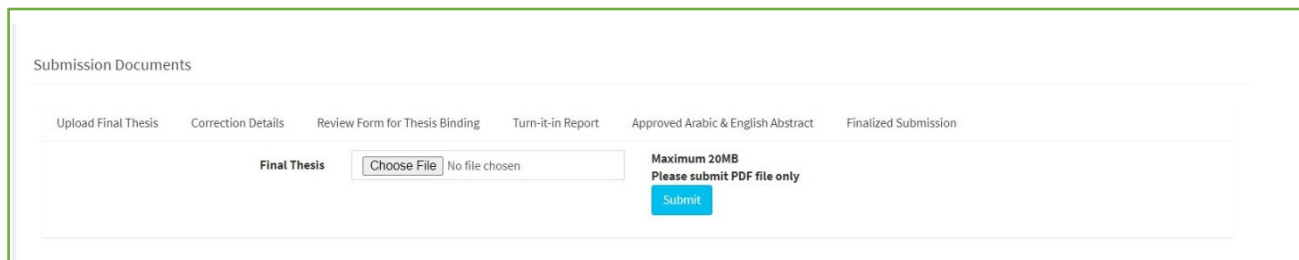
11.3 Click accordingly on the tab where you wish to upload the required document.



Submission Documents

Upload Final Thesis | Correction Details | Review Form for Thesis Binding | Turn-it-in Report | Approved Arabic & English Abstract | Finalized Submission

11.4 Upload Final Thesis tab.



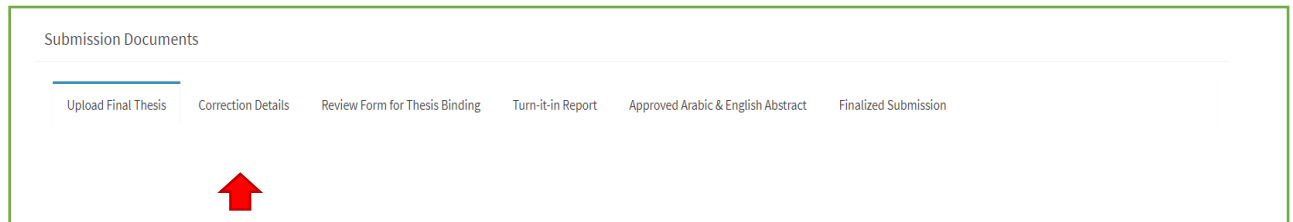
Submission Documents

Upload Final Thesis | Correction Details | Review Form for Thesis Binding | Turn-it-in Report | Approved Arabic & English Abstract | Finalized Submission

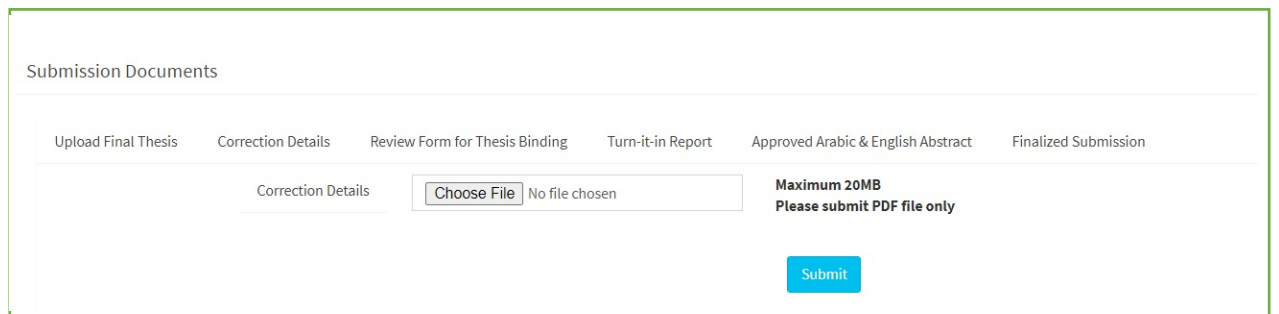
Final Thesis No file chosen

Maximum 20MB
Please submit PDF file only

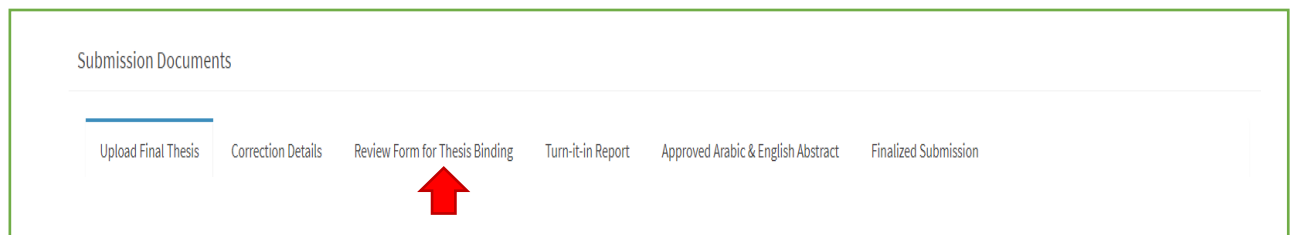
11.5 Click Choose File to upload the final research report and click on Submit bottom to submit the document.



11.6 Correction Details tab



11.7 Click Choose File to upload the correction details report and click on the Submit button to submit the document.



11.6 Review Form for Thesis Binding Tab


Review Form for Thesis Binding		
NO.	ITEM	TICK (/) BY STUDENT
1	COVER PAGE	
2	TITLE PAGE	
3	ABSTRACT (ENGLISH)	
4	ABSTRACT (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 ABBREVIATIONS	
14	LIST OF SYMBOLS	
15	FOOTNOTES	
16	MARGIN	
17	FONT STYLE AND SIZE	
18	HEADING / SUB-HEADING	
19	PARAGRAPH / LINE SPACING	
20	PAGE NUMBERING	
21	INDEX	

SAVE

11.7 Tick all the items that are conformed to the prescribed format and click on **Save** to save the information.

Submission Documents

[Upload Final Thesis](#)
[Correction Details](#)
[Review Form for Thesis Binding](#)
[Turn-it-in Report](#)
[Approved Arabic & English Abstract](#)
[Finalized Submission](#)



11.8 Turn-it-in Report tab.

Submission Documents

[Upload Final Thesis](#)
[Correction Details](#)
[Review Form for Thesis Binding](#)
[Turn-it-in Report](#)
[Approved Arabic & English Abstract](#)
[Finalized Submission](#)

Turn-it-in Report

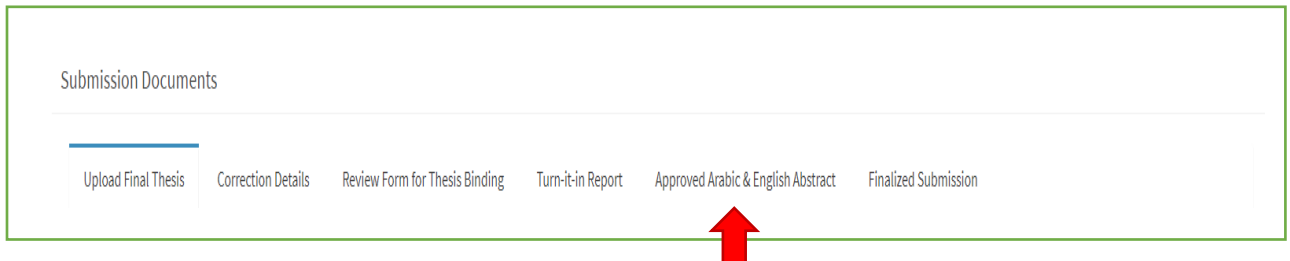
No file chosen

Maximum 20MB
Please submit PDF file only

Submit

11.9 Click on the Choose File to upload and Submit button to submit the report

The Turn-it-in Report must be in PDF format and is limited to 20 MB.



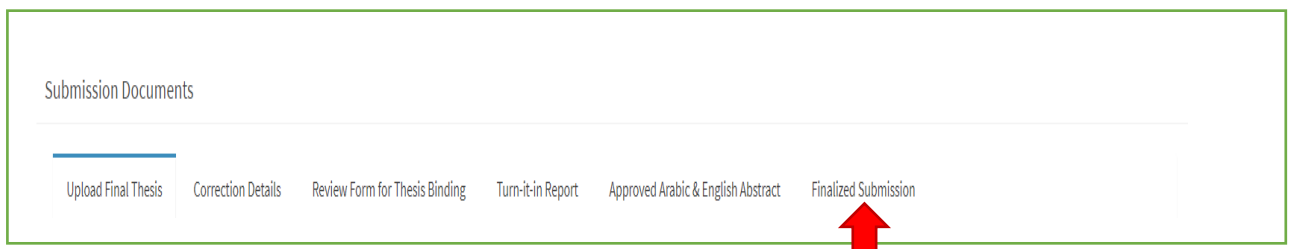
11.10 Approved Arabic & English Abstract tab

The screenshot displays the 'Approved Arabic & English Abstract' tab. It features a text area for the abstract with the following content: 'Abstract: In recent years, due to the unnecessary wastage of electrical energy in residential buildings, the requirement of energy optimization and user comfort has gained vital importance. In the literature, various techniques have been proposed addressing the energy optimization problem. The goal of each technique is to maintain a balance between user comfort and energy requirements, such that the user can achieve the desired comfort level with the minimum amount of energy consumption. Researchers have addressed the issue with the help of different optimization algorithms and variations in the parameters to reduce energy consumption. To the best of our knowledge, this problem is not solved yet due to its challenging nature. The gaps in the literature are due to advancements in technology, the drawbacks of optimization algorithms, and the introduction of new optimization algorithms. Further, many newly proposed optimization algorithms have produced better accuracy on the benchmark instances but have not been applied yet for the optimization of energy consumption in smart homes. In this paper, we have carried out a detailed literature review of the techniques used for the optimization of energy consumption and scheduling in smart homes.'

Below the text area, there is a section for 'Approved Abstract Arabic' with a 'Choose File' button, the text 'No file chosen', and a message: 'Maximum 20 MB Please submit DOC file only'. A 'SAVE' button is located at the bottom right of the section.

11.11 For the Approved English Abstract, please copy and paste the abstract in the relevant box. The abstract is limited to 4000 words only.

11.12 For the Approved Arabic Abstract, please upload the abstract in a docx format. Click on Save button to submit the documents.



11.13 Finalized Submission tab

The screenshot shows a web interface for 'Submission Documents'. At the top, there are six tabs: 'Upload Final Thesis', 'Correction Details', 'Review Form for Thesis Binding', 'Turn-it-in Report', 'Approved Arabic & English Abstract', and 'Finalized Submission'. The 'Finalized Submission' tab is selected and highlighted with a blue underline. Below the tabs, there is a section titled 'Finalized Submission' with a blue header. Inside this section, there is a list of five items, each with a checkmark to its right, indicating they are completed:

- Upload Latest Thesis ✓
- Upload Correction Details ✓
- Review Form for Thesis Binding ✓
- Turn-it-in Report ✓
- Upload Approved Arabic & English Abstract ✓

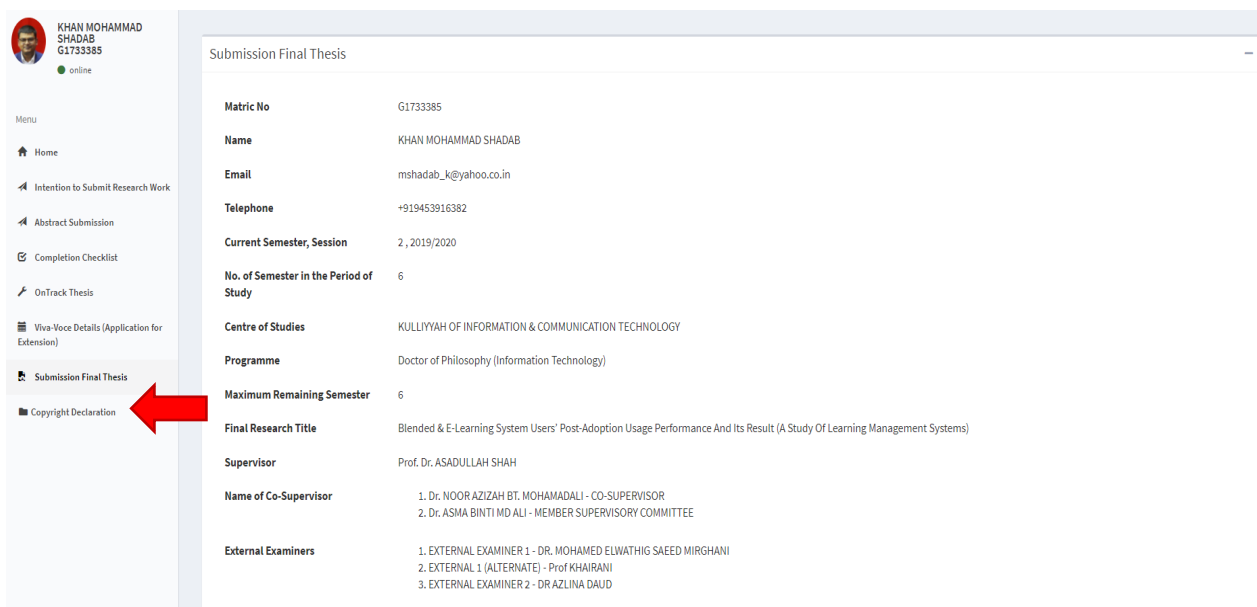
At the bottom right of this section, there is a blue button labeled 'Done Finalized and Submit'.

This tab is to finalized all the uploaded documents. Please ensure all the documents are ticked before clicking the Done Finalized and Submit button.
(if the documents are not complete, the ✖ sign will be shown.

12. Copyright Declaration

the module is to declare the copyright of the final research report/thesis/dissertation

12.1 From the left side menu, select Copyright Declaration.

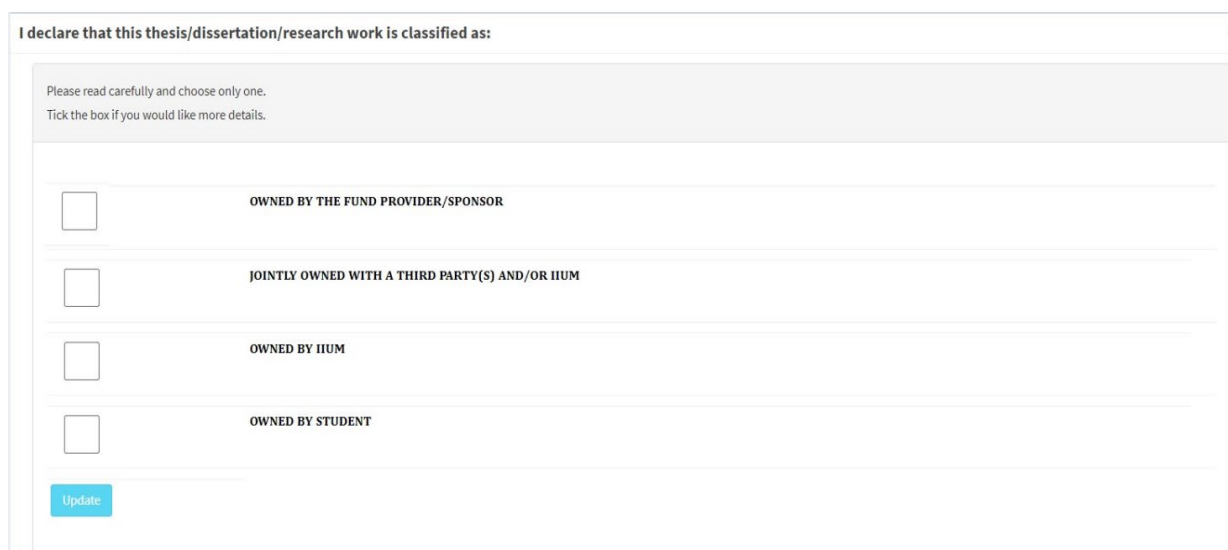


Submission Final Thesis

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12.2 The are three parts that student needs to fill in.

The first part is as follows:



I declare that this thesis/dissertation/research work is classified as:

Please read carefully and choose only one.
Tick the box if you would like more details.

<input type="checkbox"/>	OWNED BY THE FUND PROVIDER/SPONSOR
<input type="checkbox"/>	JOINTLY OWNED WITH A THIRD PARTY(S) AND/OR IUM
<input type="checkbox"/>	OWNED BY IUM
<input type="checkbox"/>	OWNED BY STUDENT

Update

Please tick at options given and click Update button.

The second part is as follows:

I AGREE AND UNDERTAKE TO DEPOSIT this thesis/dissertation/research work as follows:

Please read carefully and choose only one.
Tick the box if you would like more details.

<input type="checkbox"/>	CONFIDENTIAL
<input type="checkbox"/>	RESTRICTED
<input type="checkbox"/>	EMBARGO
<input type="checkbox"/>	OPEN ACCESS

[Update](#)

Please click on the options given and press the Update button.

The third part is on acknowledgement

I ACKNOWLEDGE that the International Islamic University Malaysia reserves the right as follows:

Please read carefully.

(1) IIUM or its library will have the right to make and transmit copies (print or electronic) for institutional and academic purposes.

(2) The IIUM library will have the right to make, store in a retrieved system and supply copies of this unpublished research if requested by other universities and research libraries.

(3) The IIUM library will have the right to make a digital copy of the thesis via the internet in downloaded format.

By clicking the SUBMIT button, I acknowledge that I have read and understand the IIUM Policy on Research and Innovation.

[Submit](#)

Declaration of Copyright & Affirmation has been submitted. Please refer Log History

Press Submit button and an email notification will be sent to Supervisor to certify or uncertified the declaration.