

Graduate Admissions (August Selection Process) Information and Regulations for the Oral Examination

1. Oral Examination Schedule

Location of the oral examination	Home, etc. (Remote entrance examination using “harutaka”)
Practice session	Tuesday, August 9
Due date to upload materials (optional)	Tuesday, August 23
Date of the oral examination	Friday, August 26
Reexamination date	In the afternoon on Friday, August 26

2. Time of Meeting, etc.

Friday, August 26

Meeting Time	Examination Room A	Examination Room B
9:00	23SQ11001	
9:15		23SQ11003
9:45	23SQ11004	
10:00		23SQ11002
10:30	23SQ12001	
10:45		23SQ41001

The URL for the examination and the URL for uploading materials will be sent to you by e-mail on Friday, August 5. If you do not receive the email, please contact us (see 7. Contact Information).

3. Preparation for the Examination

- (1) You must be alone in a lighted, quiet room during the examination.
- (2) Prepare your reference card, photo ID and writing utensils at hand.
- (3) You must use a computer that has a camera. The camera should be fixed with a stand or similar device so that you can use your hands freely.
- (4) The use of earphones or headsets is not allowed. Remove your mask/face shield during the examination.
- (5) Prepare a hand mirror so that the interviewer can check your computer screen.
- (6) Prepare a cell phone or home phone at hand in case of trouble during the examination.
- (7) Do not use multi displays, and do not sit on a bed, sofa or lounge chair.

4. On the Day of the Examination

- (1) Turn off power or alarms of all electronic devices irrelevant to the examination, and clean up as much as possible of anything that is not related to the examination.
- (2) Remove your mask/face shield to show your face and ears, and adjust your camera so that your upper body and the space around your hands are showing. Do not use virtual backgrounds.
- (3) You are prohibited from using any software other than that necessary for your presentation. If you are found to be in contact with others or receiving information from external sources during the examination, it will be considered cheating.
- (4) Three minutes before the designated meeting time, access the URL for the examination, check the microphone and video, and then click the "Start Live" button to enter the interview room. Please wait for a while for the examiner to enter the interview room.
- (5) The examiner will first check to see if the examination environment is suitable.

- (6) In the examination room, tell your name and examinee's number while showing your reference card. Then explain your research plan in about 15 minutes. You can use the screen sharing function, and/or you can use a flip chart to explain.
- (7) If you have trouble hearing the interviewer's voice, do not hesitate to say so.
- (8) PowerPoint slides, PDF files, and other materials for your presentation should be uploaded as an A4 size PDF file (up to 10 pages in length) by Tuesday, August 23.
- (9) You are prohibited to record (sound or video) the examination, post it on SNS, etc.

5. The Practice Session

- (1) There will be a connection test on **Tuesday, August 9**. Please participate in order to check the actual process. You can test at any time during the assigned time, but you may have to wait if multiple participants are accessing the test at the same time.
- (2) Access the URL for the examination, check the microphone and video, and then click the "Start Live" button to enter the interview room. Please wait for a while for the examiner to enter the interview room.
- (3) The examiner will first check to see if the examination environment is suitable.
- (4) Prepare a sample of the tools you will use on the day of the examination (e.g., PowerPoint, explanatory flips, etc.) and make sure the examiners have no trouble seeing them.

Tuesday, August 9.

Time	Examinees No.
9:30~10:30	23SQ11001~11004
10:30~11:30	23SQ12001 23SQ41001

6. Precautions for Taking the Examination

- (1) Please also check the "Master's & Doctoral Programs in Informatics, Supplement for the Online Oral Examination."
- (2) If your email address or phone number has changed since your application, you must notify us immediately (see 7.Contact Information).
- (3) If you are unable to connect due to network or other problems on the day of examination, please contact us by phone. If you fail to log on in the first 10 minutes without a phone call, you will be considered absent.
- (4) We will make all effort for the smooth implementation of the examination, however in case we have trouble and cannot recover within the given time, we will hold a reexamination in the afternoon on Friday, August 26.

7. Contact Information

Graduate Academic Affairs Section,

Academic Service Office for the Library, Information and Media Sciences Area,

University of Tsukuba

Phone: +81-29-859-1120 (except on the day of the entrance examination)

+81-29-859-1170 (on the day of the entrance examination)

Email: tosyoss-daigakuin#@#un.tsukuba.ac.jp (Please delete # when sending email)

(August 5, 2022)