

# Graduate Admissions (January to February 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	Wednesday, January 17
Due date to upload materials (optional)	Thursday, January 18
Date of the oral examination	Thursday, January 25
Reexamination date	Friday, January 26

## 2. Time of Meeting, etc.

### Thursday, January 25

Meeting Time	Examination Room A	Examination Room B
9:25	44SQ11003	–
9:40	–	44SQ12001
10:10	44SQ11004	–
10:25	–	44SQ11001
10:55	44SQ11005	–
11:10	–	84SQ62001
11:40	44SQ11006	–
13:25	–	84SQ62002
13:40	44SQ11007	–
14:10	–	44SQ41001

The URL for the examination and the URL for uploading materials will be sent to you by e-mail on Tuesday, January 9. 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) Have your reference card, photo ID and writing utensils at hand.
- (3) You must use a computer that has a camera. Please your computer on a fixed desk or table to transmit clean video images. If using an external camera, the camera should be fixed with a stand or similar device so that you can use your hands freely. Use of smartphones and tablets are prohibited.
- (4) The use of earphones or headsets is not allowed. Remove your mask/face shield during the examination.
- (5) Have at your hand a hand mirror so that the interviewer can check around and the computer monitor .
- (6) Have a cell phone or home phone at hand in case of trouble during the examination.
- (7) Do not use multi displays. Use of tablets as auxiliary device is also prohibited.
- (8) Please check in advance if your PC's OS and web browsers are compatible with harutaka (<https://harutaka.jp/faq/candidate/spec10831?lang=en>).
- (9) If your Mac OS is 10.15 or higher, you must allow screen sharing in advance. From the “Security and Privacy” screen, click on “Privacy” and select “Screen Recording” at the bottom of the left side menu to allow the setting.

#### 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 and blur effect.
- (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) Five 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. Depending on the examination situation, the examiner may enter the interview room later than the meeting time.
- (5) The examiner will first check to see if the examination environment is suitable. Please check “3. Preparation for the Examination” carefully in advance.
- (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 Thursday, January 18.
- (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 **Wednesday, January 17**. The participation is obligatory 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. Please check “3. Preparation for the Examination” carefully in advance.
- (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.

**Wednesday, January 17.**

Time	Examinees No.
9:15—10:15	44SQ11001～44SQ11004
10:15—11:15	44SQ11005～44SQ11007, 44SQ12001, 44SQ41001 84SQ62001, 84SQ62002

#### 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 execution of the examination, however in case we have trouble and cannot recover within a given time, we will hold a reexamination on Friday, January 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)

(January 9, 2024)