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 C	Examination Room E
8:55	44FW11001	44FW11004	44FW11007
9:25	44FW11005	44FW11009	44FW11015
9:55	44FW11006	44FW11010	44FW11022
10:25	44FW11011	44FW11016	44FW11025
10:55	44FW11021	44FW11020	44FW11030
11:25	44FW11027	44FW11026	44FW11035
11:55	44FW11032	44FW11031	44FW11036
13:25	44FW11037	44FW11041	44FW11040
13:55	44FW11042	44FW11046	44FW11045
14:25	44FW12001	84FW61001	44FW12002
14:55	84FW61002	84FW61006	84FW61005
15:25	84FW62001	84FW62002	84FW61010
15:55	84FW62004	44FW41001	84FW62005

Meeting Time	Examination Room B	Examination Room D
9:10	44FW11003	44FW11002
9:40	44FW11008	44FW11012
10:10	44FW11013	44FW11014
10:40	44FW11018	44FW11017
11:10	44FW11023	44FW11019
11:40	44FW11029	44FW11028
12:10	44FW11034	44FW11033
13:40	44FW11039	44FW11038
14:10	44FW11044	44FW11043
14:40	44FW11047	44FW11048
15:10	84FW61004	84FW61003
15:40	84FW61007	84FW61008
16:10	84FW61009	84FW62003

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 7 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	Last digit of Examinees No.
9:15－10:15	Odd
10:15－11:15	Even

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)