

# 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 “Zoom”)
Practice session	August 6 (Tue)
Due date to upload materials (optional)	August 8 (Thu)
Date of the oral examination	August 23 (Fri)
Reexamination date	In the afternoon on August 23 (Fri)

## 2. Time of Meeting, etc.

### August 23 (Fri)

Meeting Time	Examination Room A	Examination Room B
8:40	25SQ11007	25SQ11002
9:25	25SQ11003	25SQ11004
10:10	25SQ11005	25SQ11006
10:55	25SQ11001	25SQ11008
11:40	25SQ12001	25SQ41001

The Zoom meeting ID for the oral examination and the URL for uploading materials will be sent to you by e-mail on August 2 (Fri). 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. Place 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) Use of earphones or headsets is not allowed. Remove your mask 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 is compatible with Zoom.

## 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 to show your face and ears, and adjust your camera so that your upper body is shown. 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 designated Zoom meeting ID for the oral examination. Set the display name to “Examinee’s number·Name”, check the

microphone and video, and then click the “Join” button to enter the meeting 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 read “3. Preparation for the Examination” thoroughly 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 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 August 8 (Thu).
- (9) You are prohibited to record (sound and/or video) the examination, post it on SNS, etc.

## 5. The Practice Session

- (1) There will be a connection test on **August 6 (Tue)**. **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 at the same time.
- (2) Access the designated Zoom meeting ID for the Practice session, and set the display name to “**Examinee’s number • Name**”. Check the microphone and video, and then click the “Join” button to enter the meeting room. Please wait for a while for the examiner to enter the meeting room. When connecting to Zoom, please turn on the video and microphone.
- (3) The examiner will first check to see if the examination environment is suitable. Please read “3. Preparation for the Examination” thoroughly in advance.
- (4) Prepare a sample of the tools (PowerPoint, explanatory flips, etc.) you will use on the day of the examination and make sure the examiners have no trouble seeing them.

### August 6 (Tue)

Zoom for the Practice session	
Meeting ID	935 7841 5602
Passcode	731903
Time: 9:30-10:30	Last digit of Examinees No. “Odd”
Time: 10:30-11:30	Last digit of Examinees No. “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 within 10 minutes from the meeting time without a phone call, you will be considered absent.
- (4) We will make all efforts for the smooth execution of the examination, however in case we have trouble and cannot recover within a given time, there will be a reexamination in the afternoon on August 23 (Fri).

## 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 2024)