

## 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	Tuesday, January 21
Due date to upload materials (optional)	Wednesday, January 22
Date of the oral examination	Tuesday, January 28
Reexamination date	Wednesday, January 29

### 2. Time of Meeting, etc.

Tuesday, January 28

Meeting Time	Examination Room A	Examination Room C	Examination Room E	Examination Room G
8:55	45FW11001	45FW11003	45FW11006	45FW11005
9:25	45FW11008	45FW11010	45FW11013	45FW41006
9:55	45FW11012	45FW11017	45FW11020	45FW11019
10:25	45FW11023	45FW11024	45FW11027	45FW11026
10:55	45FW11029	45FW11031	45FW11034	45FW11033
11:25	45FW11037	45FW11038	85FW61003	45FW11040
11:55	45FW11043	45FW11044	85FW62007	45FW11047
13:25	45FW41005	45FW41001	85FW61001	45FW41002
13:55	45FW11050	45FW11065	85FW62004	45FW11054
14:25	45FW11057	45FW11059	85FW62011	45FW11014
14:55	45FW11064	45FW11066	85FW61002	45FW11068
15:25	45FW11041	45FW11062	85FW62005	45FW11056
15:55	45FW11022	45FW11067	85FW62012	45FW11063
16:25	–	45FW11070	–	–
Meeting Time	Examination Room B	Examination Room D	Examination Room F	
9:10	45FW11002	45FW11004	45FW11007	
9:40	45FW11009	45FW11011	45FW11061	
10:10	45FW11016	45FW11018	45FW11021	
10:40	45FW11015	45FW11025	45FW11060	
11:10	45FW11030	45FW11032	45FW11035	
11:40	45FW11036	45FW11039	85FW61004	
12:10	45FW11045	45FW11046	85FW62006	
13:40	45FW41004	45FW41003	85FW62001	
14:10	45FW11051	45FW11053	85FW62008	
14:40	45FW11058	45FW11028	85FW62002	
15:10	45FW11052	45FW11069	85FW62009	
15:40	45FW11048	45FW11042	85FW62003	
16:10	45FW11055	45FW11049	85FW62010	

The URL for the examination and the URL for uploading materials will be sent to you by e-mail on Thursday, January 9 from <no-reply@harutaka.jp>. If you do not receive the email, please contact us (see 8. Contact Information).

### **3. Preparation for the Examination**

- (1) You must be alone in a lighted, quiet room during the examination. No one other than the examinee is allowed to be in the 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. Use of smartphones and tablets are prohibited. Chrome Book is also prohibited. 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. It is necessary to be able to move the camera (or a device with a built-in camera) to take a 360-degree view of the entire circumference of the examinee before the examination to confirm the examinee's surroundings.
- (4) The use of earphones or headsets is not allowed. Remove your mask during the examination.
- (5) Have at your hand a large 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. If your cell phone or smart phone has a tethering function, you can use it as an alternative method of internet connection in case the internet connection becomes unstable. We recommend you check in advance the availability of the function and the connection procedure.
- (7) Do not use multi displays. Use of tablets as auxiliary device is also prohibited. On the PC, you are prohibited to activate any software other than that used for the presentation. You are also free to bring in supplementary materials for the examination, such as scripts to read in presentation, writing papers and writing materials for questions, clocks and stopwatches.
- (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>). In your presentation, you will need to share the screen of the device connected to harutaka.
- (9) If you use Mac OS, 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. Please turn off all unused PCs and their monitors.
- (2) Remove your mask to show your face and ears, and adjust your camera so that your upper body is 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. As instructed by the examiner, move the camera to show a 360-degree view of your surroundings, indicating that no one other than the examinee is present, and there is no way to communicate with the outside world. 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. It is acceptable to explain using an explanation panel (flip chart) or an actual product, but playing pre-recorded materials is not acceptable.
- (7) If you have trouble hearing the interviewer’s voice, do not hesitate to say so. If this is not possible, please contact the head office by phone.
- (8) If the connection is lost during the examination, try clicking the “reconnect” button on the lower-left corner of your screen, rebooting your browser, and rebooting your PC. If the problem persists, please contact the head office by phone. Disconnection due to an accident will not affect

the presentation time nor the evaluation.

- (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 practice session (connection test) on **Tuesday, January 21**. **The participation is obligatory** in order to check the actual process. The practice session will include connecting to harutaka on your PC and confirming screen sharing methods. 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.

**Tuesday, January 21.**

Time	Last digit of Examinees No.
9:15–10:15	Odd
10:15–11:15	Even

## 6. Uploading Presentation Materials

- (1) 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 Wednesday, January 22. Make sure you upload the correct file because you can upload your materials only once. Please include your name and examinee’s number in an easily recognizable place in the PDF file.
- (2) The name of the file should be the examinee’s number using one-byte codes.  
For example, if the examinee’s number is “24FW00987”, please name the file “24FW00987.pdf”.
- (3) The PDF file of the presentation materials will be printed and distributed to the examiners so that the examination can be conducted even if the presentation cannot be done by harutaka screen sharing or the resolution of the camera is insufficient. For materials longer than 10 pages, only the first 10 pages will be distributed.
- (4) When you are uploading Power Point slides to be used in a presentation, you may upload a PDF file containing 2-6 slides per page on A4 paper. If you are not using a presentation software, but are using flip charts, real objects, or videos to explain your presentation, please upload a PDF file containing flip charts, photos of real objects, or still images of videos in an appropriate size and arranged on A4 paper.

## 7. Precautions for Taking the Examination

- (1) If your email address or phone number has changed since your application, you must notify us immediately (see 8.Contact Information).
- (2) 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.
- (3) 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 Wednesday, January 29.

## 8. 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)  
: weekdays 9:00 a.m. – 5:00 p.m. (except 12:15 p.m. – 13:15 p.m.) (JST)  
Email: tosyoss-daigakuin#@#un.tsukuba.ac.jp (Please delete # when sending email)

The Head Office of Master's & Doctoral Programs in Informatics  
Phone: +81-29-859-1170 (on the day of the entrance examination)  
: 8:00 a.m. – 5:00 p.m. (JST)

(January 2025)