

# 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 5 (Tue)
Due date to upload materials (optional)	August 7 (Thu)
Date of the oral examination	August 22 (Fri)
Reexamination date	In the afternoon on August 22 (Fri)

## 2. Time of Meeting, etc.

### August 22 (Fri)

Meeting Time	Examination Room D	Examination Room E
9:15	26SQ11001	26SQ11002
10:00	26SQ11003	26SQ11004
10:45	26SQ11005	26SQ11006
11:30	26SQ11007	26SQ11008
13:25	26SQ11009	26SQ11010
14:10	26SQ11011	26SQ12001
14:55	26SQ41001	26SQ41002

The Zoom meeting ID for the oral examination and the URL for uploading materials will be sent to you by e-mail on August 1 (Fri). 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. 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. 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) 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 is compatible with Zoom.

- (9) Use the application version of Zoom, not the browser version.

#### 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 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 – Examinee’s 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. 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 15 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 **August 5 (Tue)**. **The participation is obligatory** in order to check the actual process. The practice session will include connecting to Zoom 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 at the same time.
- (2) Access the designated Zoom meeting ID for the Practice session, and set the display name to **“Examinee’s number – Examinee’s 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 check “3. Preparation for the Examination” carefully 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 5 (Tue)

Zoom for the Practice session	
Meeting ID	890 0037 5903
Passcode	467957
Time: 9:10-10:10	Last digit of Examinees No.“Odd”
Time: 10:10-11:10	Last digit of Examinees No.“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 August 7 (Thu). Make sure you upload the correct file because you can upload your materials only once. (If you upload your materials more than once, there is no guarantee the correct file will be used.) 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 "26FW00987", please name the file "26FW00987.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 Zoom 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 within 10 minutes from the meeting time without a phone call, you will be considered absent.
- (3) We will make all efforts for the smooth execution of the examination, however in the case of University of Tsukuba side problem not recovered within a given time, there will be a reexamination in the afternoon on August 22 (Fri).

## **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)

(August 2025)