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 21 (Thu)・August 22 (Fri)
Reexamination date	August 22 (Fri)

2. Time of Meeting, etc.

August 21 (Thu)

Meeting Time	Examination Room A	Examination Room B	Examination Room C	Examination Room D
8:55	26FW11001	26FW11002	26FW11003	26FW11004
9:25	26FW11008	26FW11035	26FW11010	26FW11011
9:55	26FW11015	26FW11099	26FW11017	26FW11018
10:25	26FW11025	26FW11023	26FW11024	26FW11022
10:55	26FW11029	26FW11030	26FW11031	26FW11032
11:25	26FW11037	26FW11038	26FW11039	26FW11040
11:55	26FW11044	26FW11045	26FW11046	26FW11047
13:25	26FW41002	26FW41005	26FW41003	26FW41001
13:55	26FW11058	26FW11059	26FW11060	26FW11063
14:25	26FW11065	26FW11066	26FW11067	26FW11068
14:55	26FW11072	26FW11073	26FW11074	26FW11075
15:25	26FW11079	26FW11080	26FW11081	26FW11082
15:55	26FW11086	26FW11087	26FW11088	26FW11089

Meeting Time	Examination Room E	Examination Room F	Examination Room G
8:55	26FW11005	26FW11006	26FW11095
9:25	26FW11102	26FW11013	26FW11014
9:55	26FW11019	26FW11020	26FW11021
10:25	26FW11026	26FW11027	26FW11028
10:55	26FW11033	26FW11034	26FW11096
11:25	26FW11042	26FW11041	26FW11043
11:55	26FW11048	26FW11049	26FW11050
13:25	26FW41004	26FW11056	26FW11057
13:55	26FW11062	26FW11061	26FW11064
14:25	26FW11069	26FW11070	26FW11071
14:55	26FW11076	26FW11077	26FW11078
15:25	26FW11083	26FW11084	26FW11085
15:55	26FW11090	26FW11091	26FW11092

August 22 (Fri)

Meeting Time	Examination Room A	Examination Room B	Examination Room C
8:55	26FW11093	26FW11094	26FW11007
9:25	26FW11009	26FW11097	26FW11098
9:55	26FW11016	26FW11100	26FW11101
10:25	26FW11012	26FW11103	26FW11104
10:55	26FW11105	26FW11106	26FW11051
11:25	26FW11108	26FW11109	26FW11110
11:55	26FW11111	26FW11112	26FW11113
13:25	26FW11114	26FW11115	26FW11116
13:55	26FW11117	26FW11118	26FW11053
14:25	26FW11055	26FW11052	26FW11054
14:55	26FW12002	26FW12003	26FW12001

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 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 **August 5 (Tue). <u>The participation is obligatory</u>** 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 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)