

# 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	January 20 (Tue)
Due date to upload materials (optional)	January 21 (Wed)
Date of the oral examination	January 27 (Tue) • January 28 (Wed)
Reexamination date	January 28 (Wed)

## 2. Time of Meeting, etc.

**Tuesday, January 27**

Meeting Time	Examination Room A	Examination Room C	Examination Room E	Examination Room G
8:55	46FW11001	46FW11003	86FW61005	86FW61004
9:25	46FW11008	46FW11010	86FW61007	86FW61008
9:55	46FW11015	46FW11017	86FW61009	86FW61010
10:25	46FW11022	46FW11024	86FW61011	86FW62002
10:55	46FW11029	46FW11030	86FW62003	86FW62004
11:25	46FW11036	46FW11009	86FW62005	86FW62006
11:55	46FW11043	46FW11046	86FW62007	86FW62009
13:25	46FW11025	46FW11053	86FW62010	86FW62011
13:55	46FW11058	46FW11060	86FW62012	86FW62013
14:25	46FW11065	46FW11067	86FW62014	86FW62015
14:55	46FW11072	46FW11074	86FW62016	86FW62017
15:25	46FW11079	46FW11082	86FW61001	86FW61002
15:55	46FW11005	46FW11007	86FW61003	86FW61006
Meeting Time	Examination Room B	Examination Room D	Examination Room F	
9:10	46FW11052	46FW11004	46FW11006	
9:40	46FW11038	46FW11011	46FW11013	
10:10	46FW11016	46FW11018	46FW11020	
10:40	46FW11023	46FW11051	46FW11019	
11:10	46FW11031	46FW11032	46FW11034	
11:40	46FW11037	46FW11039	46FW11041	
12:10	46FW11044	46FW11047	46FW11049	
13:40	46FW11002	46FW11054	46FW11056	
14:10	46FW11059	46FW11061	46FW11063	
14:40	46FW11066	46FW11068	46FW11070	
15:10	46FW11073	46FW11075	46FW11077	
15:40	46FW11080	46FW11081	46FW41002	

集合時間	試験室 D
9:10	46FW11012
9:40	46FW11027
10:10	46FW11026
10:40	46FW11033
11:10	46FW11035
11:40	46FW11042
13:10	46FW11028
13:40	46FW11062
14:10	46FW11071
14:40	46FW11076
15:10	46FW12001

集合時間	試験室 E
9:25	46FW11014
9:55	46FW11021
10:25	46FW11055
10:55	46FW11040
11:25	46FW11048
11:55	46FW11050
13:25	46FW11057
13:55	46FW11064
14:25	46FW11069
14:55	46FW11078
15:25	46FW41001

The URL for the examination and the URL for uploading materials will be sent to you by e-mail on Thursday, January 8 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) 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. If you are using the Chrome browser with Google Translation ON, harutaka will not connect properly, so please close the browser once, disable Google Translate, and then click the URL again.
- (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 20**. 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. If you are using the Chrome browser with Google Translation ON, harutaka will not connect properly, so please close the browser once, disable Google Translate, and then click the URL again.
- (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 20.**

Time	Last digit of Examinees No.
9:00 – 10:30	Odd
10:30 – 12:00	Even

※Please access in above time (These are not the time of Practice Session)

## 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 21. 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 the case of University of Tsukuba side problem not recovered within a given time, there will be a reexamination on Wednesday, January 28.

## 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: tosvoss-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 2026)