

**Entrance Examination for the Graduate School of
Economics, Waseda University:
Guidelines for Interview Examinations through a Web
Conference System**

*These guidelines are for overseas applicants who wish to take an interview examination through a Web conference system as part of the general entrance examination for Waseda University's Graduate School of Economics. Before applying to use this system, please make sure that you read these guidelines carefully. For general information on our entrance examinations, please refer to the entrance examination guidelines.

1. Overview of interview examinations through a Web conference system

(1) What is an interview examination through a Web conference system?

An interview examination through a Web conference system is an interview examination conducted via a remote conferencing system using the applicant's Internet and computer environment. The applicant is not required to visit the GSE in person for the interview examination (please note that the applicant must, however, carry out a connection test in advance to check the interview examination environment). In addition, the applicant is responsible for preparing his/her own Internet and computer environment for the interview examination.

(2) Applicable entrance examinations and applicants

Overseas applicants who have passed the first screening stage of the general entrance examinations.

(3) Overview of the Web conference system

This system uses the Cisco WebEx online meeting service provided by Cisco Systems G.K. or Zoom.

(4) Equipment required by the applicant

To use the Web conference system, the applicant must prepare his/her own usage environment. Please apply only if you have the following environment available.

- Internet connection

You are responsible for preparing a stable Internet connection. To ensure a stable connection, we strongly recommend that you connect to a wired LAN via a cable rather than a wireless LAN (e.g., Wi-Fi).

- Computer

We recommend the following computer environment.

*For Windows

OS: Windows Vista, Windows 7 or later (32-/64-bit)

Browser: Internet Explorer 7 or later, latest version of Firefox, or latest version of Google Chrome

CPU: Intel Core2 Duo CPU 2.XX GHz or AMD processor (at least 2 GB of RAM recommended)

JavaScript: JavaScript and Cookies enabled

Other: ActiveX enabled (must be unblocked if using Internet Explorer)/Java 6 or later

*For Mac

OS: 10.7 or later

Browser: Latest version of Firefox or Google Chrome

CPU: Intel processor (at least 512 MB of RAM recommended)

*Please note that smartphones and tablets cannot be used.

- Audio visual equipment

You will need a webcam and a microphone to use the system. You can use a built-in webcam on your computer, but you will need to use headphones to reduce external noise. We strongly recommend that you use a headset that has both headphones and a microphone. Please note that the GSE will not make any special allowances if it is deemed impossible to continue the interview examination due to malfunctioning of the applicant's audiovisual equipment.

- Location

As well as preparing the above environment, you must prepare a room where you can ensure that no third parties will enter. Depending on your country of residence, the examination may be held late at night or early in the morning due to the time difference with Japan. Please apply for an interview examination only after confirming that you will be able to secure a safe examination environment even during those hours.

2. Important points concerning use of the Web conference system

(1) Advance connection test

Applicants wishing to take an interview examination using the Web conference system must carry out a connection test in advance. This test is conducted to check your equipment and your Internet connection. No test questions will be asked in relation to the entrance examination.

(2) Internet connection and equipment

1. The applicant is responsible for preparing a suitable environment for both the connection test and the interview examination, including in terms of the Internet connection and the required equipment.
2. Any costs that the applicant may incur in taking the interview examination via the Web conference system will be borne by the applicant.
3. The GSE will bear no responsibility for any inconvenience, costs, or personal harm that the applicant may suffer when traveling to the examination location.
4. Applicants are expected to ensure a quiet examination environment with no other parties present during both the connection test and the interview examination. If the examination environment is deemed to be too noisy, the GSE may decide that the examination cannot be held and consider the applicant to have been absent.
5. If, on the scheduled day, the GSE determines that the interview examination or the connection

test cannot be held due to unforeseen circumstances such as problems on either end with regard to the Internet connection or the required equipment, the applicant will be considered to have been absent.

6. If an applicant is unable to take the examination for any of the reasons described in point 5 above, the GSE will not refund the entrance examination fee.
7. If an applicant is unable to secure a stable Internet connection or the required equipment, we recommend that he/she consider coming to Japan to take the interview examination.

(3) Other

1. The times and dates provided in notifications sent by the GSE with regard to the connection test or the interview examination will be in Japan Standard Time.
2. Notifications about the interview examination will be sent to the email address provided by the applicant at the time of application. The GSE will accept no responsibility if the interview examination cannot be held because the applicant did not receive the notifications due to a system error or any problems on the applicant's end.
3. Applicants are required to show their examination admission card and passport as proof of identity for both the connection test and the interview examination, so please have yours ready.
4. Applicants are prohibited from performing the following actions on the day of the connection test or the interview examination.
 - False impersonation, cheating, or any other actions that would be deemed unfair to other applicants.
 - Audio or visual recording of the examination content while using the Web conference system.
5. If any of the actions described in point 4 above are deemed to have occurred, the following actions will be taken against the applicant.
 - The applicant will be forbidden from taking any entrance examinations at Waseda University for the respective academic year.
 - The results for all entrance examinations taken at Waseda University for the respective academic year will become invalid.
6. If an applicant is unable to take the examination for the reason described in point 2 above, the GSE Science will not refund the entrance examination fee.
7. If you wish to take an interview examination through the Web conference system, please make sure that you read these "Important points concerning use of the Web conference system," sign the separate "Agreement to Undertake an Interview examination through the Web Conference System," and submit it together with the other application documents.

3. Interview examination procedure: How to use the Web conference system (WebEX)

The main stages of the procedure for taking an interview examination using the Web conference

system are as follows: (1) application; (2) confirmation of the connection test time and date; (3) connection test; and (4) interview examination. Please read the detailed procedure carefully and make sure that you carry it out without any mistakes.

(1) Application

If you wish to take an interview examination through the Web conference system, select the ‘Use Web Conference System’ checkbox for ‘Examination location (overseas applicants only)’ on the application form. Read these guidelines carefully, check that you are able to use this system, and then place the “Agreement to Undertake an Interview examination through the Web Conference System” in an envelope and send it.

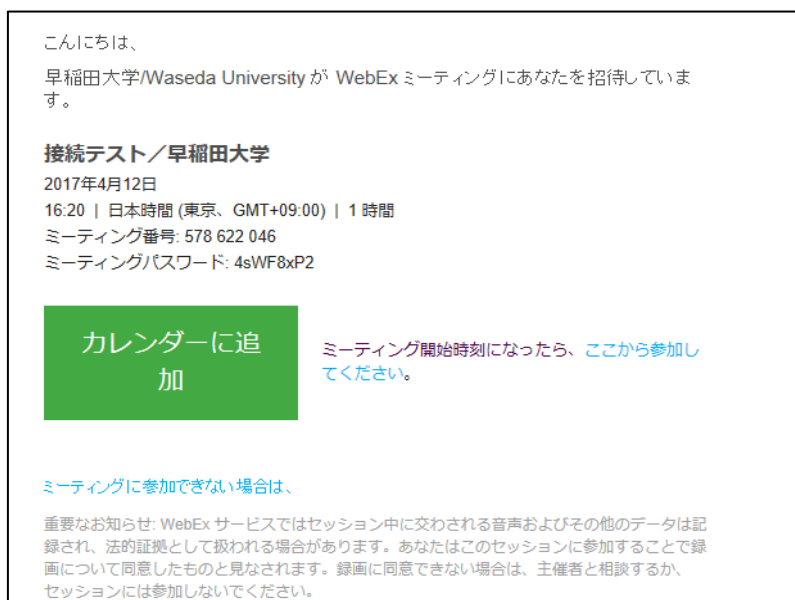
(2) Confirmation of connection test time and date

- a) If you pass the first screening stage for one of our entrance examinations, an email inviting you to undertake the connection test will be sent to the email address that you provided on your application form.

Email subject: [IMPORTANT] Connection test for the interview examination stage of the entrance examination for the GSE, Waseda University

Email content: See the screenshot below.

*The screenshots provided in these guidelines are for Internet Explorer. Please note that the content may look somewhat different in another browser.



- b) Click **join the meeting**.

こんにちは、

早稲田大学/Waseda University が WebEx ミーティングにあなたを招待しています。

接続テスト／早稲田大学

2017年4月12日

16:20 | 日本時間 (東京、GMT+09:00) | 1 時間

ミーティング番号: 578 622 046

ミーティングパスワード: 4sWF8xP2

カレンダーに追加

ミーティング開始時刻になったら、ここから参加してください。

ミーティングに参加できない場合は、

重要なお知らせ: WebEx サービスではセッション中に交わされる音声およびその他のデータは記録され、法的証拠として扱われる場合があります。あなたはこのセッションに参加することで録画について同意したものと見なされます。録画に同意できない場合は、主催者と相談するか、セッションには参加しないでください。

- c) Click **More information** in the center of the page.

早稲田大学 / 接続テスト

2017年4月12日 | 17:00 日本時間 (GMT+09:00) | 1時間 10分 | ● 参加時刻

主催者: 早稲田大学/Waseda University [自分のカレンダーに追加](#)

[▶ 詳細情報](#)

名前:

メールアドレス:

あなたが主催者の場合は[ミーティングを開始してください](#)。

このミーティングに参加することで、Cisco WebEx [サービス利用規約](#)および[プライバシーに関する声明](#)に同意したものとみなします。



The time and date details will be displayed as shown on the following page.

議題: 大学院政治学研究科面接試験

受験番号: *****

氏名: 大隈 太郎

実施日時: 2017年**月**日 **:**~**:**

※面接日時は日本時間で記載しています

※面接開始10分前から参加が可能です

***Make sure that the examinee number and name match.**

(3) Connection test

*When you conduct the connection test, have a printout of your examination admission card and your passport ready as proof of identity.

- a) About 10 minutes before the connection test begins, click **join the meeting** in the middle of the invitation email that you receive.

こんにちは、
早稲田大学/Waseda University が WebEx ミーティングにあなたを招待しています。

接続テスト／早稲田大学

2017年4月12日

16:20 | 日本時間 (東京、GMT+09:00) | 1 時間

ミーティング番号: 578 622 046

ミーティングパスワード: 4sWF8xP2

カレンダーに追加

ミーティング開始時刻になったら、ここから参加してください。

ミーティングに参加できない場合は、

重要なお知らせ: WebEx サービスではセッション中に交わされる音声およびその他のデータは記録され、法的証拠として扱われる場合があります。あなたはこのセッションに参加することで録画について同意したものと見なされます。録画に同意できない場合は、主催者と相談するか、セッションには参加しないでください。

b) Enter your name and email address and then click **Join**.

接続テスト／早稲田大学

2017年4月12日 | 16:20 日本時間 (GMT+09:00) | 1 時間 | ● 開始済み

主催者: 早稲田大学/Waseda University [自分のカレンダーに追加](#)

▶ 詳細情報

名前:

メールアドレス:

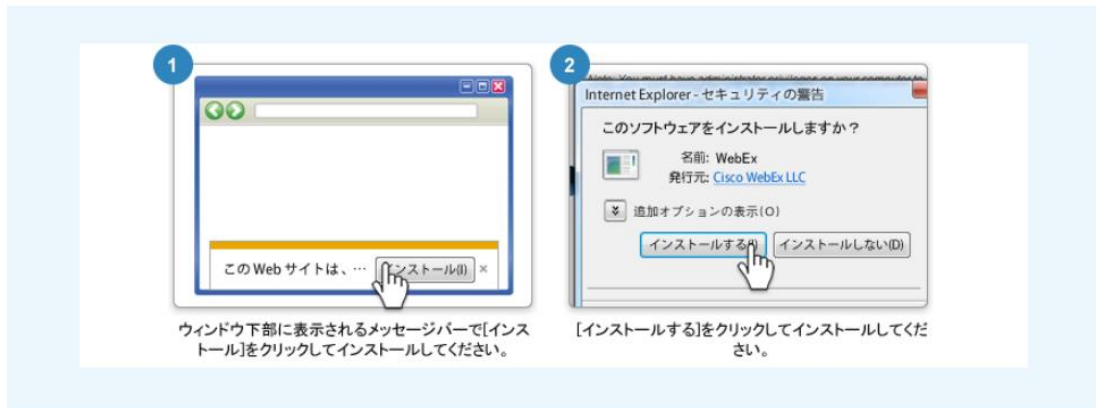
参加

あなたが主催者の場合はミーティングを開始してください。

このミーティングに参加することで、Cisco WebEx サービス利用規約およびプライバシーに関する声明に同意したものとみなします。

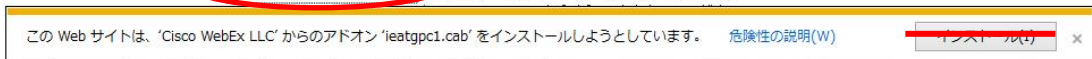
- c) A prompt saying 'Install the Cisco WebEx add-on' will appear. Do not install the add-on. Click **Run a temporary application** at the bottom of the page.

Cisco WebEx アドオンをインストールします

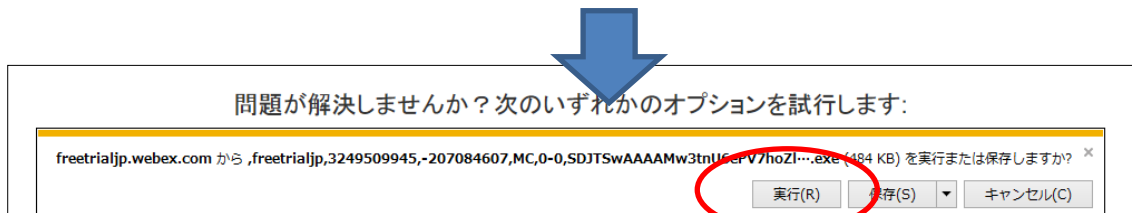


問題が解決しませんか？ 次のいずれかのオプションを試行します：

一時アプリケーションを実行してこのミーティングに今すぐ参加してください。



After that, the following window will appear. Click **Run**.



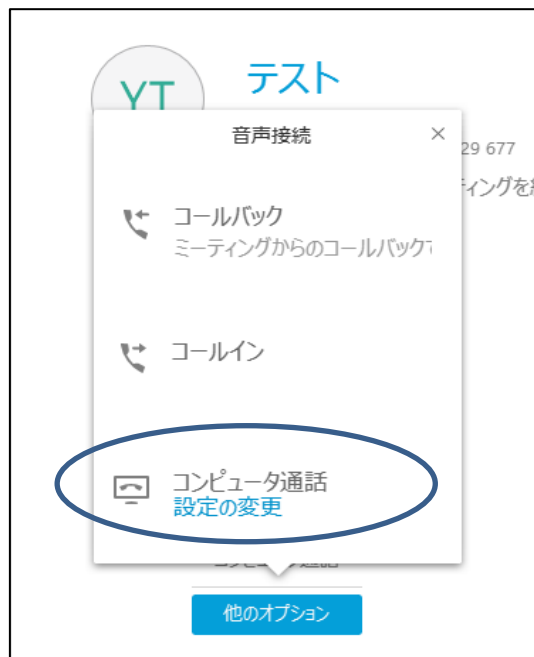
When you click **Run**, the following window will appear.


- d) Click **Connect to Audio** on the left side of the window and enable audio. Once audio has been enabled, the text will change to **Connected to Audio**.

*It may take some time for this change to happen. Even if it does take some time, do not click any other options on the screen.



*If the following window appears when you click **Connect to Audio**, click **Call Using Computer** at the bottom of the list of options.



e) Click the  symbol on the right side of the screen to enable the camera.



*If you can hear the audio and see video images of the host and the applicant (you) in windows (1) and (2), the connection is complete.

(4) Interview examination

If it is determined in the connection test conducted in stages (2) and (3) that it will be possible to hold the interview examination, you will be sent another email with details about the interview examination. The procedure for confirming the connection time and date for the interview

examination will be the same as that described in stages (2) to (3) for the connection test, but you must connect to the system from the email sent to you at the time of the interview examination. The email that was sent to you for the connection test will be invalid.

*The times and date for the interview examination will be in Japan Standard Time.

*Make sure that you have a printout of your examination admission card and your passport ready as proof of identity when you take the interview examination.

4. Interview examination procedure: How to use the Web conference system (Zoom)

The main stages of the procedure for taking an interview examination using the Zoom are as follows: (1) application; (2) confirmation of the connection test time and date; (3) connection test; and (4) interview examination. Please read the detailed procedure carefully and make sure that you carry it out without any mistakes.

(1) Application

If you wish to take an interview examination through the Web conference system, select the 'Use Web Conference System' checkbox for 'Examination location (overseas applicants only)' on the application form. Read these guidelines carefully, check that you are able to use this system, and then place the "Agreement to Undertake an Interview examination through the Web Conference System" in an envelope and send it.

(2) Confirmation of connection test time and date

a) If you pass the first screening stage for one of our entrance examinations, an email inviting you to undertake the connection test will be sent to the email address that you provided on your application form (Invitation link, Meeting ID and password will also be sent).

Click the invitation link and conduct the connection test (Please use the Meeting ID and password if necessary). <https://zoom.us/join>

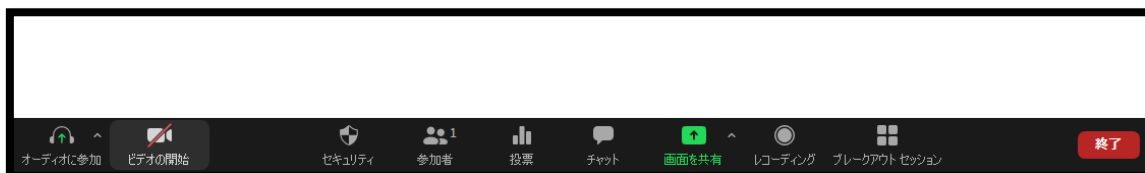


(3) Connection test

*When you conduct the connection test, have a printout of your examination admission card and your passport ready as proof of identity.

*Please click the invitation link in the invitation mail around 10 minutes before the connection test starts.

*Please turn on both the audio and video while conducting the test.



(4) Interview examination

If it is determined in the connection test conducted in stages (2) and (3) that it will be possible to hold the interview examination, you will be sent another email with details about the interview examination. The procedure for confirming the connection time and date for the interview examination will be the same as that described in stages (2) to (3) for the connection test, but you must connect to the system from the email sent to you at the time of the interview examination. The email that was sent to you for the connection test will be invalid.

*The times and date for the interview examination will be in Japan Standard Time.

*Make sure that you have a printout of your examination admission card and your passport ready as proof of identity when you take the interview examination.

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