

**Entrance Examination for the Graduate School of
Political Science, Waseda University:
Guideline for Oral Examination through Web
Conference System**

*This guideline is for overseas applicants who wish to take an oral examination through Web conference system as part of the entrance examination for Waseda University's Graduate School of Political Science. 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 Oral Examination through Web Conference System

(1) What is an Oral Examination through Web Conference System?

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

(2) Applicable entrance examinations and applicants

Applicants who have passed the first screening stage of the entrance examinations (overseas applicants).

(3) Overview of the Web conference system

This system uses Zoom online meeting service provided by Zoom Video Communications, Inc.

(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.

*Please note that smartphones and tablets cannot be used.

<<Zoom>>

Please check the following URL.

<https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux>

- 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 Graduate School of Political Science will not make any special allowances if it is deemed impossible to continue the oral 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 oral examination only after confirming that you will be able to secure a safe examination environment even during those hours.

2. Precautions for oral examination through Web conference system

(1) Advance connection test

Applicants wishing to take an oral 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 oral examination, including in terms of the Internet connection and the required equipment.
2. Any costs that the applicant may incur in taking the oral examination via the Web conference system will be borne by the applicant.
3. The Graduate School of Political Science 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 oral examination. If the examination environment is deemed to be too noisy, the Graduate School of Political Science may decide that the examination cannot be held and consider the applicant to have been absent.
5. If, on the scheduled day, the Graduate School of Political Science determines that the oral 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 Graduate School of Political Science 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 oral examination.

(3) Other

1. The times and dates provided in notifications sent by the Graduate School of Political Science with regard to the connection test or the oral examination will be in Japan Standard Time.
2. Notifications about the oral examination will be sent to the email address provided by the applicant at the time of application. The Graduate School of Political Science will accept no responsibility if the oral 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 oral examination, so please have yours ready.
4. Applicants are prohibited from performing the following actions on the day of the connection test or the oral 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 Graduate School of Political Science will not refund the entrance examination fee.
7. If you wish to take an oral examination through the Web conference system, please make sure that you read these "Precautions for oral examination through Web conference system," sign the separate "Agreement regarding oral examination through Web conference system," and submit it together with the other application documents.

3. Oral examination procedure: How to use the Web conference system

The main stages of the procedure for taking an oral 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) oral 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 oral examination through the Web conference system, select the 'Web Conference System' checkbox for 'Method for Oral Examination (Only Overseas Applicants)' on the application form. Read these guidelines carefully, check that you are able to use this system, and

then place the “Agreement regarding oral examination through Web conference system” in an envelope and send it.

(2) Confirmation of connection test time and date

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. The email will contain a guide regarding the Web conference system.

(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.

Follow the instructions specified in the email sent to you in (2). Access the meeting 15 minute before the connection test begins.

(4) Oral examination

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

*The times and date for the oral 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 oral examination.

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