

# Online interview manual

(For admission applicants)

April 2023 Kitami Institute of Technology

## 1. Introduction

For the purpose of expanding examination opportunities for those who live outside Japan, our college students live outside of Japan at the time of the interview conducted at admission to the graduate school, so we came to our university and interviewed ("oral examination" (Hereinafter referred to as "Online interview") to applicants who are difficult to take the examination by the applicant (hereinafter the same shall apply) by Webex.

If you wish to online interview, please read this document carefully and understand the conditions etc. and apply.

## 2. Online interview application

Applicants who wish to online interview must fill out the "Online interview Application Form" and "Pledge Form" and submit them together at the time of filing the admission to the graduate school to application.

## 3. Date of implementation

In principle, online interview will be conducted on the same day as the interview day at of the admission to the graduate school.

We will conduct a pre-connection test on the online interview. Regarding the schedule of the pre-connection test, we will inform the online interview applicant separately.

Interview will be treated as absent if you cannot confirm the good situation of sound / image in pre-connection test, online interview.

## 4. Advance preparation

In conducting an online interview, prepare the following items beforehand for online interview applicants.

### 1) Preparation equipment

-PC or tablet (smart phone · mobile phone is not allowed)

(Recommended PC)

CPU : Equivalent of Intel core i5

Memory : 8 GB

Storage : 256GB(Recommended SSD)

Note) Please keep in mind that it does not guarantee a good connection with our university.

-Headset (It can also be microphone and headphone (speaker))

-Web camera

\*It is unnecessary when the microphone, the speaker and the web camera are installed in the personal computer.

2) Line

-Since we will interview by video call, we recommend a line of at least 1.3Mbps for both receiving and sending.

Note) Please keep in mind that it does not guarantee a good connection with our university.

3) Interview venue

-Secure one room of university, research institute, company where you are (in principle) as a place to conduct an Online interview. If this is difficult, please consult us separately.

Note) Commercial facilities such as Internet cafes cannot be used as online interview place.

5. Pre-connection test

Those who wish to online interview should conduct a preliminary connection test to confirm that a good connection with the university can be obtained stably under the same connection environment as the day before the interview exam.

Before you conduct the pre-connection test, please secure non-Webex communication means (e-mail, international phone, etc.).

If you cannot confirm the pre-connection on the day of the pre-connection test specified by our university, the interview will be treated as absent.

6. On the day of the interview exam

Please pay attention to the following points when conducting an interview. If you decide that the following points are not observed, the interview will be treated as absent.

- 1) Online interview applicants should be seated 10 minutes before the start time and please make a final confirmation of connection with our university.
- 2) After starting the examination, no one other than the candidate must be in the same room.
- 3) At the start of the examination, an Online interview applicant should show that there is no roommate in the same room by the web camera image, that on the desk of the examinee the admission ticket and items other than the permitted thing are not placed.
- 4) In order to establish an interview test, it is assumed that a good and stable connection by voice and video is secured throughout the examination time.

- 5) The interviewer will decide whether the online interview is being carried out normally or not. In the event that judgment of "not normal" is made, the interview committee shall be able to terminate the interview at any time. If the interview is terminated, the interview will be treated as absent.
- 6) In addition, please follow the instructions of our university.

## 7. Trouble shooting

If you have trouble using Webex, please confirm the following contents.

- 1) You cannot connect with university
  - Is the PC (or tablet) connected to the Internet?
- 2) During a video call, you cannot hear the person's voice (or your voice does not reach the other party)
  - Is the speaker (or microphone) operating normally? (Please check whether it is operating properly from PC device manager.)
  - Is the volume set to mute (or minimum) with PC setting and Webex setting of the speaker (or microphone)?
  - If the microphone has a mute button, is the mute button pressed?
- 3) During a video call, the image of the other party is not displayed (or video does not reach the other party)
  - Is the web camera working properly (please check that it is working properly from PC device manager).
  - Is Webex set, video is OFF?
  - Is the Internet communication speed fast enough?
- 4) Audio or video is frequently interrupted during video call
  - Is the internet communication speed sufficiently high?

## 8. Other

- 1) Handling of examination fee at interview absence treatment
  - Screening fee will not be refunded even if the interview is handled as absent due to unexecuted pre-connection test or poor connection etc.
- 2) Contact
  - Responsible : Entrance Examination Section, School Affairs Division
  - TEL : +81-157-26-9167
  - e-mail : [nyusi02@desk.kitami-it.ac.jp](mailto:nyusi02@desk.kitami-it.ac.jp)

# How to use Webex

1. Check your email and confirm the receipt of the following notification



Click this link

2. If you click the link, you will be prompted to a page from where you can download the Desktop Application. Download this application.

\*If you have already download Webex, start from step (3), as follows:

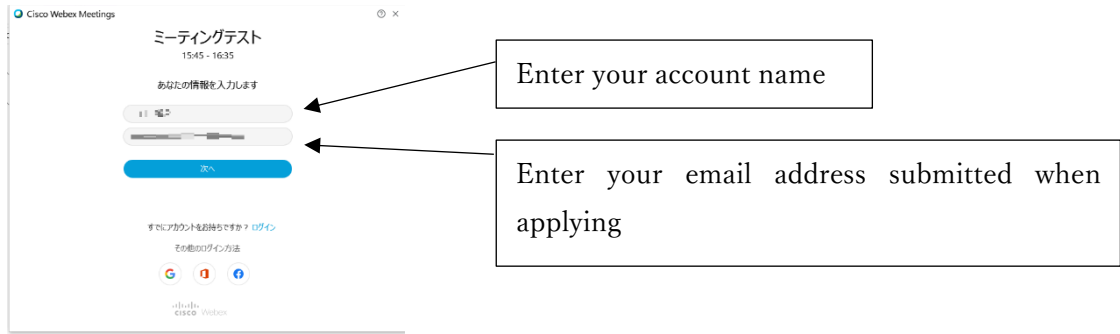


Click the exe file to download it.

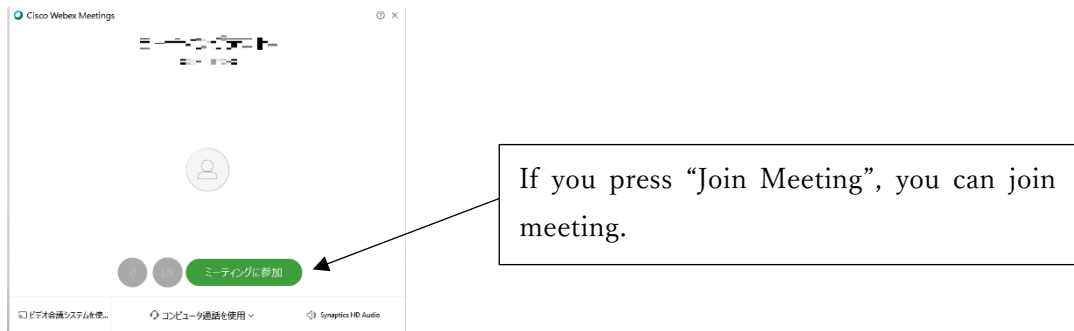


This window will appear showing download progress.

3. Enter your account name and email address and click next.



4. If you see green button “Join Meeting,” you are ready for interview.



5. You can share your PowerPoint slides, if you click the “Share” button. For test-run this function to confirm that everything is alright.