

# Guidelines for taking the online interview

**Please read and confirm the following items carefully that concern taking the online interview.**

## **What to do by the day of the interview:**

1. Ensure that you are in an appropriate environment (e.g. a quiet and private room) when taking the interview.
2. Check in advance whether the interview can be conducted stably with the necessary equipment (including camera, speaker microphone, headset) and whether the Internet connection is suitable. Be sure to update your OS and Zoom application and check your connection status, microphone, speaker, and camera settings.
3. If taking an interview from overseas and it is difficult to satisfy the above 1 or 2 items, be sure to notify the GSGES administration office in accord with the instructions given in the examination guidelines.

## **What to do on the day of the interview:**

1. Have your admission ticket handy (only for residents in Japan).
2. Access the Zoom link specified in the examination guidelines 30 minutes before the interview time.
3. Set the display name on Zoom to your Applicant ID and name. (e.g. 1001: GSGES)
4. Follow the instructions given by the staff. Sit directly in front of the camera, showing your facing and upper body (do not wear a mask) so that we can verify your identity. During the interview, keep your upper body about 1m away from the camera so that it fits in the video frame. Do not use virtual backgrounds.
5. When prompted by the staff, show the entire surroundings of the room with your web camera used for the interview.
6. When prompted by the staff, use Zoom's screen sharing function to demonstrate that no apps or tabs other than Zoom are running on your device.  
See below for how to use Zoom screen sharing.  
Zoom Help Center <https://support.zoom.us/hc/en> => Audio and Video=> Screen Sharing
7. Be sure to remain visible in the camera during the entire interview.
8. Do not keep anything near you other than the admission ticket and the electronic equipment used for the interview.

## **About cheating**

The following acts may be regarded as cheating and should be avoided.

- Being in an environment where background noise such as telephones interfere with the interview
- Being in the company of a third party during the interview
- Communicating with a third party regarding the interview questions
- Recording the interview video or audio
- Entering and leaving the room during the interview
- Carrying out actions that give the impression of having in hand other items except for the admission ticket and the computer equipment used
- Acts of using the computer equipment for purposes other than the communication about the questions asked (e.g. looking up information online)
- Leaking the contents of questions to other parties
- Committing other acts that impair the fairness of the test (e.g. reading reference materials, intentionally interrupting the internet connection, etc.)

## **Troubleshooting on the day**

- If it is difficult to conduct the interview on the scheduled day due to an Internet connection failure, etc., the interview may be conducted on another day and time during the examination period. Details will be announced later.
- In the event of an incident on the day, we will contact you by phone or email. If the applicant incurs a situation that prevents taking the interview, immediately contact the GSGES administration office by phone or email:  
Phone number: 075-753-9167 (from overseas: +(81)-75-753-9167)  
e-mail: [160tikyukankyoumu@mail2.adm.kyoto-u.ac.jp](mailto:160tikyukankyoumu@mail2.adm.kyoto-u.ac.jp)

## **Important notice**

- Each interview will be recorded by GSGES in anticipation of connection problems. The recorded data will be appropriately discarded after the selection is completed.
- If there is a connection error or trouble due to the applicant's own reason, he / she may not retake the interview.

Other necessary matters will be given in the examination guidelines after application.