

## 1. Overview

QTA Training is held twice a year, in the spring and in the fall. This QTA Training session is an additional training session for QTAs to be hired for the fall semester. QTA qualification is valid for the relevant academic year only, so qualification received from this training session is valid for half a year.

## 2. Schedule Leading Up to Qualification

- ① Submission of letters of recommendation: January
- ② Selection of training participants: mid-February
- ③ Notification of training details: mid-February
- ④ Implementation of training: mid-February to early March
- ⑤ Notification of qualification: late March

Each Graduate School should organize the documents and submit their letters of recommendation by end of January.

## 3. Eligible Students

Graduate students at Gifu University and Nagoya University who have an excellent work record as a TA or equivalent position, or those who are deemed to have equivalent ability by the Director of the hiring Graduate School, are eligible to become QTAs.

## 4. Exemption from Training

If a student has previously undergone QTA training or has work experience as a QTA or equivalent position, a decision will be made on whether that student may be exempted from training after confirming the letter of recommendation. If an exemption is granted, the student will be deemed to have undergone the training by submitting a report.

## 5. Implementation of Training

QTA Training will be held in combination with on-demand lessons using TACT and a class workshop. The schedule is below. Assignments must be submitted for each session. The notification will be sent via TACT in mid- August. Participants should make sure to check their THERS Account email.

- **On-demand lessons (available in Japanese and English)**

Wednesday, February 19 to Tuesday, March 5, 2025

- **Class workshop (Japanese only)**

Wednesday, March 5, 2025, 10:00-11:30 (online)

- For QTA candidates planning to teach or assist classes in English or another language

Depending on the number of interested participants, the class workshop may be provided in English on a different date. Please contact the Center as soon as possible. Please also include the participant's level of Japanese language proficiency when you contact us. QTA candidates planning to teach or assist classes in Japanese should participate in the Japanese-language class workshop.