Hirodai TA Matching Platform 【FAQ for students】

Q. Can I always work as a TA if I register on the matching platform?
A. No. Students apply for the open Information on Courses Accepting TAs and are screened by the faculty to determine whether or not they are hired.

Q. Can I apply for more than one course?
A. Yes, you may apply for more than one class. However, to avoid any problems later on, please make sure that your employment hours do not overlap or exceed your available working hours, and consult with and obtain permission from your academic advisor before applying.

Q. I plan to obtain my QTA (or TF) certification in the future. May I register on the matching platform?
A. No. For operational purposes, only those who are qualified at the time of registration are eligible to register on the matching platform.

Q. I entered the doctoral program and qualified as a QTA. Even though I registered for the matching platform when I was in the master's course, do I need to re-register again?
A. Yes, TA information registered on the matching platform is not automatically updated, so you will need to register again when your student number changes.

Q. There has been a change in my TA information (student number, ability to provide, etc.). What should I do?
A. If you wish to continue to use the matching platform, please register anew. If multiple registrations are received from the same student, the most recent TA information provided to the faculty member will be used.

Hirodai TA Matching Platform 【 FAQ for students 】

Q. Can an undergraduate student register on the matching platform if he/she has obtained the QTA certification?

A． No. Undergraduate QTA employment is limited to those who have been approved by the dean of the student's faculty (for details, please refer to the "Guidelines for the Operation of the Hiroshima University Teaching Assistant System"), and since simply matching the student and faculty member's requests may not result in employment, only graduate students are eligible to register on the matching platform.

Q. I have registered on the matching platform, but now it is difficult for me to work as a TA in the future. Do I need to cancel my registration?

A. No. The matching platform is a system in which students themselves apply for information on classes that are open to TAs. Registration does not obligate the student to work, and there is no need to cancel the registration. Please note that registered TA information will not be provided to faculty members unless the student applies for classes that require TAs himself/herself.

Q. What is the method of selection by the faculty?

A. It may be a document review and an interview, or only a document review, depending on the faculty member.

Q. When and how will I be notified of the results of the selection process?

A． In principle, we will contact you within one week after the "Selection Period" to your registered e-mail address.

Please contact the Center for Academic Practice and Resources(capr@office.hiroshima-u.ac.jp) if you have any questions about the matching platform or about TA work after matching.

Hirodai TA Matching Platform 【FAQ for faculty】

Q． How long does the matching process take?
A． The time required for matching depends on the "selection period" set by the faculty member. In addition, there is administrative work to be done*, so please consider it as "the selection period plus about one week".
　※・Provide TA information on students who have applied （Within 2 business days after the application deadline ）
　　・Notification of Selection Results to Applicants （Within 3 business days of receipt of selection results）

Q． Once registered on the matching platform, can the TAs be automatically assigned by CAPR?
A． No. Basically, the exchange regarding the hiring of TAs will remain the same.

Q． Who will pay for the expenses of TAs matched through the matching platform?
A． As in the past, it is the graduate school, etc., that will be the parent institution for the educational support services. It is also possible to pay from the faculty member's personal research fund. Please understand that the Matching Platform provides an opportunity to match students who wish to work as TAs with faculty members who wish to hire TAs, and we ask that you use it while taking into consideration the purpose of the TA system and your budget.

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