WEEKLY ACTIVITIES STATUS REPORT

[02 - 04 January 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
02 Jan	1. Asia University Visit	● Coordinating with YPM Maarif Institute regarding Prof. Chen's visit to its two high schools ● YPM Maarif Institute will provide the pick up and arrange the rundown	
	2. Taiwan Scholarship 2019 Poster	● Continue drafting the scheme of Taiwan Scholarship; ● Seek the information of MOST, MOE, MOFA, and ICDF Scholarship in its official website ● Summarize the information in more concise format ● Transfer the information into infographic chart	
	3. Writing Letter Workshop for Interns	● At TECSID, the Universitas Brawijaya interns were exposed to professional working environment. One of common administrative duties is writing formal letter for some TECSID events. ● the interns were also taught to make infographic	
03 Jan	1. Taiwan Scholarship 2019 Poster	● Continue drafting the scheme of Taiwan Scholarship; ● Seek the information of MOST, MOE, MOFA, and ICDF Scholarship in its official website ● Summarize the information in more concise format ● Transfer the information into infographic chart	
	2. Asia University Visit	● YPM Ma'arif Institute contacted TECSID cancelling Asia University Visit, they said that there would be a try-out for 12 grader. When were lobbying them to give the information for 10 and 11 grader, they kept cancelling their confirmation to accept Asia University visit ● At the same time in that day, a big media company Jawa Pos informing about Indonesian students slavery that were recruited by full-scholarship and internship scheme. This news spread as national issue. Many parents and students came and contacted TECSID regarding this issue.	
	3. TECSID Weekly Report	● Sending the weekly report of December along with the documentation of TECSID activities to Wendy, Asia University	

04 Jan	1. Mandarin Course	● Meeting with UNAIR Language Center, and Mandarin Instructor to discuss about the next 2019 term of Mandarin course ● Delivering the mandarin book package to Mandarin instructor, with signing a letter of agreement	
	2. Asia University Visit	● As the visit was unexpectedly cancelled, the plan was changed to visit Muhammadiyah Surabaya University ● Prof. Chen sent his written press release to ABC news responding the issue of Indonesian student in Taiwan	

WEEKLY ACTIVITIES STATUS REPORT

[7-11 January 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
07 Jan	1. Online MA Program NTNU	● TECSID was emailed by Chinese Department NTNU asking to publish the information of Online MA Program in Teaching Chinese as A Foreign Language	
	2. Mandarin Course Brochure	● Designing the brochure for Mandarin Course Program registration for February Intake ● Sending the brochure to UNAIR Language Center to review the brochure, and asking for feedback ● Revise the brochure and send back the final draft to UNAIR Language Center	●
	3. Phone Call and Content writing workshop for interns	● The interns are taught how to write the content of TECSID publication in social media. ● They were also asked to practice writing content for TECSID information of university admission ● They were also taught to calling ethics, how to call the potential stakeholder (school) to hold sharing session	●
08 Jan	1. TECSID Social Media Publication	● TECSID uploaded some information at its social media: ● Official press release form Director General TETO Indonesia responding the issue of Indonesian students slavery in Taiwan ● Mandarin Course Registration for February Intake at UNAIR Language Center ● The admission of NTNU Online MA Program in Teaching Chinese as A Foreign Language	●
	2. Taiwan Scholarship 2019 Poster	● Continue drafting the scheme of Taiwan Scholarship; ● Seek the information of MOST, MOE, MOFA, and ICDF Scholarship in its official website ● Summarize the information in more concise format ● Transfer the information into infographic chart	
	3. Infographic: Document Verification Process by TETO	● Start drafting the information of document verification process, as this process is often asked by the students and parents. ● the document verification is used for university admission or ARC registration	

		● Start browsing the information of document verification in the website of Department of Law, Department of Foreign Affairs, and Taipei Economy and Trade Office	
	4. Asia University Visit	● Picking up Prof.Chen and Mr. Andi Azhar from airport to hotel	
09 Jan	1. Asia University Visit	● Meeting with Prof.Nyoman, the Executive Director of Airlangga Global Engagement for discussing the future of TECSID that is going to be Mandarin Language Center ● MoU Signing with some UNAIR faculties for further collaboration between UNAIR and AU ● Visiting Muhammadiyah Surabaya University to initiate collaboration ● Visiting Tenth November Institute of Technology to discuss some collaborations between AU and ITS ● Attending UNAIR dinner at NURPacific	●
	2. Infographic: Document Verification Process by TETO	● Continue drafting the information of document verification process, as this process is often asked by the students and parents. ● the document verification is used for university admission or ARC registration ● Continue browsing the information of document verification in the website of Department of Law, Department of Foreign Affairs, and Taipei Economy and Trade Office	
	3. Taiwan Scholarship 2019 Poster	● Continue revising the infographic design after reviewed	
	4. Customer Service	● Eka Gustiawan, a visitor, came to TECSID Office to submit his application to Asia University	
10 Jan	1. Asia University Visit	● Visiting Surabaya Taipei School to meet the principal and discuss potential collaboration ● Having lunch meeting with TETO Surabaya ● Visiting UMAHA , as Prof.Chen was invited to be the guest speaker for a conference	
	2. TECSID Social Media Publication	● TECSID uploaded some information at its social media: ● TOEFL ITP 2019 Examination Schedule at UNAIR Language Center ● National Chengchi University International Admission for Fall 2019 ● National Taiwan University International Admission for Fall 2019	

	3. Taiwan Scholarship 2019 Poster	● Final review for International Cooperation and Development Fund (ICDF) Scholarship poster	
11 Jan	1. Asia University Visit	● Prof. Chen and Mr. Andi Azhar departed to Jakarta	●
	2. TECSID Social Media Publication	● TECSID uploaded some information at its social media: ● The infographic of ICDF 2019 Scholarship ● Shih Chien University International Admission Fall 2019 ● MSc. Program in Tropical Medicine - Kaohsiung Medical University International Admission Fall 2019	
	3. Customer Service	● A parent, Ellyn Josephine, reached TECSID Office to ask for the recommendation of universities with best Hospitality and Tourism Management majors	●

WEEKLY ACTIVITIES STATUS REPORT

[14-18 January 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
14 Jan	1. Taiwan Scholarship 2019 Poster	● Final review for Ministry of Education Scholarship (MOE) Scholarship and Huayu Enrichment Scholarship Program Infographic poster	
	2. Infographic: Document Verification Process by TETO	● (Final) Reviewing the draft of document verification process, as this process is often asked by the students and parents. ● the document verification is used for university admission or ARC registration	
	3. TECSID Social Media Publication	● TECSID uploaded some information at its social media: ● Ministry of Education (MOE) Scholarship 2019 ● Huayu Enrichment Scholarship Program (HES) 2019	
	4. Sharing session Study in Taiwan in Kupang	● TECSID visited 3 institutions in Kupang, East Nusa Tenggara Province, to hold sharing session "Study in Taiwan": ● Department of Education , East Nusa Tenggara Province (08.00 - 09.00) ● Mercusuar High School (09.30-11.30) ● Nusa Cendana University (13.00 - 14.30)	
15 Jan	1. TECSID Social Media Publication	● TECSID uploaded the information of document verification process scheme	
	2. Info Session: Taiwan Scholarship 2019 - Preparation	● TECSID planned to have info session at several universities to disseminate the information of Taiwan Scholarship 2019 ● Started contacting some universities in Surabaya and Malang to ask the possible date for TECSID holding the info session at their institution ● Started drafting the letter requesting to hold info session at some universities	
16 Jan	1. Info Session: Taiwan Scholarship 2019 - Preparation	● TECSID planned to have info session at several universities to disseminate the information of Taiwan Scholarship 2019 ● Started contacting some universities in Surabaya and Malang to ask the possible date for TECSID holding the info session at their institution ● Started drafting the letter requesting to hold info session at some universities	

	2. Info Session: Taiwan Scholarship 2019 - Preparation at UNAIR	● Contacted the Department of Facility and Infrastructure to ask about the room availability ● Getting confirmation about the room availability ● Drafting google form to collect the data of info session participants ● Designing the poster of Info Session at UNAIR and distributed it via social media	
	3. Customer Service	● A visitor named Widhy Wahyani came to TECSID Office to ask for the recommended universities with best Industrial Engineering major (PhD)	
17 Jan	1. Customer Service	● Bartolomeus Priya from Malang asked about Design Communication Visual (Graduate Program) at Asia University ● Annur Ahad from Faculty of Fisheries and Marine, UNAIR asked about ICDF Scholarship	
	2. Universitas Brawijaya Intern	● Two lecturers from Universitas Brawijaya came to TECSID Office to visit their students who did internship at TECSID Office. The lecturers are Mrs. Galih Edy and Mrs. Putrie	
	3. Info Session: Taiwan Scholarship 2019 - Preparation at UNAIR	● Drafting the letter informing the Dean in each faculty to mobilize the students to attend the info session ● Sending the letter to ITS, Universitas Brawijaya, Petra Christian University, Widya Mandala Catholic University, Malang State University, Muhammadiyah Surabaya University, Muhammadiyah Malang University	
18 Jan	1. Customer Service	● Alki Ananda came to TECSID Office asking for a help to confirm her advisor in Taiwan for Fellowship Program at Chang Gung University	
	2. Info Session: Taiwan Scholarship 2019 - Preparation at UNAIR	● Sending the letter to the Dean in each faculty at Universitas Airlangga ● Confirmed ITS, Universitas Brawijaya, Petra Christian University, Widya Mandala Catholic University, Malang State University, Muhammadiyah Surabaya University, Muhammadiyah Malang University about TECSID proposal to hold Info sesion.	
	3. Universitas Brawijaya Intern	● Farewell Party Universitas Brawijaya Intern	

WEEKLY ACTIVITIES STATUS REPORT

[21-25 January 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
21 Jan	1. Intern Staff from Surabaya Islamic State University	● A student form Surabaya Islamic State University once proposed to have his internship at TECSID for 1,5 month as part of university's course ● Orientation to the newly intern staff; introducing TECSID's role and function; introducing TECSID's duties	
	2. Customer Service	● Arjun Niam who got accepted at NTUST asked about visa application process (online)	
	3. TECSID Social Media Publication	● Posting the information of the prohibition of bringing meat in plane released by Ministry of Foreign Affairs, Republic of China ● Beforehand, we designed the poster of this event first	
	4. TECSID Guest list	● Updating TECSID Guest List; transferring the hand-written data to the online database ● Sending the list of visitors who got accepted at Taiwan universities to Asia University	
	5. The fraud of Double Track Program at Asia University	● Reporting to Prof.Chen regarding a fake information of double track program of Asia University	
22 Jan	1. Info Session: Taiwan Scholarship 2019	● Contacted some universities confirming the updated information of our proposal to hold this info session in their universities; ● UNISMA accepted our proposal ● Universitas Brawijaya accepted our proposal, but ask to reschedule the date ● Petra Christian University accepted our proposal, but asked to reschedule the time ● UKWM accepted our proposal but asked to reschedule the date	
	2. Customer Service	● Two master students from Faculty of Humanities Universitas Airlangga came to TECSID Office asking about visa application procedure as they will have their double degree program at Asia University next February	
	3. Financial Report	● Drafting January 2019 Financial Report	
	4. TECSID Social Media Publication	● Publishing a poster announcing the restriction of bringing meat product in Taiwan	

		● Tamkang University Fall Semester 2019 Admission	
	5. Universitas Brawijaya Intern	● Assessing the performance of intern staffs from Universitas Brawijaya on a score sheets provided by their academic supervisor	
23 Jan	1. TECSID Social Media Publication	● Designing and posting the poster of Info Session: Taiwan Scholarship 2019 at UK Petra ● Designing and posting the poster of Info Session: Taiwan Scholarship 2019 at Universitas Katolik Widya Mandala ● Designing and posting the poster of Info Session: Taiwan Scholarship 2019 at Universitas Brawijaya ● Posting the hoax of double track program at Asia University after obtaining confirmation from Prof.Chen	
	2. Info Session: Taiwan Scholarship 2019	● Kept coordinating with some universities that have agreed our proposal to condut info session in their university ● Contacted ITS to seek for confirmation towards our proposal ● Making a newer presentation slide to be presented in info session ● Sending the poster of info session to UK Petra and UKWMS ● Preparing the souvenirs and materials that must be brought for Info Session at UB and UNISMA	
	3. Customer Service	● Mrs. Endy, the Head of International Office Petra Christian University emailed TECSID to ask about visa application for her students who got accepted at NTUST ● Nurcahyadi Pramuhadi came to TECSID Office asking about Master Degree in Hospitality in Taiwan	
	4. Printing TECSID Promotional Materials	● Designing season greeting of Chinese New year ● Contacted ASETT Digital Printing to print : ● 1 Y-Banner of TECSID ● 30 season greetings of Chinese New Year ● 5 certificates for the intern	
24 Jan	1. Financial Report	● Continue drafting January 2019 financial report	
	2. Taiwan International Graduate Program Scholarship (TIGP)	● Searching for the information of TIGP ● Drafting the infographic of TIGP	
	3. Info Session: Taiwan Scholarship 2019	● Contacted ITS and Universitas Muhammadiyah Mataram to confirm	

		● about TECSID's proposal in holding info session ● ITS rescheduled the info session date from 6 February to 13 January	
	4. Customer Service	● Mr. Erwin, The Dean of Faculty of Education at Universitas Muhammadiyah Makassar came to TECSID Office asking about some collaboration programs with Taiwan universities ● A student from ITS named Anwar came to TECSID Office asking about Dual Degree Program at NTUST	
	5. TECSID Social Media Publication	● Publishing the pictures of Sharing Session Study in Taiwan session at Mercusuar High School, Nusa Cendana University, and East Nusa Tenggara Province Department of Education	
25 Jan	1. Customer Service	● A student from UNAIR named Alisa Ferdiyanti visited TECSID Office to ask about Dual Degree Program at Asia University ● A student from Universitas Brawijaya named Nurfitri visited TECSID Office to ask about Taiwan Scholarship 2019 ● A visitor named Eka Gustiawan came to TECSID Office asking for his application to Asia University ● A parent and her daughter came to TECSID Office asking about some matters related to university admission documents and procedures	
	2. Financial Report	● Continue drafting January 2019 Financial Report	
	3. Taiwan International Graduate Program Scholarship (TIGP)	● Searching for the information of TIGP ● Continue drafting the infographic of TIGP	
	4. Chinese New Year Card	● Packaging Chinese New Year Card ● Sending the card	

WEEKLY ACTIVITIES STATUS REPORT

[28 January 2019 - 31 January 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
28 Jan	1. Financial Receipt	● Continue drafting January 2019 Financial Receipt	
	2. Info Session Taiwan Scholarship 2019	● Designing the poster of Info Session Taiwan Scholarship 2019 for Universitas Mataram and Universitas Muhammadiyah Mataram ● Publishing the poster to TECSID Social Media	
	3. Customer Service	● A visitor named Nur Sholeha came to TECSID office to ask about master degree at National Quemoy University ● A student named Tirto texted TECSID to ask recommendations of universities with best computer science and material engineering for bachelor ● Searching the information of computer science and material engineering for bachelor and drafting the database	
29 Jan	1. Financial Report	● Continue drafting January 2019 Financial Receipt	
	2. Customer Service	● Continue searching the information of computer science and material engineering for bachelor ● Continue drafting the database ● Sending the database of computer science and material engineering for bachelor to Mr. Tirto ● Sending the database of Bachelor in International Business Management for Ms. Caroline	
	3. Info Session Taiwan Scholarship 2019	● Preparing TECSID presentation to be presented at Universitas Brawijaya and Universitas Islam Malang next day ● Preparing the brochure and souvenirs for TECSID info session at Universitas Brawijaya and Universitas Islam Malang next day	
30 Jan	1. TECSID Info Session: Taiwan Scholarship 2019 in Malang	● 10.00 - 12.00 Roadshow at Universitas Brawijaya ● 13.00 - 15.00 Roadshow at Universitas Islam Malang	
31 Jan	1. Financial Report	● Finishing financial report of January 2019 ● Finishing the weekly report of January 2019 ● Sending both January 2019 financial report and weekly report to Asia University	

	2. Info Session: Taiwan Scholarship 2019	● Since the registered participants of UK Petra info session has reached 45, TECSID drafted an email notifying the room detail information for the info session at UK Petra. The online registration was set to close since we were limited to only have 40 participants	
	3. TECSID Social Media	● Uploading info session activities in Malang (30/01/2019) to TECSID social media	