

WEEKLY ACTIVITIES STATUS REPORT

[01 February 2019 - 8 February 2019]

| Date | ACTIVITIES NAME | OUTPUT | FURTHER ACTIONS |
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| 1 Feb | 1. Financial Receipt | <ul style="list-style-type: none"> Keeping some receipts from Mataram departure, especially the transportation from office to Airport, boarding pass from Surabaya to Mataram, wrapping services, transportation from Lombok International Airport to the guest house. | |
| | 2. Info Session Taiwan Scholarship 2019 | <ul style="list-style-type: none"> Last checking for the departure preparation before heading to Mataram, such as promotional materials, Y banner, attendance list and presentation file | |
| | 3. Customer Service | <ul style="list-style-type: none"> There are two students from St. Louis High School 1 Surabaya, namely Jovian Wilbert and Kevin Karnadi who look for information on studying in NTU, especially in data science. TECSID forwarded an email to a person named Vido who is interested in studying Mandarin language through Huayu Enrichment Scholarship A Taiwan Alumnus, Ibu Esa Sumarteny, contacted TECSID to seek an information in bachelor program in finance which delivered in English. The information has been delivered to esasumarteny@gmail.com on the same day by sending a table of data which universities offered bachelor program of finance in English. TECSID has been contacted through phone call and Whatsapp by Ibu Siany asking about the bachelor program in Information Technology delivered fully in English. TECSID has followed it up by sending an email tosianyangker48@gmail.com by sending a table of data which universities offered bachelor program of IT in English. | |
| 4 Feb | 1. Financial Report | <ul style="list-style-type: none"> Keeping the receipts for transportation from guesthouse to Universitas Muhammadiyah Mataram, from Universitas Muhammadiyah Mataram to Universitas Mataram, from Universitas Mataram to guest house. | |
| | 2. Customer Service | <ul style="list-style-type: none"> TECSID is contacted by Aji, the Country Manager of Da Yeh University | |

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| | | <p>related to the visa application of the upcoming DYU students. There are 9 students have been rejected by TETO Surabaya. He asks for an advice regarding this matter. TECSID responds that the policy in visa application has to be in line with TETO Surabaya's policy and TECSID cannot interfere the process of the decision making.</p> <ul style="list-style-type: none"> • TECSID is contacted by UNRAM students, named Jo and Rizal. They ask about the information session pictures and requests that the pictures can be sent to him • A mother of an on going student in Da Yeh University as TECSID on prohibited food and materials to be brought to Taiwan due to the recent regulation from Taiwan Government on meat products • Jovian who came to the office asking about studying in NTU contact TECSID again about the upcoming information session in Universitas Katolik Widya Mandala, which is located near his school. | |
| | 3. Info Session Taiwan Scholarship 2019 | <ul style="list-style-type: none"> • TECSID holds information session in Universitas Muhammadiyah Mataram (UMMAT) from 09.00-10.30 at Central Indonesia Time, located at the 4th floor of Health Science Faculty. The session is opened by the Dean of the Faculty, Mrs. Nurul Qiyam. It was attended by lecturers and students, around 48 persons in total. • TECSID also meet Mr. Asbah, the head of Language Center of UMMAT who is interested in having a collaboration with any Taiwan university to open a Mandarin Language Center. • At 11.00-12.00, TECSID holds an information session in Universitas Mataram, located at the 3rd Floor of UNRAM Rectorate Building. The session is opened by the Head of International Office of UNRAM. | |
| | 4. TECSID Social Media | <ul style="list-style-type: none"> • Uploading the TECSID activities in Universitas Muhammadiyah Mataram and Universitas Mataram • Yuli Markhamah contacts TECSID via Facebook fan Page and asks about the tips and tricks to be successful in applying Taiwan government scholarship 2019. TECSID has responded the message. | |

| 5 Feb | CHINESE NEW YEAR | PUBLIC HOLIDAY | |
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| 6 Feb | 1. Financial Report | <ul style="list-style-type: none"> Keeping the receipts for the transportation from guest house to Lombok International Airport, Boarding Pass from Mataram to Surabaya, transportation receipt from Juanda International Airport to office. Ordering new placard for institutional souvenirs for February's visits | |
| | 2. Customer Service | <ul style="list-style-type: none"> Sending emails to all info session participants from Universtas Muhammadiyah Mataram and Universitas Mataram An alumnus from Universitas Airlangga visits TECSID looking for a guidance in preparing the admission for master program at NTUST A girl, named Zakiyah Dania from English Department of Universitas Airlangga, visit TECSID for further information on Taiwan Government Scholarship Two lecturers (Ni Nyoman Purwani and Anita Kurniati) from Vocational School of Universitas Airlangga are seeking information related to the internship program for vocational students in Taiwan universities. | |
| | 3. Info Session: Taiwan Scholarship 2019 | <ul style="list-style-type: none"> Preparing the materials for information session in Universitas Katolik Widya Mandala Contacting the Head of International of UKWM related to the final number of info session participants | |
| 7 Feb | 1. Financial Report | <ul style="list-style-type: none"> Keeping the receipts for the transportation from office to Universitas Katolik Widya Mandala, from UKWM to office | |
| | 2. Info Session: Taiwan Scholarship 2019 | <ul style="list-style-type: none"> TECSID holds an information session in Universitas Katolik Widya Mandala, Surabaya. There are around 35 participants coming to the session. The session is opened by the head of International Office, Mrs. Erlyn | |
| | 3. TECSID Social Media | <ul style="list-style-type: none"> Uploading info session activities in Universitas Katolik Widya Mandala to TECSID social media | |
| | 4. Customer Service | <ul style="list-style-type: none"> A parent, named Margaretha from Ponorogo calls TECSID to seek information about the upcoming information session, since she is late to register for an info session in UWKM. She is directed to participate in Universitas Kristen Petra on 18 February 2019. | |

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| | | <ul style="list-style-type: none"> • A participant from UKWM info session, named Agnes, contacts TECSID to ask about the list of universities which are covered by ICDF Scholarship • A student from UKWM, named Linda, contacted TECSID asking whether it is possible to use certificate of enrollment to apply the Taiwan Government Scholarship since her transcript and certificate have not yet been released by her university. • TECSID sends an information on master program in IT fully delivered in English for Nabila in Universitas Brawijaya in the form of table • TECSID sends an email to the International Affairs Office of National Chung Hsing University related to the offered bachelor program in Food Science. There is inconsistency between the website and the brochure. Thus, TECSID seeks for a confirmation from NCHU. • TECSID was informed by UMAHA that Dr. H. A. Fathoni Rodli is reelected as the Rector of UMAHA. • Mr. Ignatius who attended the info session in UWKM contacts TECSID to look for information for his child, a bachelor program in business or accounting, either delivered in English or Mandarin. • Mrs. Ocky contact TECSID asking about the Mandarin program in Language Center of Universitas Airlangga. TECSID sends the contact of Language Center. • Mrs. Titin contacts TECSID asking for information of bachelor program in electrical engineering both in English and Mandarin | |
| 8 Feb | 1. Financial Report | <ul style="list-style-type: none"> • Drafting the financial report for February 2019 | |
| | 2. Customer Service | <ul style="list-style-type: none"> • Following up Mr. Ignatius request by sending a list of universities which offer business/accounting in English and Mandarin. • Sending an email on the Taiwan Government Scholarship 2019 to Ms. Nusrotin who is interested in applying Taiwan Government scholarship • Jenny Ardiansah contacts TECSID about studying in Taiwan on bachelor program in business, economics, marketing and logistics | |

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| | | <ul style="list-style-type: none"> • Rachel (student from Masa Depan Cerah High School) and his mother visit TECSID and ask a guidance in doing online application for Tamkang University • Mrs. Ocky contacts TECSID asking about the Mandarin program in Language Center of Universitas Airlangga and the sworn translator in Surabaya • Nerissa from Universitas Katolik Widya Mandala contacts TECSID asking ICDF Scholarship and certification from Indonesian ministries before certification from TETO Surabaya and how much it will cost • TECSID follows up Mrs. Titin's request in searching information of bachelor program in electrical engineering both in English and Mandarin by sending the list through whatsapp number | |
| | 3. TECSID on Social Media | <ul style="list-style-type: none"> • TECSID reposts the Instagram of International Office of Universitas Katolik Widya Mandala on the information session which has been held there on 7th February 2019. | |

WEEKLY ACTIVITIES STATUS REPORT

[01 February 2019 - 8 February 2019]

| Date | ACTIVITIES NAME | OUTPUT | FURTHER ACTIONS |
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| 11 Feb | 1. Financial Receipt | <ul style="list-style-type: none"> Picking up the placard and keeping the invoice for February report | |
| | 2. Info Session Taiwan Scholarship 2019 | <ul style="list-style-type: none"> Checking the number of participant for ITS for 13 February 2019 and Universitas Airlangga for 18 February 2019 Confirming the participant numbers with the IO staff of ITS | |
| | 3. Customer Service | <ul style="list-style-type: none"> Limbajaya Lim contacts TECSID through Facebook Fanpage asking about the Ministry of Education Scholarship, whether it can be applied by on going students. TECSID has provided a response. TECSID resends an email to some participants of UKWM info session because of mistyping Mr. Anugrah Setiawan Anggoro, an alumna from Universitas Kristen Petra asks whether he can join the information session in UK Petra on 18 February 2019. The number of participants in Petra is limited to around 40 persons as advised by IO Petra, thus, the event will be very much conducive for Q and A session. Muhammad Syafri from Universitas Riau contacts TECSID asking for an information on doctoral program in management and the required document for application. A response has been sent by whatsapp. Ms. Erlyn, the head of international office of Universitas Katolik Widya Mandala asked the presentation file on 7 February can be sent to her, thus she can deliver it to the lecturers at Universitas Katolik Widya Mandala. TECSID sent the presentation right away. Maria Auxilliadora from Universitas Brawijaya asked about diploma certificate as the requirement for applying in Ming Chuan University. TECSID explained the diploma certificate that she needs to submit for the application, which is Bachelor Degree Certificate. | |

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| 12 Feb | 1. Customer Service | <ul style="list-style-type: none"> ● Airlangga Global Engagement asked TECSID about what are the activities of TECSID so far. TECSID provided AGE with some programs which have been done, such as Taiwan Higher Education Fair, Taiwan Higher Education, Chinese Teacher Training, etc. This activities will be reported by the Executive Director of AGE to the Directorate General of Higher Education in Jakarta. ● Dylan Surya contacted TECSID through Whatsapp, asking about which parts of his academic reports should be translated by the sworn translator. TECSID responded it right away. | |
| | 2. Info Session Taiwan Scholarship 2019 | <ul style="list-style-type: none"> ● Coordinating with Universitas Kristen Petra regarding the number of participants for Information Session in Universitas Kristen Petra on Monday, 18 February 2019 ● Ms. Nastiti from IO ITS contacted TECSID asking about the number of participants who has registered through the online form. TECSID has responded it directly by checking the last number at the moment. ● Linda Felicia asked TECSID via Whatsapp about the name of sworn translator for translating her academic transcript. TECSID responded her right away. | |
| | 3. TECSID Social Media | <ul style="list-style-type: none"> ● Cece Intan contacted TECSID on Facebook Fanpage asking about the requirements to study in Taiwan. TECSID responded her by sending a brochure of requirements of study in Taiwan. | |
| 13 Feb | 1. Financial Report | <ul style="list-style-type: none"> ● Printing the receipts of transportation from office to ITS and from ITS to Office | |
| | 2. Information Session | <ul style="list-style-type: none"> ● Making last preparation for Information Session of Taiwan Government Scholarship in ITS ● Preparing the brochures and all promotional material to be brought to Yogyakarta in attending the Presentation Day of Universitas Atma Jaya Yogyakarta on 15 February 2019 ● Coordinating with Partnership and Promotion Office of Universitas Atma Jaya Yogyakarta related to the upcoming presentation day on 18 February 2019. ● Preparing the brochures and all promotional materials for Information | |

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| | | <p>session in Universitas Kristen Petra on 18 February 2019</p> <ul style="list-style-type: none"> • Preparing the brochures and all promotional materials for Information session in Universitas Airlangga on 18 February 2019. • Holding an information session on Taiwan Government Scholarship 2019 in ITS collaborated with the International Office of ITS. | |
| | 3. Customer Service | <ul style="list-style-type: none"> • Sarah Melania from UNAIR visited TECSID and asked about some master programs in Marine Biology. TECSID sent two emails to her regarding the requested information from National Taiwan Ocean University and National Pingtung University of Science and Technology. • Timara Qonita responded TECSID by saying thank you for the delivered information on how to apply Study in Taiwan. • Mrs. Lilik Tjin asked via Whatsapp about a statement made by National Tsing Hua University which does not permitted a prospective student to apply in other university while submitting an application to NTHU. Her son also applies in National Dong Hwa University to secure a place in a university in Taiwan. TECSID provided an opinion on this. • Arfadiyanti from Yogyakarta has contacted TECSID on the requirement for taking Huayu Enrichment Scholarship, especially when she does not have a bachelor degree. TECSID responded her that the minimum education level to apply this program is high school level. | |
| 14 Feb | 1. Financial Report | <ul style="list-style-type: none"> • Keeping the receipts for transportation from office to Surabaya Gubeng Train Station, a boarding pass for train ticket from Surabaya to Yogyakarta, transportation from Yogyakarta Train Station to Hotel in Yogyakarta. | |
| | 2. Customer Service | <ul style="list-style-type: none"> • TECSID got confirmation from National Chung Hsing University regarding their program which was asked before through email. An officer named Chun Yi provided an information that this questioned program is also offered for international students at bachelor level. However, she reminded about | |

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| | | <p>the Chinese requirements for international students, since the program is offered in Chinese</p> <ul style="list-style-type: none"> • TECSID forwarded the email to Ciska Laury the one who asked about the program in National Chung Hsing University • Ciska Laury said thank you for the forwarded message from National Chung Hsing University via Whatsapp • Maria Margaretha contacted TECSID on english proficiency requirement to apply Taiwan Government Scholarship 2019. TECSID has responded by providing information that TOEFL ITP is admissivable.. • Ibu Mahartati in Malang asked about the contact of Surabaya Taipei School about TOCFL. TECSID provided the information right away. • Dea Annisayanti contact TECSID about document certification by TETO. TECSID has responded right away that TECSID does not have any service related to document certification and to apply the Taiwan government scholarship she cannot use her temporary graduation reference. It should be the certificate and transcript. | |
| | 3. Info Session: Taiwan Scholarship 2019 | <ul style="list-style-type: none"> • TECSID sent an email to IO ITS to express gratitude for the collaboration in holding the information session of Taiwan Government Scholarship 2019. • TECSID sent an email to IO Universitas Muhammadiyah Mataram to express gratitude for the collaboration in holding the information session of Taiwan Government Scholarship 2019. • TECSID sent an email to IO Universitas Mataram to express gratitude for the collaboration in holding the information session of Taiwan Government Scholarship 2019. • Checking again all the brochure and promotional materials for Universitas Atma Jaya Presentation Day 2019 • Printing the list of attendance for Information Session in Universitas Kristen Petra Surabaya on 18 February 2019 • Departing to Yogyakarta by train at Surabaya Gubeng Train Station at 16.30 PM | |

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| 15 Feb | 1. Financial Report | <ul style="list-style-type: none"> Keeping the receipts for the transportation from Hotel in Yogyakarta to Universitas Atma Jaya Yogyakarta and from Universitas Atma Jaya Yogyakarta to Hotel | |
| | 2. Universitas Atma Jaya Yogyakarta's Presentation Day 2019 | <ul style="list-style-type: none"> TECSID attended the Universitas Atma Jaya Yogyakarta in two events, they are the mini education fair and the information session. In total there were around 60 persons coming to the education fair and information session. The event was opened by the Director of Partnership and Promotion Office of Universitas Atma Jaya Yogyakarta. | |
| | 3. TECSID Social Media | <ul style="list-style-type: none"> Uploading some pictures in Facebook Fan Page from the Presentation Day in Universitas Atma Jaya Yogyakarta. | |
| | 4. Customer Service | <ul style="list-style-type: none"> TECSID sent an email to Mr. Anugrah Setiawan Anggoro on the list of universities which offer Culinary in Master Degree Ibu Lanny from Universitas Kristen Petra contacted TECSID to make sure all the required appliances for the Information Session on Monday had been fulfilled. TECSID sent an email to Jenny Ardiansah on the list of universities which have undergraduate program in marketing and logistics. Ms. Isabel as about the undergraduate programs in actuarial science and mathematics | |

WEEKLY ACTIVITIES STATUS REPORT

[18 February 2019 - 22 February 2019]

| Date | ACTIVITIES NAME | OUTPUT | FURTHER ACTIONS |
|--------|---|---|-----------------|
| 18 Feb | 1. Financial Receipt | <ul style="list-style-type: none"> Keeping some receipts of transportation from office to Universitas Kristen Petra and from Universitas Kristen Petra to Office | |
| | 2. Info Session Taiwan Scholarship 2019 | <ul style="list-style-type: none"> Holding an information session of Taiwan Government Scholarship 2019 in Universitas Kristen Petra at 9.30 to 11.30 AM at Western Indonesia Time. It was a good discussion, participants asked a lot of questions, mostly about the application process and scholarship Holding an information session of Taiwan Government Scholarship 2019 in Universitas Airlangga at 13.30-15.30at Western Indonesia Time. There were around 130 participants who plan to come but unfortunately due to a heavy rain, there were only around 20 persons came. However, since TECSID open the registration through online form, thus TECSID has all the contacts of participants which can be follow up later. | |
| | 3. Customer Service | <ul style="list-style-type: none"> A Law student named Dewi from Universitas Airlangga made a contact and asked whether she can come to the office the next day. TECSID made an appointment right away Katie Lie contacted TECSID through email and asked about the undergraduate program in international business in English. TECSID sent the email right away. Nur Fitri came to TECSID office and asked about Master program in Communication Technology. TECSID emailed right away. Ms. Margaretta could not come to info session in Universitas Kristen Petra and asked when she can visit the office. TECSID has responded right away. TETO Surabaya email about the program at Kaohsiung Medical University in Master of Tropical Disease. TECSID responded that the program has been promoted before in January 2019. | |

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| | | <ul style="list-style-type: none"> TECSID got an invitation from Universitas Katolik Widya Mandala Surabaya to attend the farewell ceremony of Problem Based Learning Program which was attended by 2 universities from Japan and National Taiwan University of Science and Technology. TECSID replied the email and said that TECSID will attend the event. | |
| | 4. Succession | <ul style="list-style-type: none"> Prima as Dewi's successor visit the office. Dewi provide her with some basic service which TECSID offer, the limitation and authority. Dewi sent her the required documents which she needs to submit to Wendy by email. | |
| 19 Feb | 1. Financial Report | <ul style="list-style-type: none"> Keeping the receipts for transportation from guesthouse to Universitas Muhammadiyah Mataram, from Universitas Muhammadiyah Mataram to Universitas Mataram, from Universitas Mataram to guest house. | |
| | 2. Customer Service | <ul style="list-style-type: none"> TECSID is contacted by Nindya from Vocational School of Universitas Airlangga who has attended the information session. She asked about the program for vocational school in Taiwan. TECSID recommend her to take TEEP as ask Airlangga Global Engagement for further information. A law student, name Dewi visited the office and asked about the law program which using English. There is not many program in Law offered in English in Taiwan. Mr. Flemming from Universitas Karangturi asked about TECSID service in providing an information session and how is the procedure, because he saw that TECSID went to Yogyakarta for Universitas Atma jaya Yogyakarta Presentation Day. | |
| | 3. Info Session Taiwan Scholarship 2019 | <ul style="list-style-type: none"> TECSID sent an email of gratitude for the Director of Partnership and Promotion of Universitas Atma Jaya Yogyakarta for the hospitality during the Presentation Day 2019 TECSID sent an email of gratitude to the Bureau of Partnership and Institutional Development of Universitas Kristen Petra Surabaya for the hospitality during the information session of Taiwan Government Scholarship 2019 a day before. | |

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| | | <ul style="list-style-type: none"> • TECSID sent an email for all participants who came to visit TECSID booth at Presentation Day in Universitas Atma Jaya Yogyakarta about the Taiwan Government Scholarship 2019 • TECSID sent an email to all participants of Information Session in Universitas Kristen Petra about the Taiwan Government Scholarship 2019 • TECSID sent an email to all participants of Information Session in Universitas Airlangga about the Taiwan Government Scholarship 2019 | |
| | 4. TECSID Social Media | <ul style="list-style-type: none"> • Uploading the TECSID activities in Universitas Kristen Petra and Universitas Airlangga | |
| 20 Feb | 1. Financial Report | <ul style="list-style-type: none"> • Preparing all the receipts to be recapitulated in a file | |
| | 2. Customer Service | <ul style="list-style-type: none"> • Mr. Abdul Rohim the head of department of occupational health and safety from Universitas Airlangga asked TECSID to look for some potential partners in Taiwan to have a double degree for master level. TECSID sent some list of universities which have the same program. • Wendy contacted TECSID to ask about Dewi's replacement, the upcoming education fair 2019 and the job handover. TECSID has replied. • Mr. Flemming from Universitas Karangturi asked about TECSID service in providing an information session and how is the procedure for an open day in Universitas Karangturi. He also asked whether TECSID has a contact of Formosa Corporation. TECSID responded right away. | |
| | 3. TECSID on Social Media | <ul style="list-style-type: none"> • Katie Lie again contacted TECSID asked for another inquiry, which was the undergraduate program in tourism and hospitality. The discussion continued as Katie Lie said that she was contacted by an agent told her that she can study in tourism and hospitality and work in a hotel full time at the same time by paying the agent around 7 million Indonesian Rupiah. TECSID advised her to reconsider the offer and be careful of this kind of scam. • Ricky Agusta reached TECSID through Facebook message asking which universities have Civil Engineering in | |

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| | | master degree level which is delivered in English. TECSID has sent informations. | |
| | 3. Succession | <ul style="list-style-type: none"> • Dewi briefed Prima about the Education Fair, what to do with it, what is to prepare? How to promote? How to plan the budget. • Dewi also briefed Prima on the daily expenses and the monthly reports. | |
| 21 Feb | 1. Financial Report | <ul style="list-style-type: none"> • Entering all receipts into the financial report for February 2019 and checking the exchange rates for February 2019 | |
| | 2. Customer Service | <ul style="list-style-type: none"> • A participant from information session in Universitas Kristen Petra named Nita contacted TECSID to ask about master program in Marketing. TECSID sent a list of universities which offers master degree in marketing • A former participant of Chinese teacher training contacted TECSID asking about an undergraduate program in Tourism and Hospitality. TECSID responded by sending the list of requested program. • Mr. Nico visit TECSID asking about some program in Taiwan universities especially on international business and accounting. • Timothy Jason contacted TECSID whether TECSID can help him applying him to Tamkang University. TECSID stated that TECSID can only guide him and he needs to apply by himself online, | |
| | 3. Succession | <ul style="list-style-type: none"> • TECSID contacted Mr. Djimantoro from TETO asking about the visa officer. He replies that if TECSID makes an inquiry on visa, TECSID should contact TETO and asks to be contacted to visa officer every time. • TECSID also sent Dewi's replacement to Mr. Djimantoro for further cooperation. | |
| | 3. TECSID on Social Media | <ul style="list-style-type: none"> • Ricky Agusta asked again through Facebook message whether he can apply in more than two universities at the same time. TECSID responded that he can | |
| 22 Feb | 1. Financial Report | <ul style="list-style-type: none"> • Keeping the receipt of transportation from office to Universitas Katolik Widya Mandala and from Universitas Katolik Widya Mandala to Dewi's house. | |

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| | | <ul style="list-style-type: none"> ● Finalising the financial report for February 2019 along with all receipts | |
| | 2. Customer Service | <ul style="list-style-type: none"> ● A participant from information session in Universitas Kristen Petra named Nita contacted TECSID to ask about master program in International Master Program in Information Systems and Applications in National Tsing Hua University especially about the deadline. TECSID replied the email providing the link from NTHU. ● Restu Kusuma from Universitas Brawijaya contacted TECSID asking whether s/he can applied in NTU and NCHU at the same time; whether there are any consequence if she is accepted in both universities and choose only one. TECSID has responded to this message. ● Departing to Universitas Katolik Widya Mandala and attending the farewell of Problem Based Learning program with National Taiwan University of Science and Technology. Meeting Ichi Lin in the event and discuss about Dewi's replacement. ● Ms. Theresia asked about the requirement for applying in Taiwan universities, especially Tamkang University for her son. Her son does not have a diploma yet, TECSID recommend to use the academic report. | |
| | 3. THEF 2019 Preparation | <ul style="list-style-type: none"> ● Drafting a poster for promotion and share it through Line group. ● Informing Ichi Lin from TETO Surabaya about the upcoming education fair | |

WEEKLY ACTIVITIES STATUS REPORT

[25 February 2019 - 28 February 2019]

| Date | ACTIVITIES NAME | OUTPUT | FURTHER ACTIONS |
|--------|-----------------------------|---|-----------------|
| 25 Feb | 1. Financial Receipt | <ul style="list-style-type: none"> Finalising the report, printing the remaining receipts and scanning the receipts | |
| | 2. Customer Service | <ul style="list-style-type: none"> Rachel from Masa Depan Cera High School Surabaya ask about the program which universities in Taipei provides undergraduate program delivered in English. TECSID responded her right away Wendy asked TECSID to resend the pictures of November-December 2018 activities. TECSID resent the pictures through drive. Nindya, a student from vocational school of Universitas Airlangga, asked about any program suitable for her. She was recommended to ask Airlangga Global Engagement for institutional partnership program There were three students of Faculty of Pharmacy visited TECSID, they were Almira Alodia, Yunita Anugrahini and Aqila Afifa R asking about a short program which can be a replacement for their upcoming community service which is a compulsory for undergraduate students in UNAIR. TECSID asked them to go to Airlangga Global Engagement to know more about short program in this kind of area. | |
| | 3. Preparation of THEF 2019 | <ul style="list-style-type: none"> Wendy asked TECSID to contact Universitas Islam Malang and Universitas Airlangga to book the place for THEF 2019 in Surabaya and Malang. TECSID sent an email to each university along with official request letter along with the draft of poster addressed to each Rector and its international office. | |
| 26 Feb | 1. Financial Report | <ul style="list-style-type: none"> Keeping the receipts for transportation from guesthouse to Universitas Muhammadiyah Mataram, from Universitas Muhammadiyah Mataram to Universitas Mataram, from Universitas Mataram to guest house. | |
| | 2. Customer Service | <ul style="list-style-type: none"> Anugrah Setyawan visited TECSID asking about a program in Culnary in Master degree. He looked for recommendation which one is better, | |

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| | | <p>between the master program or a diploma which provide him with a good skill to pursue in culinary. TECSID recommended him to pursue a diploma program because it less than two years and he needs to increase his mandarin ability because the program is delivered in Mandarin</p> <ul style="list-style-type: none"> • Kharisma Berliana Bening visited TECSID asking about the program from National Tsing Hua University which is included in the ICDF list. She also asked whether it is okay that the master degree is not in line with the bachelor degree. • Faqih from Malang contacted TECSID on the document certification in Ministry of Law dan Human Rights of Indonesia as the one which in charge of document certification. TECSID send a response on that day. | |
| | 3. Succession | <ul style="list-style-type: none"> • Prima as Dewi's successor visited the office and asking about the education fair arrangement. Dewi explained about what to do, the budget planning and how to make a financial reports. • Dewi introduced Prima to the event teams of Airlangga Global Engagement for better collaboration. | |
| | 4. Preparation of THEF 2019 | <ul style="list-style-type: none"> • Wendy informed Dewi that the THEF will be 24 February in Yogyakarta, 25 February in Surabaya and 26 February in Malang | |
| 27 Feb | 1. Financial Report | <ul style="list-style-type: none"> • Preparing the final report for January and February and put it into an envelope to be delivered to Wendy anytime Prima is ready • Preparing the receipt for cleaning service fee for 28 February 2019 | |
| | 2. Customer Service | <ul style="list-style-type: none"> • Claudia Anridho visited the office and asked about the requirement in IDAS of NCCU, especially for the certification of documents. • Faqih from Malang contacted TECSID on the document certification asking how much is the price to copy the document certification.. TECSID send a response on that day. • TECSID sent an information to Rachel on Soochow University, Tatung University and Shih Chien University | |
| | 3.Succession | <ul style="list-style-type: none"> • Wendy asked again about the succession especially the job handover. Dewi has explained about yesterday's session with Prima | |

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| 28 Feb | 1. Financial Report | <ul style="list-style-type: none"> Keeping the receipts for Cleaning Fee and putting it into monthly report for February 2019 | |
| | 2. Customer Service | <ul style="list-style-type: none"> Rachel asked about the details of application form to apply in Tamkang University Anugrah Setyawan asked about the details of scholarship application for Government Taiwan Scholarship 2019. Mrs. Titin asked information about undergraduate program in ICT both in English and Chinese. TECSID has responded by sending a list of universities which offer ICT Kenny Adrian from Universitas Kristen Petra asked about Business management in master degree, using English | |
| | 3. Succession | <ul style="list-style-type: none"> Dewi said goodbye to Prof. Nyoman and Airlangga Global Engagement | |