

WEEKLY ACTIVITIES STATUS REPORT

[2 September –6 September 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
2 Sept mber	1. Customer Service	<ul style="list-style-type: none"> Balqis, M. Akbar Pasha visited TECSID office to ask about applying VISA for dual degree program in Asia University Esty visited TECSID office to ask about financial statement for applying Visa Rahma Almira visited TECSID office to ask about dormitory, student number list in Asia University that her name unlisted on the documents of applying dormitory. Giving 4 LoA of student who didn't take it yet. 	-
	2. TECSID Administration	<ul style="list-style-type: none"> Contacting Wendy to provide hard copy brochures for some universities. Follow up about loan rooms procedure and fee to hold TOCFL test in PUSBA UNAIR. Re-scheduling info session in Khadijah Senior High School to 9/4 at 08:00-finish. sending weekly report for last week of August. 	
	3. Info Session in UNNES Semarang	<ul style="list-style-type: none"> Hold info session in Universitas Negeri Semarang (UNNES) 	-
3 Sept mber	1. Customer Service	<ul style="list-style-type: none"> Mrs. Go Tjin Mei visited TECSID office to ask about bachelor degree in Taiwan with major civil engineering. Arin asked by Whatsapp about paying tuition fee procedure for dual degree program in Asia University. 	- Make list of universities that provide civil engineering with language Mandarin and English
	2. Info Session and Promotion of Study in Taiwan	<ul style="list-style-type: none"> Revising material of presentation for Khadijah, Kemala Bhayangkari I Senior High School info session on Wednesday, 4 September 2019. Rescheduling info session in Islamic University Raden Rahmat (UNIRA Malang) 	-
	3. TECSID administration and Mandarin Language Center update	<ul style="list-style-type: none"> Updating weekly report of TECSID activities Making poster design for Double Tenth event that hold by TETO Surabaya Sending plan activities of TECSID to AGE UNAIR Staff, Ms. Aprilia. 	-
4 Sept mber	1. Customer Service	<ul style="list-style-type: none"> Dania asked by whatsapp number about what kind of documents that should bring to Taiwan 	-

		<ul style="list-style-type: none"> • A dual degree student asked by whatsapp number about another pick up service time in Asia University 	
	2. Info Session and Promotion of Study in Taiwan	<ul style="list-style-type: none"> • Hold info session in Khadijah Senior High School on 08:00-finish • Hold info session in Vocational-NAtional 1 Surabaya on 11:00-finish • Hold info session in Kemala Bhayangkari I Surabaya on 15:00-finish • 	
	3. TECSID administration	-	
5 September	1. Customer Service	<ul style="list-style-type: none"> • Sending list of universities to Mrs. Go Tjin Mei that provide civil engineering program • Ulul, A lecturer in UNAIR visited TECSID office to ask about doctoral degree in public health program. Scholarship procedure. • Midori asked by Whatsapp about master degree for Statistics and Computer Science program. 	
	2. TECSID administration	<ul style="list-style-type: none"> • Updating weekly report of TECSID activities. • Archiving guests lists to excel documents. • Archiving photos of info session • Follow up about request of brochures to Wendy • Follow up about Merlion education fair • Follow up about next November education fair. 	-
	3. Info Session and Promotion of Study in Taiwan	<ul style="list-style-type: none"> • Revising presentation for next info session in 17 Agustus 1945 University Surabaya • Making poster for next info session. 	
6 September	1. Customer Service	<ul style="list-style-type: none"> • Ms. Lussy, a parent of Reinhart asked by whatsapp that his son lost in contact after depart from Singapore. • Rosa contacting to Whatsapp number to say thank you to TECSID already informed in details so she can take NCU HES Program. 	<ul style="list-style-type: none"> - Prima contacting PPI Hsinchu to ask about Reinhart. -
	2. Info Session and Promotion of Study in Taiwan	<ul style="list-style-type: none"> • Preparing brochures, X-banners, and souvenirs to bring on 17 Agustus 1945 University (UNTAG Surabaya), Universitas Pembangunan Veteran Nasional Surabaya (UPN Veteran-Surabaya), and 	

		<p>Muhammadiyah 7 Senior High School info session.</p> <ul style="list-style-type: none"> • Preparing material of presentation for info session to Sahabat Beasiswa Surabaya Organisation in Surabaya. 	
	3. TECSID administration	<ul style="list-style-type: none"> • Updating weekly report 	



WEEKLY ACTIVITIES STATUS REPORT

[9 September –13September 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
9 September	1. Customer Service	<ul style="list-style-type: none"> Sofis asked by Whatsapp number about information of Taiwan Scholarship Mustain informed about NPTU has planning to visit Surabaya. 	-
	2. TECSID Administration	<ul style="list-style-type: none"> Contacting Wendy to provide hard copy brochures for some universities. Sending letter of loan rooms facilities for TOCFL in Language Center UNAIR sending weekly report for first week of September. Follow up with Sahabat Beasiswa Organisation about info session Sending news translation Sending weekly report 	
	3. Info Session in UNNES Semarang	<ul style="list-style-type: none"> Hold info session on Universitas 17 Agustus 1945 Surabaya (UNTAG) 	-
10 September	1. Customer Service	<ul style="list-style-type: none"> Silvy visited TECSID office to ask about campus information for civil engineering with bachelor degree. Fai, asked by Whatsapp number about applying study in NTU and NTUST. 	- -
	2. Info Session and Promotion of Study in Taiwan	<ul style="list-style-type: none"> Revising material of presentation for Sahabat Beasiswa Surabaya, St. Louis 1 Surabaya info session on Wednesday, 11 September 2019 and Friday on 13 Sept 2019. Rescheduling info session in UMM and UNUSA 	-
	3. TECSID administration and Mandarin Language Center update	<ul style="list-style-type: none"> Contacting Mr, Rapon and asked about progress class. Sending poster of chinese teacher training schedule to AGE UNAIR Staff, Ms. Aprilia. 	-
11 September	1. Customer Service	<ul style="list-style-type: none"> Putu visited TECSID to ask about Taiwan scholarship Providing information of campus with civil engineering for bachelor degree to Mrs. Silvy. 	-
	2. Info Session and Promotion of Study in Taiwan	<ul style="list-style-type: none"> Hold info session in UNAIR for Sahabat Beasiswa Surabaya 	
	3. TECSID administration	-	

12 September	1. Customer Service	<ul style="list-style-type: none"> Achmad visited TECSID office to ask about NCKU and NCTU with major anthropology for master degree. Adianda asked about master program in Industrial Engineering 	
	2. TECSID administration	<ul style="list-style-type: none"> Updating weekly report of TECSID activities. Archiving guests lists to excel documents. Archiving photos of info session Follow up about request of brochures to Wendy Follow up about next November education fair to Wendy. Sending information of poster and Draft of Term of Reference. 	-
	3. Info Session and Promotion of Study in Taiwan	<ul style="list-style-type: none"> Revising presentation for next info session in St. Louis 1 Senior High School Surabaya Preparing placard, brochures, and X-banner to hold info session in St, Louis 1 Senior High School Surabaya 	
13 September	1. Customer Service	<ul style="list-style-type: none"> Mrs. Silvy asked by Whatsapp number about living cost and total tuition fee in details on NTU with civil engineering program. A parents from Cor Jesu Senior High School asked by whatsapp number about bachelor degree with major electrical engineering 	-
	2. Info Session and Promotion of Study in Taiwan	<ul style="list-style-type: none"> Hold info session in St. Louis 1 Senior High School Surabaya 	
	3. TECSID administration	<ul style="list-style-type: none"> Updating weekly report 	

WEEKLY ACTIVITIES STATUS REPORT

[16 September –20 September 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
16 September	1. Customer Service	<ul style="list-style-type: none"> Kevin a student visited TECSID office to ask about campus information for business major (bachelor degree with Mandarin program) 	-
	2. TECSID Administration	<ul style="list-style-type: none"> Sending TECSID's proof of activities to Wendy Sending translation of website news Contacting with Wendy about banner for Xinmiao Mandarin course. 	
	3. Mandarin class	<ul style="list-style-type: none"> Visiting Xinmiao Mandarin language course class 	
	3. TOCFL test	<ul style="list-style-type: none"> Discuss with UNAIR division of facilities and infrastructure to loan room to hold TOCFL test on October 20, 2019 	-
17 September	1. Customer Service	<ul style="list-style-type: none"> A student from College of Tourism in Chang Hua University has problem of her diploma certificate Zakkya Novi visited TECSID office to ask about master degree in physics major for international students. Ulul asking about maximum of years old to apply scholarship by Taiwan Government. 	- -
	2. Info Session and Promotion of Study in Taiwan	<ul style="list-style-type: none"> Revising material of presentation for next info session, updating number of Indonesian students in Taiwan Revising kind of scholarship information details. Rescheduling info session in UNUSA and UNUSIDA 	-
	3. TECSID administration and Mandarin Language Center update	<ul style="list-style-type: none"> Visiting Xinmiao Mandarin Course. Registration opening for TOCFL test next October 20, 2019 	-
18 September	1. Customer Service	<ul style="list-style-type: none"> Contacting NPTU staff to coordinate about their visitation to UNESA and Surabaya. Wahid asked by Whatsapp number about study in Taiwan, scholarship, and list of universities for computer science for master degree. 	-
	2. Info Session and Promotion of Study in Taiwan	<ul style="list-style-type: none"> Preparing brochures and presentation material for next education fair in Yogyakarta. 	

	3. TECSID administration	- Archiving photos of September activities.	
19 September	1. Customer Service	<ul style="list-style-type: none"> • Jason contacting by Whatsapp number about next education fair in Surabaya • Siska Mandalia contacting by whatsapp number about her diploma certificate problem • Elisabeth contacting by Whatsapp number and asking about study in Tamkang University 	
	2. TECSID administration	<ul style="list-style-type: none"> • Updating weekly report of TECSID activities. • Archiving guests lists to excel documents. • Archiving photos of info session • Follow up about receiving brochures to Wendy • Follow up about next November education fair to Wendy. • Making draft of poster for education fair. 	-
	3. Double Tenth Celebration	<ul style="list-style-type: none"> • Coordinating with Mrs. Pratiwi from TETOS about backdrop design, banner design, and rescheduling time of technical meeting. 	
20 September	1. Customer Service	<ul style="list-style-type: none"> • Laelatul visited TECSID asking about information of joining research and Community Service Program in Taiwan • Siti visited TECSID asking about possibility of Community Service Program in Taiwan 	-
	2. Info Session and Promotion of Study in Taiwan	<ul style="list-style-type: none"> • Preparing brochures, material, and stuffs to hold info session in UPN Yogyakarta (9/21), UNY (9/23), and Atma Jaya University Yogyakarta (9/23) • Rescheduling info session in UNUSA (10/4) and UNUSIDA (10/2) • 	
	3. TECSID administration	<ul style="list-style-type: none"> • Updating weekly report • making proposal to hold info session in some schools. • sending proposal to 2 schools in Surabaya 	

WEEKLY ACTIVITIES STATUS REPORT

[21 September - 27 September]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
21 - 23 September	1. Customer Service	<ul style="list-style-type: none"> Linda Atika asking for bachelor university in Administration business in english program 	-
	2. TECSID Administration		
	3. Info Session	<ul style="list-style-type: none"> Preparing education fair in Atma Jaya University Hold info session on UNY, UPN Yogyakarta (9/23) Joining education fair in Atma Jaya University (9/21 - 9/23) 	
	3. TOCFL test	<ul style="list-style-type: none"> Making google form for registration 	-
24 September	1. Customer Service	<ul style="list-style-type: none"> Michael asking about master program in english language for design communication visual 	- -
	2. TOCFL Test	<ul style="list-style-type: none"> Re-publishing announcement for TOCFL test Following up participants for TOCFL test Coordinating with Wendy for TOCFL test 	-
25 September	1. Customer Service	<ul style="list-style-type: none"> Siska Mandalia, alumni from Chung Hua University has problem with her diploma certificate 	-
	2. THEF 2019	<ul style="list-style-type: none"> Coordinating with Wendy about planning THEF 2019 Coordinating about universities delegation, general rundown, talkshow. Coordinating with UNAIR staff about planning. UNAIR staff offering to hold THEF 2019 with AGD 2019. 	
	3. TECSID administration	- Archiving photos of September activities.	
26 September	1. Customer Service	<ul style="list-style-type: none"> Elisabeth contacting by Whatsapp number and asking about requirement documents (financial statement) in Tamkang University 	
	2. TECSID administration	<ul style="list-style-type: none"> Attending to Taiwan Expo 2019 in Surabaya that was invited by TETO Surabaya. 	-
		<ul style="list-style-type: none"> 	

27 September	1. Customer Service	<ul style="list-style-type: none"> • Mrs. Maya, a parents of student in NDHU asking about how to transfer money to Taiwan Post Bank • Informing to NPTU staff about UNESA, ITS, and other universities. 	-
	3. Double Tenth Celebration	<ul style="list-style-type: none"> • Coordinating with Mrs. Pratiwi from TETOS about backdrop design, banner design, and brochures.. 	
	3. TECSID administration and THEF 2019	<ul style="list-style-type: none"> • Updating weekly report • making proposal THEF 2019 	
30 September	1. Customer Service	<ul style="list-style-type: none"> • Lie Evan asking about architecture and design interior for bachelor degree with English language program 	
	2. Double Tenth Celebration	<ul style="list-style-type: none"> • Technical meeting with TETO Surabaya • Going to the JW Marriot Hotel to check venue 	
	3. NPTU visiting	<ul style="list-style-type: none"> • Finding information from UNESA contact to know visitation procedures 	