

WEEKLY ACTIVITIES STATUS REPORT

[4 November –8 November 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
4 Nov em ber	1. Customer Service	<ul style="list-style-type: none"> • Mrs. Angelina asking about THEF event in UNAIR • Achamdi asking about registration of THEF in UMM • Mrs. Fonny, Tika, asking about THEF in UNAIR • Mrs. Ima from UNNES and Thea asking for THEF in UNDIP 	- Replied by Whatsapp number
	2. THEF 2019	<ul style="list-style-type: none"> • Going to UNDIP and coordinate all crew in UNDIP, surveyed location, and fixing scheme of booths • pick up all delegations in airport to hotel. • preparing brochures and goods for education fair • coordinating with hotel for dinner of delegations 	-
5 Nov em ber	1. Customer Service	<ul style="list-style-type: none"> • Providing information on booths of TECSID about Taiwan scholarship • Angelique, Lizzy, Doma, Aulid, and Mrs. Linna, Mr. Jovian, Benny asking information for UNAIR THEF 2019 • Zhangswe asking for THEF 2019 in UMM 	-

	2. Taiwan Higher Education Fair	<ul style="list-style-type: none"> • Taiwan Higher Education Fair in UNDIP • preparing and keep in touch for preparation edu fair in UNAIR. • dinner with delegations and UNDIP for THEF 2019 • Talk show with alumni from Taiwan (Mr. Ahmad Syauqy and Mrs. Rosyida) 	
	3. Visiting Universities in Surabaya (Universitas Muhammadiyah Surabaya (UNMUH SBY) and Institut Teknologi 10 Nopember 1945 (ITS))	<ul style="list-style-type: none"> ● Coordination with UNMUH Surabaya for visitation to their universities ● Coordination with ITS for visitation in Surabaya 	
6 November	1. Customer Service	<ul style="list-style-type: none"> • Zhangswe asking for requirement documents to apply to study in Taiwan • Mrs. Xin XI, Sayyid, Ling, Lisa, Cahyo, Eka asking for THEF in UNAIR 2019 • Mrs. Linda, Hanifah, Rahmi, Hendry, Farida Nur, Arys Hasta, asking for THEF 2019 in UMM 	

	2. THEF 2019	<ul style="list-style-type: none"> • Visiting Unmuh Surabaya with all Taiwan delegations • attending on dinner in Hotel Bumi Surabaya with Vice President of UNAIR, all dean facultie, Director Executive of AGE Mrs. Prof. Nyoman. 	-
	3. Visitation to Unmuh Surabaya	<ul style="list-style-type: none"> • Visit and meet with rector and vice rector of UNMUH SURABAYA. 	-
7 Nov em ber	1. Customer Service	<ul style="list-style-type: none"> - Fikri, Mrs. Elizabeth, Mardiana asking about THEF 2019 in UMM - 	-
	2. THEF 2019	<ul style="list-style-type: none"> ● Hold Taiwan Higher Education Fair 2019 in UNAIR ● Hold Gala Dinner of THEF 2019 in Hotel Majapahit 	
8 Nov em ber	1. Customer Service	<ul style="list-style-type: none"> ● Flemming asking about THEF in UMM schedule 	
	2. THEF 2019	<ul style="list-style-type: none"> ● Hold THEF 2019 in UMM 	

WEEKLY ACTIVITIES STATUS REPORT

[11 November –17 November 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
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11 Nov em ber	1. Customer Service	<ul style="list-style-type: none"> Alya from UNDIP asking for timeline of Taiwan scholarship 	- Replied by Whatsapp number
	2. Office administrati on	<ul style="list-style-type: none"> collecting all photos activities of THEF 2019 collecting all brochures on office and arrange it to show on TECSID office checking and collecting all receipts of August to October 	-
12 Nov em ber	1. Customer Service	<ul style="list-style-type: none"> Zhangswe asking for Taiwan scholarship for 2020 master degree program in NSYSU 	-
	2. Office administrati on	<ul style="list-style-type: none"> Scanning all receipts from August and September Asking Prof. Chen about Khadijah Islamic Senior High School education fair in Surabaya 	
13 Nov em ber	1. Customer Service	<ul style="list-style-type: none"> Mrs. Linna Ling visiting TECSID office to ask about bachelor degree program in Information System ENgineering 	
	2. office administrati on	<ul style="list-style-type: none"> - Collecting photos activities from July to October - Sending link of proof activities to Wendy - making poster of CHinese Teacher Training 2019 for next december - Trying to update webpage of TECSID office 	-

14 Nov em ber	1. Customer Service	- Ratna asking for LOA from Dean Chen, applying for AU fall semester	-
	2. Chinese Teacher Training 2019	<ul style="list-style-type: none"> ● Editing poster and spreading to instagram, WA group. ● Coordination with Ayun for next Chinese Teacher Training ● 	
15 Nov em ber	1. Customer Service	<ul style="list-style-type: none"> ● Flemming asking about providing budget for promotion in a radio on Semarang, rejected it ● receiving email from Taiwan university to visit TECSID office 	
	2. Parade Beasiswa in UB Malang Education Fair	● Preparing brochures, X-banner, and other for participating on education fair in UB Malang	
17 Nov em ber	1. Parade Beasiswa in UB Malang Education Fair	● Participating to hold education fair "Parade Beasiswa 2019" in Universitas Brawijaya Malang (UB Malang)	

WEEKLY ACTIVITIES STATUS REPORT

[18 November –22 November 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
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18 Nov em ber	1. Customer Service	<ul style="list-style-type: none"> Matthew visit TECSID office to ask about universities profile with business management major for bachelor degree and hospitality and tourism major in Kaohsiung city. 	- Replied by Whatsapp number
	2. Office administration	<ul style="list-style-type: none"> Sending weekly report of november 2019 to Wendy Updating news on website of TECSID information for English version. 	-
	3. Mandarin Teacher Training	<ul style="list-style-type: none"> ● Coordination about material and schedule for Mandarin training. ● Contacting participants for fill in their information in detail. ● Surveying venue. 	
19 Nov em ber	1. Customer Service	<ul style="list-style-type: none"> A student from Petra asking about NTNU registration timeline and procedure 	-
	2. Office administration	<ul style="list-style-type: none"> Checking the receipts of all expenses with Wendy Updating news on website for TECSID information 	
	3. Mandarin Teacher Training	<ul style="list-style-type: none"> ● Inform to trainer about 3 venues where possible to use ● coordinate about material properties needs. ● informing participants who ask more details 	

		about material, venue, and price of lunch box	
20 November	1. Customer Service	<ul style="list-style-type: none"> ● Mr. Toni a parents asking about overseas students procedure. 	
	2. office administration	<ul style="list-style-type: none"> - Collecting photos activities from October to November - Informing all expenses of THEF 2019 to Wendy. - Receiving invitation to give info session on UNAIR B campus. - Update web page of TECSID office 	-
	3. Mandarin Teacher training	<ul style="list-style-type: none"> ● Sending loan permit letter to Facilities and Development Division on UNAIR. 	
21 November	1. Customer Service	<ul style="list-style-type: none"> - Iroh asking for doctoral degree in industrial management. - Eva asking about HSK test and TOCFL test 	-
	2. Chinese Teacher Training 2019	<ul style="list-style-type: none"> ● Surveying another venue because Prof. Chou need a space for game. 	
22 November	1. Customer Service	<ul style="list-style-type: none"> ● Mr. Sugeng informing about invitation to join on education fair in Solo, reject it because no more budget. ● Anna from Yuanpei University of Medical Technology plan to visit 	

		TECSID office on Dec. 4, 2019	
	2. Info session and sharing about Study, Living, and Career in Taiwan on UNAIR	● Editing presentation material for info session on UNAIR that hold on Nov. 27,2019	
	3. Office administration	<ul style="list-style-type: none"> ● Updating news on website for September events ● Scanning all invoices and receipts for expenses ● Fixing weekly report and financial expenses report of October 	

WEEKLY ACTIVITIES STATUS REPORT

[25 November –29 November 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
25 November	1. Customer Service	<ul style="list-style-type: none"> • Dean of Science and Technology visited TECSID office to ask assist for NTHU delegations visitation to UNAIR 	- coordination with him about schedule and others.
	2. Office administration	<ul style="list-style-type: none"> • Sending all invoices to Taiwan, Wendy. • Sending scanning file of all expense receipts. • Updating news on website of TECSID 	-

		information for English version.	
26 Nov em ber	1. Customer Service	<ul style="list-style-type: none"> • Dean of International College from NTHU visited TECSID office. • Assist delegations from NTHU to visit Surabaya Taipei School 	-
	2. Principal visit to Taiwan	<ul style="list-style-type: none"> • Mr. Andi from AU ask help to find some principals from public senior high school in Surabaya for visit to Taiwan. • contacting to school about the permit procedure. 	
	3. Mandarin Teacher Training	● Surveying venue for Mandarin Teacher Training	
27 Nov em ber	1. Info Session on UNAIR	● Hold info session on UNAIR about studying and living in Taiwan, most of the participants are new students.	
	2. office administration	<ul style="list-style-type: none"> - Providing quotation for THEF 2019 - Update news on webpage of TECSID office 	-
	3. Mandarin Teacher training	● Sending loan permit letter to Facilities and Development Division on UNAIR for another room.	
	4. Principal visit to Taiwan	● Asking and offering this program to several principals in Surabaya	

		Senior High School, SMAN 5 Surabaya, MAN 2 Malang.	
28 November	1. Customer Service	<ul style="list-style-type: none"> - Sending invitation letter for a teacher from Bali who will participate to Mandarin Teacher Training. - Anna from Yuanpei has planning to visit TETO Surabaya, help her to make an appointment with TETOS. 	-
	2. Chinese Teacher Training 2019	<ul style="list-style-type: none"> ● Designing certificates and ID card for participants. ● Making presence list of participants 	
	3. Principal visit to Taiwan	<ul style="list-style-type: none"> ● Visiting “Dinas Pendidikan Jawa Timur” to ask permit letter to join on “Visit to Taiwan” program ● Making an appointment to meet with principal from SMAN 5 Surabaya 	
29 November	1. Customer Service	<ul style="list-style-type: none"> ● Mr. Sugeng informing about invitation to join on education fair in Solo, reject it because no more budget. ● Anna from Yuanpei University of Medical Technology plan to visit TECSID office on Dec. 4, 2019 	
	2. Info session and sharing	<ul style="list-style-type: none"> ● Editing presentation material for info session 	

	about Study, Living, and Career in Taiwan on UNAIR	on UNAIR that hold on Nov. 27,2019	
	3. Office administrati on	<ul style="list-style-type: none"> ● Updating news on website for September events ● Sending all weekly reports on 2018 to 2019 to Wendy 	