

WEEKLY ACTIVITIES STATUS REPORT

[2 December –6 December 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
2 Dec emb er	1. Customer Service	<ul style="list-style-type: none"> • Karyn asking for information of National Chengchi University and National Tsing Hua University timeline, procedure, and requirement documents. • Following up to TETO about visit planning from Yuanpei Medical University 	-
	2. Office administration	<ul style="list-style-type: none"> • Updating news on website of TECSID • Updating weekly report of beginning december 	-
	3. Mandarin Teacher Training	<ul style="list-style-type: none"> ● Making letter of permit to visit SMA Muhammadiyah 7 Surabaya for promotion Asia University visitation ● Making letter of invitation for UNAIR and TETOS to give a speech on Mandarin Teacher Training. 	
3 Dec emb er	1. Customer Service	<ul style="list-style-type: none"> • Making an appointment to UNAIR for Yuanpei University delegations. • Novi asking about procedure to make VISA for exchange student to NCTU. 	-
	2. Mandarin Teacher Training	<ul style="list-style-type: none"> ● Loan a room for venue of this event ● Editing and revising certificates. ● Recalling participants for properties requirements 	

		<ul style="list-style-type: none"> ● Sending invitation to inviting guests 	
	3. Office Administration	<ul style="list-style-type: none"> ● updating news on website ● Designing poster for Pusat Bahasa UNAIR, Mandarin language course opening registration announcement 	
4 December	1. Customer Service	<ul style="list-style-type: none"> ● Ratna Dewi visit TECSID office to ask about master degree program ● TECSID assist Yuanpei University of Medical Technology delegations to visit TETOS, TECSID office and AGE UNAIR. 	
	2. office administration	<ul style="list-style-type: none"> - Update news on webpage of TECSID office 	-
	3. Mandarin Teacher training	<ul style="list-style-type: none"> ● Sending loan permit letter to Facilities and Development Division on UNAIR for another room. 	
5 December	1. Customer Service	<ul style="list-style-type: none"> - Cahyo visit TECSID Office to ask about master degree in english program for MBA. - Novi contacted to Whatsapp number and asking about travel insurance for student exchange 	-
	2. Chinese Teacher Training 2019	<ul style="list-style-type: none"> ● Editing certificates and ID card for participants. ● Making presence list of participants 	
6 December	1. Customer Service	<ul style="list-style-type: none"> ● Raden asked by whatsapp number to ask about application information of master degree for foreign language in NTUST 	

	2. Info session and sharing about Study, Living, and Career in Taiwan on UNAIR	<ul style="list-style-type: none"> ● TECSID was invited to give an info session for UPN Veteran Jatim students. 	
	3. Office administration	<ul style="list-style-type: none"> ● Updating news on website for September events ● Updating weekly report. 	

WEEKLY ACTIVITIES STATUS REPORT

[9 December – 15 December 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
9 December	1. Customer Service	<ul style="list-style-type: none"> ● Mico visited TECSID office to ask about hospitality and tourism for master degree at National Dong Hwa University ● Ratna asking by whatsapp number for MBA requirement, study plan and recommendation letter. 	-
	2. Office administration	<ul style="list-style-type: none"> ● Updating weekly report of beginning december 	-
	3. Mandarin Teacher Training	<ul style="list-style-type: none"> ● Recalling to Mandarin Language course at PUSBA Unair, AGE UNAIR, and TETO Surabaya confirmation to come to opening ceremony of Mandarin Teacher Training. ● Recalling participants about material and 	

		properties for Mandarin Teacher Training that need to bring on the training	
10 Dec emb er	1. Customer Service	<ul style="list-style-type: none"> • Tunjung asked by Whatsapp number about news of prohibited to wear hijab when applying VISA resident Taiwan • Share to universities colleagues about NTU flyer of open registration for master degree in global Agriculture technology and genomic science 	-
	2. Mandarin Teacher Training	<ul style="list-style-type: none"> ● Sending ID Card file and PUSBA poster to printing company for participants of Mandarin Teacher training. ● Preparing stationeries and material that needed for madnarin teacher training ● coordination with school for visitation and promotion. ● coordination with catering and UNAIR library staff for mandarin teacher training 	
11 Dec emb er	1. Customer Service	<ul style="list-style-type: none"> ● Dania contacted by whatsapp number ask about transfer money from Indonesian Bank to Taiwan Bank.. ● Rangga contacted by whatsapp number ask about TOCFL and study in Taiwan information 	
	2. Mandarin Teacher training	<ul style="list-style-type: none"> ● Sending all properties and material was needed to UNAIR's library 	

12 Dec emb er	1. Customer Service	- Edo asking by whatsapp number about international relations affair for master degree with english program.	-
	2. Chinese Teacher Training 2019	● pick up lecturers or speakers from Asia University and Mingshin University of Science and Technology for Mandarin Teacher Training course 2019.	
13 Dec emb er	1. Customer Service	● office off day	
	2. Mandarin Teacher Training course	<ul style="list-style-type: none"> ● TECSID hold Mandarin Teacher Training course 2019 with participants 35 teachers. ● Opening ceremony of Mandarin Teacher Training was opened by Mrs. Dian Ekowati from AGE UNAIR and Mrs. Diyah from UNAIR language center. 	
14 Dec emb er	1. Mandarin Teacher Training course 2019	● Day 2 of Mandarin Teacher Training	
15 Dec emb er	Mandarin Teacher Training course 2019	● Day 3 of Mandarin Teacher Training	

WEEKLY ACTIVITIES STATUS REPORT

[16 December – 20 December 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
16 December	1. Customer Service	<ul style="list-style-type: none"> • Tunjung asking by Whatsapp number about how to apply VISA in TETO Surabaya, need to make an appointment first and what a document that needed. • Mr. Rapon visit TECSID office to take TOCFL certificates. • Ms. Grace Ou, from TETO Jakarta inform about job vacancy in TEC Jakarta. 	<ul style="list-style-type: none"> - replied - give the certificate - share the information
	2. Office administration	<ul style="list-style-type: none"> • Updating inventory of stationeries after Mandarin Teacher Training. • Taking all of things left on Mandarin Teacher Training venue. 	-
	3. Mandarin Teacher Training	<ul style="list-style-type: none"> ● Reserved a transportation to deliver trainer to airport 	
17 December	1. Customer Service	<ul style="list-style-type: none"> • Mrs. Linawaty visited TECSID office to take TOCFL certificates and asked about admission procedure to apply on NTU. • A parent of student visited TECSID office to ask about bachelor degree in Taiwan with major information business management with english language. 	<ul style="list-style-type: none"> - sending information by email
	2. Mandarin Program in PUSBA	<ul style="list-style-type: none"> ● Contacting and coordination with Ms. Dyah about trainer alternative 	

		because Ms. Melissa can't teach on next term.	
18 Dec emb er	1. Customer Service	<ul style="list-style-type: none"> ● TETO Surabaya sharing information of NTNU IHRD program admission announcement ● Edward kwan visited TECSID office to ask architecture program ● Junita Agahari visited TECSID Office to ask about Design Communication Visual program 	
	2. TECSID office administratio n	<ul style="list-style-type: none"> ● Check and confirm all receipts of expenses ● updating weekly report 	
19 Dec emb er	1. Customer Service	<ul style="list-style-type: none"> - Puput, Ghea, Sofa, and Dewi asking about job vacancies of staff administration for TEC Jakarta. - Ilmi asking about mandarin program in PUSBA Unair registration by Whatsapp. - Felix Tanjaya visited TECSID office to ask about bachelor degree with program Language and business. 	-
	2. TECSID Office administratio n	<ul style="list-style-type: none"> ● Checking and back up photos of all events in gdrive. 	
20 Dec emb er	1. Customer Service	<ul style="list-style-type: none"> ● Ratna asking about AU registration fee and documents of recommendation letters. ● Victor contacting to Whatsapp number and asking about scholarship and translating documents. 	

	2. TECSID office administration	● coordination with Mr. Andi and Wendy about next events of TECSID office	
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WEEKLY ACTIVITIES STATUS REPORT

[23 December – 31 December 2019]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
23 December	1. Customer Service	<ul style="list-style-type: none"> Mr. Victor asking by mobile phone number about scholarship procedure, requirement documents for applying bachelor degree program. a parent visited TECSID office and asked about universities that provide bachelor degree with major automotive engineering Widya visited TECSID office to ask about english literature program for bachelor degree 	<ul style="list-style-type: none"> - replied - explained -
	2. Mandarin Teacher Program in PUSBA	● Coordination with Prof Chou to recruit new teacher as an alternative teacher.	
24 December	<ul style="list-style-type: none"> Public Holiday, office off. Christmas day 		
25 Dec	Christmas day	● Public Holiday, office off.	

ember	1. TECSID office administration	<ul style="list-style-type: none"> ● Check and coordination with Wendy about printing material photos of UNDIP backdrop. ● designing Christmas day for post on IG of TECSID social media. ● sending weekly report of december 2019 to Wendy. 	
26 December	1. Customer Service	<ul style="list-style-type: none"> - Cindy visited TECSID office and asked about pharmaceutical science program for bachelor degree - Elsy asking by Whatsapp number about accounting program for master degree. - TETO Surabaya sending announcement of opening registration for Global Health and Development for master and Ph.D in TMU by email 	-
	2. TECSID Office administration	<ul style="list-style-type: none"> ● Updating weekly report. ● Follow up about review result of weekly report from Dean Chen ● updating guest list documents ● designing poster for publish on media social 	
27 December	1. Customer Service	<ul style="list-style-type: none"> ● Ratna asking about AU registration fee and documents of recommendation letters. ● Victor contacting to Whatsapp number and asking about scholarship and translating documents. 	

	2. TECSID Office administration	<ul style="list-style-type: none"> ● updating weekly report for Last week on December 	
	3. Recruit substitution of Mandarin teacher	<ul style="list-style-type: none"> ● Choosing an alternative teacher Ms. Chen Su Chen and sounding to Prof. Chou and Prof. Chen. 	
30 December	1. Customer Service	<ul style="list-style-type: none"> ● Tiara Gisella visited TECSID office to ask about bachelor degree with english course for international business and management program. ● Mico visited TECSID office to ask about master degree in 	
	2. Taiwan Education Showcase	<ul style="list-style-type: none"> ● Contacting hotel as an accomodation 	
31 December	1. Customer Service	<ul style="list-style-type: none"> ● Mrs. Anggreani visited TECSID office to ask about bachelor degree with english course for international business management and ask about application procedure 	
	2. Recruit substitution of Mandarin teacher	<ul style="list-style-type: none"> ● Visiting PUSBA Unair ● Providing material of teaching to PUSBA ● Coordination with PUSBA staff and new teacher about contract and law 	