

WEEKLY ACTIVITIES STATUS REPORT

[3 February - 7 February 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
3 February	1. 2020TES	<ul style="list-style-type: none"> ● Check and coordination with Wendy and Andy about Taiwan Showcase Education 2020. ● Asking to hotel, universities, restaurant, about regulation of foreign visitors from Taiwan related about Coronavirus. ● Receiving response from AGE UNAIR about 2020TES. 	
	2. Customer Service	- Kevin R. visited TECSID Office to ask about bachelor degree for IBM program with english taught.	- replied
	3. Administration	<ul style="list-style-type: none"> - making letter of permission to hold info session. - Follow up to Dinas Pendidikan Surabaya (Education Office of East Java Province) for cover letter to hold info session in national high school - Editing and revising PPT for Info Session 	
4 February	1. TECSID Office administration	<ul style="list-style-type: none"> ● Updating weekly report. ● Updating information about Corona virus in Taiwan. ● Designing digital poster about news update about Coronavirus. ● Posting and share about update news about Coronavirus on our social media. 	
	2. Customer Service	● Bentley visited TECSID office to ask about bachelor degree in engineering major with english taught	

		<ul style="list-style-type: none"> ● Fera contacted to Whatsapp number about IBM major for bachelor degree with english taught ● Ivan Arista asking by whatsapp number about requirement documents, medical check up result to apply on Mandarin Language center in Asia University. 	
	3. Briefly orientation for student exchange	<ul style="list-style-type: none"> ● hold brief orientation to students of UNAIR before depart to NCTU for exchange program. ● 4 students join and ask about Coronavirus in Taiwan and preventif method to avoid this virus. 	
5 February	1. 2020TES	<ul style="list-style-type: none"> ● Printing draft of poster for 2020TES for each city ● Contact to SAIM and schools and follow up about acceptance response. ● Contact to Ministry of Foreign Affairs about regulation for visitors from Taiwan. 	
	2. Info Session in Polytechnic of Malang	<ul style="list-style-type: none"> ● Preparing brochures, X-banner, amenities, and properties to hold info session in POlytechnic of Malang ● Revising PPT for material of presentation ● Follow up to Polinema for detail information of venue, time, and guest invitation. 	
6 February	1. 2020TES	<ul style="list-style-type: none"> ● Booking bus company, Grand Pacific Hall Yogyakarta, and Gama Restaurants Semarang for lunch of delegates 	

		<ul style="list-style-type: none"> ● Contacting TETO about plan to visit their office 	
	2. Info Session in Polytechnic Malang	<ul style="list-style-type: none"> ● Hold Info Session in Malang: Polytechnic of Malang with PPI Taiwan from NCKU. 	
7 February	1. 2020 TES	<ul style="list-style-type: none"> ● Receiving acceptance response from SAIM, and UII. ● Coordination with Division of Facilities and Development in UNAIR ● Receiving ask for rescheduling from Tritunggal School and Unika Soegijapranata for 2020TES. 	
	2. Customer Service	<ul style="list-style-type: none"> ● Muniroh contacted to Whatsapp number about ICDF scholarship for list of universities that include on ICDF scholarship ● Nadia an exchange student asking about contact person who can contact after arrived in Taiwan. 	

WEEKLY ACTIVITIES STATUS REPORT

[10 February - 14 February 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
10 February	1. 2020TES	<ul style="list-style-type: none"> ● Confirm and coordination about 2020TES ● Finding information about Coronavirus in Indonesia. 	
	2. Customer Service	<ul style="list-style-type: none"> - Immamatul visited TECSID Office to ask about master degree of TESOL with english taught. 	
	3. Administration	<ul style="list-style-type: none"> - Follow up hotel, restaurant, bus company, universities, 	

		<p>and high schools about the response and confirmation to hold 2020TES.</p> <ul style="list-style-type: none"> - Archiving photos and weekly report. - Designing digital flyer or poster for social media for HES and news update related to Coronavirus in Taiwan. - Make a list of universities for architecture design with english taught. 	
11 February	1. TECSID Office administration	<ul style="list-style-type: none"> ● Following up and cancel all of vendors for 2020 TES. ● Make letter of permission to Dinas Pendidikan Kota Surabaya and Sidoarjo to hold info session on National High Schools. ● Making letter of apologize to universities and high schools about postponed to hold 2020TES. 	
	2. Customer Service	<ul style="list-style-type: none"> ● Magdalena visited TECSID office to ask about bachelor degree with major mathematics or business with english taught ● Christina visited TECSID office to ask about bachelor degree with major computer science with english taught. ● Veggy putri contacted by Whatsapp number and ask help to apply on NTNU for master degree program with english taught. 	

12 February	1. TECSID Administration	<ul style="list-style-type: none"> ● Recheck and share all of events documentation in 2019 ● Post information about COVID-19 prevention in Taiwan on TECSID's instagram ● Receiving feedback from UNESA, Pradita Dirgantara High School, Muallimat and Muallimin high school of hold info session there. 	
	2. Customer Service	<ul style="list-style-type: none"> ● Denis Aprilia contacted to Whatsapp number to ask about Tamkang University application procedure ● Fitri asking by Whatsapp number to ask about NTUST application form and payment form procedure. 	
13 February	1. TECSID Administration	<ul style="list-style-type: none"> ● Update guest list and customer list who contact TECSID ● Update weekly report ● Check information news on TECSID's website ● Repost information of scholarship to social media 	
	2. 2020TES	<ul style="list-style-type: none"> ● Asking to SAIM high school, Muallimat, and Unika Soegijapranata the date that proper to hold 2020TES in March or April. 	
	3. 2020 THEF	<ul style="list-style-type: none"> ● Finding information about universities in Makassar: Universitas Hasanuddin, Universitas Negeri Makassar, Universitas Muslim Indonesia, 	

		Universitas Muhammadiyah Makassar. ● Finding proper date to hold 2020 THEF ● Recheck academic calendar for high school in May and June.	
14 February	1. TECSID Administration	● Weekly report update for February ● Uploading photos documentation of visitor and info session in Polytechnic Malang ● Posting digital poster about PPI member from Asia University sharing information in UNAIR. ● Making letter permission for Universitas Negeri Makassar, Universitas Muhammadiyah Makassar, Universitas Muslim Indonesia to hold info session and 2020 THEF in Makassar. ● Asking TETO Jakarta about TOCFL and HES scholarship.	
	2. Customer Service	● Mrs. Pia, parents of student asking help to fill in application form in NCKU and NTUST.	

WEEKLY ACTIVITIES STATUS REPORT

[17 February - 21 February 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
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17 February	1. 2020TES	<ul style="list-style-type: none"> ● Confirm to Muallimat High School about 2020TES will be postponed on March and April, asking to them about availability to hold it there. 	
	2. Customer Service	<ul style="list-style-type: none"> ● Cindy asking for availability seat about PPI Taichung event on UNAIR. ● Imam Imroni asking help to contact NTU and follow up his application for LPDP Scholarship administration. 	
	3. Info Session in 2020	<ul style="list-style-type: none"> ● Rescheduling info session on Pradita Dirgantara High School ● UNESA accept info session and inform the venue to us ● UNM follow up our proposal to the Rector. ● UB accept our proposal to hold info session there. 	
	4. Administration	<ul style="list-style-type: none"> - Going to Dinas Pendidikan Kota Surabaya to ask cover letter to hold info session around Surabaya high schools. - Going to Dinas Pendidikan Kota/Kab. Sidoarjo to ask cover letter to hold info session around Sidoarjo's high Schools. - Make list of universities and program for bachelor degree with major biotechnology in english taught. 	
18 February	1. TECSID Office administration	<ul style="list-style-type: none"> ● Printing proposal and cover letter to hold info session around Surabaya and Sidoarjo high schools. 	

		<ul style="list-style-type: none"> ● Packing all of documents to spread around Surabaya and Sidoarjo high schools. 	
	2. Customer Service	<ul style="list-style-type: none"> ● Mr. Tombing visited TECSID office to ask about Study in Taiwan for bachelor degree with major business and management program in English taught. ● Ayu and Adienda asking by Whatsapp number about HES 2020 program 	
19 February	1. TECSID Administration	<ul style="list-style-type: none"> ● Post information about COVID-19 prevention in Taiwan on TECSID's instagram 	
	2. Customer Service	<ul style="list-style-type: none"> ● Imam Imroni asking by Whatsapp number about NTU scholarship ● Gilang Purwo asking by Whatsapp number about Management Science Program for master degree in english taught. 	
20 February	1. TECSID Administration	<ul style="list-style-type: none"> ● Update guest list and customer list who contact TECSID ● Follow up to high schools in Malang and Surabaya by TECSID office phone. ● Sending a cover letter to UNM and contact with Mr. farid from Universitas Negeri Makassar to ask possibility to hold 2020THEF. ● Help to a new staff of TEC Jakarta and share information for presentation and poster on digital media 	

	2. Customer Service	<ul style="list-style-type: none"> ● Heavy Nala visiting TECSID office and asking to whatsapp number about MOE Scholarship ● Aniza asking to Whatsapp number to ask about MOE Scholarship for master degree in Teaching program with english taught 	
21 February	1. TECSID Administration	<ul style="list-style-type: none"> ● Weekly report update for February ● Sending some letters and proposals to National 1, National 4, National 5, national 2 High School Surabaya. 	
	2. Customer Service	<ul style="list-style-type: none"> ● Imron asking by Whatsapp about 2020 ICDF in NCKU 	

WEEKLY ACTIVITIES STATUS REPORT
[24 February - 28 February 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
24 February	1. 2020 THEF	<ul style="list-style-type: none"> ● Coordination about time, date, and flight related to THEF 2020 on June. ● Asking to some teachers in Indonesia about the academic calendar on June 	
	2. Customer Service	<ul style="list-style-type: none"> ● Ajeng a student from Brawijaya University asking for Huayu Enrichment Scholarship ● Imam asking about procedure to get legalize from TETO. 	

	3. Info Session in February - March 2020	<ul style="list-style-type: none"> ● Contacting to State of University Makassar about info session planning on 13 March 2020. ● Contacting to Muhammadiyah University of Makassar to hold info session on 14 March 2020 ● Sending invitation by email to Mrs. Miftakhul Jannatin as a head of Perhimpunan Pelajar Indonesia on Hsinchu to join on info session that hold by TECSID in UNESA. 	
	4. Administration	<ul style="list-style-type: none"> ● Confirm to hotel in Semarang about cancelled reservation for 2020TES 	
25 February	1. TECSID Office administration	<ul style="list-style-type: none"> ● Printing proposal and cover letter to hold info session around Jember. ● Packing all of documents to spread around Jember's high schools. 	
	2. Customer Service	<ol style="list-style-type: none"> 1. Mrs. Pia, parents of student asking about NCKU process of uploading TOEFL certificate for his son who will apply to NCKU. 2. Muniroh visit TECSID office to ask about 2020 TES and interview recruitment for doctoral degree. 3. Danita visit TECSID Office to ask and consultation about 2020 MOE procedure to apply on NCKU for master degree. Ask help to guide apply online procedure in NCKU. 	

		4. Hold info session on Pradita Dirgantara High School	
26 February	1. 2020 THEF	<ul style="list-style-type: none"> ● Contacting Mr. Didik from UNDIP about 2020 THEF plan. ● Contacting UNDIP's International Office to hold THEF 2020. 	
	2. Customer Service	<ul style="list-style-type: none"> ● Mrs. Dwi asking about universities in english for Chemical Engineering major for her son. ● Mrs. Ochi, lecturer from UNDIP asking about MOE and legalization procedure of degree certificate and transcript in TETO. ● Tirta, a worker on TEC Jakarta asking to us about material of presentation to promote Study in Taiwan, asking about cover letter to hold info session, etc. 	
27 February	1. TECSID Administration	<ul style="list-style-type: none"> ● Follow up to UNESA about next week info session ● Follow up to head of PPI Hsinchu about collaboration on sharing info session in UNESA ● Designing TOR for THEF in UNM 	
	2. Customer Service	<ul style="list-style-type: none"> ● Dhira asking about requirement documents for Tamkang University. 	
28 February	1. TECSID Administration	<ul style="list-style-type: none"> ● Weekly report update for February ● Sending cover letter to request info session on Jember University and 	

		Muhammadiyah University of Jember.	
	2. Customer Service	<ul style="list-style-type: none"> ● Dian asking by Whatsapp number about procedure to apply on NTUST with major Civil Engineering for master degree. 	