

WEEKLY ACTIVITIES STATUS REPORT  
[2 MARCH - 6 MARCH 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
2 March	1. 2020THEF	<ul style="list-style-type: none"> <li>● Asking to several hotel about loan of space room for THEF 2020</li> <li>● Making and designing TOR of THEF 2020 for Makassar</li> <li>● Designing poster for THEF 2020</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>- Mr. Andigi asking by phone about next education fair plan</li> <li>- Mr. Rapon asking help to share design of X-Banner for his mandarin class</li> </ul>	
	3. Administration	<ul style="list-style-type: none"> <li>- making letter of permission to hold info session on Jember, Malang.</li> <li>- Editing PPT for Info Session in UNESA March 5, 2020</li> </ul>	
3 March	1. TECSID Office administration	<ul style="list-style-type: none"> <li>● Updating information of COVID-19</li> <li>● Reposting information of scholarship on TECSID social media.</li> <li>● Mrs. Grace Ou, asking about how many visitors and people contacted to TECSID by Whatsapp</li> <li>● Ms. Tirta, a staff of TEC Jakarta asking about how to hold opening ceremony of event, how to design poster.</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>● Mrs. Windy a lecturer asking for MOE Taiwan scholarship procedure for bachelor degree.</li> <li>● Mrs. Ester offering TECSID for join to education fair by Cita Berkas high school.</li> </ul>	

4 March	1. 2020THEF	<ul style="list-style-type: none"> <li>● Printing draft of poster for 2020 THEF</li> <li>● Contact to co-host university about postponed possibility for THEF 2020 Event</li> </ul>	
	2. Info Session in State University of Surabaya (UNESA)	<ul style="list-style-type: none"> <li>● Preparing brochures, X-banner, amenities, and properties to hold info session in State University of Surabaya.</li> <li>● Revising PPT for material of presentation</li> <li>● Follow up to UNESA for detail information of venue, time, and guest invitation.</li> </ul>	
5 March	1. Info session in State University of Surabaya	<ul style="list-style-type: none"> <li>● Hold info session in UNESA collaboration with PPI Hsinchu Taiwan.</li> <li>● Sending email to International Office of UNESA to share PDF file of Study in Taiwan</li> </ul>	
	2. TECSID administration	<ul style="list-style-type: none"> <li>● Checking news and information that shared on IG and FB</li> <li>● Mrs. Grace Ou asking to TECSID to share IG and FB username</li> <li>● TEC Jakarta staff asking which universities or schools will visit to hold info session on March 2020.</li> </ul>	
6 March	1. March 2020 - info session	<ul style="list-style-type: none"> <li>● Receiving acceptance response from UNEJ (University of Jember) to hold info session on March 13, 2020. TECSID would to request to reschedule the info session to March 20,2020</li> <li>● Sending proposal and cover letter to hold info session on some universities in Jember, such as:</li> </ul>	

		UM JEMBER, POLINEJ, IAIN JEMBER	
	2. Customer Service	<ul style="list-style-type: none"> <li>● Elsy a student from UPN Yogyakarta ask by Whatsapp about ICDF's procedure after choose the university and major.</li> <li>● Mr. Zainur rahman asking about NCU university for doctoral degree with major foreign language.</li> <li>● Mrs. Bellina asking for chance to apply on NCKU university with scholarship for doctoral degree.</li> </ul>	

WEEKLY ACTIVITIES STATUS REPORT  
[9 MARCH - 13 MARCH 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
9 March	1. 2020THEF	<ul style="list-style-type: none"> <li>● Printing draft of TOR of UNM and Muhammadiyah makassar</li> <li>● Printing draft of poster</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>- Mrs. Angelina Tan asking about Sinarmas scholarship and business major for bachelor degree.</li> </ul>	
	3. Administration	<ul style="list-style-type: none"> <li>- Sending weekly report of February 2020</li> <li>- Archiving photos of TECSID's activities.</li> <li>- Making digital poster of Info session on several universities</li> </ul>	
10 March	1. TECSID Office administration	<ul style="list-style-type: none"> <li>● Sending weekly report of 1st week on March 2020</li> <li>● Revising PPT for info session on Makassar and Malang</li> </ul>	

		<ul style="list-style-type: none"> <li>● Preparing brochure, google form, X-banner for info session on Makassar and Malang.</li> <li>● Designing placard as a souvenir of TECSID that will be given to university or school who accept our info session proposal.</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>● Ghea asking about Academia Sinica scholarship by Whatsapp</li> <li>● Tania a student of UB asking about an info session on Brawijaya University Malang by Whatsapp.</li> </ul>	
11 March	1. 2020 Info Session	<ul style="list-style-type: none"> <li>● Scheduling info session on April</li> <li>● Contact UB, UNM, and UM Makassar to follow up about the info session this week.</li> <li>● Recheck material and logistics for info sessions on Malang and Makassar.</li> <li>● Recheck participants who join the info session.</li> <li>● Recheck PPT for info session.</li> </ul>	
	2. TECSID Administration	<ul style="list-style-type: none"> <li>● Going to printing company to make placard for souvenir to university or school</li> </ul>	
	3. Customer service	<ul style="list-style-type: none"> <li>● Widi Putra a student asking by Whatsapp number about legalization of diploma certificate and academic transcript.</li> <li>● Mrs. Elke asked by Whatsapp number about Tamkang University and National Quemoy University for her daughter.</li> </ul>	
12 March	1. Info session in Brawijaya University Malang	<ul style="list-style-type: none"> <li>● Hold info session in UB Malang.</li> <li>● Sending email to International Office of UB to share PDF file of Study in Taiwan</li> </ul>	

	2. TECSID administration	<ul style="list-style-type: none"> <li>● Meeting with Mrs. Yang Nadia to discuss about TOCFL test in Malang</li> </ul>	
	3. customer service	<ul style="list-style-type: none"> <li>● Aniza a student asking about applying for the MOE's scholarship procedure and asking help to check her application form at National Chiayi University.</li> </ul>	
13 March	1. March 2020 - info session	<ul style="list-style-type: none"> <li>● Hold info session in UNM</li> </ul>	
	2. 2020 THEF	<ul style="list-style-type: none"> <li>● Meeting with Rector and Vice Rector of UNM to discuss 2020 THEF in Makassar.</li> <li>● From UNM suggests to hold in August because in June-July still not conducive to hold events because of COVID-19 and students in UNM still take semester break.</li> <li>● showing the TOR of THEF 2020 to UNM.</li> <li>● Surveying venue in UNM : 1st floor semi-outdoor venue, 2nd floor indoor venue.</li> </ul>	
14 March	1. March 2020 - info session	<ul style="list-style-type: none"> <li>● Hold info session in UNISMUH Makassar</li> </ul>	
	2. 2020 THEF	<ul style="list-style-type: none"> <li>● Meeting with Head of International Office of UNISMUH Makassar</li> <li>● Surveying venue in UNISMUH Makassar</li> <li>● Meeting with marketing of hotels to survey of venue in several hotels in Makassar.</li> </ul>	
15 March	1. 2020 THEF	<ul style="list-style-type: none"> <li>● Meeting with marketing of hotel and public mass venue also survey of venues in several hotels</li> </ul>	

		and Trans Studio Mall in Makassar. ● Sending a cover letter to the Educational Office of Makassar for inviting students in July.	
	2. Open Consultation for students/lecturer	● Veggy putri, a worker in Makassar, made an appointment to consult with TECSID to ask help to apply for a master degree in NCU. ● Mr. Bhakti, a lecturer, making an appointment and consulting to apply to NKUST for doctoral degree in fall semester.	

WEEKLY ACTIVITIES STATUS REPORT  
[16 MARCH - 20 MARCH 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
16 March	1. Customer Service	- Mr. Badar a lecturer from UNM asking for a university that provides doctoral in english taught for mechanical engineering.	
	2. Administration	- updating the weekly report for 2nd week of March. - Making an announcement about TECSID's service only by whatsapp number, email, or TECSID's social media according to government regulation related to COVID-19. - following up the responses of each university in Jember to hold an info session. Asking will be	

		<p>held or postponed because our government announces to all of universities, schools, institutions to work or study from home.</p> <ul style="list-style-type: none"> <li>- following up the responses of Citra Berkat High School about next planning to hold an education fair.</li> <li>- Coordination about TOCFL test planning in Brawijaya University.</li> </ul>	
17 March	1. TECSID Office administration	<ul style="list-style-type: none"> <li>● Updating photos and archiving photos of Info session events in Makassar for publish in Instagram.</li> <li>● Design draft of proposal for TOCFL test</li> <li>● Updating weekly report</li> <li>● Inform about the possibility to reschedule THEF 2020 event considering the news update of COVID-19 in Indonesia.</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>● Widi is a student from UNDIP asking about MOE Taiwan's scholarship requirement documents.</li> <li>● Mrs. Elke called to ask about THEF 2020 schedule.</li> </ul>	
18 March	1. Customer service	<ul style="list-style-type: none"> <li>● Anisa asking by Whatsapp number about NTNU for HES.</li> <li>● Milka asked Whatsapp for a masters for international business program and MOE Taiwan's scholarship.</li> </ul>	
	2. TECSID Administration	<ul style="list-style-type: none"> <li>● Designing some digital information to inform about prevention of COVID-19 consider government's regulation.</li> </ul>	

		<ul style="list-style-type: none"> <li>● Editing design digital information to inform TECSID still open to give service by online and close the office to avoid face to face consultation.</li> </ul>	
19 March	1. Customer Service	<ul style="list-style-type: none"> <li>● Mr. Farid asked for a master degree for chemical engineering with english taught.</li> <li>● Mrs. Faikka asking for information on MOE Taiwan's scholarship.</li> <li>● Mrs. Pia asked for the deadline of NCKU and NTUST for the admission deadline.</li> </ul>	
	2. TECSID Administration	<ul style="list-style-type: none"> <li>● Rescheduling all info session event planning on March to April.</li> <li>● Publishing on Instagram about TECSID's online service only.</li> <li>● Publishing on Instagram about COVID-19.</li> </ul>	
20 March	1. TECSID Administration	<ul style="list-style-type: none"> <li>● Updating the weekly report of the 3rd week of March.</li> <li>● Update information of guests list by online, call, messages to TECSID's contact information.</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>● Sending to Mrs. Faikka list of universities in Taiwan that provide bachelor degrees in chemical engineering with english taught.</li> <li>● Dhira Asking by Whatsapp number about IELTS certificate and asking help to guidance for applying to NCKU.</li> <li>● Ratna asked about a recommendation letter, financial statement to apply in Asia University for MBA program.</li> </ul>	

## WEEKLY ACTIVITIES STATUS REPORT

[23 MARCH - 27 MARCH 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
23 March	1. Customer Service	<ul style="list-style-type: none"> <li>- Mrs. Wulan asking about study plan to apply for her son.</li> <li>- Dhira asking help to guide fill in online application for MOE Taiwan Scholarship form and uploading documents to apply on NCKU.</li> <li>- Mr. Andigi asking about THEF schedule.</li> <li>- Ariyono asking about TOCFL test schedule.</li> </ul>	
	2. Administration	<ul style="list-style-type: none"> <li>- Sending weekly report of 3rd week on March</li> </ul>	
24 March	1. TECSID Office administration	<ul style="list-style-type: none"> <li>● Re-design placard for souvenir.</li> <li>● Updating weekly report.</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>● Bilqis asking about date of announcement for MOE and ICDF scholarship and asking help to check her requirement documents to apply MOE Taiwan Scholarship.</li> <li>● Mrs. Esther asking about period time to apply universities in Taiwan on 2021 and Taiwan Edu Fair.</li> <li>● Rahadi, a lecturer from UB asking about MOE Scholarship for doctoral program.</li> <li>● Kimberly a high school student asking about MOE Taiwan scholarship for bachelor degree.</li> </ul>	

25 March	1. Customer service	<ul style="list-style-type: none"> <li>● Anissa asking about brochure of Chung Hsing University and MOE Taiwan scholarship guideline</li> <li>● Wahyu a lecturer from UMSIDA asking about scholarship for doctoral program in foreign language major and scholarship.</li> <li>● Syahril asking about university in Taiwan with major pharmacy for english taught program.</li> </ul>	
	2. TECSID Administration	<ul style="list-style-type: none"> <li>● Publish information on Instagram story and Whatsapp about MOE Taiwan scholarship to remind applicant.</li> <li>● Contact to TEC Jakarta to ask any update information from TETO or not related to education news update.</li> </ul>	
26 March	1. Customer Service	<ul style="list-style-type: none"> <li>● Mrs. Dian Ekowati asking about address to send application form for MOE Taiwan Scholarship.</li> <li>● Widi asking about recommendation letter format to apply on NCYU, NPUST, and NCHU for bioagricultural science major.</li> <li>● Junita asking about requirement documents to apply MOE.</li> </ul>	
	2. TECSID Administration	<ul style="list-style-type: none"> <li>● Received information from TEC Jakarta about announcement for Taiwanese student in Indonesia have to fill in google form for TETO related to prevention of COVID-19 in Indonesia.</li> <li>● Designing digital media poster to share information from TETO and TEC Jakarta.</li> <li>● Share announcement from TEC and TETO Jakarta by email to international office of universities</li> </ul>	

		<p>in Indonesia, Instagram, FB, and Whatsapp.</p> <ul style="list-style-type: none"> <li>● Share to Instagram about chat from several student who interest to study in Taiwan by online consultation. It also can inform that TECSID office still open and fast response consultation by online.</li> </ul>	
27 March	1. TECSID Administration	<ul style="list-style-type: none"> <li>● Updating the weekly report of the 3rd week of March.</li> <li>● Update information of guests list by online, call, messages to TECSID's contact information.</li> <li>● Making a draft of news to publish on website.</li> <li>● Sending weekly report and March activity photos</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>● Aniza asking for Huayu Enrichment Scholarship procedure and address of TETO Jakarta.</li> <li>● Imam asking about living in Taiwan especially on NTU Taiwan.</li> <li>● Dhira asking about further information after sending application document to TETO and submitting on NCKU website.</li> <li>● Rosyid a student received an email from NTHU that explained he already completed to submit application on NTHU and ICDF and he need to contact Taiwan embassy in Indonesia. He ask TECISD about contact information and how to contact TETO to recommend him as a ICDF scholarship awardee.</li> </ul>	

- Ratna asking about AU online application for MBA.

## WEEKLY ACTIVITIES STATUS REPORT

[30 MARCH - 31 MARCH 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
30 March	1. Customer Service	<ul style="list-style-type: none"> <li>- Remind to all applicants who consult to TECSID .to send their documents for applying MOE Taiwan Scholarship to TETO Jakarta.</li> <li>- Fina a student from UNY asking about universities in Taiwan that provide microbiology with english taught for master degree programs.</li> <li>- Uly asking about the possibility to extend the time of application MOE Taiwan Scholarship cause of some courier in Indonesia closed because of COVID-19.</li> </ul>	
	2. Administration	<ul style="list-style-type: none"> <li>- Coordinate about Mandarin class online in AU.</li> <li>- Receive information about news announcement from TETO Jakarta about the reduction in working hours that it is related to Indonesian government regulations in reducing the spread of COVID-19.</li> <li>- Updating the weekly report of last week on March 2020.</li> </ul>	<ul style="list-style-type: none"> <li>● asking about this regulation also impact to TETO Surabaya or not</li> </ul>

		<ul style="list-style-type: none"> <li>- Receive a new announcement from UNAIR if the regulation of Work From Home extended until the end of April because of increasing the suspect patients of COVID-19 in Surabaya still significant.</li> </ul>	
31 March	1. TECSID Office administration	<ul style="list-style-type: none"> <li>● Designing a digital poster media about an announcement from TETO Jakarta.</li> <li>● Posting to the Instagram, FB, and social media of TECSID.</li> <li>● Following up about mandarin online course class.</li> <li>● Updating weekly report</li> <li>● Finding some information about online mandarin courses in Indonesia.</li> <li>● Online meeting to discuss postponed Mandarin Teacher Training and THEF still can't be decided the time.</li> <li>● The TOCFL Test in UB is also still postponed and not confirmed yet because of the social-distancing, work and study from home as a regulation from Indonesian government.</li> <li>● Sending a weekly report of 30 - 31 March 2020 to Wendy.</li> <li>● Online meeting with Ms. Jian from AU to discuss about mandarin course online.</li> </ul>	
	2. Customer Service	<ul style="list-style-type: none"> <li>● Alexander a student from Petra University asking about universities that provide electrical engineering programs</li> </ul>	

		<p>with english taught for master degrees.</p> <ul style="list-style-type: none"> <li>● Rosyid asked about the time of announcement for ICDF Scholarship and further procedure while waiting for the announcement.</li> <li>● Mr. Andigi, Mrs. Dwi, Mrs. Elke, parents of students, asked about a website link about update news of Covid-19 in Taiwan.</li> <li>● Jeffry M., asking by Instagram about mandarin course program in NTNU Language Center.</li> </ul>	<ul style="list-style-type: none"> <li>- asking Wendy about this website and sharing the information to them.</li> </ul>
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