

WEEKLY ACTIVITIES STATUS REPORT

[1 June - 6 June 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
1 June	National Public Holiday	- National Public Holiday - Eid Fitri Raya.	
	1. Administration	<ul style="list-style-type: none"> - Sending email to all international office colleagues "THEF Online 2020" digital poster. - Post on Instagram, FB, and "Hari Lahir Pancasila" Greeting digital card. 	
2 June	1. Customer Service	<ul style="list-style-type: none"> ● M. Rizky, a student from Universitas Muhammadiyah Sidoarjo asked about THEF Online 2020 registration ● Aina, Della, Ika Wulandari, students asked about THEF Online 2020 registration. ● Dhira asked about VISA and required documents for applying dorm in NCKU. 	● All replied
	2. THEF Online 2020	<ul style="list-style-type: none"> ● Sending a digital flyer to promote THEF Online 2020 to TEC Jakarta. ● Coordination with Andi about THEF Online 2020 by Whatsapp call. ● Post a digital poster on Instagram and FB. ● Extend to paid promote a digital poster on IG and FB ads to reach many people. ● Make a link of 500 participants of THEF 2020 to connect with their Whatsapp number. 	

		<ul style="list-style-type: none"> ● Invite all participants to join on Whatsapp group and Facebook Group for THEF Online 2020. 	
3 June	1. Customer service	<ul style="list-style-type: none"> ● Fina a student asked about re-registration documents to NTUST by whatsapp number. ● Jovi a lecturer from UNAIR asked about required documents to apply VISA. 	
	2. TECSID Administration	<ul style="list-style-type: none"> ● Updating weekly report. ● Coordination about Online Education Fair with Ayun, Tirta (TEC Jakarta), and Andy (TEC Yogyakarta). ● Coordination with International Office of Universitas Muhammadiyah Jember about planning to hold Webinar Info Session Online for Universitas Muhammadiyah Jember. ● Making a form registration online for Webinar info session online on Universitas Jember. 	
4 June	1. Customer Service	<ul style="list-style-type: none"> ● Tony, a parents ask about list of universities that provide bachelor degree with science data major in english. ● Sutry, a student of Universitas Jember asked about THEF Online 2020 registration procedure. 	
	2. THEF Online 2020	<ul style="list-style-type: none"> ● Check all participants of THEF Online 2020 about requirements to join on FB Group. ● Sending an email reminder to participants who have not submit and upload screenshot 	

		<p>picture of follow IG and like FB fan page.</p> <ul style="list-style-type: none"> ● Sending an email to reminder all participants to join on FB Group for further information of THEF Online 2020. ● Afifah, an AGE UNAIR staff asking to join as a university participants on THEF Online 2020. ● Inform to all student participants about the list of Taiwan universities will inform later. 	
5 June	1. Customer Service	<ul style="list-style-type: none"> ● Lia, Ruzty, Atun, and Tina, students from Universitas Muhammadiyah Jember asked about THEF Online registration and Webinar Info Session by TECSID on UM Jember. 	- all replied
	2. THEF Online and TECSID Administration	<ul style="list-style-type: none"> ● Update weekly report ● Re-check google form result of registration form of THEF Online 2020. ● Re-check newest register people about their completeness of the document is proof of screenshot follow IG and like of FB TECSID fan page. ● Invite newest register to Whatsapp group of THEF Online 2020. 	
6 June	- Webinar Info Session on Universitas Muhammadiyah Jember	TECSID held Webinar Info session on UM Jember.	

WEEKLY ACTIVITIES STATUS REPORT

[9 June - 13 June 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
9 June	1. Administration	<ul style="list-style-type: none"> - Update weekly report - Editing presentation material of Info session on UNEJ (Universitas Jember) - Re-check amount of participants on Webinar Info session at UNEJ. 	<ul style="list-style-type: none"> - 1st and 2nd week of June - done - 93 participants register on google form from TECSID
	2. THEF Online 2020	<ul style="list-style-type: none"> - Coordination about technical setting up with Mr. Andi and Mr. Karisma - Trying online use Ms. Teams - Confirm target of participants with Wendy - Share information about promotion to invite participants to Ms. Grace Ou through Wendy. - post a flyer of THEF Online 2020 at TECSID office. 	
	3. Customer Service	<ul style="list-style-type: none"> - Nifla, Latifa, Nandia a student of UNEJ asking about how to join on Webinar Info Session at UNEJ on June 10,2020. - Cantya asking about Master degree with english taught program in Childhood education in Taiwan. 	

		<ul style="list-style-type: none"> - Putri Maharani, Bintar Yuli a student from UNEJ asking about THEF Online registration. 	
10 June	1. Administration	<ul style="list-style-type: none"> - Check total participants of "THEF Online 2020". - Check total participants of Webinar Info Session at UNEJ, 102 participants register. 	
10 June	2. Customer Service	<ul style="list-style-type: none"> ● Lanny a parents asking about how to legalize diploma and transcript. ● Magdalena, a staff of Atma Jaya Jakarta asking about summer program online at Asia University and confirm about their institutions registration. 	● All replied
	3. THEF Online 2020	<ul style="list-style-type: none"> ● Coordination with Andi and Wendy about THEF Online 2020 by Whatsapp. ● Post a digital poster on Instagram and FB story. ● Continue to make links of 500 participants of THEF 2020 to connect with their Whatsapp number. ● Continue to invite all participants to join on Whatsapp group and Facebook Group for THEF Online 2020. ● Posting Taiwan universities profile on FB Group. 	
	4. Webinar Info Session at UNEJ	<ul style="list-style-type: none"> - Webinar Info Session at UNEJ, 43 participants by Zoom. 	
11 June	1. Customer service	<ul style="list-style-type: none"> ● Vincent, a student from Alma Ata yogyakarta asking about payment deadline to apply Summer online program at Asia University. 	

		<ul style="list-style-type: none"> ● Dyah ratna, asking about scholarship by MOE Taiwan procedure. 	
	2. TECSID Administration	<ul style="list-style-type: none"> ● Updating weekly report. ● Coordination about Online Education Fair with Ayun, Tirta (TEC Jakarta), and Andy (TEC Yogyakarta). ● Coordination with Wendy about gift of lucky draw. ● Re-check form of THEF online 2020 registration 	
12 June	1. Customer Service	<ul style="list-style-type: none"> ● Asti Fuatmi a parents asking about list of Universities from Taiwan who will attend on THEF Online 2020. ● Mr. Farid, a lecturer from UNM asking about presentation material of study in Taiwan. 	
	2. THEF Online 2020	<ul style="list-style-type: none"> ● Continue to check all participants of THEF Online 2020 about requirements (screenshot follow IG and FB fanpage of TECSID) to join on FB Group. ● Continue to send an email reminder to participants who have not submit and upload screenshot picture of follow IG and like FB fan page. ● Sending an email to reminder all participants to join on FB Group for further information of THEF Online 2020. ● Inform to all student participants about Taiwan universities profile. 	
13 June	1. Customer Service	<ul style="list-style-type: none"> ● Mufid a parents asking about Tamkang university for 	- all replied

		bachelor degree with program Hospitality and Tourism. ● Titania a parents asking about TMU for her daughter who want to apply bachelor degree with english taught for nursing program	
	2. THEF Online and TECSID Administration	● Repost digital poster of THEF Online 2020 on Instagram. ● Invite newest register to Whatasapp group of THEF Online 2020. ● Sending broadcast whatsapp text to all participants to join on Whatsapp group.	
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WEEKLY ACTIVITIES STATUS REPORT

[15 June - 20 June 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
15 June	1. Administration	<ul style="list-style-type: none"> - Make a digital flyer to remind participants about THEF Online 2020 - Post on Instagram about reminder to join on THEF Online 2020 - Post on Facebook Group about profile of Taiwan university participants. - Re-check amount of participants of THEF Online 2020. 	
	2. THEF Online 2020	<ul style="list-style-type: none"> - Coordination about rundown, jobdesc, e-certificate, and 	

		target of participants with Wendy and Andi. - Check digital poster of THEF Online 2020.	
	3. Customer Service	- Nora a highschool student asking about THEF Online 2020 registration. - Lely, a staff of Universitas Negeri Malang asking about legalization procedure by TETO.	
16 June	1. Administration	- Check total participants of "THEF Online 2020". - Revised time of THEF Online 2020 on digital poster - Revised design of digital poster of THEF Online 2020. - Sending e-certificate to Wendy to ask to Prof. Chen	
	2. Customer Service	● Lanny a parents asking about how to legalize of diploma in Indonesia Ministry of Foreign Affairs. ● Widi a student from UNDIP asking about legalization of Diploma in TETO and VISA.	● All replied
	3. THEF Online 2020	● Post a digital poster on Instagram and FB about reminder to register of THEF Online 2020. ● Continue to send all participants of THEF Online 2020 about reminder to join on Facebook and Whatsapp group. ● Sending to Whatsapp group of THEF Online participants about information of Youtube streaming link, regulations of THEF Online 2020.	

		<ul style="list-style-type: none"> ● Posting Taiwan universities profile on FB Group. 	
17 June	1. Customer service	<ul style="list-style-type: none"> ● Vony a parents asking about list of food technology program in english taught for bachelor degree. 	
	2. TECSID Administration	<ul style="list-style-type: none"> ● Trying to connect Ms. teams with Andi and Karisma. ● Sharing information of THEF Online registration procedure to TEC Jakarta, PPI Taiwan. ● Asking help to PPI Taiwan to share information of THEF Online 2020 registration. ● Re-check of THEF online 2020 total participants register. ● Coordination with Ayun how to check presence participants as a proofment to allow to join on lucky draw and get e-certificate. 	
18 June	1. Customer Service	<ul style="list-style-type: none"> ● Aniza a student from UB asking about VISA and LoA from NCU Mandarin Learning center. ● Nur Kholifah, Sri Murni, asking about link of Youtube for THEF Online 2020, QnA with Taiwan representative, T&C to get e-certificate. 	
	2. THEF Online 2020	<ul style="list-style-type: none"> ● Coordination with TEC Jakarta and Yogyakarta to help as a moderator during THEF Online 2020. ● Sharing with TEC Jakarta and Yogyakarta regulation as a moderator during the event. ● Trying youtube channel and make sure all Ms. Teams account already connect. 	

		<ul style="list-style-type: none"> ● buying gifts for lucky draw. ● Announce to Whatsapp group participants about rundown of THEF Online, how to interact and asking to each Taiwan university representative. ● Coordination with Mr. Andy (AU) about lucky draw mechanism. ● Coordination with MC, Wendy, and teams on Whatsapp group. ● update total participants of THEF Online 2020 on Whatsapp group. 	
19 June	1. Customer Service	<ul style="list-style-type: none"> ● Nur Afifa, Novita asking about link of Youtube Channel and mechanism of QnA with Taiwan representative. 	- all replied
	2. THEF Online and TECSID Administration	<ul style="list-style-type: none"> ● Repost digital poster of THEF Online 2020 on Instagram as reminder to join on THEF Online 2020. ● Invite newest register to Whatasapp group and Facebook group of THEF Online 2020. ● Sending broadcast whatsapp text to all participants on Whatsapp group about link of Youtube. ● Online rehearsal with Taiwan team, trying sound and video setting up. ● Meeting and coordination with TEC Jakarta and Yogyakarta. 	
20 June	- THEF ONLINE 2020 on	<ul style="list-style-type: none"> - THEF ONLINE 2020 on Youtube streaming. - On duty as a moderator for Prima. 	- live streaming on Youtube

	Youtube streaming	<ul style="list-style-type: none"> - On duty as a check of presence participants, check comments from participants for Ayun. 	through Ms. Teams at Prima's house.
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WEEKLY ACTIVITIES STATUS REPORT

[22 June - 30 June 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
22 June	1. Administration	<ul style="list-style-type: none"> - Post on Instagram about promotion of Mandarin training course online at PUSBA Unair - update weekly report - list and contact to recipients of scholarship (from lucky draw) - list all comments and question from participants. 	
	2. THEF Online 2020	<ul style="list-style-type: none"> - Make a report of total participants, report of question and comments from participants. - Announce to all participants about e-certificates will send asap. 	
	3. Customer Service	<ul style="list-style-type: none"> - Ervian asking about MOE Taiwan scholarship procedure and e-certificates of Webinar Info session at UNEJ. 	
23 June	1. Administration	<ul style="list-style-type: none"> - Post on Teacher Whatsapp group about Mandarin Teacher Training - Check total participant who has registered on Mandarin 	

		<p>Teacher Training on google form.</p> <ul style="list-style-type: none"> - Update weekly report and financial report. 	
	2. Customer Service	<ul style="list-style-type: none"> ● Riyadh asking about information of study in Taiwan. ● Milka asking about Mandarin Online Class at PUSBA UNAIR's registration. 	● All replied
	3. Mandarin Teacher Training	<ul style="list-style-type: none"> ● Coordination with Prof. Zhou about mechanism of mandarin class online for mandarin teacher ● Coordination with Ayun about preparation of Mandarin Teacher Training and promotion of the event. 	
24 June	1. Customer service	<ul style="list-style-type: none"> ● Jo a student asking about e-certificate of THEF Online 2020. 	
	2. TECSID Administration	<ul style="list-style-type: none"> ● Re-check of THEF online 2020 total participants register. ● Coordination with Ayun about preparation of Mandarin Teacher Training. ● Recheck of Mandarin Teacher Training participants. ● Sending press release news of THEF Online 2020 to several journalist in Indonesia. 	
25 June	1. Customer Service	<ul style="list-style-type: none"> ● Ms. Juliat a parents asking about MOE Taiwan scholarship. ● Mela asking about CMU and AU scholarship and list of program with english taught. 	

	2. Mandarin Teacher Training	<ul style="list-style-type: none"> ● Post on Whatsapp group rundown of the event ● reminder to register online of Mandarin teacher training ● Coordination with Ayun to provide invitation letter to UNAIR to give speech on opening ceremony. ● Coordination with Prof. Zhou how to setting the account manage the class on Ms. Teams. 	
26 June	1. Customer Service	<ul style="list-style-type: none"> ● Adienda asking about equalization of diplomas after graduated from AU for dual degree program with UNAIR. ● Widi ask help to VISA and legalization documents service by TECSID. ● Iroh ask about VISA and quarantine regulation after arrived in Taiwan. 	<ul style="list-style-type: none"> - all replied - TECSID inform and guide Widi how to legalize in KEMENKUMHAM and KEMENLU online website
	2. Mandarin Teacher Training	<ul style="list-style-type: none"> ● Recheck presence list of Mandarin Teacher Training. ● Make a guidelines how to register Ms. teams. 	
29 June	1. Customer Service	<ul style="list-style-type: none"> - Ghea asking about admission procedure to apply Doctoral program in Taiwan, MOE Taiwan Scholarship. - Sri Yuliati ask by Whatsapp number about how to extend ARC while she is still in Indonesia and can't go back to Taiwan soon. 	-
	2. mandarin teacher Training	<ul style="list-style-type: none"> - sending a letter invitation to Vice Rector to give a speech on opening ceremony of the event. - Re-check of Rundown of Mandarin Teacher Training. 	

		<ul style="list-style-type: none"> - Guide to teacher who face problem to make an account of Ms. teams. 	
30 June	1. Customer Service	<ul style="list-style-type: none"> - Nurul asking about further information about scholarship from lucky draw of THEF ONLINE 2020. - Cicilia asking about list universities in taiwan that provide english taught program for International Business Administration. - Niko asking about bachelor degree with english taught for International business program in Ming Chuan University, CYCU, CCU. - Aniza asking about medical check up information as a requirement to apply VISA. 	
	2. TECSID Administration	<ul style="list-style-type: none"> - Make a monthly report to TETO Jakarta. - Update weekly report on June. 	