

WEEKLY ACTIVITIES STATUS REPORT

[1 July - 3 July 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
1 July	1. Administration	<ul style="list-style-type: none"> - update weekly report - list and contact to recipients of scholarship (from lucky draw) - Update financial report of TECSID expenses in first semester 2020. - Make a presence list name of Mandarin teacher training participants. 	
	2. THEF Online 2020	<ul style="list-style-type: none"> - Sending text to scholarship recipients to send their proof of personal data . - Revise e-certificate design. 	
	3. Customer Service	<ul style="list-style-type: none"> - Lely, a staff of Universitas Negeri Malang, asked to TECSID Whatsapp to update information of VISA and TETO regulation to apply VISA. - Fina a student from Universitas negeri yogyakarta asking about the timeline of application in National Chung Hsing University for master degree. 	
2 July	1. Administration	<ul style="list-style-type: none"> - Reminder on Teacher Whatsapp group about Mandarin Teacher Training schedule, material of online training, and follow up to all participants already signed in on Microsoft Teams. - Coordination to UNAIR staff and confirmation to Prof. Nyoman to give a speech. 	

		<ul style="list-style-type: none"> - Preparation, confirmation, and coordination with Prof Zhou about rundown, presence list, material for training and all needs during the Mandarin Teacher Training event. - Follow up about sign of Prof. Chen for e-certificate of THEF Online 2020. 	
	2. Customer Service	<ul style="list-style-type: none"> ● Widy, a student from UNDIP asking about applying VISA for intake fall semester 2020. ● Febryansyah, a student from UNESA, asked about applying procedure to study in Taiwan. ● Nurul, a student asking about a list of universities in Taiwan that provide medical science for bachelor degree with english taught. ● Agustin a student (participant of THEF Online 2020) asking about requirement documents to apply for a master degree in Taiwan with english taught. 	● 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 and AGE UNAIR staff about preparation of Mandarin Teacher Training and promotion of the event. 	
3 July	1. Customer service	<ul style="list-style-type: none"> ● Riyadi, a student asked about procedure and requirement documents to apply for master degree with major chemical engineering with english 	

		taught, he also request list of universities that provide chemical engineering program for master degree with english taught.	
	2. TECSID Administration	<ul style="list-style-type: none"> ● Trial to connect with AGE UNAIR staff, Prima, Ayun, Head of AGE Unair on Microsoft teams. ● Coordination with Ayun about final preparation of Mandarin Teacher Training. ● Coordination with Ayun about jobdesc each person during the event. 	
4 July	1. Customer Service	-	
	2. Mandarin Teacher Training	<ul style="list-style-type: none"> ● Hold Mandarin Teacher Training Day 1. ● recapitulate attendance data for day 1. 	<p>- face problem, Prof. Nyoman a Vice Rector of UNAIR can't join and connect to give a speech.</p> <p>- Solved: Prof. Nyoman will give a speech on closing of the event</p>
5 July	1. Customer Service	● -	-
	2. Mandarin Teacher Training	<ul style="list-style-type: none"> ● Hold Mandarin Teacher Training Day 2. ● recapitulate attendance data for day 2. 	

[6 July - 12 July 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
6 July	1. Administration	<ul style="list-style-type: none"> - update weekly report and financial report - Recheck all invoices before send to Taiwan - Sending invoices to Taiwan 	
	2. THEF Online 2020	<ul style="list-style-type: none"> - Hold group Whatsapp call with all recipients of scholarship from THEF Online 2020 to share and inform further information from each university. - Update and revise e-certificates of THEF Online 2020 - Sending 50 e-certificates THEF Online 2020 by email 	
	3. Customer Service	<ul style="list-style-type: none"> - Kurnia, a student, asked to TECSID Whatsapp, information about study in Taiwan. - Susan, a parent, asked about the link of THEF Online 2020 to know more detailed presentations from Taiwan universities. - Alda, a student, asked to TECSID Whatsapp, information study in Taiwan and e-certificate of THEF Online 2020 	
7 July	1. Administration	<ul style="list-style-type: none"> - Reminder on Teacher Whatsapp group about Mandarin Teacher Training schedule, material, homework of online training, and follow up to all participants. - Sending 150 e-certificates of THEF 2020 by email 	

		<ul style="list-style-type: none"> - Design a digital poster for sharing session by Instagram live with Andi Azhar, "Explore Sundries and Academic Life Study in Taiwan" - Make a google form for registration form to join Sharing Session on Instagram Live. 	
	2. Customer Service	<ul style="list-style-type: none"> ● Sekar, a lecturer from UNESA asking about updating information to apply for a Visa for fall semester 2020 intake. ● Nicholas, a student, asked about a bachelor degree with english taught for international business programs in CCU, Tamkang, NCYU. ● Lia Dian, a student (participant of THEF Online 2020) asking about requirement documents to apply for a master degree in Taiwan with english taught. 	● All replied
8 July	1. Customer service	<ul style="list-style-type: none"> ● Nurul, Bagus, and Kusuma, a student, asked about procedure and requirement documents to apply Study in Taiwan. 	
	2. TECSID Administration	<ul style="list-style-type: none"> ● Reminder to Prof. Nyoman to give a speech at the closing ceremony of Mandarin Teacher Training Online 2020. ● Update weekly report. ● Coordination with Andi Azhar about sharing session life on Instagram. 	
9 July	1. Customer Service	<ul style="list-style-type: none"> - Yuli, a parent, asked about a timeline for applying for a bachelor degree in Taiwan and a 	

		<p>list of universities that provide food tech programs in english taught.</p> <ul style="list-style-type: none"> - Nur Aina, a student, asked about how to register for the Sharing Session live on instagram event. 	
	2. Mandarin Teacher Training	<ul style="list-style-type: none"> ● Printing presence list participants form 	
10 July	1. Customer Service	<ul style="list-style-type: none"> ● Ledy Octavia and Candra, a student and participant of THEF online 2020, asked about e-certificate of THEF Online 2020 and timeline of applying study in Taiwan for 2021, list of universities in Taiwan. 	-
	2. Mandarin Teacher Training	<ul style="list-style-type: none"> ● Contact and reconfirm to the secretary of the Vice Rector UNAIR about the schedule to attend online Mandarin Teacher Training on July 12, 2020. ● Contact Prof. Nyoman and reconfirm about her schedule to give distinguished speech on July 12th, 2020 ● Contact Ms. Meichi, secretary of Mrs. Grace Ou and reconfirm to her about her participation on Mandarin Teacher Training Online Day 3 - 4. 	
11 July	1. Mandarin Teacher Training	<ul style="list-style-type: none"> ● Hold Mandarin Teacher Training Online 2020 - day 3 	

12 July	1. Mandarin Teacher Training	● Hold Mandarin Teacher Training Online 2020 - day 4	
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WEEKLY ACTIVITIES STATUS REPORT

[13 July - 18 July 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
13 July	1. Administration	<ul style="list-style-type: none"> - update weekly report - Listed universities in Indonesia to hold info session online - Check the google form response for participants of Sharing Session online live on Instagram. 	
	2. Mandarin Teacher Training Online 2020	<ul style="list-style-type: none"> - Prima design e-certificate for Mandarin Teacher Training participants. - Ayun sent the design of e-certificates to Prof Zhou and asked for the digital signature for each teacher. 	
	3. Customer Service	<ul style="list-style-type: none"> - Diajeng Rosa, a student , asked to TECSID Whatsapp about the timeline and procedure to apply to study in Taiwan. - Adienda, a student from Asia University Taiwan asking about the legalization of diploma certificate and GPA conversion in Indonesia procedure. 	
14 July	1. Administration	<ul style="list-style-type: none"> - Updating weekly report - Revise e-certificate of Mandarin Teacher Training to add name 	

		<p>of participant and digital signature of teachers.</p> <ul style="list-style-type: none"> - Revise e-certificate of THEF 2020 Online for participants who type their name incorrectly. 	
	2. Customer Service	<ul style="list-style-type: none"> ● Muniroh, a lecturer of ITS, asked about updating information on Visa applications. ● Nanik, a parent, asked and consulted Whatsapp about applying procedures to study in Taiwan. ● Fajar Rahmawati, a student, asked about opening applications for admission to study in Taiwan. 	<ul style="list-style-type: none"> ● All replied
15 July	1. Customer service	<ul style="list-style-type: none"> ● Ronald a student asked about procedure and requirement documents to apply for a bachelor degree in computer science and engineering with english taught, he also requested a list of universities that provide the major. ● Monica, a student, asked about the procedure and timeline of registration to apply to study in Taiwan for bachelor degree. ● Anas, a student asked by Instagram about applying for a visa and legalization service of documents from TEC. 	
	2. TECSID Administration	<ul style="list-style-type: none"> ● Prepare for sharing sessions live on instagram, listed name of universities who provide scholarships. 	

		<ul style="list-style-type: none"> ● Check the total participants on google form. ● Coordination with Andi Azhar about the material of sharing session. 	
16 July	1. Customer Service	<ul style="list-style-type: none"> ● Cicilia, a student, asked about admission information for a master degree for english taught class in National ChengChi University Taiwan. ● Parasetia, a student of UNAIR, asked about the timeline of admission and procedure to translate diploma certificate and transcript in UNAIR. 	
	2. Administration	<ul style="list-style-type: none"> ● Edit and revise PPT material for info session presentation. ● Coordination with Ayun about preparation for an info sharing session live on instagram with Andi Azhar. ● Sending mass email about digital posters the event of a live sharing session on TECSID'A Instagram. 	<ul style="list-style-type: none"> - face problem, Prof. Nyoman a Vice Rector of UNAIR can't join and connect to give a speech. - Solved: Prof. Nyoman will give a speech on closing of the event
17 July	1. Customer Service	<ul style="list-style-type: none"> ● Nabila, a student asked about how to join a live sharing session on Instagram between TECSID and Andi Azhar. ● Alpina, a student asked by Whatsapp number about material of sharing session on Instagram between TECSID and Andi Azhar. ● Nurul, a student who get scholarship, asked about LoA and update information. 	-

	2. Administration	<ul style="list-style-type: none"> ● Updating list of universities and detailed information that provide International business and marketing with english taught for master degree. ● Updating list of guest and client of TECSID. 	
18 July	Sharing session on Instagram Live "Explore Sundries and Academic Life in Taiwan" with Andi Azhar	Sharing session on Instagram Live "Explore Sundries and Academic Life in Taiwan" with Andi Azhar	

WEEKLY ACTIVITIES STATUS REPORT

[20 July - 24 July 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
20 July	1. Administration	<ul style="list-style-type: none"> - update weekly report - Listed universities in Indonesia to hold info session online - Make a letter and proposal to hold an info session on some universities around the East area of Indonesia: Bali, East Kalimantan, Sulawesi and etc. - Contact some scholarship recipients who get scholarships from the lucky draw of Sharing 	

	2. Mandarin Teacher Training Online 2020	<ul style="list-style-type: none"> - Revise e-certificate design of Mandarin Teacher training - List the recipient of e-certificate and emailed their e-certificate. 	
	3. Customer Service	<ul style="list-style-type: none"> - Aris, a student, asked about the VISA application. - Yenni, parents, asked about requirements documents to apply for a bachelor degree for overseas students and international students. - Nita, Fahrizal, and Rebecca, students, asked about requirement documents to apply for a scholarship and study in Taiwan for a master degree. - Aya, Putri, and Monica, a student, asked about MOE scholarship. - Rahadi, a lecturer of UNESA, asked about PhD scholarship in educational major. 	
21 July	1. Administration	<ul style="list-style-type: none"> - Sending by email all e-certificate of Mandarin Teacher training online. - Update guest list data. - Sending by email proposal to hold an info session on several universities. 	
	2. Customer Service	<ul style="list-style-type: none"> ● Milka, a student, asked and consulted about how to make a study plan. ● Lia Dian, a student, asked about the kind of scholarship in CMU, tuition fee, and living cost in Taichung. 	● All replied

		<ul style="list-style-type: none"> ● Arunawati, a student, asked about opening applications for admission to study in Taiwan. ● Alfrida, a student, asked about list of universities that provide master degree with english taught for Human Resource, International community development program, 	
22 July	1. Customer service	<ul style="list-style-type: none"> ● Wika, a student who got a scholarship in CMU (doctoral degree), asked about requirement documents to apply for admission. ● Dynna, a student, asked about the procedure and timeline of registration to apply to study in Taiwan for international students with bachelor degree. ● Nana, Siti, a student asked by Instagram about applying for a visa and legalization service of documents from TEC. 	
	2. TECSID Administration	<ul style="list-style-type: none"> ● Post on Instagram of TECSID, webinar online between Prof. Chen and UNJ. ● Updating the weekly report. ● Coordination with Universitas Udayana and Polytechnic of Bali to hold a Webinar online info session. 	
23 July	1. Customer Service	<ul style="list-style-type: none"> ● Ipul, a student, asked about address of TECSID office, need an assist to receive the diploma certificates of students in Asia University Taiwan. ● Purwanto, a student, asked about the timeline of admission and procedure to translate 	

		diploma certificate and transcript.	
	2. Administration	<ul style="list-style-type: none"> ● Edit and revise PPT material for info session presentation. ● Coordination with Ayun about preparation for an webinar info session in Universitas Udayana and Politeknik Bali. ● Sending an email to participants of the webinar to remind them to join the webinar on August 5. ● Aprillia Putri, a staff of AGE, asked to TECSID to update information and description of TECSID to show on the UNAIR website. 	
24 July	1. Customer Service	<ul style="list-style-type: none"> ● Faika, a student, asked about the timeline to apply for the MOE scholarship and requirement documents to apply for this scholarship. ● Alvin, a student asked by Whatsapp number about the possibility of opening registration for spring semester in this COVID-19 era. ● Irene, a lecturer of POLINEP, asked for a scholarship for a vocational degree. 	-
	2. Administration	<ul style="list-style-type: none"> ● Updating list of guest and client of TECSID. ● Design digital poster for Webinar Sharing Session in Universitas Udayana and Politeknik Bali. 	

WEEKLY ACTIVITIES STATUS REPORT

[13 July - 18 July 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
27 July	1. Administration	<ul style="list-style-type: none"> - update weekly report - Check the google form response for participants of Sharing Session online live on Instagram. 	
	2. Customer Service	<ul style="list-style-type: none"> - Widi, a student , asked to TECSID Whatsapp about VISA. - Ari,a student, asked to TECSID Whatsapp about HES Scholarship - Ms. Grace Ou, TETO Jakarta, asked about detailed information about hold MAndarin Teacher Training Online. 	
28 July	1. Administration	<ul style="list-style-type: none"> - Updating weekly report - Design digital poster Greetings of Eid Al Adha on July 31, 2020. - Revise digital poster of Webinar in Universitas Udayana and POLiteknik Bali. 	
	2. Customer Service	<ul style="list-style-type: none"> ● Ni Ayu, a student, asked about how to register for a webinar sharing session in Universitas Udayana. ● Nanik, a parent, asked Whatsapp about IELTS score to apply for international students. ● Dewi, a student, asked about opening applications for admission to study in Taiwan. 	● All replied
29 July	1. Customer service	<ul style="list-style-type: none"> ● Sita, a student, asked about the procedure and timeline of 	

		<p>registration to apply to study in Taiwan for a master degree.</p> <ul style="list-style-type: none"> ● Dhira, a student asked by Whatsapp to update information from TETO about VISA and from NCKU about Indonesian students who intake in Fall Semester 2020. 	
	2. TECSID Administrati on	<ul style="list-style-type: none"> ● Revise design of digital poster for Eid Al Adha. ● Check the total participants on google forms of Webinar Online Sharing Session in Universitas Udayana and Politeknik Negeri Bali . ● Coordination with Ayun about another university who accepted our proposal to hold a webinar online. 	
30 July	1. Customer Service	<ul style="list-style-type: none"> ● Ipul, a student, asked about the diploma certificate of dual degree program in AU. ● Teguh, Dwi, and Putri, a student, asked about how to register for a Webinar Sharing session in Universitas Udayana. ● Evan, a student, asked about the MOE Scholarship. 	
	2. Administrati on	<ul style="list-style-type: none"> ● Edit and revise PPT material for info session presentation. ● Design e-certificate for Webinar Sharing session in Universitas Udayana and Politeknik Bali. ● Update weekly report 	-
July 31	National Holiday	<p>Eid Al- Adha 1441 H</p> <p>Post on instagram greetings for “Eid Al-Adha 1441 H”</p>	

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