

WEEKLY ACTIVITIES STATUS REPORT

[19 to 25 October 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
19 oct	1. Administration	<ul style="list-style-type: none"> - update weekly report - share updated Mandarin Teacher Training's rundown 	
	2. Customer Se	<ul style="list-style-type: none"> - Atika, a student, asking by Whatsapp number about master degree program for nanotechnology with full english taught - Vian, a student, asking by Whatsapp number about list universities that provide hospitality and tourist programmes in full english taught 	
20 Oct	1. Administration	<ul style="list-style-type: none"> - share information of Mandarin teacher training on social media of TECSID. - Redesign of THEF Online 2020 - Asking list of universities that will join to THEF Online 2020. 	
	2. Customer Service	<ul style="list-style-type: none"> ● Dyah tri, asking by whatsapp number about nursing and midwifery program in english taught. 	<ul style="list-style-type: none"> ● All replied
21 oct	1. Admini stratio n	<ul style="list-style-type: none"> ● Receiving remarks video from TETO Surabaya for opening ceremony of 	

		<p>Mandarin Teacher Training.</p> <ul style="list-style-type: none"> ● Receiving confirmation from Prof. Ni Nyoman as vice president of UNAIR to give speech remarks of Mandarin Teacher Training 2020 directly with teleconference on Ms. Teams. ● Posting on Instagram, Facebook, about Mandarin teacher training event ● Sending to UNAIR about event and service of TECSID information details. 	
	2. Customer service	<ul style="list-style-type: none"> ● Michelle asking by Whatsapp number about finance and business program for undergraduate. 	
22 Oct	1. Administration	<ul style="list-style-type: none"> ● Preparing of Mandarin teacher training 2020, make a list of participants. ● Update weekly report ● Update guest list consultation ● First Rehearsal with participants of Mandarin Teacher training using Ms. Teams with Syauki and Ferry from AU. ● Share small group list for Mandarin Teacher Training 	

	2. Customer service	<ul style="list-style-type: none"> ● Huru, student, asking by Whatsapp number about HES scholarship. ● Nissa, student, asking by Whatsapp number about timeline to register to language course in NTNU 	
23 OCT	Mandarin Teacher Training	<ul style="list-style-type: none"> ● Second Rehearsal with participants of Mandarin Teacher training using Ms. Teams. 	
24 Oct	1. Mandarin Teacher Training	<ul style="list-style-type: none"> ● Day 1 Mandarin Teacher training and workshop 2020 with participants 87 people Opening ceremony attended with Prof. Ni Nyoman as Vice President of UNAIR and Iman Harymawan, SE., MBA.Ph.D as a head of Airlangga Global Engagement. 	
25 Oct	2. Mandarin Teacher Training	<ul style="list-style-type: none"> ● Day 2 Mandarin Teacher training and workshop 	

WEEKLY ACTIVITIES STATUS REPORT

[1 - 2 October 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
1 okt	1. Administration	<ul style="list-style-type: none"> - update weekly report - coordination with Prof. Zhou about Mandarin Teacher 	

		<p>training, rundown, teacher, registration form.</p> <ul style="list-style-type: none"> - Follow up an invitation letter to honorable guests to give a speech at the opening ceremony of Mandarin Teacher training 2020. - Posting on Instagram and FB about greetings of Indonesia's National Day, "Hari Kesaktian Pancasila on October 1st, 2020greetings of Indonesia's National Day, "Hari Kesaktian Pancasila on October 1st, 2020 	
	2. Customer Service	<ul style="list-style-type: none"> - Albert, Elisabeth, parents, asking by Whatsapp number about study in Taiwan for undergraduate student. - Jonathan, student, asking by Whatsapp number about scholarship for undergraduate, MOE Taiwan scholarship. 	
2 Okt	1. Administration	<ul style="list-style-type: none"> - Ayun coordinated with Prof. Zhou about Mandarin teacher training for rundown, rehearsal and setting time, material, and other. - Scheduling meeting for rehearsal of Airlangga Global Talk between UNAIR and NCTU webinar. - Contact to NCTU for remind them to attend on Rehearsal day before the event on Oct. 6 2020. 	
	2. Customer Service	<ul style="list-style-type: none"> ● Mrs Dita, parents, asking by Whatsapp number about timeline application to apply to NCKU, MOE Taiwan scholarship 	● All replied

		for undergraduate students and overseas students. ● Rida, student, asking by Whatsapp number about list of universities that provide foreign language and finance with english taught programs for undergraduate students.	

WEEKLY ACTIVITIES STATUS REPORT

[5 to 9 October 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
5 oct	1. Administration	<ul style="list-style-type: none"> - update weekly report - Update financial report 	
	2. Customer Service	<ul style="list-style-type: none"> - Dhira, noval, and rida, student, asking by Whatsapp number about study in Taiwan for master student. - Natalia, student, webinar "present and future of Nanotechnology" - Faisal Yusril, student , asking about MOE Scholarship - Noval, student , asking about TOCFL Schedule in Indonesia 	
6 Oct	1. Administration	<ul style="list-style-type: none"> - preparing mandarin teacher training (rundown, handbook how to use Ms. Teams) - Attend and co-host the webinar "present and 	

		future of Nanotechnology" between NCTU and UNAIR	
	2. Customer Service	<ul style="list-style-type: none"> ● Natalia , student, asking by Whatsapp number about NCTU for master student. 	<ul style="list-style-type: none"> ● All replied
7 oct	1. Admini stratio n	<ul style="list-style-type: none"> ● Receiving information of TOCFL test schedule from TETO. ● Posting on Instagram, Facebook, about schedule of TOCFL test. ● Share to all contacts about TOCFL test schedule in Jakarta and Surabaya 	
	2. Custo mer service	<ul style="list-style-type: none"> ● Mrs. Indah asking by Whatsapp number about TOCFL test schedule and fee. ● Dhira asking about legalization for his diploma certificate. 	
8 Oct	1. Admini stratio n	<ul style="list-style-type: none"> ● Preparation of Mandarin teacher training 2020, make a list of participants. ● Update weekly report ● Update guest list consultation 	
	2. Custom er service	<ul style="list-style-type: none"> ● Intan asking by Whatsapp number about public health for master 	

		degree with english taught ● Ayuna, student, asking the information of NCTU with major nanotechnology for master degree program	
9 OCT	1. ADMINISTRATION	● Asking to Andi about update information of THEF ONLINE 2020 preparation and total universities that will join. ● Update weekly report	
	3. Customer service	● Mulia asking by Whatsapp number about VISA and quarantine procedures in Taiwan ● Safin Irawan, parents, asking by Whatsapp number about AU and NTHU open registration timeline. ● Elsa asking about 2021 Spring semester Tsinghua open registration time	

WEEKLY ACTIVITIES STATUS REPORT

[12 to 16 October 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
12 oct	1. Administration	- update weekly report - update guest list - update monthly report to TETO - Update financial report	

	2. Customer Service	<ul style="list-style-type: none"> - Valerie, student, asking by Whatsapp number about list of visual communication design major with english taught for undergraduate student. - Cheryl asking by Whatsapp number about fashion design major for undergraduate student. 	
13 Oct	1. Administration	<ul style="list-style-type: none"> - <i>Design</i> e-poster and flyer for Taiwan Higher Education Fair Online 2020 - Contact to TEC in Yogyakarta and Jakarta to ask promote THEF Online 2020 event. 	
	2. Customer Service	<ul style="list-style-type: none"> ● Alexander , student, asking by Whatsapp number about payment registration fee procedure to apply to NTUST. ● Yunita, student, asking by Whatsapp number about overseas student application procedures. 	● All replied
14 oct	1. Administration	<ul style="list-style-type: none"> ● revise design poster of Mandarin Teacher Training ● share again for registration form to join Mandarin Teacher Training. ● Share How to Use Ms. Teams Handbook 	
	2. Customer service	<ul style="list-style-type: none"> ● Lauren, asking by Whatsapp number about list of universities that provide culinary and hospitality major in 	

		<p>english taught for undergraduate student.</p> <ul style="list-style-type: none"> ● Viro asking about legalization and payment method to transfer application fee. 	
15 Oct	1. Admini stratio n	<ul style="list-style-type: none"> ● Contact to UNAIR staff to remind and coordination with Prof. Nyoman to give a speech on opening ceremony of mandarin teacher training ● check and make sure the email of the distinguished guest gives remarks on the Opening ceremony. ● Update weekly report 	
	2. Custom er service	<ul style="list-style-type: none"> ● Chandra, asking by Whatsapp number about civil engineering and industrial engineering universities list for master degree with english taught ● Dewi Indra asking by Whatsapp number about list of universities that provide statistics program with english taught 	
16 OCT	1. ADMIN ISTRA TION	<ul style="list-style-type: none"> ● Share the information of open registration for Mandarin teacher training. ● Update weekly report 	
	3. Custo mer service	<ul style="list-style-type: none"> ● Cindi, student, asking by Whatsapp number about legalization document and VISA 	

		● Melly, student. asking about master degree for english literature.	
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WEEKLY ACTIVITIES STATUS REPORT

[26 to 31 October 2020]

Date	ACTIVITIES NAME	OUTPUT	FURTHER ACTIONS
26 oct	1. Administration	- update weekly report of last week on October.	
	2. Customer Service	<ul style="list-style-type: none"> - Nurfitri, student, asking by Whatsapp number about master degree for information system management program with full english taught. - Rina, student, asking by Whatsapp number about undergraduate student requirement documents and registration procedure. - 	
27Oct	1. Administration	<ul style="list-style-type: none"> - redesigning poster of THEF 2020 - Make a google form for registration in THEF Online 2020. - Make a digital poster for promotion in Instagram account @tecsid.au - collecting information of universities list that participated on THEF Online 2020 	

	2. Customer Service	<ul style="list-style-type: none"> ● Cicilia a student, asking by Whatsapp number about undergraduate degrees that provide global e-commerce in full english taught. ● Diana, Parent, asking about Mandarin Class in Unair Language Center 	● All replied
28 oct	1. Administration	<ul style="list-style-type: none"> ● Coordination with Andi about THEF Online application and website ● coordination with Ayun about Mandarin teacher training for second week on 31 Oct. and 1 Nov. 	
	2. Customer service	<ul style="list-style-type: none"> ● Mrs. Sri, aprents, asking by Whatsapp number about universities that opened english taught for civil engineering. ● Dhira asking help to apply legalization in Ministry of Law and Human Rights for his diploma and transcript certificate. 	
29 Oct	1. Administration	<ul style="list-style-type: none"> ● Update weekly report ● Update guest list consultation ● posting on Instagram about THEF Online 2020 event and starting to promote the event. 	
	2. Customer service	<ul style="list-style-type: none"> ● Mohammad Luthfi, student, asking about NCU, NCYU information details. 	

30 OCT	1. ADMINISTRATION	<ul style="list-style-type: none"> ● Receive an information update about THEF ONLINE 2020. ● Update weekly report ● Preparing for Mandarin Teacher Training 2020 E-Certificate ● Preparing Feedback Form for Mandarin Teacher Training 2020 	
	3. Customer service	<ul style="list-style-type: none"> ● Ariyono, Parent, asking about Mandarin Class in Unair Language Center 	
31 Oct		Hold Mandarin Teacher Training Online	
1 Nov		Hold Mandarin Teacher Training Online	