

WEEKLY ACTIVITIES STATUS REPORT		
1 October	Administration	<ul style="list-style-type: none"> ● Visa and Document Legalization Webinar ● Send Microsoft Teams Join Link to Webinar Participants ● Announce Online THEF 2021 Lucky Draw Winner in Instagram and FB. ● Packing and preparing to send some gifts to the THEF Online 2021 quiz winners.
	Customer Service	<ul style="list-style-type: none"> ● Susanti, a teacher, asked by Whatsapp number about Mandarin Class in Airlangga University information. ● Nia puspita, a lecturer, asked by Whatsapp number about a PhD program with english taught for civil engineering. ● Zainab, a lecturer, asked by Whatsapp number about a dual degree program for master degree with English taught. ● Silvy, a student, asked by Whatsapp number about bachelor degree with English taught for bachelor degree in FengChia University.
4 October	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Share survey form to Indonesian Chinese Teacher for Mandarin Teacher Training ● prepare some aspects of material for TOR of Sixth Taiwan-Indonesia Higher Education Forum Online
	Customer Service	<ul style="list-style-type: none"> ● Nelly, a Parents, asked by Whatsapp number about Admission Information in NTNU, NTU and NTHU. ● Joyce, a parent, asked by Whatsapp number about Admission for International Student and Overseas Chinese Student ● Ni'mah, a student, asked by Whatsapp number about Admission in NTU and MOE Scholarship Information ● nia, a student, asked by Whatsapp number about admission and study information in

		Taiwan for master degree of accounting.
5 October	Administration	<ul style="list-style-type: none"> ● Distribute THEF 2021 Webinar E-Certificate to the participants
	Customer Service	<ul style="list-style-type: none"> ● Fang-Fang, a student, asked by Whatsapp number about Overseas Chinese Student information ● Tiffany, a student, asked by Whatsapp number about Haiqingban Program and Admission information in Taiwan University ● Elizabeth, a student, asked by Whatsapp number about Visa Information. ● bagus, a student, asked by Whatsapp number about Visa information
6 October	Administration	<ul style="list-style-type: none"> ● coordinate for the sixth Taiwan-Indonesia Higher Education Forum agenda letter. ● Check the preparation for TOCFL test, Mandarin Teacher Training, and other event.
	Customer Service	<ul style="list-style-type: none"> ● Emmy, a student, asked by Whatsapp number about University List for Bachelor Degree Music Department English Taught. ● Jacquelyn, a student, asked by Whatsapp number about the TOCFL test in Surabaya. ● Inda, a student, asked by Whatsapp number about study in Taiwan
7 October	Administration	<ul style="list-style-type: none"> ● Coordinate with Prof Shiao-Yuh Chou about Mandarin Teacher Training
	Customer Service	<ul style="list-style-type: none"> ● Rimadini, a student, asked by Whatsapp number about Surabaya TETO Visa and Legalization Information ● Haqqi, a student, asked by Whatsapp number about Taiwan University Information and Scholarship ● Bella, a student, asked by Whatsapp number about MOE scholarship. ● Callista a student, asked by Whatsapp number about Mandarin Language Center Program

		<ul style="list-style-type: none"> ● Tiwi, a student, asked by Whatsapp number about Study in Taiwan. ● Albert, a student, asked by Whatsapp number about study in Taiwan with scholarship
8 October	Administration	<ul style="list-style-type: none"> ● Gather the Mandarin Teacher Training Survey report
	Customer Service	<ul style="list-style-type: none"> ● Sharen, a student, asked by Whatsapp number about TOCFL Schedule in Surabaya and information about admission in Taiwan University ● Mada, a student, asked by Whatsapp number about required admission document in Taiwan University ● Maya, a student, asked by Whatsapp number about HES program
11 October	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Update information about The Sixth Taiwan-Indonesia Higher Education Forum Online 2021 ● Coordinate with Andi and TEC Staff in Jakarta and Yogyakarta about the Sixth Taiwan-Indonesia Higher Education Forum Online 2021. ● Design the poster of Mandarin Teacher Training Workshop Online 2021 ● Make Mandarin Teacher Training Registration Form
	Customer Service	<ul style="list-style-type: none"> ● Ina, a Student, asked by Whatsapp number about admission in Taiwan University ● Yulianti, her parents, asked by Whatsapp number about Admission information in NTU, NTHU and NTUST. ● Mikwanul, a lecturer, asked by Whatsapp number about living in Taipei in a pandemic situation.

		<ul style="list-style-type: none"> ● Marsha, a student, asked by Whatsapp number about study in Taiwan for master degree students. ● Diana, a student, asked by Whatsapp number about MOE Scholarship Application Procedure
12 October	Administration	<ul style="list-style-type: none"> ● Internal meeting in TECSID to prepare TOCFL, Mandarin teacher training workshop, and the Sixth Taiwan-Indonesia Higher Education Forum 2021. ● Trying to contact the international office of several universities in Indonesia to hold a sharing session.
	Customer Service	<ul style="list-style-type: none"> ● Fera, a Teacher asked by Whatsapp number Mandarin Teacher Training. ● Linda, a Parents, asked by Whatsapp number about learning Mandarin in the Mandarin Language Center in Taiwan. ● Ellyana, student, asked by Whatsapp number about MOE Scholarship and University Scholarship Information. ● Lianawaty, a parents, asked by Whatsapp number about study in Taiwan and Mandarin language course program.
13 October	Administration	<ul style="list-style-type: none"> ● Update TOCFL Registration Website. ● Discuss and coordinate with Vanessa about preparation and to do for the Sixth Taiwan-Indonesia Higher education forum. ● Share Mandarin Teacher Training Online Registration Form to Indonesian Mandarin Teacher Group
	Customer Service	<ul style="list-style-type: none"> ● Eric, a student, asked by Whatsapp number about TOCFL Information and Admission information in Taiwan University. ● Imanuel, a teacher, asked by Whatsapp number about TOCFL Information and Mandarin Teacher Training ● Joan, a student, asked by Whatsapp

		<p>number about a master program for international students in Taiwan.</p> <ul style="list-style-type: none"> ● Budi, a parent, asked by Whatsapp number about a bachelor program for international students in Taiwan. ● Retno, a lecturer of ITS, asked by Whatsapp number about a master program for international students in Taiwan and scholarships.
14 October	Administration	<ul style="list-style-type: none"> ● Meeting and discussing preparation of The Sixth Taiwan-Indonesia Higher Education Forum Online 2021 with AU, Grace Ou from TETO, and all TEC Indonesia ● Contact the Staff of the International Office in ITS and Undip to discuss forum events.
	Customer Service	<ul style="list-style-type: none"> ● Trisha, student, asked by Whatsapp number about Overseas Chinese Student Admission Information ● Edellyn, a student, asked by Whatsapp number about NTNU and NTHU Admission Information ● Mega, a teacher, asked by Whatsapp number about Visa Application Procedure
15 October	Administration	<ul style="list-style-type: none"> ● update financial report
	Customer Service	<ul style="list-style-type: none"> ● Linda, a Parents, asked by Whatsapp number about Registration Procedure in Mandarin Language Center (NTNU, NTU and NCKU) ● Yulianti, her parents, asked by Whatsapp number about Admission information in NCKU and Asia University for Bachelor Degree. ● Aziz, a student, asked by Whatsapp number about Study in Taiwan for master degree program in civil engineering. ● Tsalitha, a student, asked by Whatsapp number about scholarship and international program for bachelor degree.

		<ul style="list-style-type: none"> ● Khesia, a student, asked by Whatsapp number about HES program in details.
18 October	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Design of banner for TOCFL test. ● Discuss with Vanessa about spreading email invitations to several universities in Indonesia for the Sixth Taiwan-Indonesia Higher Education Forum Online 2021. ● Promote Mandarin Teacher Training in Facebook and some teacher group
	Customer Service	<ul style="list-style-type: none"> ● Hermin, Parent, asked by Whatsapp number about admission required documents ● Mega, a teacher, asked by Whatsapp number about Student Visa Application in Surabaya TETO ● Zahra, a student, asked by Whatsapp number about Quarantine Procedure in Taiwan
19 October	Administration	<ul style="list-style-type: none"> ● Discuss with all of TEC Indonesia to share the job desc for the Sixth Higher Education Forum Online 2021. ● update financial report ● contact and discuss with Vanessa about CC in email for all update information about the Sixth Taiwan-Indonesia Higher Education Forum Online 2021. ● collecting email for each invitation universities in Indonesia to send e-invitation letter by President Tsai from AU. ● Contact UNDIP and UB International Office Director to coordinate about the Sixth Taiwan-Indonesia Higher Education Forum Online 2021.
	Customer Service	<ul style="list-style-type: none"> ● Angel, student, asked by Whatsapp number about TOCFL Schedule and FJU Admission Information ● Abi, a student, asked by asked by Whatsapp number about I-Shou University Mandarin

		Program
21 October	Administration	<ul style="list-style-type: none"> ● Ask Mrs. Nastiti from ITS to coordinate further for the forum event. ● Make a google form to collect information further for all universities in Indonesia to join in the forum event. ● Coordination with Xinmiao about TOCFL Preparation
	Customer Service	<ul style="list-style-type: none"> ● Suci, a student, asked by Whatsapp number about Scholarship in Taiwan ● Vina, a student, asked by Whatsapp number about University list that provide Bachelor Management Business English Taught. ● Inneke, a student, asked by Whatsapp number about study in Taiwan for a master 's degree.
22 October	Administration	<ul style="list-style-type: none"> ● Add Participants email to Mandarin Teacher Training Teams ● Share some information regarding Mandarin Teacher Training Teams
	Customer Service	<ul style="list-style-type: none"> ● Lucia, a student, asked by Whatsapp number about Scholarship in Taiwan (University and Government) ● Rania, a student, asked by Whatsapp number about University list that provide Master Information Management English Taught ● Asri, a parent, asked by Whatsapp number about Admission procedure in NTU and NTUST ● Jessica, a student, asked by Whatsapp number about bachelor degree with Mandarin speaking
25 October	Administration	<ul style="list-style-type: none"> ● update and contact ITS, Universitas Musamus, and UNAIR to discuss the forum event. ● Make a letter invitation to the Rector of

		<p>UNAIR and TETO Surabaya to attend and give a welcome remarks for Mandarin Teacher Training and Workshop Online 2021.</p> <ul style="list-style-type: none"> ● Contact to secretaries of UNAIR, ITS, Musamus university, and UNDIP to ask for preparation for the forum event. ● Meeting internal to discuss about preparation aspects to hold edu forum.
	Customer Service	<ul style="list-style-type: none"> ● Valencia, asked by Whatsapp number about Admission Procedure in Taiwan University ● Owen, a student, asked by Whatsapp number about TOCFL Registration and Schedule in Indonesia ● Dave, a student, asked by Whatsapp number about NTHU Admission Procedure ● Lina, a parent, asked by Whatsapp number about fee of Asia University, NCKU, Tsing Hua University
26 October	Administration	<ul style="list-style-type: none"> ● discuss with Prof. Zhou about a promotion method to reach more participants on Mandarin Teacher Training and Workshop Online 2021
	Customer Service	<ul style="list-style-type: none"> ● Gabriel, a student, asked by Whatsapp number about TOCFL Schedule in Indonesia. ● Josephine, a student, asked by Whatsapp about MOE scholarship and HES ● Liana, a parents asked by Whatsapp number about study in Taiwan.
27 October	Administration	<ul style="list-style-type: none"> ● Update and follow up with ITS and UNAIR about forum events. ● Discuss with TEC in Yogyakarta about UMY's letter invitation still not received by International Office staff.
	Customer Service	<ul style="list-style-type: none"> ● Dave, a student, asked by Whatsapp number about Overseas Chinese Students

		<p>Admission Procedure</p> <ul style="list-style-type: none"> ● Rinaldi, a student, asked by Whatsapp number about Department Information in Taiwan University ● vivian, a student, asked by Whatsapp number about University list that provide Bachelor Degree in Business management department english taught.
28 October	Administration	<ul style="list-style-type: none"> ● Send Information about Mandarin Teacher Training Course to new Participants
	Customer Service	<ul style="list-style-type: none"> ● Michelle, a student, asked by Whatsapp number about TOCFL Schedule ● Tami, a parent, asked by Whatsapp number about study in Taiwan ● Luciana, a parent, asked about bachelor degree for international students
29 October	Administration	<ul style="list-style-type: none"> ● contact and coordinate with ITS and UNAIR about share and distribute e-invitation to all universities invitation, link of google form as attendance confirmation on the forum event. ● Discuss with all TEC in Indonesia to ask about some questions.
	Customer Service	<ul style="list-style-type: none"> ● vivian, a student, asked by Whatsapp number about University list that provide Bachelor Degree in Business management department Mandarin taught ● Ais, a student, asked by Whatsapp number about Admission Procedure in Taiwan University ● Gracecilia, a students, asked by Whatsapp number about Taipei Medical University Admission Information. ● Febry, a student, asked by Whatsapp number about MOE Taiwan Scholarship