

WEEKLY ACTIVITIES STATUS REPORT		
1 November	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report</li> <li>● Coordination with Prof Shiao Yuh Chou about Mandarin Teacher Training.</li> <li>● Coordination with Xinmiao about TOCFL Updated Information for participant</li> <li>● Hold Meeting with a Mandarin Teacher Training Instructor to explain about how to use microsoft Teams.</li> <li>● Collecting data of bios, number of IT staff of each representative university</li> <li>● Contact each of the International Offices to reach the rector/vice rector of universities.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Maulana, a Student, asked by Whatsapp number about Surabaya TETO student visa application.</li> <li>● Eric, a student, asked by Whatsapp number about TOCFL Schedule in Surabaya.</li> <li>● Yudhis, Agung, and Kirana, a student, were asked by Whatsapp about studying in Taiwan for a master degree in management and business, electrical engineering program from several universities in Indonesia.</li> <li>● Josephine, a student, asked by Whatsapp number about a bachelor degree in Taiwan and scholarship chance.</li> </ul>
2 November	Administration	<ul style="list-style-type: none"> <li>● Sent Updated Information for TOCFL Participant about health protocol in test day</li> <li>● Contact and meet online with ITS to discuss the Forum event in detail.</li> <li>● Update and follow up the data from the google form as the confirmation of each university representative.</li> <li>● financial report</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Ashley, a student, asked by Whatsapp number about the type of TOCFL</li> </ul>

		<p>questions.</p> <ul style="list-style-type: none"> <li>● Mario, a student, asked by Whatsapp number about Admission information in Taiwan University.</li> <li>● Yulia, a parent asked by Whatsapp number about admission information to study in Taiwan for a bachelor degree program.</li> <li>● Keisya, a student, asked by Whatsapp number about admission information to study in Taiwan for overseas Chinese students.</li> <li>● Kelvin, a student asked by Whatsapp number about admission information to study in Taiwan for a master degree.</li> </ul>
3 November	Administration	<ul style="list-style-type: none"> <li>● Meeting with Mandarin Teacher Training Participant to explain about how to use Microsoft Teams</li> <li>● Internal discussion about MoU signing as a part of a Forum event.</li> <li>● List and update the name of universities who are interested to sign MoU with Taiwan universities.</li> <li>● sending to Taiwan universities who are providing scholarships for lucky people in THEF 2021 Online.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Maria, a teacher, asked by Whatsapp number about Taiwan University information</li> <li>● Lina, a parent, asked by Whatsapp number about the TOCFL test in Jakarta.</li> <li>● Julius, a student, asked by Whatsapp number about the admission document to apply for the HES program.</li> <li>● Dina, a student, asked by Whatsapp number about MOE Scholarship timeline and procedures.</li> </ul>
4 November	Administration	<ul style="list-style-type: none"> <li>● Coordination with Mandarin Teacher Training Instructor about Class Record</li> </ul>

		<ul style="list-style-type: none"> <li>● Update and send the list of Indonesian universities who are interested in MoU with Taiwan universities.</li> <li>● Ask and discuss with UNAIR and ITS about invited universities who are joining the Forum event.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Afra, a student, asked by Whatsapp number about Legalization Procedure in Surabaya TETO and Admission Information in Yuntech University</li> <li>● Habib, a student, asked by Whatsapp number about Admission information in Asia University.</li> <li>● Linda, a parent, asked by Whatsapp number about a scholarship to study in Taiwan for her daughter who graduated in 2015.</li> <li>● Dinda, a student, asked by Whatsapp number about studying in TMU admission.</li> </ul>
5 November	Administration	<ul style="list-style-type: none"> <li>● Coordination with Prof. Shao Yuh Chou about Mandarin Teacher Training Opening Ceremony Session.</li> <li>● Collecting and revising the data of biography for each speaker from Indonesian universities who are joining The Sixth Taiwan Indonesia Higher Education Virtual Forum.</li> <li>● coordination with all TEC Indonesia to contact each university and collect the phone number of staff IT.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Egi, a student, was asked by Whatsapp about studying in Taiwan and was interested to study in NTHU.</li> <li>● Raisya, a student, asked by Whatsapp number about MOE Taiwan scholarship</li> <li>● Mauren, a student, asked by Whatsapp number about HES and MOE Taiwan scholarship</li> </ul>

6 and 7 November		<ul style="list-style-type: none"> <li>● Mandarin Teacher Training</li> <li>● TOCFL TEST</li> </ul>
8 November	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report</li> <li>● Contact UNDIP to follow up new information about the Sixth Taiwan-Indonesia Higher Education Forum 2021.</li> <li>● Contact UNAIR, ITS, and Musamus University to follow up the forum event.</li> <li>● Check Mandarin Teacher Training Week 1 Meeting Attendance Report</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Ellyana, a parents, asked by Whatsapp number about NKU admission procedure and part time job in Taiwan</li> <li>● Lilian, a teacher, asked by Whatsapp number about Master Degree Admission Information</li> <li>● Ferry, a parent, asked by Whatsapp number about bachelor degree in english program for culinary and hospitality.</li> </ul>
9 November	Administration	<ul style="list-style-type: none"> <li>● Prepare survey form for Mandarin Teacher Training participants</li> <li>● Remind all the Mandarin Teacher Training participants about materials for training week 2</li> <li>● Update TECSID Website</li> <li>● List and grouping the Indonesian universities to public, private, and comprehensive universities as a MoU signing between Taiwan and Indonesian universities.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Imelda, a student, asked by Whatsapp number about Pandemic in Taiwan and quarantine information</li> <li>● Anna, a teacher, asked by Whatsapp number about Student Visa and Learn Mandarin in Taiwan Procedure for her students</li> <li>● Rinna, a parent, asked by Whatsapp</li> </ul>

		<p>number for a Visa to study Mandarin in Taiwan.</p> <ul style="list-style-type: none"> <li>● Christian, a student, asked by Whatsapp number about a master degree in computer science and electrical engineering with an English taught program.</li> </ul>
10 November	Administration	<ul style="list-style-type: none"> <li>● Discuss with Prof. Shao Yuh Chou about Mandarin Teacher Training Feedback form and Closing Ceremony</li> <li>● Contact Mandarin Teacher Training Instructor and Participants, ask them to give testimonial in Closing Ceremony</li> <li>● Contact Reporter about news coverage for the Sixth Taiwan-Indonesia Higher Education Forum 2021.</li> <li>● discuss and schedule the first trial connection test on 11/11 with Vanessa and IT staff.</li> <li>● Asking about the title and subtheme for each Indonesian university that will be presented in the forum event.</li> <li>● Discuss with Vanessa about classification of Indonesian and Taiwan universities for MoU signing.</li> <li>● Contact and remind each Indonesian university about PPT material for the forum event.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Ais, a Student, asked by Whatsapp number about admission procedure and required document in Taiwan University</li> <li>● Fanny, a teacher, asked by Whastapp number about the Elite Scholarship Program and MOE Scholarship Information.</li> <li>● Prima, a student, asked for a Whatsapp number for Elite Scholarship detail information.</li> </ul>

		<ul style="list-style-type: none"> <li>● Yanuar, a lecturer, asked by Whatsapp number about PhD scholarship and research field.</li> <li>● Nita, a student, asked by Whatsapp number about HES program.</li> </ul>
11 November	Administration	<ul style="list-style-type: none"> <li>● Remind all the Mandarin Teacher Training participants about materials for training week 2</li> <li>● Send Mandarin Teacher Training Feedback form and Closing Ceremony to Prof. Shao Yuh Chou.</li> <li>● Internal meeting and test connection to several speakers.</li> <li>● Get the new and updated information from Vanessa about matching university to university (Indonesia - Taiwan) then inform each university in Indonesia about the Taiwan universities list.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Lulu, a parents, asked by Whastapp number about Admission information in Asia University</li> <li>● Nadia, a student, asked by Whastapp number about Legalization Documents to apply in Taiwan University</li> <li>● Rudi Gunadi, a parent, asked by Whatsapp number about overseas Chinese students and international student for bachelor degree student.</li> <li>● Anita, a student, asking about HES for undergraduate student who graduated in 2015.</li> </ul>
12 November	Administration	<ul style="list-style-type: none"> <li>● Revised Mandarin Teacher Training Feedback form and Closing Ceremony</li> <li>● Sending several PPT materials from each Indonesian university to Vanessa.</li> <li>● Asking and following up information with each university in Indonesia and TEC Jakarta and Yogyakarta about The Forum</li> </ul>

		event.
	Customer Service	<ul style="list-style-type: none"> <li>● Navi, a parent, asked by Whastapp number about a list that provides Bachelor Degree Information Management Department English Taught</li> <li>● Keisha, a student, asked by Whastapp number about the admission procedure to learn Mandarin in Taiwan University.</li> <li>● Novie, a lecturer, asked by Whatsapp number about PhD scholarship.</li> <li>● Chandra, a student, asked by Whtasapp number about a master degree scholarship for master degree in business administration program in English full taught.</li> <li>● Ipang, a student, asked by Whatsapp number about a master degree in English full taught program for electrical engineering.</li> </ul>
13 and 14 November		<ul style="list-style-type: none"> <li>● Mandarin Teacher Training</li> </ul>
15 November	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report</li> <li>● Contact the speaker of Forum event to send the material of presentation</li> <li>● Follow up to all MoU signing universities to send by email 5 universities wish partner list.</li> <li>● Internal coordination with TEC in Jakarta and Yogyakarta to discuss about speaker test connection and IT staff what they need to prepare.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Lulu, a parents, asked by Whatsapp number about Admission required Documents in Taiwan University</li> <li>● Fanny, a teacher, asked by Whatsapp number about the Elite Scholarship Program in NTNU and NYCU required documents</li> </ul>

		<ul style="list-style-type: none"> <li>● Nia, a student, asked by Whatsapp number about MOE scholarship</li> </ul>
16 November	Administration	<ul style="list-style-type: none"> <li>● Prepare some material for Mandarin Teacher Training News (Testimonial from Participants)</li> <li>● Update the website news in TECSID</li> <li>● Update weekly report</li> <li>● Coordination with UNAIR about the forum event and invitation Indonesian universities.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Suparto, a teacher, asked by Whatsapp number about Mandarin Teacher Training Material.</li> <li>● Elisabeth, a student, asked by Whatsapp number about NTNU admission document and MOE Scholarship.</li> </ul>
17 November	Administration	<ul style="list-style-type: none"> <li>● Discuss with Prof. Shao Yuh Chou about Mandarin Teacher Training Review Session.</li> <li>● Coordination with Vanessa about MoU signing list in Indonesia university and update the contact person.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Agatha, a student, asked by Whatsapp number about admission for Bachelor degree in Taiwan University.</li> <li>● Nadia, a student, asked by Whastapp number about required admission documents in Fengjia University.</li> <li>● Bagus, a student, asked by Whatsapp number about a master degree in Taiwan for a nursing program.</li> <li>● Baharuddin, a teacher, asked by Whatsapp number about master degree in Taiwan that provide educational in sport program.</li> </ul>
18 November	Administration	<ul style="list-style-type: none"> <li>● Coordination with TEC in Jakarta about the virtual background for the forum event.</li> <li>● Coordination with TETO in Jakarta about universities' invitation to attend the forum event.</li> </ul>



	Customer Service	<ul style="list-style-type: none"> <li>● Joycel, a student, asked by Whatsapp number about admission for Learning Mandarin in Taiwan University</li> <li>● Elisabeth a student, asked by Whatsapp number about MOE Scholarship and Elite Scholarship</li> <li>● Andika, a student, asked by Whatsapp number about a master degree scholarship for master degree in Finance program in english full taught.</li> </ul>
19 November	Administration	<ul style="list-style-type: none"> <li>● Send all the PPT material to Vanessa from the speaker of the forum.</li> <li>● coordination with Vanessa about MoU Signing representatives and what they need to prepare and to do on the day.</li> <li>● contact Universitas Sam Ratulangi and University of Jember to explain the details about the MoU signing ceremony process.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Agatha, a student, asked by Whatsapp number about the University List that provide Bachelor Degree for Music Performance in Taiwan University.</li> <li>● Junita, a student, asked by Whatsapp number about University List that provide Master Degree for Hospitality in Taiwan University.</li> <li>● Novie, a lecturer, asked by Whatsapp number about PhD scholarship and Elite Scholarship Information</li> </ul>
22 November	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report</li> <li>● Update financial report</li> <li>● coordination with all of IT's speakers for the connection and rundown.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Fransisca, a student, asked by Whatsapp number about Master Degree admission in Taiwan University</li> <li>● Yeni, a parents, asked by Whatsapp number about TOCFL Schedule in</li> </ul>

		<p>Indonesia and required admission document in Taiwan University for bachelor degree</p> <ul style="list-style-type: none"> <li>● achmad F, a student, asked by Whatsapp number about master degree in business and management in english full taught program.</li> <li>● Aulia dewi, a student, asked by Whatsapp number about MOE Scholarship Taiwan.</li> </ul>
23 November	Administration	<ul style="list-style-type: none"> <li>● Contact Indonesian University International Office staff to follow up some information regarding MOU Signing</li> <li>● Sent The Sixth Taiwan-Indonesia Higher Education Forum 2021 Meeting Link and Rundown to Indonesia University.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Linda, a parents, asked by Whatsapp number about learning Mandarin program in Taiwan University.</li> <li>● Angelica, a student, asked by Whatsapp number about Financial Statement and Legalization Diploma Degree Process in Jakarta TETO</li> <li>● Siska, a student, asked by Whatsapp number about the timeline of admission, procedure, and requirement documents to apply for a master degree in Taiwan.</li> </ul>
24 November	Administration	<ul style="list-style-type: none"> <li>● Sent Meeting Link to Indonesian University who registered for The Sixth Taiwan-Indonesia Higher Education Forum 2021 and Updated information about forum</li> <li>● Reminder to all speakers and participants about the next Forum event by sending an invitation meeting link.</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Bobbi, a student, asked by Whatsapp number about legalization process in TETO Surabaya</li> <li>● Kesha, a student, asked by Whatsapp number about admission in Taiwan</li> </ul>

		<p>University for bachelor degree.</p> <ul style="list-style-type: none"> <li>● Diana, a student, asked by Whatsapp number about MOE Scholarship.</li> <li>● Setiadi, a parents, asked by Whatsapp number about HES program.</li> </ul>
25 November	Administration	<ul style="list-style-type: none"> <li>● The Sixth Taiwan-Indonesia Higher Education Forum 2021</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Jihan, a student, asked by Whatsapp number about Visa and Legalization Process in Surabaya TETO</li> <li>● Denny, a lecturer, asked by Whatsapp number about Taiwan University information and PhD Scholarship</li> <li>● Kiaradewi, a student, asked by Whatsapp number about Taiwan universities information and study in Taiwan.</li> </ul>
26 November	Administration	<ul style="list-style-type: none"> <li>● The Sixth Taiwan-Indonesia Higher Education Forum 2021</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Sania, a student, asked by Whatsapp number about Admission for Bachelor degree and TOCFL Schedule</li> <li>● Devianty, a student, asked by Whatsapp number about MOE Taiwan Scholarship.</li> </ul>
29 November	Administration	<ul style="list-style-type: none"> <li>● Update Weekly Report</li> <li>● Coordination with Prof. Shiao Yuh Chou about Review Session for Mandarin Teacher Training.</li> <li>● Update financial report</li> <li>● Make a design of e-certificate to all participants of Forum event</li> <li>● sending e-certificate to participants</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Fanny, a Teacher, asked by Whatsapp number about Dayeh University and Yuan Ze University admission information</li> <li>● Tamara, a student, asked by Whatsapp number about Admission procedure for Mandarin Language Center in Taiwan University</li> </ul>

30 November	Administration	<ul style="list-style-type: none"> <li>● Make a design of e-certificate for each speaker</li> <li>● sending e-certificate to each speaker</li> <li>● update website of TECSID</li> </ul>
	Customer Service	<ul style="list-style-type: none"> <li>● Amy, a student, asked by Whatsapp number about TOCFL 2022 Schedule in Indonesia</li> <li>● Yuniar, a student, asked by Whatsapp number about TOEFL ITP score to as a requirement document to apply MOE TAIwan scholarship</li> </ul>