

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

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

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

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

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

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

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

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

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

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

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

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