

WEEKLY ACTIVITIES STATUS REPORT

29 May	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Arrange Mandarin Teacher Training Data and Meeting Attendance Report ● Send TOCFL Reminder to TOCFL Participant ● update financial report for May and review again for April report. ● Send a planning and report activities to UNAIR
	Customer Service	<ul style="list-style-type: none"> ● Jason, a student, asked about Business Management in Taiwan University ● Almira, a student, asked about Student Visa Information ● Mrs. Lia, a parent, asked about MoE Scholarship information.
30 May	Administration	<ul style="list-style-type: none"> ● Check TOCFL Speaker ● Coordination with Language Center Staff UNAIR ● Update weekly report ● make a proposal info session to several universities in East Java and Bali.
	Customer Service	<ul style="list-style-type: none"> ● Arya, a student, asked about Medical School English Taught in Taiwan University. ● Dewangga, a student, asked about update information of VISA for student. ● Mrs. Nihla, a parent, asked about TEEP program information.

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31 May	Administration	<ul style="list-style-type: none"> ● Check TOCFL Class ● Setting TOCFL Room and arrange seating plan ● Make a design of “Hari Lahir Pancasila” day to post on Instagram of TECSID ● Make a design of Vesak day greeting post to Instagram. ● Preparing logistics of TOCFL needs.
	Customer Service	<ul style="list-style-type: none"> ● Winda, a parent asked about Mandarin Class in Taiwan University ● Dinda, a student, asked about English Department in Taiwan University ● Yeremia, a student, asked about universities that provide spring program for bachelor degree. ● July W, a parent, asked about scholarship from universities and MoE Taiwan scholarship information. ● Mr. Ahmad, a parent, asked about research grant for researchers and lecturers in Taiwan.
1 June	National Holiday	Pancasila Day Post a greeting online to Instagram of TECSID
2 June	National Holiday	National Holiday
3 June	TOCFL	TOCFL in Surabaya

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5 June	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Coordination with Instructor Yang Chung Yi about Mandarin Teacher Training News
	Customer Service	<ul style="list-style-type: none"> ● Carolina, a parent, asked about Tuition fee in some Taiwan University ● Rina, a teacher, asked about Scholarship for Bachelor Degree
6 June	Administration	<ul style="list-style-type: none"> ● Coordination about TOCFL with proctor ● Update financial report ● sending proposal for info session
	Customer Service	<ul style="list-style-type: none"> ● Winda, a student, asked about Master Degree Scholarship ● Rina, a parent, asked about Visa Student information ● Julian, a student, asking for announcement of MOE Taiwan Scholarship result.
7 June	Administration	<ul style="list-style-type: none"> ● Prepare Online Mandarin Teacher Training Certificate ● update weekly report
	Customer Service	<ul style="list-style-type: none"> ● Sinta, a student, asked about preparation before departure to Taiwan ● Ibu Hana, a parent, asked about announcement result for MOE Taiwan scholarship and also admission result for NCKU

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8 June	Administration	<ul style="list-style-type: none"> ● Coordination with Language Center about Mandarin Class. ● Make a design for information graphics for TECSID.
	Customer Service	<ul style="list-style-type: none"> ● Winda, a student, asked about Mandarin Class in Taiwan University and HES Information ● Rinna, a parent, asked about Spring semester and requirement document for bachelor degree. ● Bapak Suwandi, a lecturer, asked about VISA for student.
9 June	Administration	<ul style="list-style-type: none"> ● Update and coordination with Ines for financial report. ● sending activity planning of TECSID to UNAIR.
	Customer service	<ul style="list-style-type: none"> ● Amanda, a student, asked about Music department in Taiwan University ● Sinta, a student, asked about Legalization Procedure ● Indah, a student, asked about VISA and medical check up procedure
12 June	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Coordination with internal for next event that handle by TECSID ● Sending financial report to Taiwan
	Customer Service	<ul style="list-style-type: none"> ● Dessy, a parent, asked about Mandarin Class in Taiwan ● Fera, a teacher, asked about Admission for Bachelor Degree ● Fandy, a parent, asked about TOEFL score for bachelor degree student to apply study in Taiwan

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13 June	Administration	<ul style="list-style-type: none"> ● Coordination with Unair Mandarin Class Teacher ● contact with Andi to discuss about edu fair in Nusantara.
	Customer Service	<ul style="list-style-type: none"> ● Ghea, a student, asked about PhD Admission information ● Kevin, a student, asked about Visa Student and family visit Visa information ● Wahyuni, a lecturer, asked about MOE Taiwan scholarship student for PhD. ● Cahya, a student, asked about list of university in Taiwan which listed for LPDP scholarship from Indonesian government.
14 June	Administration	<ul style="list-style-type: none"> ● Update TECSID website ● update weekly report
	Customer Service	<ul style="list-style-type: none"> ● Christian, a student, asked about Legalization procedure ● Rihanna, a parent, asked about MOE Taiwan scholarship announcement.

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15 June	Administration	<ul style="list-style-type: none"> ● Coordination with Language Center about Mandarin Class. ● Update weekly report
	Customer Service	<ul style="list-style-type: none"> ● Revalina, a student, asked about Visa and Legalization Procedure ● Sandra, a teacher, asked about Master Degree admission and scholarship information ● bagas, a student, asking information for admission to apply study in NCKU. ● Seto, a student, asking information about scholarship and admission in NTUST or other universities that provide industrial management program in english full taught for master degree. ● Yetty, a parent, asking for TOCFL and TOEFL score for bachelor degree to apply MOE Taiwan scholarship.
16 June	Administration	<ul style="list-style-type: none"> ● coordination with Sienna about jobdesc and next event planning for 2023. ● contact to Universitas Negeri Makassar for info session.
	Customer service	<ul style="list-style-type: none"> ● Dinda, a student, asked about Medical department in Taiwan University ● Nissa, a student, asked about Scholarship information ● Jessica, a parent, asked about announcement result for MOE Taiwan Scholarship. ● Budianto, a lecturer, asked about VISA for joining spouse.

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19 June	Administration	<ul style="list-style-type: none"> ● Update Weekly Report ● Contact with TETO Surabaya about MOFA's program scholarship. ● Coordination for Education Fair in internal.
	Customer Service	<ul style="list-style-type: none"> ● Cindy, a student, asked about TOCFL information ● Gerry, a student, asked about Student Visa Information. ● Jonathan asked about MoE list university and program.
20 June	Administration	<ul style="list-style-type: none"> ● Make a proposal for info session In Makassar ● Contact several universities' contact persons for information about Nusantara city.
	Customer Service	<ul style="list-style-type: none"> ● Hilda, a student, asked about University information in Taipei and Kaohsiung ● Dinda, a student, asked about Mandarin Class information. ● Munir asking about guidelines for Moe Taiwan scholarship. ● Devina, asking about NTUST admission procedure and timeline to apply for doctoral degree program

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21 June	Administration	<ul style="list-style-type: none"> ● Coordination with Xinmiao about Mandarin Class ● Coordination with Sienna and Andi Azhar about education fair. ● Contact to Polytechnic Balikpapan and Pontianak about planning to have education fair.
	Customer Service	<ul style="list-style-type: none"> ● Theresia, a parent, asked about Bachelor degree information ● Amanda, a student, asked about short program in Taiwan university. ● Juniar C., A parent, asked about mandarin class in Yogyakarta.
22 June	Administration	<ul style="list-style-type: none"> ● Coordination with Xinmiao about Mandarin Class Report ● Coordination with Sienna about education fair on November.
	Customer Service	<ul style="list-style-type: none"> ● Dani, a student, asked about How to fill Student Visa application Form ● Rendy, a Student, asked about scholarship information ● Kiki, parent, asked about MoE Taiwan scholarship
23 June	Administration	<ul style="list-style-type: none"> ● Coordination about TOCFL Score report ● Update weekly report.
	Customer service	<ul style="list-style-type: none"> ● Fandy, a student, asked about TOCFL information and admission information ● Joshua, a student, asked about announcement of MOE Taiwan scholarship result