



**MAHIDOL  
UNIVERSITY**

*Wisdom of the Land*

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*Preparation Center for  
Languages and Mathematics*

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Preparation Center for Languages and Mathematics

Mahidol University International College

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*This student handbook is effective from this quarter onwards.*

*It is each student's responsibility to read and understand all of the information on the following pages.*

*Upon registering at PC, you agree to and understand all of the information contained in this handbook.*

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# Mahidol University International College

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## History & Mission

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In 1986, Mahidol University established an international degree program (ISDP) for students looking to pursue graduate studies overseas. Designed to strengthen cross-cultural communication skills, the program quickly developed a reputation for academic excellence. In the mid-1990s, it was expanded and renamed Mahidol University International College, or MUIC. It is currently the oldest and arguably the best English-language degree program in Thailand.

## Philosophy

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To produce graduates who are not only knowledgeable in their chosen subject area but who have the intelligence to apply their knowledge and the humanity to use it for the benefit of humankind.



*His Royal Highness  
Prince Mahidol of Songkla*

## Goal

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To prepare students to live and work in a diverse and increasingly globalized world.

## Vision

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To produce high-caliber graduates and postgraduates of various programs through the coordination of effective management, faculty and staff.

## Mission

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To produce graduates who are able to function adequately and humanely in a globalizing world; to create and maintain a high quality learning institution; to encourage faculty research and publishing; to foster a fair and effective management employing a transparent financial system; to promote Thai culture by engaging in community development.

## Objectives

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To foster a learning style in which students learn to think by themselves, are critical of the information they receive and able to relate what they learn to new contexts; to become a regional center of international education; to instill high academic goals and to maintain high standards of achievement.

# The Preparation Center for Languages and Mathematics

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PC prepares students for entrance into Mahidol University International College (MUIC) or English-medium degree programs in other international universities, both in Thailand and abroad.

## Mission Statement

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*"The mission of the MUIC Preparation Center is to provide educational experiences which cultivate students' academic English communication skills; to foster their ability to be self-reflective and responsible learners; and to stimulate their curiosity about the world."*

## Historical Overview

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The Pre-College Program (PC) was established on April 27, 1998 to provide a foundation for those students who needed to improve their English skills to the level required to study in an English-medium degree program.

In the first year of PC (1998-1999), there were two levels offered: PC1 (Intermediate) and PC2 (Upper-Intermediate), with two classes at each level. The center was immediately successful, as reflected by the number of students who were able to pass the MUIC entrance examination during that first year.

Each year, the enrollment increased, and more levels were added to accommodate the growing popularity and continued success of the center.

In October, 2010, the Pre-College Program was given a new name. It is now called the Preparation Center for Languages and Mathematics (but it is still known as PC).

The Preparation Center for Languages and Mathematics now provides four levels of instruction: PC1 (Elementary); PC2 (Pre-Intermediate); PC3 (Intermediate); and PC4 (Upper-Intermediate).

Each quarter, the enrollment reaches an average of 400 - 500 students in 15 - 22 classes. The students represent nations such as Thailand, China, Japan, Vietnam, Bangladesh, Myanmar, and Korea.

## PC Faculty & Staff

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Lecturers at PC come from the USA, the UK, Canada, Australia, New Zealand and Europe. In addition, Thai lecturers who have undertaken advanced study overseas are also part of the PC teaching team. All instructors are well-qualified and experienced, with a dedication to bringing out the best in their students.

PC administration staff provides a variety of support services for students and instructors. They facilitate contact between students, their instructors, and the PC Director.

### MUIC Executive Staff

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|  |   |
|--|---|
| Prof. Maleeya Kruatachue, Ph.D.        | Dean of Mahidol University International College      |
| Ms. Sumalee Visetratana                | Associate Dean for Administration                     |
| Asst. Prof. Yingyot Chiaravutthi, PhD. | Associate Dean for Academic Affairs                   |
| Assoc. Prof. Chavalit Wongse-ek        | Interim Associate Dean for Planning and Development   |
| Dr. Charles Windish                    | Associate Dean for International Affairs              |
| Mrs. Somluck Lunsuchee                 | Assistant Dean for Administration                     |
| Assoc.Prof. Chompunuch Pongjit         | Assistant Dean for Academic Affairs                   |
| Mr. Michael Naglis                     | Assistant Dean for Student Affairs                    |
| Assoc. Prof. Chulathida Chomchai, MD   | Assistant Dean for Research                           |
| Dr. Boonyanit Mathayomchan             | Assistant Dean for Information & Education Technology |

### Program Director and Level Coordinators

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|                     |                   |
|---------------------|-------------------|
| Mr. Alexander Nanni | Program Director  |
| Mr. Samuel Allen    | PC 1 Coordinator  |
| Mr. Gary Waddell    | PC 2 Coordinator  |
| Mr. Leigh Pearson   | PC 3 Coordinator  |
| Mr. Joseph Serrani  | PC 4 Coordinator  |
| Mr. Peter Emanuele  | Maths Coordinator |

### English Lecturers

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|                                  |                      |
|----------------------------------|----------------------|
| Mr. Adriano Quieti               | Ms. Maria Simon      |
| Mr. Andrew Leicester             | Mr. Mark Manning     |
| Mr. Christopher Willis           | Mr. Rahul Sangar     |
| Ms. Dittthayanan Punyaratabandhu | Mr. Russell Moore    |
| Mr. George Willoughby            | Mr. Steven Shearer   |
| Mr. Greg Noland                  | Mr. Suk Song         |
| Mr. Henry Pfister                | Mr. Vorodom Viravong |
| Mr. Kal Elle                     |                      |

### Maths Lecturers

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Ms. Elaine Wong

### PC Administrative Staff

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|                       |                  |
|-----------------------|------------------|
| Ms. Satja Sopha       | Senior Secretary |
| Ms. Narirat Rodma     | PC Officer       |
| Mr. Preecha Ruamsamak | PC Officer       |
| Ms. Sakullaya Krasin  | PC Officer       |
| Ms. Sarin Suklerd     | PC Officer       |
| Mr. Sompon Buachan    | PC Officer       |
| Ms. Sudaporn Yoosawas | PC Officer       |



## Curriculum & Overall Objectives

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The curriculum for the Preparation Center for Languages and Mathematics (PC) has been designed in accordance with the Thai National Curriculum Act of 1999, which mandates a student-centered curriculum.

A student-centered curriculum outlines clear learning objectives and gives teachers the freedom to use methodologies and strategies which are appropriate for the students within a particular class. A strong feature of a student-centered curriculum is the higher importance placed on the process of discovery, integration and application. Formal test taking, while still important as a measure of progress, has relatively less emphasis.

In 2009, a PC curriculum review was carried out by the Program Director, senior members of the PC Faculty, the Executive Staff of MUIC, and expert independent learning advisors, to identify program objectives that would best represent the essential skills, knowledge and values for successful performance at university.

In accordance with the above review and the Thai National Curriculum Act, the following program objectives were defined. ***By the end of the PC***, students should be able to:

1. Comprehend a typical university lecture and reading.
2. Recognize and correct common grammar and pronunciation errors which can impede communication.
3. Use words encountered most frequently at university level (the Academic Word List sublists 1-10).
4. Understand the structure of an essay and appropriately use various kinds of support for their opinions.
5. Express their opinions in English in group and class discussions about ethical issues relating to their future courses of study.
6. Evaluate learning strategies they have been using as a foundation for developing strategies that will be effective for their future studies.
7. Show maturity and responsibility in their outlook and conduct in a multicultural environment, and demonstrate interest in local and international issues.

Each lower study level at PC also has seven objectives, with passing criteria designed to incrementally increase the students' general and academic knowledge and ability, and allow them to achieve their final goal of attending university as well-prepared, professional and mature young adults.

## PC Lower Level Objectives

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There are seven objectives at each PC level. Each objective is set so that students should achieve it ***by the end of the level.***

### PC1

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1. Comprehend a spoken dialog and a reading text on a familiar topic.
2. Control basic structures; achieve some success with complex structures. Show awareness of and control over basic problematic pronunciation forms.
3. Recognize, recall, and show some ability to use words from AWL sublists 1-2.
4. Construct an essay on a familiar topic using a variety of tenses.
5. Ask and answer questions about familiar topics.
6. Demonstrate a professional and mature attitude. Demonstrate some capacity to work independently.
7. Demonstrate awareness of own country in relation to engagement in global affairs. Show regular current affairs reading habits.

### PC2

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1. Comprehend a spoken monolog and a reading on a less familiar topic.
2. Able to show some flexibility in sentence structure in that complex sentences are attempted with a reasonable level of success. Shows awareness of and reasonable control over problematic pronunciation forms.
3. Recognize, recall, and show some ability to use words from AWL sublists 1-7.
4. Construct an essay which provides a clear viewpoint about comparative data.
5. Give a short informative talk about and discuss information relating to a regional issue.
6. Demonstrate a professional and mature attitude. Develop and use a study plan.
7. Demonstrate awareness of regional country in relation to engagement in global affairs. Demonstrate regular current affairs reading habits.

### PC3

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1. Understand and engage with a reading and a sustained monolog on an academic topic.
2. Use complex sentence structures and detect errors in authentic contexts.
3. Recognize and use headwords encountered most frequently in the Academic Word List (sublists 1-7).
4. Write an opinion essay using external sources.
5. Participate in academic discussions in small groups and ask follow up questions.
6. Develop a professional and mature attitude.
7. Show awareness of national, regional and international issues.

## PC Level Structure

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PC courses are designed to help students meet the objectives set for each level. Objectives may be studied in one or several classes, or independently outside the classroom.

There are four levels offered at PC, and students enter at the level which is most appropriate for their existing English language ability. Each level runs for one quarter, or 10 weeks, and there are four quarters per year.

In the lower levels (PC1 and PC2), students take classes in Writing, Reading, and Listening & Speaking.

In the higher levels (PC3 and PC4), students take classes in Integrated Skills , Writing Enrichment and Academic Reading for Research Skills.

In addition, in Levels 2-4, Refresher or Intensive Mathematics is taught.

Please see the next page for a course overview.

## Course Overview

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The following courses are taken at each level of PC:

|                      |                           |
|----------------------|---------------------------|
| <b>PC 1</b>          | <b>Elementary</b>         |
| Writing              | 8 hours/week              |
| Reading              | 8 hours/week              |
| Listening & Speaking | 8 hours/week              |
| <i>Total</i>         | <i>24 hours/week</i>      |
| <b>PC 2</b>          | <b>Pre-Intermediate</b>   |
| Writing              | 8 hours/week              |
| Reading              | 6 hours/week              |
| Listening & Speaking | 6 hours/week              |
| Mathematics*         | 4 hours/week              |
| <i>Total</i>         | <i>20-24 hours/week</i>   |
| <b>PC3</b>           | <b>Intermediate</b>       |
| Writing Enrichment   | 8 hours/week              |
| Integrated Skills    | 6 hours/week              |
| Academic Reading     | 6 hours/week              |
| Mathematics*         | 4 hours/week              |
| <i>Total</i>         | <i>20-24 hours/week</i>   |
| <b>PC4</b>           | <b>Upper-Intermediate</b> |
| Writing Enrichment   | 10 hours/week             |
| Integrated Skills    | 8 hours/week              |
| Academic Reading     | 6 hours/week              |
| Mathematics**        | 4 hours/week              |
| <i>Total</i>         | <i>24-28 hours/week</i>   |

**\*Mathematics**

Students will take either Refresher or Intensive Mathematics, or they may be **exempted**, depending on their MUIC entrance examination results. See “*Mathematics Criteria*” for further details.

**\*\*Mathematics**

Only for those PC4 students who have not satisfied the Mathematics criteria.

## English Course Descriptions

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English courses at PC differ slightly depending on level. In addition, students at the PC2-4 level may also study maths courses. Please refer to the next section for details on maths courses.

### PC1 / PC2 Level

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Students in these levels study three English courses.

#### *Listening and Speaking*

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The main goal of these courses is for students to develop the listening and speaking skills that will be required of them in an international degree program. At each PC level, students learn through interacting with theme-based recorded material that is divided into social, broadcast and academic English tasks. Students take part in an assessed speaking activity at the end of the quarter. Students are exposed to a wide range of topics in a wide range of accents. The students' progress is determined through continuous assessment and final examinations.

#### *Writing*

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These courses are designed to improve students' academic writing skills to an intermediate level. Students learn how to write through the "process approach". This means they write their paragraphs and essays in multiple drafts, which they edit and improve after submitting their work to their peers and teachers for editing. Grammatical accuracy is a particularly important objective at the lower levels.

#### *Reading*

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The objective of these courses is to develop the students' ability to understand the gist and specific information within level-appropriate reading texts. To facilitate this, students are introduced to the Cornell University method of note-taking, which aims to improve comprehension by encouraging students to summarize and critically reflect on outline notes they have taken of texts. Furthermore, because students will not be able to cope with university-level readings unless they have an appropriate level of vocabulary, all PC students are required to demonstrate mastery of Academic Word List (AWL) sublists 1-7 by the end of PC Level 2.

## PC3 / PC4 Level

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PC3-PC4 students attend three English courses.

### *Integrated Skills*

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When students enter university, they are expected to be able to show understanding of and discuss material they have heard in lectures and read in journal articles, books, newspapers, and other sources. Furthermore, they are expected to be able to write and speak coherently and logically. Accordingly, the purpose of the Integrated Skills courses is to help students make connections between the receptive skills of reading and listening and the productive skills of writing and speaking. In these courses, students take notes of lectures and readings using the Cornell University method of note-taking and then use these notes to demonstrate their understanding of what they have heard and read. Students are also expected to show competent use of basic logic, APA referencing, and plagiarism avoidance strategies. The courses are thematically organized and are strongly integrated with the Writing Enrichment courses.

### *Writing Enrichment*

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Good universities require their students to demonstrate their understanding of and engagement with source material in the form of essays and term papers. They also expect their students to be able to summarize accurately and use citations and reference lists. Accordingly, in these courses, students are required to write essays based on texts they have read, and they are also expected to show that they have written at a high standard of academic honesty. Students will need to successfully complete a timed essay and a term paper to graduate from PC.

### *Academic Reading for Research Skills*

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Academic Reading for Research Skills is designed to improve the academic reading skills of intermediate level non-native speakers of English. The focus is on reading comprehension and development of research skills. This course is student-centered and aim to enhance students' learning autonomy and independence. It will be assessed by an extended research-based Term Paper Project and Reading Portfolio which student prepare independently.

## Mathematics Course Descriptions

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There are two mathematics courses offered at PC: Refresher Mathematics and Intensive Mathematics. PC2, PC3, and PC4 students are required to attend mathematics classes unless they are exempt (see *Mathematics Requirements*).

### Mathematics Criteria

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Students are placed in Mathematics classes based on the MUIC Mathematics Entrance Examination

Results as follows:

| Math Score from MUIC Entrance Examination | Recommended Math Class in PC |
|---|------------------------------|
| 70 - 100 marks                            | Exempt                       |
| 40 - 69 marks                             | Intensive Mathematics Class  |
| 20 -39 marks                              | Refresher Mathematics Class  |

### Refresher Mathematics (Required)

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This course serves as a reintroduction for students of non-mathematics background and students who need to revive their Mathematics skills. It helps students to explore various areas of algebra such as *real numbers, operations of real number, equations and functions as well their applications*.

### Intensive Mathematics (Elective)

---

This course serves as a reintroduction for students of non-mathematics background and students who need to revive their mathematics skills. It helps students to explore various areas of algebra such as *systems of equations, exponential functions, matrices and limits and continuity*.

#### Attention: B.B.A. Students

- Students intending to major in B.B.A. (except IHM) are recommended to take the Intensive Mathematics course because mathematics is an important part of the B.B.A. requirements and criteria for acceptance to the program.
- Students intending to major in B.B.A. with FAA major as their 2<sup>nd</sup> choice will have the following conditions applied:
  - Students must take a Refresher Mathematics Course.
  - Any mathematics grades/results cannot be transferred to MUIC because Refresher Mathematics is a non-credit course at MUIC.
  - There will be no refunds for any math fees at PC.

## Studying Criteria and Notification of Fees

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| Subject         | Status           | Registration Fee |
|-----------------|------------------|------------------|
| Refresher Maths | Required Subject | 5,000 Baht       |
| Intensive Maths | Elective Subject | 5,000 Baht       |

## Refresher and Intensive Mathematics Criteria

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Students who have studied and passed Refresher Mathematics or Intensive Mathematics in PC 2 or PC 3 will be assigned to Mathematics classes at MUIC as follows:

| Class          | Passing Percentage | <u>PASS</u><br>Recommended Class | <u>FAIL</u><br>Recommended Class |
|----------------|--------------------|----------------------------------|----------------------------------|
| Refresher Math | 60% or higher      | Intensive Math                   | Refresher Math (Repeat)          |
| Intensive Math | 60% or higher      | Exempt*                          | Intensive Math (Repeat)          |

\*Exempt = Students can take the Principles of Mathematics or Introduction to Mathematics or Fundamental Mathematics when they are accepted to MUIC.



## MUIC Mathematics Requirements

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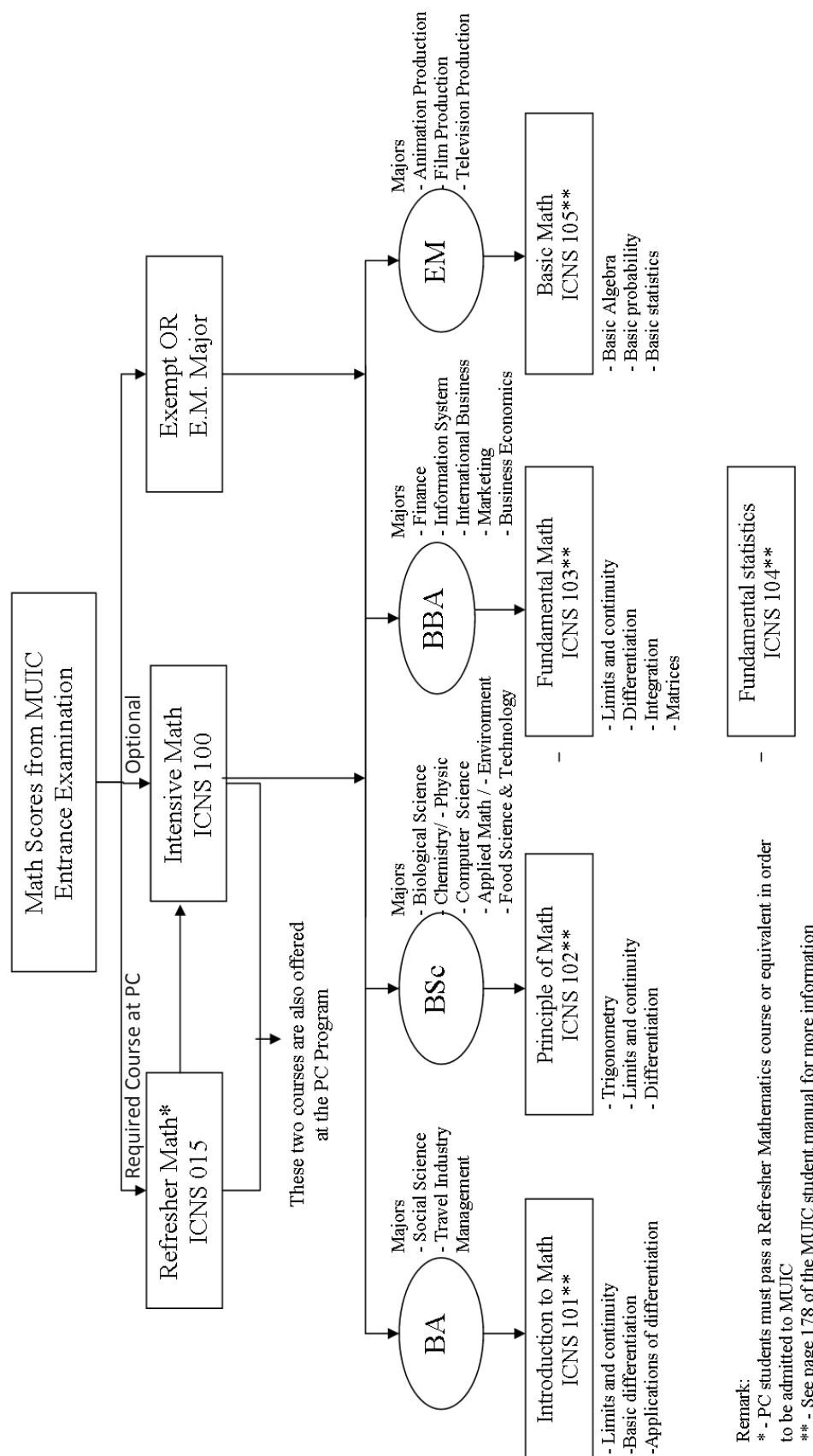
All PC students are required to pass Refresher Mathematics or equivalent before being admitted to MUIC. Also, any PC4 student whose score from the entrance examination is not equivalent to a Refresher Mathematics pass must attend a Refresher Mathematics class. Students who have already taken a Mathematics class in PC will have their results transferred to MUIC when they are accepted and registered there. ***These results are transferred for students who pass PC4 only.***

### Optional Course

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The Intensive Mathematics is offered as an optional class. Even though it is optional, students (especially B.B.A. students) are strongly recommended to take this course if they are eligible, because Intensive Mathematics is a required course for most majors at MUIC. Please see more details in the flow charts on the next two pages.

## MUIC Mathematics Requirements



## Final Exams

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Final Exams are held in the first half of week 10. In order to take final exams, all PC students must have attended **at least 80%** of their classes and meet the requirements of each level which are specified in PC course syllabus.

## Passing Criteria for PC1-2

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Students must achieve an **overall grade** of D+ (>65%) to pass each PC level. In addition, students **must pass every objective**. Students who do not meet these criteria are required to repeat the level.

## Jumping (Outstanding) Students

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Students that achieve very good grades (85% overall score and no objective lower than 80%) **may** be given the option of jumping a level.

However, only professional and mature students will be considered – i.e. those students that have attended all classes, participated well in class activities, and shown their teachers that they are motivated and can work hard enough to make this jump. Long-term, it will not help students to jump a level and then fail through not being ready.

Please note that **students who need to take Remedial Exams are not allowed to jump levels**. Also, this option is only available to PC1 and PC2 students.

## Passing Criteria for PC3

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Students must achieve an **overall grade** of D+ (>65%) to pass PC3. In addition, students **must pass all four core requirements (i.e. the term paper, the referenced essay, the discussion, and the average of all other assessments)**.

Final grades are calculated according to the assessment items and weighting table given in the *Level Syllabus*. Students are given a final grade for each objective, and an overall grade for the whole of the level.

Final grades cannot be changed. Students may not ask teachers or the Program Director to add points to their grades. All such requests will certainly be ignored.

## Passing Criteria for PC4

Students must achieve an **overall grade** of D+ (>65%) to pass PC4. Final grades are calculated according to the assessment items table given in the *Level Syllabus*. Students are given a final grade for each objective, and an overall grade for the whole of the level.

In order to pass PC4, students must meet the following criteria:

- Pass all PC4 objectives (Core requirements)
- Demonstrate appropriate behavior throughout PC4.
- Pass the Refresher Mathematics course or equivalent exam.
- Pass the **TWE**, which will be created and assessed by the MUIC, English Studies Program.

Students who do not meet the above criteria are not eligible to enter MUIC. Final grades cannot be changed.

### Qualifications and TWE Assessment

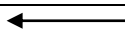
To be eligible to take the Test of Written English (**TWE**), students must pass PC4. The **TWE** will be double marked by MUIC teachers. Students will be placed into the College in the following ways:

1. High Achievement – enter EC1
2. Medium Achievement – enter ERS
3. Not Accepted – Your TWE performance does not meet MUIC standards. You will not be eligible for entrance to MUIC and will need to reapply to enter MUIC.

## Letter Grades

Letter grades are equivalent to the following percentages:

| Grade | Range of Percentages |
|-------|----------------------|
| A     | 90% or higher        |
| B+    | 85% - 89%            |
| B     | 80% - 84%            |
| C+    | 75% - 79%            |
| C     | 70% - 74%            |
| D+    | 65% - 69%            |
| D     | 60% - 64%            |
| F     | 59% or lower         |



PASSING LEVEL

## Acceptance to MUIC

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All PC 4 students must pass PC4 **AND** meet the Admissions requirements for their major in order to be accepted to MUIC.

### **ATTENTION:**

#### **Students intending to major in BBA (except for International Hospitality Management, IHM):**

In order to be eligible to enter the BBA program, students **MUST** meet the following criteria:

- Pass PC4.
- Meet the BBA major requirements and criteria.

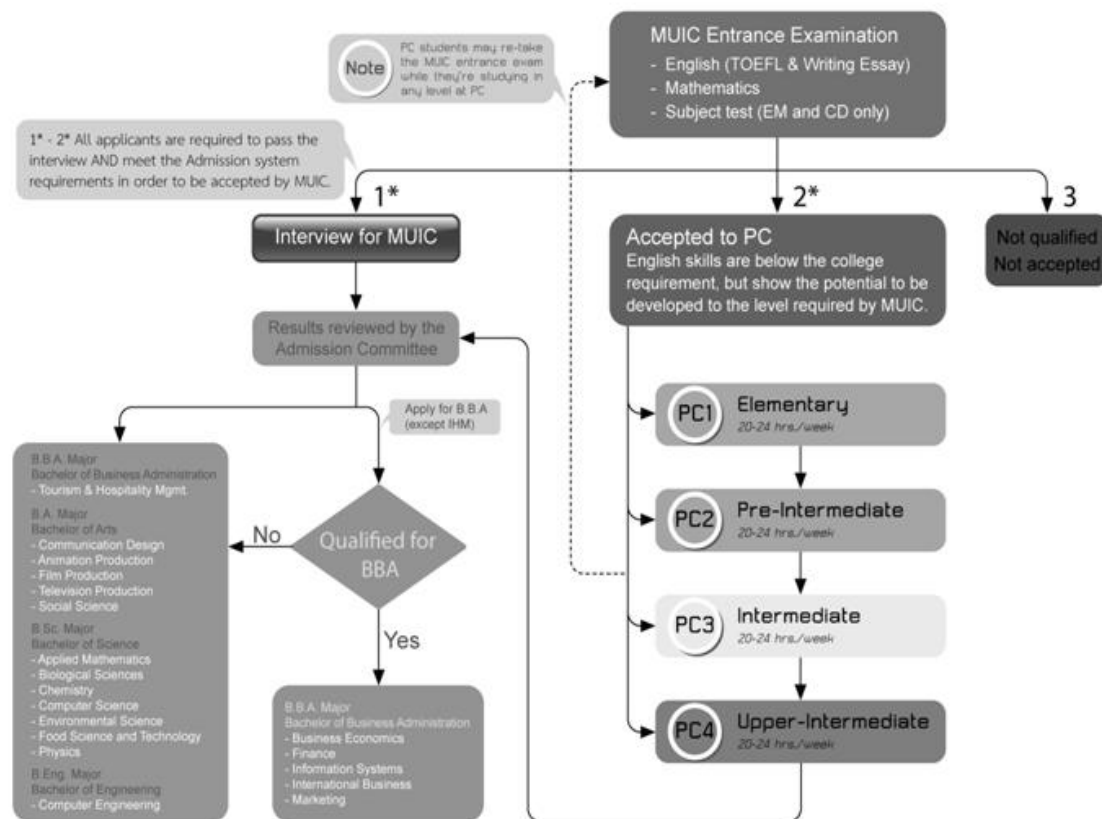
#### **Please note:**

1. Students who pass PC4 are not guaranteed acceptance to the BBA program.
2. If students are not admitted to BBA, they will automatically be considered for their second choice major.
3. Once students have been accepted to MUIC, they are not allowed to change their major to BBA. However, certain exceptions may be granted based on availability of the BBA quota.

The above conditions are effective immediately for all **applicants who apply to MUIC on or after the 1<sup>st</sup> Entry 2014 – 2015 (May 2014 and after).**

## The MUIC Entrance Examination Process

### MUIC Entrance Examination Process



#### To be accepted to MUIC

In order to be accepted to MUIC, all PC4 students must pass PC4 AND meet the Admissions requirements for their major.

**ATTENTION:** Students intending to major in BBA

(except for International Hospitality Management, IHM)

In order to be accepted to the BBA program, students MUST meet the following criteria:

1. Pass PC4
2. Meet the BBA major requirements and criteria.

#### Remark:

1. Students who pass PC4 are not guaranteed an acceptance to the BBA program
2. If students are not admitted to BBA, they will automatically be considered for their second choice major.
3. Once students have been accepted to MUIC, they are not able to change their major to BBA. However, certain exceptions may be granted based on availability of the BBA quota.

The above conditions are effective immediately for all applicants who apply to MUIC on or after 1st Entry 2014-2015 (May 2014 and after).

#### PC Passing Criteria

To pass PC1, PC2, and PC3, students must achieve ALL of the following:

1. Pass all learning objectives.
2. Have a final grade average of D+ or higher.

To pass PC4, students must achieve ALL of the following:

1. Pass all learning objectives
2. Have a final grade average of D+ or higher.
3. Pass the TWE (Essay).
4. Pass the Refresher Math course or equivalent.

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www.muic.mahidol.ac.th

Designed by PC

## Rules and Regulations

---

Upon registering at PC, **ALL** students agree to and understand the following rules and regulations.

### Class Attendance

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**1. Students should attend every class.**

Students arriving up to five minutes late after the register has been taken will receive a *late* mark. Students arriving more than five minutes after the roll has been taken will receive an *absent* mark. Three *late* marks are equivalent to one *absent* mark.

**2. Students must attend at least 90% of each course to take remedial examinations.**

**3. Students must attend at least 80% of each course to take final examinations.**

PC2-4 students who have not yet satisfied the *Mathematics Requirements* must attend at least 80% of their Refresher or Intensive Maths classes to take the Maths midterm or final examinations.

**4. Breaks during class time are given at the discretion of the instructor.**

If students abuse the break privilege by, for example, coming back late or disturbing other classes, the instructor may choose to eliminate the break altogether. The 5-minute late policy also applies to returning to class after breaks.

**5. A medical certificate or note from a parent CANNOT be used to excuse an absence.**

### Classroom and Building Policies

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**1. PC Online System, Student Website, and Announcement Board**

It is the students' responsibility to frequently check the *PC Online System* and the *Student Website* for important information such as cancellations of classes, 'make-up' classes, examination schedules and other information.

In addition, there is an *Announcement Board* outside the PC office where other notices will be posted. The *Announcement Board* will be updated every Thursday.

Students who neglect to check the *PC Online System* and read any posted information on the *Student Website* or *Announcement Board* cannot request an exception or special treatment.

PC Online System: <http://pc.muic.mahidol.ac.th>

Student Website: <https://sites.google.com/site/muicpcsw/>

**2. Mobile Phones**

Mobile phones **must** be switched off during class. If a student's phone rings or vibrates in class, the teacher will confiscate the phone, and the student may be marked *late* or *absent*. The phone will be returned at the end of the day.

**3. Food and Drink**

No food or drink is permitted in the classroom.

**4. Smoking**

Mahidol University is a non-smoking campus, except in designated areas. Students caught smoking outside designated areas will be put on behavioral probation and reported to MUIC. They may also be fined according to MUIC policy and Thai law.

**5. Alcohol and Drugs**

Alcohol and drugs are forbidden to be brought on campus. Any student who comes to class under the influence of alcohol or drugs will be asked to leave the class immediately and may be reported to the police. A first offence will automatically result in behavioral probation. If an offence is repeated, the student will be asked to leave the program. A serious offence may result in instant dismissal.

**6. Weapons**

Weapons of any kind are forbidden to be brought on campus. Any student who brings a weapon to school will be asked to leave the program immediately and the case will be reported to the police.

**7. Gambling**

Students are not permitted to be involved in any type of gambling activity on campus. They are not allowed to bring any gambling items to PC. A first offence will automatically result in behavioral probation. If an offence is repeated, the student will be asked to leave the program and/or report to the police.

**8. Fighting/Aggression/Inappropriate Language**

A student who has a verbal disagreement with another student should seek help from a teacher or the office staff if the problem cannot be solved alone.

Any student who gets involved in physical fighting will be asked to leave the program immediately and the case will be reported to the police.

Students who are aggressive towards teachers, students, or staff and/or who use inappropriate language of any kind (in any language) may be asked to leave the program and/or reported to the police.

**9. Driving**

All students must obey all traffic rules on the MUIC campus. Reckless driving and speeding will not be tolerated. Failure to adhere to traffic rules on campus will incur severe penalties and/or dismissal and/or reporting to the police.

**10. Courteous Behavior**

All students are expected to behave in a respectful and courteous manner toward guards, maids, PC staff and teachers, as well as other students.

Rude and aggressive behavior (including inappropriate verbal interactions) will not be tolerated. This includes racism, sexism, homophobia, social class distinction, etc.

## Homework

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**1. All students are expected to complete all assignments by their due dates.**

Homework is an essential part of the course and is assigned on a regular basis. Students who do not complete homework assignments will receive a penalty, which may include a *late* or *absent* mark given at the instructor's discretion.

**NOTE:** Being absent does not excuse a student from completing homework assignments. In the case of absence, the student should call a classmate to get the assignment and complete it before the deadline.



## Materials

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**1. All students must have appropriate materials.**

This includes stationery, course books, and any other relevant materials. There will be no sharing or borrowing. Students may be marked *absent* or *late* for not having the necessary materials.

## General Conduct

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**1. All students are expected to behave in a way befitting adults.**

Students are expected to have a mature and professional attitude towards their studies. This includes appropriate language, dress, behavior, and participation. Sleeping in class, sexist/racist/homophobic remarks, and swearing are not allowed in any class.

At the teacher's discretion, any students who do not conduct themselves in an appropriate manner may be given a *late* mark or be asked to leave and given an *absent* mark. Some actions may result in behavioral probation, dismissal, or even reporting to the police.

## Uniform

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**1. MUIC and PC students are required to wear a uniform and an ID card every day.**

PC students who are not properly dressed will not be permitted to enter the PC building or classrooms and will be marked *absent*. The complete PC uniform includes both an ID card and a PC pin.

## Property

---

**1. Students are expected to respect PC property.**

Students found defacing PC property will immediately be given two *absent* marks. They will be held responsible for paying for the damage after their parents have been notified, and they will be put on behavioral probation.

In addition, if a classroom or anything in the classroom (computer, visualizer, dictionary, etc.) is damaged or missing, and the person(s) responsible cannot be found, *all of the students in that classroom* must share the cost of the repairs or the replacement of the damaged/missing items.

## Dismissal

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Students who fall into any of the following categories will be instantly dismissed from PC.

**1. Students who fail twice at any level.**

**2. Students who have repeatedly violated the university rules and regulations that govern student conduct.**

**3. Students who show exceptionally bad conduct.**

## Examination and Quiz Policies

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- 1. Students must wear the correct uniform and valid PC ID cards for any quiz/examination.**
- 2. Students must be on time for the start of a quiz/examination.**

Students arriving after the start of a quiz/examination will not be allowed to take that quiz/examination.
- 3. All possessions must be kept out of sight and reach.**

Students should follow teacher/proctor directions and store their possessions in a suggested safe place, e.g. in the front or rear of the room.
- 4. Students are not allowed to talk during a quiz/exam.**

If there are questions, then the questions should be directed to the teacher/proctor.
- 5. No dictionaries (including electronic dictionaries) or other reference materials are allowed to be used during a quiz/examination.**

Unless otherwise specified, any form of supporting material is expressly forbidden.
- 6. All mobile phones must be switched off and submitted to the teacher/proctor before a quiz/examination begins.**

Any student whose mobile phone goes off during a quiz/examination will be penalized by the loss of marks and/or may be asked to leave the quiz/examination room.
- 7. Students must sit in assigned seats and sign the examination attendance record.**

Students are responsible for ensuring their names are recorded on attendance records.
- 8. Students are not permitted to leave a quiz/examination room for any reason.**

Students who need to use the bathroom should do so BEFORE a quiz/examination begins.  
If a student leaves an examination room before time, the paper submitted at the time of exit will count as the final score.
- 9. Students who fail to take any quiz/examination on the scheduled date (without prior arrangement with PC staff or due to an emergency such as serious illness) will not be allowed to take a make-up quiz/examination and will receive an 'F' grade.**

All excuses for non-attendance at an examination will be carefully checked for accuracy and authenticity.

## Cheating Policy

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- 1. Cheating is not tolerated at MUIC.**

If a student is discovered cheating during any quiz/examination, that student will automatically fail the course and be put on behavioral probation. Serious cases of cheating may result in ineligibility to pass to the next PC level, enroll in the next quarter, or ever attend MUIC or any MU affiliate.

Any form of cheating (including talking/whispering/signaling to anyone other than the teacher/proctor, looking at another exam paper, holding an exam paper in the air, using crib notes or mobile phones, etc.) will lead to 'F' in that course and/or a 'ZERO' score for that course.

Any form of suspicious behavior of the above nature will be considered cheating.

## Submitting High School Results and Required Documents

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- 1. All students are required to submit their high school results and other required documents in order to be admitted to PC or MUIC.***

Any PC4 student who does not submit their documents by the specified date will not be considered for admission to MUIC.

## PC Uniform Policy

### PC Uniform Policy

The Preparation Center for Languages and Mathematics (PC) has a strict uniform policy. Students are required to wear the correct uniform at all times as shown in the photo below. If students do not wear the correct uniform, they cannot attend their classes.

| Student Height      | Length of Skirt         |
|---------------------|-------------------------|
| 150 - 155 cm        | at least 18 - 20 inches |
| 156 - 160 cm        | at least 20 - 22 inches |
| 161 - 170 cm and up | at least 22 - 24 inches |



Designed by PC  
August 15, 2014

## Student ID Cards

All students must have a valid student ID card, which must be worn around the neck at all times, especially when entering an examination room and when registering for a library card or borrowing items from the Resource Room.

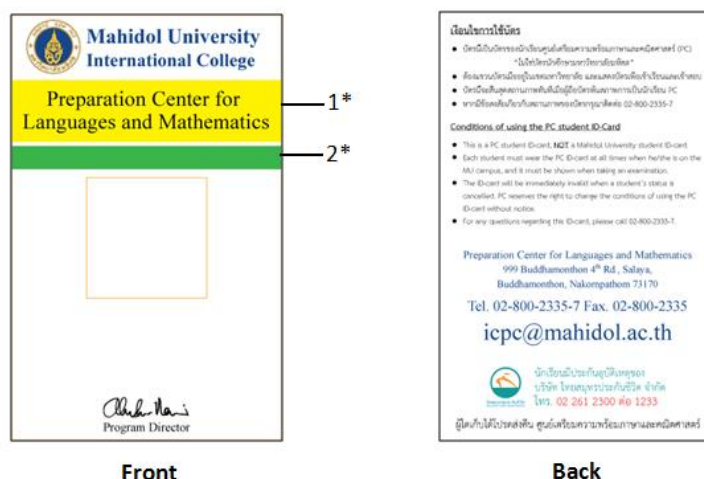
If students cannot show their ID cards on an examination day, they must contact the PC Office to obtain a letter of certification, which will cost 100 Baht.

Students who have lost their ID cards must contact the office immediately to arrange to get a new ID card. The following must be provided when requesting a new ID card:

*150 Baht cash*

*A report from a police station*

## Example of a Student ID Card



The front of the card includes the cardholder's photo, full name (first, last, and middle initial), student identification number, and date of issue.

The back of the card includes the PC contact details and Ocean Life Insurance's telephone number. All PC students receive accident insurance while they study at PC.

The color of the card represents the quarter and level in which the student started studying at PC.

| Color  | * 1 represents quarter | * 2 represents starting level |
|--------|------------------------|-------------------------------|
| Green  | 1                      | PC1                           |
| Blue   | 2                      | PC2                           |
| Yellow | 3                      | PC3                           |
| Pink   | 4                      | PC4                           |

### *Explanation of Student Identification Number*

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**e.g. PC571000-1**

**PC** PC stands for Preparation Center for Languages and Mathematics.

**57** The first two numbers of the identification number represent the year the student entered PC.

**1** The third number represents the quarter in which students enter the program, i.e. 1, 2, 3 or 4

**001** The following 3 numbers represent each students personal code specific to the year/quarter in which they started. If another student has the same personal code that means they started in a different year or quarter.

**1** The final letters or number represent the level at which the student entered PC.

## Student Status

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### PC Students

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Applicants who are eligible to study in PC must pay the registration fee on the designated registration date; otherwise, they will not be allowed to attend PC classes. Students must respect MUIC and PC rules and regulations.

### Postpone Students

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Applicants who have been accepted to PC but who are not ready to study because of illness, lack of high-school results and other reasons, can hold their “ACCEPTED” status by filling out a Postpone Form and paying a 5,000 Baht fee on the registration date of each quarter that is being postponed. If the fee is not paid, their “ACCEPTED” status will be cancelled.

The Postpone status can be held for one year. Registration information for each quarter will be updated at <http://pc.muic.mahidol.ac.th>. When Postpone students register, their deposit will be returned to them after the commencement of their courses.

However, **current PC students** who would like to withdraw and register at a later date because of illness or other reasons **after** paying the registration fee will be advised to fill out a withdrawal form in order to get their registration fee refunded to them. Then they must fill out a Postpone Form and pay the required Postpone Fee as detailed above. The information for these applicants, such as ID and PC level, will be held for a period of up to one year.

Current students who would like to withdraw **after** week 5 (midterm) will return with a “**repeat student**” status the following term. No **refund** will be given to students who withdraw after week 5. Students will be allowed to postpone their studies only twice at each level.

**PLEASE NOTE:** All requests for withdrawing and postponing after week 7 will be denied.

### Probationary Students

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Students who are on probation must follow the conditions of their probation as detailed in the letter they have signed at the beginning of the quarter. Failure to follow these conditions will result in dismissal from PC.

## Pending Students

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### *Mathematics Result Pending*

---

Students who have passed their PC4 classes but cannot pass the required Refresher Mathematics class must take the Refresher Mathematics class at PC until they have passed it. If they cannot pass the course within 2 quarters after the final results announcement date, their eligibility to be admitted to MUIC will be automatically cancelled.

Attention:

All Pending students must pay the Refresher Mathematics tuition fee at the rate of 5,000 baht every time they take the course.

### *Documents Pending*

---

Students who have passed PC4 but whose high-school results are not complete must sign a contract at the MUIC Admissions Office. They must submit their complete high school results within a year after the final results announcement date.

Otherwise, their eligibility to be admitted to MUIC will be automatically cancelled.



## Registration

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Eligible applicants who do not show up on the registration date will have their “ACCEPTED” status automatically cancelled.

### Registration of Current PC Students

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Current PC students need to register for the next quarter **on the specified dates ONLY**. Students are required to check the date and time of registration. This is announced either on the POS (PC Online Services Program: <http://pc.muic.mahidol.ac.th>), the PC Student Website, or the PC announcement board on the 1<sup>st</sup> floor of the PC building from week 8 through week 11.

#### *PC Registration Procedure*

---

The PC Registration procedure for studying (38,500 Baht fee) or postponing studying (5,000 Baht fee) is as follows:

- Step 1 Log in to the PC Online Services Program (URL: <http://pc.muic.mahidol.ac.th>). Enter your username and password.
- Step 2 Select the type of registration and print an invoice.
- Step 3 Use the invoice slip to pay your fee at Siam Commercial Bank only.
- Step 4 Check your payment status on the PC Online Services Program a few days after you have completed step 3 to verify your registration.

### Late Registration

---

Any students who would like to delay their registration need to submit a request during the registration period. On the form, the student must mention the date that they can register and the reason for not being able to register on the specified registration date. The date should not be longer than 2 working days after the last date of registration. Students will be responsible for any late registration fee that may apply. Those who are waiting for the MUIC entrance exam result announcement are exempt from this fee.

Students who ignore the above-mentioned procedure will be considered **invalid students**, and their **status will be automatically cancelled**.

#### **Warning/Important Information:**

If while you are studying at PC, you take the MUIC entrance exam and get the result “accepted to study at PC,” **you will have two statuses at PC:**

- 1) “From the most recent entrance results, you’re accepted to study at PC.” and
- 2) “You are currently a PC student.”

**You must read the following details carefully:**

On the dates of registration for new students, if you choose to register by using the “entrance results”, your current PC status will be changed to “resignation”. **This means that your current PC status will be cancelled.**

However, **you are advised to take the PC final examinations** to finish your studies in the current term. You may request to keep your new entrance results by submitting **a late registration form**. This late registration form is available on the POS (PC Online Services Program). Late registration must be done before the last date of new student registration. After the final results announcement, you can choose the best results – either the entrance results or final results.

If you would like to get more details about this registration process, please contact the PC Office via [icpc@mahidol.ac.th](mailto:icpc@mahidol.ac.th), Tel. 02-800-2335-7, Fax: 02-800-2335.

## Re-taking the MUIC Entrance Examination

---

1. PC students\* who re-take the MUIC Entrance Examination will not be called for either a College or a PC interview unless their Entrance Examination scores show that they could be placed at the College level or a higher PC level than their current level.
  - PC students include current students, postponing students and former students.
2. PC Current PC students who re-take the MUIC Entrance Examination and register to study or postpone registration to keep the new result, their current PC current status will be CANCELED automatically. Students are advised to consult PC staff before completing the registration

## Withdrawal Procedure

---

Students who would like to withdraw from PC are required to fill out a withdrawal form at <http://pc.muic.mahidol.ac.th>. The amount of the refund will be as shown in the table below.

| Withdrawal Time Period  | Percentage of Refund |
|---|----------------------|
| From the day after registration up to the end of the 2 <sup>nd</sup> week of the quarter                | 90%                  |
| From the beginning of the 3 <sup>rd</sup> week up to the end of the 5 <sup>th</sup> week of the quarter | 50%                  |

No refund will be given to students who withdraw after week 5. This refund policy also applies to the Mathematics fee.

Please note that students cannot withdraw ONLY from Mathematics.

## Facilities and Services

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## Resource Room

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There are computers, books, newspapers and magazines available for students in the Resource Room, as well as other materials.

### *Resource Room Rules and Regulations*

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The Resource Room has a few rules and regulations. Any failure to obey these guidelines will result in punishment and/or the loss of computer privileges.

1. Proper uniform and ID cards must be worn at all times.
2. No food or drink is permitted.
3. Loud noise is not allowed.
4. Writing or note-taking of any kind should not be made on any Resource Room materials.
5. If students cannot access the Internet, or have any other problems with the computers and materials inside the Resource Room, they should contact a member of the Resource Room staff.
6. Students can borrow up to three books a week for a period of one week and they can also renew books two times. They should contact at Resource room counter.
7. While using the computers, students are **STRICTLY PROHIBITED** from the following:
  - 7.1. Using any chat programs (MSN, Facebook, etc.)
  - 7.2. Playing computer games
  - 7.3. Downloading any programs
  - 7.4. Opening any programs or websites that have adult or pornographic material

Upon leaving the program, students must return all resources belonging to the Resource Room. If a student loses any resources, they will be charged twice the purchase price for each item they lose. You should also be aware that your Resource Room and computing service accounts will be automatically closed.

## Wireless Internet Service

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PC provides wireless internet service. Students who would like to use the service should contact the Resource Room staff.

## Audio Visual Service

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If students would like to use the **Audio Visual Equipment** (TV, LCD projector, visualizer, or CD players etc.) for their classes, students must submit an AV request form to the PC staff **2 working days** in advance.

## Certification Letters

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If students would like to ask for a certification letter, they must submit their request form to the PC Office **3 working days** in advance with 50 Baht in cash.

## Official Document Copying

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Students may request to copy some official documents that the program has approved. Students must pay 10 Baht per page for copying.

## Medical and First-Aid Equipment

---

Medical and first aid equipment are provided at the PC office.

## Lost and Found

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In the event of loss of belongings or valuables, please contact the PC office immediately. In addition, if students *find* any belongings or valuables, they are required to submit them to the PC office immediately. Anyone caught stealing will be instantly dismissed from PC.

## MU Campus Sport Facilities

---

Students have the opportunity to use all the **MU Campus Sports Facilities**. These include basketball, pétanque, tennis, volleyball, and badminton courts.

In the **Sports Center**, the swimming pool and fitness rooms are provided only for members. Students need the following items to apply for a membership card:

*2 photos, 1 inch in size*  
*Medical Certificate*  
*Copy of Student ID Card*

Students need to pay 200 Baht annually to maintain their membership. There is a 20-Baht fee per use of the swimming pool, and a 50-Baht fee per use of the sauna. To save money, students can buy a package of 20 visits per month for a reduced price. Students can enjoy the Fitness Room for free.

In the **Sport Science Center** (Faculty of Sport Science and Technology, MU), aerobic dance is available as well. With professional instructors and relaxing music, the 30-Baht fee for members and 40-Baht fee for non-members is very reasonable. The Center is open from 5:30 p.m. to 6:30 p.m. on Mondays, Wednesdays and Fridays.

## Extra Tutoring

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Extra tutoring is provided free of charge on a weekly basis as requested by students to help improve their skills in English grammar, Listening and Speaking, Writing, and Reading. Those students who have problems in Mathematics should contact their Mathematics teacher.

## Advice Request

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Parents who would like to discuss their student's progress with a PC teacher or the PC Director must fill out a Request Form at the PC office to make an appointment. Students must also follow this procedure if they would like to discuss their progress.

## MU Transportation Services

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1. Tram
2. Golf cart
3. Bicycle
4. Shuttle bus
5. MU Salaya Link bus

Items 1 – 4 are free of charge. Item 5 costs 30 baht/trip

## Other

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### Reserve Officer Training Course (ROTC)

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Male Thai PC students are not allowed to study in the Officer Training Course. These PC students must wait until they are Mahidol University students to study in this course.

ROTC students are recommended to temporarily leave the ROTC course while they are PC students. Students can contact the ROTC office directly to make this arrangement.

### Mandatory Military Service

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Being a PC student does not exempt students from their Mandatory Military Service. **ALL** male Thai students who are 20 years old **MUST** contact the PC Office as soon as possible to get important information about this matter.

### Visa Information for International Students

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#### *Visa Extensions for International Students*

---

All international students must submit the Renew Visa Request Form to the PC office or IRO **one month before** their visa expiry date. If an international student fails to submit the request form on time, they will have to leave the country to get a Non-Immigrant ED visa.

#### *Resignation and Visa Cancellation*

---

PC international students will get a 6-month visa. If any international student resigns or withdraws from PC, they are required to get a **canceling visa letter** from the IR office and cancel their visa at the immigration office.

***If students do not cancel their visas appropriately and try to hold the visa for studying at another university, they will be fined 500 Baht per day by the immigration office.*** This fine will take effect from the date of resignation from PC.

All fines are the responsibility of the student.

### Certificate of High School Equivalency

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Below are given the steps for getting an official “*Certificate of High School Equivalency*” from the Ministry of Education (Certification for an International High School Degree).

A student who has graduated from a high school abroad (and not graduated from a high school in Thailand) must have his/her high school results certified by the Ministry of Education of Thailand in order to receive a “*Certificate of High School Equivalency*.”

**Documents Required for Certification:**

- Original and 2 copies of high school results from abroad, from one of the choices below (all results must be translated into English):
  - IGCSE
  - Diploma or High School Certificate/Transcript
- Passport plus 1 copy of the information page and all used pages
- 2 photos without wearing glasses (2-inch size)
- Address of current institute/university
- 500 Baht fee
- Completed request form (this form is available at the Ministry of Education)

**Notes:-**

- This process may take 2 months or more.  
It is better to submit your request as soon as possible.
- It is strongly suggested that you have someone who can speak Thai accompany you to the Ministry of Education to help you communicate with the office staff.
- After finishing the process and receiving your receipt, please submit the receipt to the MUIC Admissions Office.

**Ministry of Education**

SOR POR TOR 4 building

1<sup>st</sup> floor

Gate 1: Ratchadamnoen Nok Rd

Gate 2: Luk Luang Rd

Dusit District

Bangkok

Tel: 02-288-5789-91

You can get to the M.O.E. by taxi or public transportation (Bus no. 201, 509, 503, 505, 16, 23, 99).  
Due to the limited availability of parking spaces, use of private vehicles is not recommended.

## Fees and Documents

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| Type of Fee                                      | Amount                  |
|--|-------------------------|
| Tuition fee                                      | 38,500 Baht per quarter |
| Mathematics fee                                  | 5,000 Baht per time     |
| Overseas student fee                             | 5,000 Baht              |
| Certificate letter fee                           | 50 Baht per letter      |
| Official document copy fee                       | 10 Baht per page        |
| Replacement ID card fee                          | 150 Baht per card       |
| Temporary ID card to enter the examination room* | 100 Baht each           |
| Late fee for student ID photo                    | 100 Baht                |
| Postpone Fee **                                  | 5,000 Baht              |
| Late Registration Fee ***                        | 100 Baht per day        |

### Remarks:-

#### **\* Temporary ID card**

A temporary ID card can be purchased by the students who forget to bring their ID cards to class and on the examination dates.

#### **\*\* Postpone fee**

If students wish to reserve a placement for a later session, they may have their placement reserved for a **5,000 Baht** deposit for a maximum period of 12 months. After 12 months, this deposit will not be returned. If the students register within 12 months of paying the deposit, the deposit will be returned to students after the commencement of the courses.

#### **\*\*\*Late Registration Fee**

This fee will be applied to students who request to pay their registration fee after the allowed time period. Please note that the PC registration fee cannot be reimbursed for any reason according to the regulations of the Department of the Controller General.



## PC Schedule

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### Class Schedule

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PC classes will be taught from Monday thru Friday between 8:00a.m. – 4:00p.m., with a total of 24 hours of instruction per week. Students should refer to the *Student Website* and the *PC Online System* for exact timetables, including classes rearranged for holidays, etc.

### Examination Schedule

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Final and Remedial Examinations will be given during the tenth week. Some other tests may be scheduled at different times – check on the *Student Website* or in your *Level Syllabus* for extra details.

### Registration Date

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The registration date for **new students** and postpone students is usually scheduled the day after the interview results announcement. Specific information will be given to students on the interview day. The registration date for **current students** is usually scheduled the day after the final results announcement. Specific information for students will be posted on the *Announcement Board*.

### PC Tentative Term Schedule

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| Quarter   | Duration  |
|-----------|---|
| Quarter 1 | 1 <sup>st</sup> week of January thru 2 <sup>nd</sup> week of March      |
| Quarter 2 | 1 <sup>st</sup> week of April thru 2 <sup>nd</sup> week of June         |
| Quarter 3 | 1 <sup>st</sup> week of July thru 1 <sup>st</sup> week of September     |
| Quarter 4 | 4 <sup>th</sup> week of September thru 4 <sup>th</sup> week of November |

#### Remark:

The starting dates for instruction are provisional and may be changed slightly depending on public holidays.

## PC Academic Calendar

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Tentative Schedule for PC Quarter 4/2014 (*September 22 – November 28, 2014*)

|                           |                             |
|---------------------------|-----------------------------|
| <b>PC Orientation</b>     | September 22, 2014 (Monday) |
| <b>Instruction begins</b> | September 22, 2014 (Monday) |

### PC Final Examinations

|                                       |                 |
|---------------------------------------|-----------------|
| PC4 Writing Test                      | To be announced |
| Final examination week*               | To be announced |
| Final results announcement for PC 1-3 | To be announced |
| Final results announcement for PC 4   | To be announced |

\*Please refer to the schedules posted on the *PC Online System* and the *Student Website* for exact details.

**Holidays:** PC will be closed on the following days:

|                   |                            |
|-------------------|----------------------------|
| Chulalongkorn Day | Thursday, October 23, 2014 |
|-------------------|----------------------------|

### Remarks:

Students are advised to check for their updated information on the PC On-line Services via the website <http://pc.muic.mahidol.ac.th>, on the PC Student Website, or on the PC announcement board.

## FAQs

---

### PC information

**Q:** *What is PC?*

**A:** PC stands for “The Preparation Center for Languages and Mathematics”. This program is a part of Mahidol University International College that offers preparation courses for students who do not qualify for direct entry into MUIC but show the potential to develop their skills to the required level.

**Q:** *What does choosing to study at PC mean?*

**A:** Each term, some students are offered a chance to study at PC based on their performance on the MUIC entrance exam. If students choose to enter PC, they are placed into one of four levels. Each level takes ten weeks to complete. Students who pass the fourth level and a timed writing test are eligible to enter MUIC.

**Q:** *I submitted IELTS with overall score of 6.0. Why do I have to study at PC?*

**A:** Students may not have adequate writing or speaking skills.

**Q:** *I have been studying in an international program in high school. Why do I have to study at PC?*

**A:** PC students come from diverse academic backgrounds. MUIC has high language proficiency standards. Regardless of the type of school that a student attended, he or she may require additional language study to prepare to enter MUIC.

**Q:** *What are the benefits of studying at PC?*

**A:** Studying at PC offers several benefits. Firstly, PC improves students’ language skills so they can continue their studies at MUIC. Additionally, PC students learn study skills, logic, ethics, and independent learning strategies. Students at PC also have the opportunity to take math courses.

**Q:** *What are the PC courses like?*

**A:** There are four levels of English classes at PC. The first two levels focus on four basic skills: speaking, listening, reading, and writing. In the third and fourth levels, the skills are combined. The main focuses of the higher levels are term projects, group discussions, and academic essay writing.

**Q:** *If I think my level is too low, what can I do, and if I start at PC 1, do I have to go through all of the levels (1-4) before I can enter the college?*

**A:** Students are placed in the PC level that we think will be the best starting level for their skills. Students may have strong skills in some areas, but weaker skills in others. Placement is determined to allow students to build strong foundations that will allow them to succeed and continue their studies successfully. Students who perform at an exceptional level (B+ in all subjects) are allowed to skip one level. Also, all students are eligible to apply to take the MUIC entrance exam during each quarter and enter the college via this route.

**Q:** *Will students who are intending to major in B.B.A. be eligible to enter the B.B.A. program automatically when they pass PC4?*

**A:** No, in order to be accepted to MUIC, students must pass PC4 **and** meet the B.B.A. major requirements and criteria. Students who do not qualify will automatically be considered for their second choice major.

**Q:** *If I need extra help, where can I go?*

**A:** All instructors are available for extra help on Friday afternoons (or other pre-arranged days). The extra tutoring is free of charge but must be arranged weekly by interested students.

**Q:** *What happens if I fail my level?*

**A:** Students are allowed to repeat a level a maximum of two times. Students are then asked to leave the program for at least one quarter and may repeat at a later date.

### **Rules**

**Q** *Why does PC have strict attendance policies?*

**A:** Because PC is a fast-paced, intensive English program, students are required to attend at least 80% of their classes. Students who do not attend all or most of their classes will miss too much material and will not be prepared for their exams.

**Q:** *Do I have to wear a uniform?*

**A:** All PC students must wear the designated uniform. The uniform is available for purchase through the Chabathip shop on the 1<sup>st</sup> Floor, MUIC building. If students do not wear the proper uniform, they will not be allowed in classes or exams.

### **Mathematics**

**Q:** *If I am a “Pending Refresher Mathematics” student, how long can I keep my “Pending” status?*

**A:** You are allowed to be a “Pending Refresher Mathematics” student for **two quarters** only.  
**For example:** At the end of Quarter 1, Mr. Somchai is given a “Pending Mathematics” status. He must pass the Maths **before** the final results announcement date of Quarter 3. After Quarter 3, Mr. Somchai loses his “Pending” status.

**Q:** *Due to the new passing regulations, if I cannot pass Refresher Math in PC 3, but I have passed my English classes to now study in PC Level 4, what do I do?*

**A:** Any students who cannot pass Refresher Math in PC 3 are required to retake the Refresher Math course while they are studying in PC 4.

**Q:** *If I pass the MUIC entrance exam while I am studying at PC, can I drop out of PC before the end of the quarter?*

**A:** No, you may not drop out. All PC students who are accepted by MUIC are expected to complete their PC level. Students who have already taken a Mathematics class in PC will have their results transferred to MUIC when they are accepted and registered there.

## Steps to Becoming a PC Student



## Preparation Center for Languages and Mathematics (PC)

### *Steps to Becoming a PC Student*



#### ● Application



#### ● Entrance Exam



#### ● Interview



#### ● Registration



#### ● Orientation



#### ● In class



Designed by PC

## Contact Details

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MUIC PC Website: <http://pc.muic.mahidol.ac.th/>