



Mahidol University  
International College

Preparation Center for  
Languages and Mathematics

MATHEMATICAL FOUNDATIONS PROGRAM (MP)  
Preparation Center for Languages and Mathematics

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# STUDENT HANDBOOK

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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 in MP, you must agree to and understand all of the information contained in this handbook.

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Mahidol University  
International College

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01



*His Royal Highness  
Prince Mahidol Of  
Songkla*

## **History & Mission**

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**

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.

## **Goal**

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

## **Vision**

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

## **Mission**

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**

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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02

# 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

“The mission of the MUIC Preparation Center for Languages and Mathematics 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

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 program.

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).

In 2016, The Preparation Center for Languages and Mathematics (PC) offered a new Mathematical Foundation Program (MP). The program was created to assist students who have not reached the required minimum math score on the MUIC entrance exam, but have otherwise met all MUIC entrance requirements. With the MP Program, the students have an opportunity to improve their mathematical skills and gain entrance into MUIC.

The Preparation Center for Languages and Mathematics now provides four levels of English instruction:

PC1 (Elementary); PC2 (Pre-Intermediate); PC3 (Intermediate); and PC4 (Upper-Intermediate); and two levels of Mathematical Foundations instructions: M1 (Pre-Refresher); and M2 (Refresher).

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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03



# 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

Assoc. Prof. Phitaya Charupoonphol  
Asst. Prof. Kamlang Chumpolbanchorn DVM., Ph.D.  
Asst. Prof. Dr. Sarayut Nathaphan

Asst. Prof. Dr. Kangwan Yodwisitsak  
Mrs. Somluck Lunsuchep  
Mr. Michael Naglis

Ms. Sajjai Potisubsuk  
Asst. Prof. Dr. Supara Kapsuwann  
Dr. Dolchai La-ornual  
Dr. Taweetham Limpanuparb  
Ms. Jutharat Thipboonsup  
Mr. Nutthaboon Pornrattanacharoen  
Dr. Kaewta Muangasame  
Mr. Brian J. Phillips

Dean of Mahidol University International College  
Associate Dean for Human Resources and Planning  
Associate Dean for Academic Affairs and Research & Associate Dean for Information Technology  
Associate Dean for International Affairs and Networking  
Associate Dean for Administration and Academic Support  
Associate Dean for Student Affairs

Assistant Dean for Office of the Dean  
Assistant Dean for Academic Affairs  
Assistant Dean for Academic Affairs  
Assistant Dean for Information Technology  
Assistant Dean for Student Affairs  
Assistant Dean for Administration and Academic Support  
Assistant Dean for Administration and Academic Support  
Assistant Dean for International Affairs and Networking

## Program Director and Level Coordinators English Lecturers

Mr. Alexander Nanni	Program Director
Mr. George Willoughby	PC 1 Coordinator
Mr. Gary Waddell	PC 2 Coordinator
Mr. Leigh Pearson	PC 3 Coordinator
Mr. Joseph Serrani	PC 4 Coordinator

Mr. Adriano Quieti	Mr. Kal Elle
Mr. Alessandro Ursic	Ms. Maria Simon
Mr. Andrew Leicester	Mr. Mark Manning
Mr. Christopher Willis	Mr. Merin Waite
Mr. Colin Carpenter	Mr. Rahul Sangar
Mr. Greg Noland	Mr. Steven Shearer
Mr. Henry Pfister	Mr. Vorodom Viravong

## Maths Lecturer

Mr. Peter Emanuele	Maths Coordinator
Mr. Chaivatna Sumetphong	

## PC Administrative Staff

Ms. Satja Sopha	Chief Senior Secretary
Ms. Sudaporn Yoosawas	PC Officer (Head of Academic Section)
Ms. Narirat Rodma	PC Officer (Head of Service Section)
Ms. Sarin Suklerd	PC Officer
Mr. Chonnakan Sitthiwaniit	PC Officer
Mr. Preecha Ruamsamak	PC Officer
Ms. Sutasinee Teekabut	PC Officer

# Mathematical Foundations Program (MP)

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# MATHEMATICAL FOUNDATIONS PROGRAM (MP)

The Mahidol University International College Preparation Center for Languages and Mathematics is pleased to offer a new Mathematical Foundation Program. The program was created to assist students who have not reached the required minimum math score on the MUIC entrance exam, but have otherwise met all MUIC entrance requirements. In the past, these students were not accepted to either MUIC or the Preparation Center. With the Mathematical Foundation Program, these perspective students have an opportunity to improve their math skills and gain entrance into MUIC.

The Math Foundation Program consist of two intervals: M1 and M2, each divided into 5 weeks of coursework. Students of all MUIC majors -- EXCEPT those of FAA majors (ICCD & ICMC) and Social Science major (ICSS) -- need to complete both 5-week intervals for a total of 10 weeks of study. These students must pass both levels to become eligible to attend MUIC in the following term. The M2 course covers the same material as MUIC Refresher Math. Students who successfully pass the Math Foundations Program can enter MUIC taking Intensive Math.

In order to be eligible to study in the PC's Mathematical Foundation Program, an applicant's qualifications must meet all MP Admission requirements, including passing an interview.

Applicants will be enrolled into both M1 and M2 courses.

MP Level	Course Title	Registration requirements according to MUIC majors					
		FAA*	Social Sci.	BBA	Inter. Stud.	B.Sc.	B.Eng
<b>M1</b>	Mathematical Foundations Course 1 (Pre-Refresher Math Level)	x	x	/	/	/	/
<b>M2</b>	Mathematical Foundations Course 2 (Refresher Math Level)	x	x	/	/	/	/

\*Remark: FAA majors consist of ICCD and ICMC

# MP Course Descriptions

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05

# MP COURSE DESCRIPTIONS

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## **M1 - MATHEMATICAL FOUNDATIONS COURSE 1 (Pre-Refresher Math Level)**

In this course, students will achieve a solid understanding of arithmetic and basic math concepts needed to succeed in algebra. Specifically, M1 students will study the following areas:

1. Whole numbers, fractions, & decimals
2. Using order of operation
3. Simplifying algebraic expressions
4. Manipulating signed numbers
5. Classifying numbers according to number sets
6. Using variables to represent unknown or varying numbers
7. Linear equations with one variable
8. Ordinal and cardinal real numbers
9. Real numbers with exponents
10. Basic word problems involving math concepts

**Course session:** Week 1-5 of each PC quarter

**Course duration:** 5 weeks

- 12 hours per week for 4 weeks
- Final examination on the 5<sup>th</sup> week

## **M2 - MATHEMATICAL FOUNDATIONS COURSE 2 (Refresher Math Level)**

This course serves as a reintroduction of non-mathematical background and students who need to revive their mathematics skills. It helps students to explore the area of algebra such as real numbers, operation of real numbers, equations and functions as well as their applications. M2 students will study the following areas:

1. Number Sets
2. Number Properties
3. Operations
4. Solving Equations
5. Rationalizing the Denominator
6. Polynomials
5. Simplifying roots
6. Inequalities
7. Summations
8. Functions

**Course session:** Week 6-10 of each PC quarter

**Course duration:** 5 weeks

- 12 hours per week for 4 weeks
- Final examination on the 10<sup>th</sup> week

## Studying Criteria

Class	Passing Percentage	<u>PASS</u> Recommended Class	<u>FAIL</u> Recommended Class
M1	60% or higher	M2	LEAVE
M2	60% or higher	MUIC	LEAVE

## Notification of Fees

<u>Accepted level</u>	<u>Required course(s)</u>	<u>Registration Fee</u>	<u>Remark</u>
MP	M1 and M2	30,000 Baht	Accepted MP students <u>MUST</u> pay for 2 courses.

# MP Course Requirements & Passing Criteria

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# MP COURSE REQUIREMENTS

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All MP students are required to:

- Attend at least 80% of their class hours
- Abide by MP(PC) rules and regulations
- Pass M1\* (Pre-Refresher Math) course in order to study in M2 (Refresher Math).
- Take each course only ONCE

## FINAL EXAM

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Final exams are held on the last week of the each course. See below details:

M1	Week 5 of each PC quarter
M2	Week 10 of each PC quarter

In order to take final exams, all MP students must have attended at least 80% of the class hours and meet the requirements of each level specified in MP course syllabi.

## PASSING CRITERIA FOR MP

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- Students must pass each course according to the course syllabus.
- Students who have already passed M2 course will have their results transferred to MUIC when they are accepted and registered there.
- If students cannot pass any course, their MUIC Entrance results will be cancelled.

## MP GRADING SCALE

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### Letter Grades

Grade	Range of Percentage
S	60% or higher
U	lower than 60%

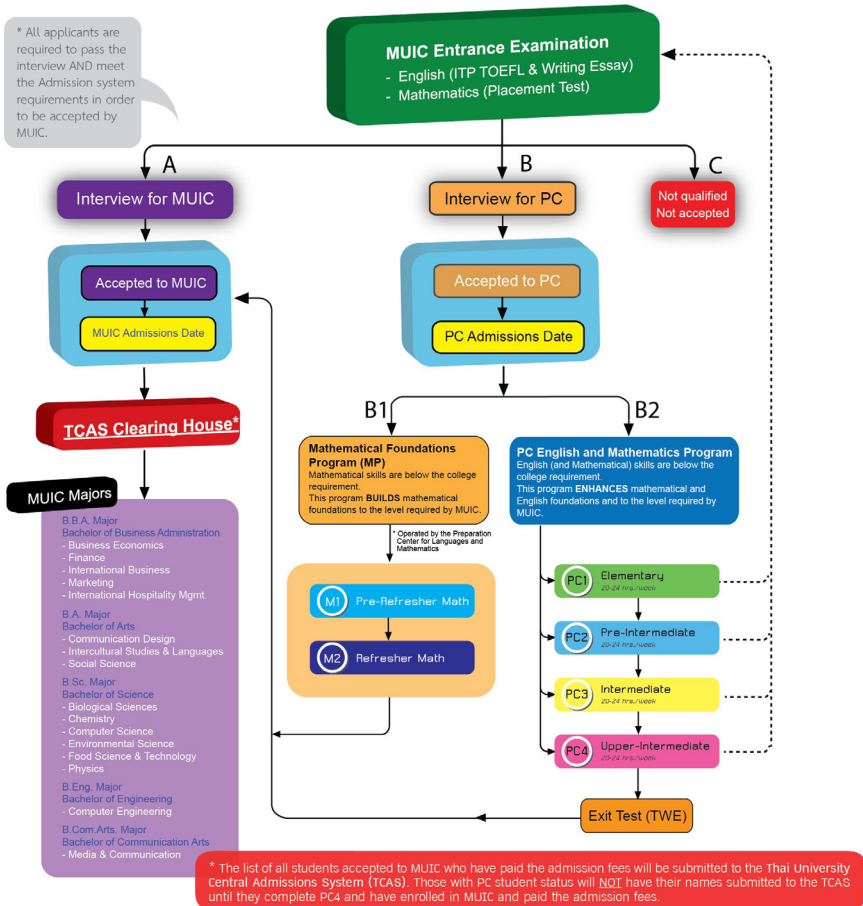
< Passing Level

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



# MUIC & PC/MP ADMISSIONS PROCESS



## ACCEPTANCE TO MUIC

In order to be accepted to MUIC, MP students must meet the following criteria:

1. Pass MP objectives (core requirements).
2. Demonstrate appropriate behavior throughout M2.
3. Meet all admissions requirements for the chosen major.
4. Submit complete high school results.

**Note:** To be accepted to MUIC, MP students are NOT required to retake the MUIC Entrance Examination.

# Rules and Regulations

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07

# RULES AND REGULATIONS

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Upon registering, ALL MP students agree to and understand the following rules and regulations.

## Class Attendance

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 80% of each course to take final examinations.  
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.
3. A medical certificate or note from a parent CANNOT be used to excuse an absence.

## Classroom and Building Policies

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>

MP Information Website: <https://sites.google.com/a/muicpc.io/math-foundations-course/>

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

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

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 Contact

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

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

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

1. Students who fail 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

1. Students must wear the correct uniform and valid MP 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 a 'U' grade. All excuses for non-attendance at an examination will be carefully checked for accuracy and authenticity.

## Cheating Policy

1. Cheating is not tolerated at MUIC.

If a student is discovered cheating during any quiz/examination, that student will be subjected to disciplinary and academic investigation procedures by the PC and MUIC committee. Any kind 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.

Students who are suspected of cheating, caught cheating or are involved in any cheating must be subjected to disciplinary procedures and their penalties according to the Regulations of Mahidol University on Student's Discipline, B.E. 2553 (2010).

Possessing written notes on body parts, paper or other objects; and/or showing any form of suspicious behavior during examination is strictly prohibited and will be considered cheating. This applies to both notes related to the examination topic and notes not related to the examination topic.

## Submitting High School Results and Required Documents

1. All students are required to submit their high school results and other required documents in order to be admitted to MUIC.  
Any MP student who does not submit their documents by the specified date will not be considered for admission to MUIC.

# MP/PC Uniform Policy and Student ID Cards

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# 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 or exams.



## Females



**PC pin**  
\*Wear at all times

A **WHITE** shirt with a PC pin

Wear the **PC ID card** at all times

A **BROWN** belt with a PC belt buckle

A **BLACK** skirt which covers the knees

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

**Black** or dark shoes, not colorful ones

## Males

**PC pin**  
\*Wear only on ceremonial days

A **WHITE** long or short-sleeved shirt without a PC pin on regular study days

Wear the **PC ID card** at all times

A **BLACK** belt with a PC belt buckle

**BLACK** trousers that are not too tight

**Black** or dark shoes, not colorful ones



# STUDENT ID CARDS

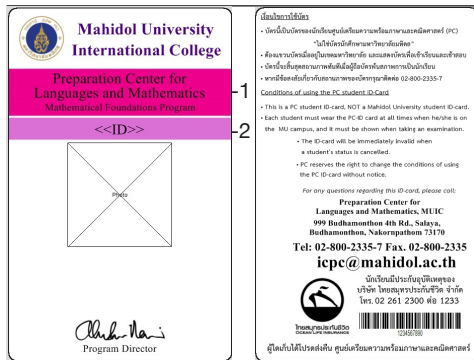
All students must have a valid student ID card, which must be worn around the neck at all times, especially when entering an examination room and when registering for a library card or borrowing items from the Resource Room.

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



Front

Back

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 MP students receive accident insurance while they study at PC.

The color of the card represents the quarter and level in which the students are accepted to MP at PC.

Color	* 1 represents quarter	Color	* 2 represents accepted level
Green	1	Purple	MP
Blue	2		
Yellow	3		
Pink	4		

### Explanation of Student Identification Number

e.g. **613801-MP\*\***

- 61 The first two numbers of the identification number represent the year the students enter PC.
- 3 The third number represents the quarter in which students enter the program, i.e. 1, 2, 3 or 4
- 801 The following 3 numbers represent each student's personal code specific to the year/quarter in which they start. For MP students, the first digit of the personal code begins at 8.
- \*\*MP The final letters 'MP' represent the MP levels (M1 and M2) in which the students study at PC.

# Student Status

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## MP STUDENTS

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

## POSTPONING STUDENTS

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Applicants who have been accepted to MP(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 10,000 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 6 months (2 PC quarters). 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 MP students who would like to postpone and register at a later date because of illness or other reasons after paying the registration fee will be advised to fill out a postponement form in order to get their registration fee refunded to them. The information for students, such as ID and PC level, will be held for a postpone period of up to 6 months (2 quarters).

Current students who would like to postpone after the 1st week of instruction will get NO refund.

PLEASE NOTE: All requests for withdrawing and postponing after the 1st week of instruction 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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### Documents Pending

Students who have passed M2 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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# REGISTRATION

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

## REGISTRATION FOR MP STUDENTS

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MP students need to register for both MP courses (M1 and M2) on the specified dates ONLY. Students are required to check the date and time of registration attentively. This is announced on either the registration information document given on the MP/PC Interview day or the POS (PC Online Services Program: <http://pc.muic.mahidol.ac.th>), the MP/PC Student Website.

### MP Registration Procedure

The MP Registration procedure for studying (30,000 Baht fee) or postponing the MP courses (5,000 Baht fee) is as follows:

- Step 1 Log in to the PC Online Services Program (URL: <http://pc.muic.mahidol.ac.th>), and click on the ‘**Registration for MP student**’ button
- 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

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If the payment is not completed within the specified registration date, despite the desire to start the course, the student must justify the delay of payment via email ([icpc@mahidol.ac.th](mailto:icpc@mahidol.ac.th)) during the registration period. Once the late payment request is approved by PC, the student must complete the payment by 2 working days after the last date of registration. Otherwise, the registration will automatically be cancelled.

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

## RE-TAKING THE MUIC ENTRANCE EXAMINATION

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

## WITHDRAWAL PROCEDURE

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Students who would like to withdraw from PC are required to fill out a withdrawal form at the PC office, OR send a request email to [icpc@mahidol.ac.th](mailto:icpc@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 1 <sup>st</sup> week of the instruction	50%

No refund will be given to students who withdraw after the above-mentioned week.

## REFUNDING POLICY (FOR MP STUDENTS)

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MP students who have paid the registration fees for both M1 and M2 levels but **DO NOT** pass M1 final examination will get the refund of M2 registration fee for the total amount. Besides, MP/PC student status will automatically be cancelled.

# Facilities and Services

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# FACILITIES AND SERVICES

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## PC Service Center (PC Office)

There are computers, books, newspapers and magazines available for students in the PC Service Center, as well as other materials.

## Rules and Regulations

The PC Service Center 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 PC Service Center materials.
5. If students cannot access the Internet, or have any other problems with the computers and materials at the PC Service Center, they should contact a member of the PC 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 PC counter.
7. While using the computers, students are **STRICTLY PROHIBITED** from the following:
  - 7.1. Using any chat programs (LINE, 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 PC. 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 computing service accounts will be automatically closed.

## Wireless Internet Service

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

## Audio Visual Service

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

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

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 following spots:

- a) PC Office, 1st floor MUIC Building 2;
- b) Office of Student Affairs (SA), 1st floor MUIC Building 1 (behind the main lobby)
- c) MUIC First Aid Room, Aditayathorn Building, Room A216, 2nd Floor, Zone B



## Lost and Found

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

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

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

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

Others

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## OTHERS

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### Reserve Officer Training Course (ROTC)

Male Thai MP students are not allowed to study in the Officer Training Course. These 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 MP students. Students can contact the ROTC office directly to make this arrangement.

### Mandatory Military Service

Being an MP 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

#### **Visa Extensions for International Students**

All international students must submit the Visa Renewal 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**

MP international students will get a 6-month visa. If any international student resigns or withdraws from MP, they are required to get a cancelling 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 MP.

All fines are the responsibility of the student.

### Certificate of High School Equivalency

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

1st 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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# FEES AND DOCUMENTS

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Type of Fee	Amount
Tuition fee *	30,000 Baht (15,000 Baht per MP level)
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 ***	10,000 Baht
Late Registration Fee ****	100 Baht per day

## Remarks:-

\* MP tuition fees

- Students accepted to MP need to pay 30,000 Baht for both M1 and M2.

## \*\* 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.

## \*\*\* Postponement fee

If students wish to reserve a placement for a later session, they may have their placement reserved for a 10,000 Baht deposit for a maximum period of 6 months (2 quaters). After 6 months, this deposit will not be returned. If the students register within 6 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 MP registration fee cannot be reimbursed for any reason according to the regulations of the Department of the Controller General.

# MP/PC Schedule & Academic Calendar

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# MP SCHEDULE

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## Class Schedule

MP classes will be taught from Monday through Friday between 8:00a.m. – 5:00p.m., with a total of 12 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

Final Examination will be given during the 5<sup>th</sup> week for M1 and 10<sup>th</sup> week for M2. Some other tests may be scheduled at different times – check on the Student Website or in your Level Syllabus for extra details.

## Registration Date

The registration date for MP students and postponing students is usually scheduled the day after the interview results announcement. Specific information will be given to students on the MP/PC interview day.



# MP/PC ACADEMIC CALENDAR

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## MP/PC Tentative Instruction Schedule

Quarter	Duration
Quarter 1	1st week of January through 2nd week of March
Quarter 2	1st week of April through 2nd week of June
Quarter 3	1st week of July through 1st week of September
Quarter 4	4th week of September through 4th week of November

## MP Final Examinations

Final examination week*	To be announced (week 5/10)
Final results announcement	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:

- New Year's Day
- Makha Bucha Day
- Chakri Day
- Songkran Days
- His Majesty the King Rama X's Birthday
- Royal Ploughing Ceremony Day
- Visakha Bucha Day
- Arsarnha Bucha Day
- Buddhist Lent Day
- Her Majesty the Queen's Birthday
- Passing of King Bhumibol
- King Chulalongkorn Memorial Day
- King Bhumibol's Birthday
- Constitution Day
- Christmas Day
- New Year's Eve

## Remarks:

Students are advised to check for their updated information on the PC Online Services (<http://pc.muic.mahidol.ac.th>), on the MP Student Website, or on the PC announcement board.

FAQs

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# FAQs

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## MP Information

Q: What is MP?

A: MP stands for “Mathematical Foundations Program”. The program provides an opportunity for MUIC applicants whose English language skills are proficient, but their mathematics scores are below the major requirements. These applicants could potentially be accepted to MUIC if they improve their mathematical skills to the level equivalent to MUIC’s Refresher Math course.

Q: What does choosing to study at MP mean?

A: Each term, some students are offered a chance to study at MP based on their performance on the MUIC entrance exam. If students choose to enter MP, they are enrolled into two levels: M1 and M2. Each level takes five weeks to complete. Students who pass the second level are eligible to enter MUIC.

Q: Once students pass the MP program, do they need to follow the MUIC Entrance Examination Process again?

A: Students DO NOT need to take the Entrance Examination again; PC will automatically transfer their names to MUIC.

Q: Why do students have to study only math at PC? Can they just study at MUIC and simultaneously study math at PC?

A: No. Due to the under-requirement Mathematics scores, the students cannot take a math course together with other regular courses at MUIC.

Q: What are the benefits of studying in MP?

A: By studying in MP, students will improve their mathematical skills from the foundation so they can continue their studies at MUIC. Additionally, MP students learn study skills, logic, ethics, and independent learning strategies.

Q: What are the MP courses like?

A: There are two levels of instruction in MP. The first level focus on a solid understanding of arithmetic and basic math concepts needed to succeed in algebra. The second level serves as a reintroduction of non-mathematical background for students who need to revive their mathematics skills. It helps students to explore the area of algebra such as real numbers, operation of real numbers, equations and functions as well as their applications.

Q: If students do not pass the MP, can they retake the courses again?

A: Students cannot retake the MP courses again and the Entrance Exam scores will be cancelled. However, they can still re-apply at the next entry.

Q: What if students are not ready to start at this quarter?

A: Students can request a postponement registration. (see page 29 for details)

Q: While studying in MP, do students have a right to be enrolled at MUIC?

A: Students DO NOT have a right to be enrolled at MUIC while studying in MP. Yet, MP’s class management of each quarter conforms to MUIC trimesters. That is, once students have completed the program, they can promptly begin an MUIC trimester.

## Rules

Q Why does MP have strict attendance policies?

A: Because MP is a fast-paced Mathematics 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 students have to wear a uniform?

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

# Steps to Becoming an MP Student

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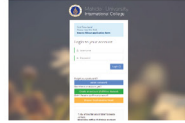
# Preparation Center for Languages and Mathematics (PC)

## Mathematical Foundations Program (MP)

### Steps to Becoming an MP Student



#### Step 1: Application



#### Step 2: Entrance Exam



#### Step 3: MP Interview



#### Step 4: MP Registration & Admissions



#### Step 5: Orientation



#### Step 6: In MP class



Designed by PC

Preparation Center for Languages and Mathematics (PC)  
Mathematical Foundations Program (MP)

Mahidol University International College  
Salaya Campus, Nakhonpathom 73170, Thailand  
Tel : 02-700-5000 ext.1762, 3902-5  
E-mail : icpc@mahidol.ac.th

MUIC MP Student Website  
<https://sites.google.com/a/muicpc.io/math-foundations-course/>

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