



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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# CONTENTS

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01	Mahidol University International College	01
02	The Preparation Center for Languages and Mathematics	03
03	PC Faculty & Staff	05
04	Mathematical Foundations Program (MP)	07
05	MP Course Descriptions	09
06	MP Course Requirements & Passing Criteria	12
07	Rules and Regulations	15
08	MP/PC Uniform Policy and Student ID Cards	20
09	Student Status	23
	MP Students	
	Postpone Students	
	Pending Students	
10	Registration	25
	Registration of MP Students	
	Late Registration	
	Re-taking the MUIC Entrance Examination	
	Withdrawal Procedure	
11	Facilities & Services	28
12	Others	31
	Reserve Officer Training Course (ROTC)	
	Mandatory Military Service	
	Visa Information for International Students	
	Certificate of High School Equivalency	
13	Fees & Documents	34
14	MP/PC Schedule & Academic Calendar	36
15	Frequently Asked Questions (FAQs)	38
16	Steps to Becoming an MP Student	41

# 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 one program of Mathematical Foundations.

Each quarter, there are multiple classes at all four level. 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. Dr. Chulathida Chomchai, MD  
Dr.Laddawan Jianvittayakit

Asst. Prof. Dr. Chanchai Phonthanukitithaworn

Dr. Chompunuch Pongjit  
Assoc. Prof. Dr. Yingyot Chiaravutthi  
Asst.Prof.Dale Alan Konstanz  
Asst. Prof. Dr. Patsarin Rodpothong Wongkamhang

Assoc. Prof. Dr. Chanida Hansawasdi  
Ms.Wimonsiri Hemtanon

Ms. Ruchi Agarwal  
Asst. Prof. Dr.Kandapa Thanasuta  
Dr.Prateep Wongverayut  
Assoc. Prof. Dr.Claus Dieter Schreier  
Dr. Sunsern Cheamanunkul

Mr. Songpole Sangthong  
Mr. Kawin Mongkolprapa

## Program Director and Level Coordinators

Mr. Joseph Serrani	PC Program Director
Mr. Mark Manning	Assistant Director
Mr. Greg Noland	PC 1 Coordinator
Mr. Henry Pfister	PC 2 Coordinator
Mr. Colin Carpenter	PC 3 Coordinator
Mr. Paul Murphy	PC 4 Coordinator
Mr. Chaivatna Sumetphong	Math Coordinator

## PC Administrative Staff

Ms. Satja Sopha	Chief Senior Secretary
Ms. Sudaporn Yoosawas	Head of Academic Support Unit
Ms. Sutasinee Teekabut	Head of General Services Unit
Mrs. Narirat Rodma	Educator
Ms. Phim-on Cheevaphitakpol	Educator
Ms. Moragot Jamorntamakul	Edicator
Mr. Preecha Ruamsamak	Services

Dean of Mahidol University International College  
Associate Dean for Environment and Sustainable Development  
Associate Dean for Corporate Communication and Information Technology  
Associate Dean for Educational Affairs  
Associate Dean for Finance and Human Resources  
Associate Dean for International Affairs  
Associate Dean for Strategic Planning and Quality Development  
Associate Dean for Research and Academic Services  
Associate Dean for Student Affairs

Assistant Dean for Educational Affairs  
Assistant Dean for Finance  
Assistant Dean for Human Resources  
Assistant Dean for Research and Academic Services  
Assistant Dean for Corporate Communication and Information Technology

Assistant to Associate Dean for Educational Affairs  
Assistant to Associate Dean for Strategic Planning and Quality Development

## English Instructors

Mr. Andrew Leicester	Mr. Paul Murphy
Mr. Christopher Willis	Mr. Rahul Sangar
Mr. Gary Waddell	Mr. Steven Shearer
Ms. Maria Simon	Mr. Vorodom Viravong
Mr. Merin Waite	

## Math Instructors

Chaivatna Sumetphong

# Mathematical Foundations Program (MP)

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04

# MATHEMATICAL FOUNDATIONS PROGRAM (MP)

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Mahidol University International College and the Preparation Center for Languages and Mathematics is pleased to offer a Mathematical Foundation Program (MP). The program was created to assist students who have not reached the required math score on the MUIC entrance exam, but have met the other entrance requirements. MP students have an opportunity to improve their math skills and gain entrance to MUIC.

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

Course Title	Registration requirements according to MUIC majors							
	B.F.A. (ICCD)	BA. (ICIR/ICIC)	B.B.A.	B.Sc.	B.Eng. (ICCI)	B.A.Sc. (ICCT)	B.M. (ICTB)	B.Com. Arts (ICMC)
Mathematical Foundations Program (MP)	x	x	/	/	/	/	/	/

Maintain the same major while taking the MP course. If an MP student wishes to change major, they must re-apply to MUIC

# MP Course Descriptions

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05

# MP COURSE DESCRIPTIONS

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## MATHEMATICAL FOUNDATIONS PROGRAM

Students in the MP course will study the following areas:

Number systems, order of operations, simplifying algebraic expressions, factoring algebraic expressions, solving linear equations, solving linear inequalities, relations and functions, graphing linear functions, analyzing linear functions and their applications, and solving systems of linear equations.

Solving quadratic equations, graphing quadratic functions, analyzing quadratic functions and their applications, complex numbers, radical expressions and their applications, triangles, trigonometry, rational expressions, exponents and logarithms, statistics and data interpretation, and probability.

Course schedule: Weeks 1-10 of each PC quarter

Course duration: 10 weeks (a total of 96 hours)

- 12 hours per week for 4 weeks followed by a midterm assessment in the 5th week
- 12 hours per week for 4 more weeks followed by a final assessment in the 10th week

## Assessments and Passing Criteria

- 10% - Attendance, participation, and assignments
- 25% - Weekly assignments
- 25% - Midterm assessment
- 40% - Final assessment

Students must achieve a minimum average of 60%

## Notification of Fees

<u>Accepted level</u>	<u>Required course(s)</u>	<u>Registration Fee</u>	<u>Remark</u>
MP	Mathematical foundation	30,000 Baht	

# MP Course Requirements & Passing Criteria

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06



# MP COURSE REGULATIONS

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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

## MATRICULATION TO MUIC

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- Students who pass the MP course will have their results transferred to MUIC, and MUIC will announce students' acceptance and math course placement.
- If students do not pass the MP course, their MUIC entrance eligibility will be cancelled.
- Students can only take the MP course one time.

## MP GRADING SCALE

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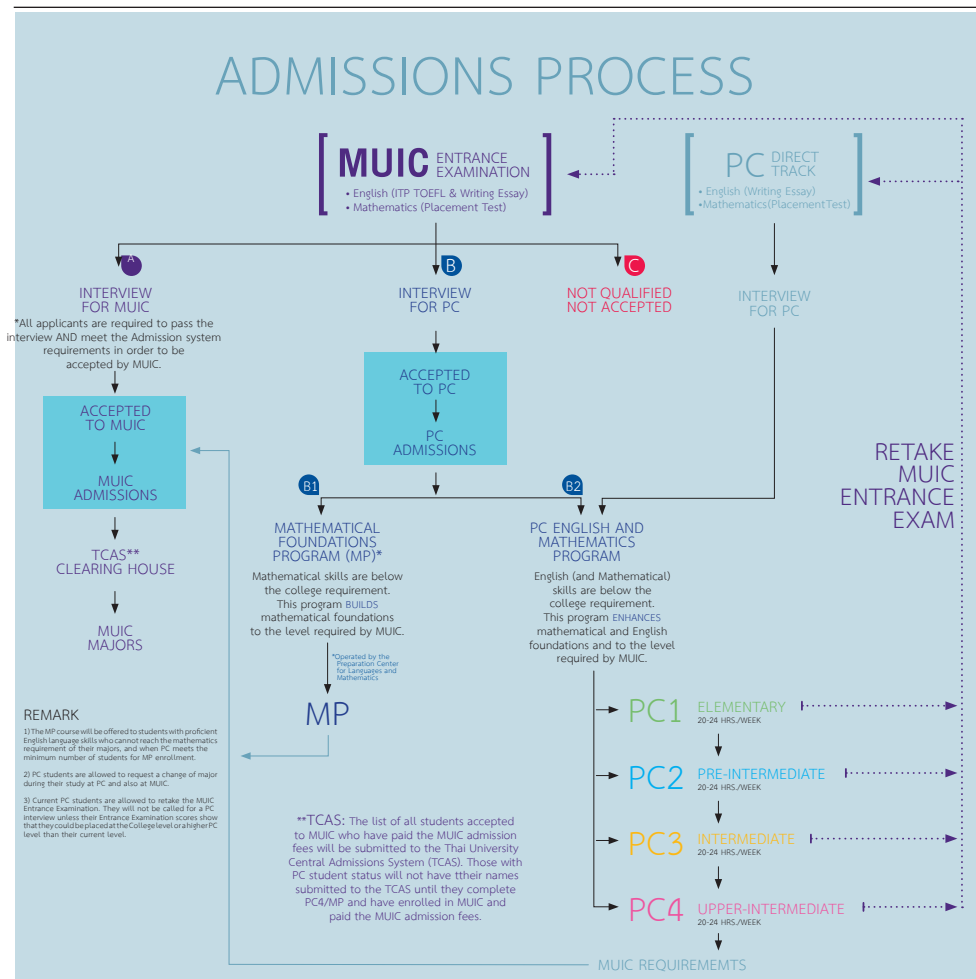
### Letter Grades

Grade	Range of Percentage
S	50% or higher (pass) *Students will be placed into an MUIC Math course depending on their major requirements and overall score.
U	lower than 50%

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Final grades cannot be changed for any level.

# 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 MP course.
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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# 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.

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 should only be used for educational purposes during class. Teachers will inform students when it is acceptable to use them.
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/Bullying/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 and PC students are required to wear a uniform and an ID card every day. The complete PC uniform includes both an ID card with neck cord, white shirt and black trousers or skirt.

## Property

1. Students must respect MUIC and PC property. Students found defacing MUIC and 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 put away during exams (unless they are being used as a Zoom camera during online exams).  
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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08



## UNIFORM POLICY

The Preparation Center for Languages and Mathematics (PC) has a recommended uniform policy. Students should wear the correct uniform at all times as shown in the photo below.



### Females

A **WHITE** shirt

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

A **BLACK** skirt

**Black** or dark shoes

### Males

A **WHITE** long or short-sleeved shirt

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

**BLACK** trousers that are not too tight

**Black** or dark shoes



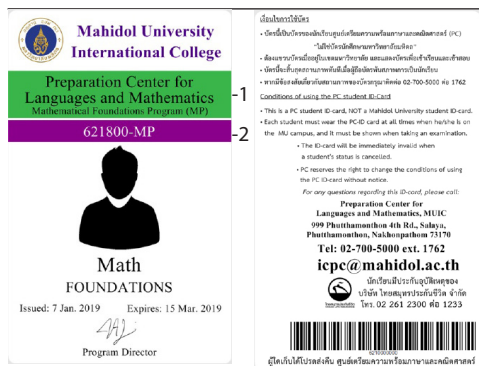
# MP STUDENT ID CARDS

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 PC services e.g. borrowing items from the PC office, computing and printing service, etc.

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. A 150-Baht cash must be provided to PC staff when requesting a new ID card.

## EXAMPLE OF AN MP 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. 642800-MP\*\*

- 64 The first two numbers of the identification number represent the year the students enter PC.
- 2 The third number represents the quarter in which students enter the program, i.e. 1, 2, 3 or 4
- 800 The following 3 numbers represent a 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.

## Student Status

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09

## 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 students cannot postpone their MP status after the registration.

### PLEASE NOTE:

Student who withdraw before the end of week 2 will receive a 50% refund. Student who withdraw after week 2 will not receive a refund.

## PENDING STUDENTS

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### Documents Pending

Students who have passed MP 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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10

## 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 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 (10,000 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](#) or by Barcode scan.
- 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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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.

## WITHDRAWAL PROCEDURE

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Students who would like to withdraw from MP 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 2 <sup>nd</sup> week of the instruction	50%

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

# Facilities and Services

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# FACILITIES AND SERVICES

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## PC Service Center (PC Office)

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

## Rules and Regulations

Students must follow all MUIC and PC rules and be aware of guidelines and procedures:

1. ID cards must be worn at all times.
2. Writing or note-taking of any kind should not be made on any MUIC and PC materials.
3. If students cannot access the Internet, or have any other problems with the computers and materials, they can contact a member of the PC staff or related units for help.
4. Students can borrow up to three books a time for a period of one week and they can also renew books two times. They should contact the PC office.

Upon leaving the program, students must return all resources belonging to PC and MUIC. 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 MU and PC accounts will be closed.

## Internet Service

MU and MUIC internet accounts are provided to students. Students should activate the accounts before the beginning of the quarter.

## 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 locations:

- a) MUIC Building 2, Room 2106, 1st Floor.
- b) 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 to contact the Sport Center for those services during the opening hours from 9:00 a.m. to 7:00 p.m. on weekdays or call 02-441-4295-8 ext. 4, 5 or visit <https://mahidol.ac.th/new-current-student/sport/>

## Advice Request

Parents who would like to discuss their student's progress with a teacher must make an appointment request to [icpc@mahidol.ac.th](mailto:icpc@mahidol.ac.th). Students must also follow this procedure if they would like to discuss their progress.

## MU Transportation Services

1. Tram (no charge)
2. Van (no charge)
3. Bicycle (no charge)
4. Shuttle bus (no charge)
5. MU Salaya Link bus (for a fee)

Others

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12

## 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 Renew Visa Request Form to the PC office or IA office 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 may get a 4-month visa. If any international student resigns, withdraws, or postpones their study, they are required to get a cancellation visa letter from the IA office and cancel their visa at the Immigration office. In addition, they must cancel their visa within the period specified by the immigration office. Otherwise, students must pay the fine and deal with any consequences.

MUIC will not support any visa for those students who have not registered to study at PC, including postpone students.

If students do not cancel their visas appropriately and try to keep the visa while not registered at PC, 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.

The above visa policies and regulations are subject to change without prior notice.

### Scholarship

- PC Scholarship for Excellence

Scholarship recipients will receive a 50% tuition fee reimbursement for PC or MP after completing their current quarter, passing all courses, and meeting all scholarship requirements.

More information visit: <https://muic.mahidol.ac.th/eng/programs/pc-programs-ep-and-mp/pc-scholarship-for-excellence/>

- Scholarship support for children of MU staff members

MU and MUIC staff members can request scholarship support from MUIC.

For more information, contact [icpc@mahidol.ac.th](mailto:icpc@mahidol.ac.th)

## 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)

## Fees and Documents

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13

## FEES AND DOCUMENTS

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Type of Fee	Amount
Tuition fee *	30,000 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
Postponement Fee ***	10,000 Baht
Late Registration Fee ****	100 Baht per day

### \*\* 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 Schedule & Academic Calendar

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14



# MP SCHEDULE

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## Class Schedule

MP classes are normally taught three days a week between 8:00a.m. – 3:00p.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

The midterm examination will be given during the 5th week, and the final examination will be given during the 10th 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

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 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	Buddhist Lent Day
Makha Bucha Day	Her Majesty the Queen's Birthday
Chakri Day	Passing of King Bhumibol
Songkran Days	King Chulalongkorn Memorial Day
His Majesty the King Rama X's Birthday	King Bhumibol's Birthday
Royal Ploughing Ceremony Day	Constitution Day
Visakha Bucha Day	Christmas Day
Arsarnha Bucha 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>), or on the MP Student Website.

# Frequently Asked Questions (FAQs)

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15

# 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 Foundation 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 register for MP, they are enrolled into the Mathematics Program at PC. The MP course normally takes ten weeks to complete. Students who pass the course 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 serves as a reintroduction for students with a non-mathematics background and students who need to revive their mathematics skills. It helps students learn about various topics in algebra. The second level serves as a reinforcement for students with some basic mathematical background and students who need to advance their mathematics skills. It helps students learn further topics in pre-calculus.

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 26 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 is aligned with MUIC trimesters. That is, once students have completed the MP program, they can promptly begin a subsequent 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 should wear a uniform and are required to wear an ID card.

## Steps to Becoming an MP Student

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16



# 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

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Mathematical Foundations Program (MP)

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

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

