



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 at PC, 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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# MAHIDOL UNIVERSITY INTERNATIONAL COLLEGE

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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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# 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).

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

PC1 (Elementary); PC2 (Pre-Intermediate); PC3 (Intermediate); and PC4 (Upper-Intermediate).

Each quarter, 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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## 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

Prof. Dr. Chulathida Chomchai, MD	Dean of Mahidol University International College
Assoc. Prof. Dr. Yingyot Chiaravutthi	Associate Dean
Dr. Laddawan Jianvittayakit	Associate Dean for Environment and Sustainable Development
Asst. Prof. Dr. Chanchai Phonthanukitithaworn	Associate Dean for Corporate Communication and Information Technology
Dr. Chompunuch Pongjit	Associate Dean for Educational Affairs
Assoc. Prof. Dale Alan Konstanz	Associate Dean for International Affairs
Asst. Prof. Dr. Patsarin Rodpotherong Wongkamhang	Associate Dean for Strategic Planning and Quality Development
Assoc. Prof. Dr. Chanida Hansawasdi	Associate Dean for Research and Academic Services
Ms. Wimonsiri Hemtanon	Associate Dean for Student Affairs
Asst. Prof. Dr. Kandapa Thanasuta	Associate Dean for Finance
Dr. Prateep Wongverayut	Associate Dean for Administration
Ms. Ruchi Agarwal	Assistant Dean for Educational Affairs
Assoc. Prof. Dr. Claus Dieter Schreier	Assistant Dean for Research and Academic Services
Asst. Prof. Dr. Kanat Tangwongsan	Assistant Dean for Corporate Communication and Information Technology
Mr. Songpole Sangthong	Assistant to Associate Dean for Educational Affairs
Mr. Kawin Mongkolprapa	Assistant to Associate Dean for Strategic Planning and Quality Development

### 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
Dr. Chaivatna Sumetphong	Math Coordinator

### English Instructors

Mr. Andrew Leicester	Ms. Maria Simon
Mr. Christopher Willis	Mr. Steven Shearer
Mr. Gary Waddell	Mr. Vorodom Viravong

### Math Instructors

Dr. Chaivatna Sumetphong
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### PC Administrative Staff

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

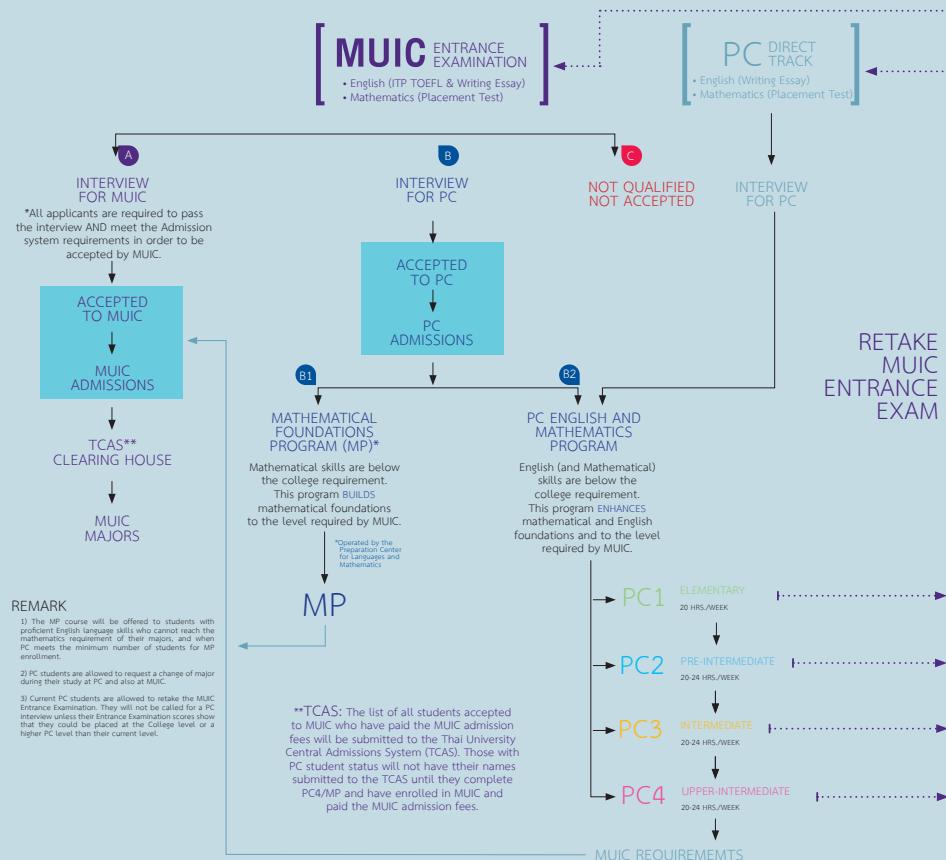
## MUIC & PC Admissions Process

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## MUIC & PC ADMISSIONS PROCESS

## ADMISSIONS PROCESS



\*In order to be accepted to MUIC, PC4 and MP students must pass the course requirements and meet the MUIC's admission criteria.

# PC

The Preparation Center for Languages  
and Mathematics

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# 5

## PC Curriculum & Overall Objectives

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5.1

## PC CURRICULUM & OVERALL OBJECTIVES

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

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

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

In accordance with the above review and the Thai National Curriculum Act, the following program objectives were defined. By the end of the PC (PC 4), students should be able to:

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

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

## PC Lower Level Objectives

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5.2

## PC LOWER LEVEL OBJECTIVES

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

### PC1

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

### PC2

1. Comprehend spoken monologs, dialogs, and readings on less familiar topics.
2. Show some flexibility in sentence structure in that complex sentences are attempted with a reasonable level of success. Show awareness of and reasonable control over problematic pronunciation forms.
3. Demonstrate a professional and mature attitude. 3.1 Recognize, recall, and show ability to use words from the Academic Word List (sublists 1-4).
4. Construct an essay which provides a clear viewpoint.
5. Give a short informative talk about and discuss information relating to various topics.
6. Demonstrate awareness of regional countries in relation to global affairs.

### PC3

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

## PC Level Structure

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5.3

# PC LEVEL STRUCTURE

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

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

In the lower levels (PC1 and PC2), students take classes in Writing, Reading, and Listening & Speaking. In the higher levels (PC3 and PC4), students take classes in Integrated Skills , Writing Enrichment and Academic Reading for Research Skills. In addition, Mathematics\* is taught in level PC2 - PC4.

## Course Overview

The following courses are taken at each level of PC:

### PC1

Writing	Elementary
Reading	8 hours / week
Listening & Speaking	6 hours / week
Total	6 hours / week
	20 hours / week

### PC2

Writing	Pre-Intermediate
Reading	8 hours / week
Listening & Speaking	6 hours / week
Mathematics*	6 hours / week
Total	4 hours / week
	20-24 hours / week

### PC3

Writing Enrichment	Intermediate
Integrated Skills	8 hours / week
Academic Reading	6 hours / week
Mathematics*	6 hours / week
Total	4 hours / week
	20-24 hours / week

### PC4

Writing Enrichment	Upper-Intermediate
Integrated Skills	8 hours / week
Academic Reading	6 hours / week
Mathematics**	6 hours / week
Total	4 hours / week
	20-24 hours / week

#### \*Mathematics

Students will take either Elementary or Foundation Mathematics OR they may be exempted, depending on their MUIC entrance examination results.

See "Chapter 5.5" for further details.

#### \*\*Mathematics

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

## PC English Course Descriptions

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5.4

# PC ENGLISH COURSE DESCRIPTIONS

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

## PC1 / PC2

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Students in these levels study three English courses.

### Listening and Speaking

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

### Writing

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

### Reading

The objective of these courses is to develop the students' ability to understand the gist and specific information within level-appropriate reading texts. To facilitate this, students are introduced to the Cornell University method of note-taking, which aims to improve comprehension by encouraging students to summarize and critically reflect on outline notes they have taken of texts. Furthermore, because students will not be able to cope with university-level readings unless they have an appropriate level of vocabulary, all PC students are required to demonstrate mastery of Academic Word List (AWL) sublists 1-4 by the end of PC2.

## PC3 / PC4

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PC3-PC4 students attend three English courses.

### Integrated Skills

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

### Writing Enrichment

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

### Academic Reading

Academic Reading is designed to improve the academic reading skills of intermediate level non-native speakers of English. The focus is on reading comprehension and development of research skills. This course is student-centered and aims to enhance students' learning autonomy and independence. In addition to reading exams, it is assessed through an extended research-based Term Paper Project which students prepare independently.

# Mathematics Course Descriptions & Requirements

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5.5

# MATHEMATICS COURSE DESCRIPTIONS

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There are two mathematics courses offered at PC: Elementary Mathematics and Foundation Mathematics. PC2, PC3, and PC4 students are required to attend mathematics classes unless they are exempt.

## Mathematics Criteria

Students are placed in mathematics classes based on the level of MUIC Mathematics Entrance Examination.

Levels of Entrance Math Results	Math course offer at PC
Intermediate	Exempt
Pre-intermediate	Foundation Mathematics
Elementary	Elementary Mathematics

## Elementary Mathematics (Required for Non-exempt Students)

This class 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. Students will be guided to solving word problems in mathematics.

## Foundation Mathematics (Elective)

This class serves as a reintroduction of math concepts needed for students to proceed into higher-level math such as calculus. The material includes higher-level algebra, graphing, functions, and solving systems of equations. Students will be guided to solving word problems in mathematics.

Foundation Mathematics at PC is equivalent to the first non-credit math courses at MUIC.

## Attention: ICMC and B.M. Students (ICTB: Travel and Service Business Entrepreneurship Major)

- ICMC and students intending to major in B.M. (Travel and Service Business Entrepreneurship Major) will be required to take only the Elementary Mathematics course before entering the program.

## Studying Criteria and Notification of Fees

Subject	Status	Registration Fee
Elementary Math	Required Subject	9,000 Baht
Foundation Math	Elective Subject	9,000 Baht

## Elementary and Foundation Mathematics Criteria

Class	Passing Percentage	PASS Recommended Class	FAIL Recommended Class
Elementary Math	60% or higher	Foundation Math or Exempt for ICTB & ICMC major	Elementary Math (Repeat)
Foundation Math	60% or higher	Exempt*	Foundation Math (Repeat)

\*Exempt = Students can take a credit math course according to their major requirement when they are accepted to MUIC.

## MUIC MATHEMATICS REQUIREMENTS

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

## OPTIONAL COURSE (Foundation Mathematics)

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The Foundation Mathematics is offered as an optional course. Even though it is optional, students (except for B.M. and ICMC major students) are strongly recommended to take this course if they are eligible, because Foundation Mathematics is a required course for most majors at MUIC.

## Passing Criteria for PC1 - 4 & Final Examination

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5.6

## PASSING CRITERIA FOR PC1 - 2

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Students must achieve an overall grade of S (>64%) to pass each PC level. In addition, students must pass every objective. Students who do not meet these criteria are required to repeat the level.

### Jumping a Level

1. Students that achieve very good grades (at least 80% overall score) may be given the option of jumping a level. However, only professional students will be considered – i.e. those students that have good attendance, participated well in class activities, and shown their teachers that they are motivated and can work hard enough to make this jump.

2. If a student has the highest overall score in the level, AND a strong recommendation from all of their teachers, AND professional behaviour, they may jump a level. Long-term, it will not help to jump a level and then fail through not being ready.

Please note that, this option is only available to PC1 and PC2 students.

## PASSING CRITERIA FOR PC3

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Students must achieve an overall grade of S (>64%) to pass PC3. In addition, students must pass all six core requirements (i.e. the term paper, the referenced essay, the discussion, and the average of all other assessments).

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

## PASSING CRITERIA FOR PC4

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Students must achieve an overall grade of S (>64%) to pass PC4. Final grades are calculated according to the assessment items table given in the PC4 Syllabus. Students are given a final grade for each objective, and an overall grade for the whole of the level.

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

- Pass all PC4 objectives (Core requirements)
- Demonstrate appropriate behavior throughout PC4.
- Pass the Elementary Mathematics course or equivalent exam (for non-Math exempt students).

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

# FINAL EXAMINATION

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Final exams are held in week 10. In order to take final exams, all PC students must have attended at least 80% and meet the requirements of each level specified in PC course syllabi.

## PC GRADING SCALE

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### Letter Grades

Grade	Range of Percentage
O (Outstanding)	75% - 100%
S (Satisfactory)	65% - 74% < Passing Level
U (Unsatisfactory)	0% - 64%

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Final grades cannot be changed for any level.

## Acceptance to MUIC

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5.7

## ACCEPTANCE TO MUIC

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

1. Pass all PC4 objectives (core requirements).
2. Demonstrate appropriate behavior throughout PC4.
3. Pass the Elementary Mathematics course (for non-exempt students).
4. Meet all admissions requirements for the chosen major.

Note: To be accepted to MUIC, PC4 students are NOT required to retake the MUIC Entrance Examination.

### Process for Acceptance to MUIC



## PC Student ID Cards

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5.8

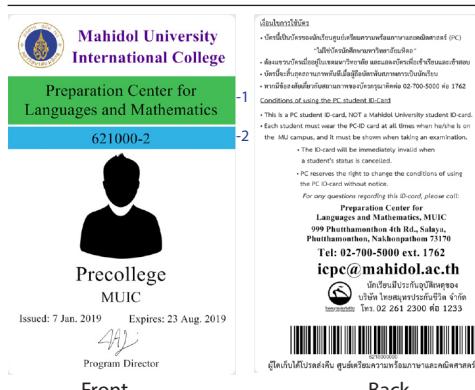
# PC STUDENT ID CARDS

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 paid to the financial staff when requesting a new ID card.

## EXAMPLE OF A PC STUDENT ID CARD



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

The back of the card includes the PC contact details and Ocean Life Insurance's telephone number.

All PC students receive accident insurance while they study at PC.

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

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

### Explanation of Student Identification Number

e.g. 621000-2

62      The first two numbers of the identification number represent the year the student entered PC.  
1      The third number represents the quarter in which students enter the program, i.e. 1, 2, 3 or 4  
000     The following 3 numbers represent a student's personal code specific to the year/quarter in which they started. (If another student has the same personal code that means they started in a different year or quarter.)  
-2     The final number (after a hyphen) represents the level at which the student entered PC.

## PC Student Status

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5.9

## PC STUDENTS

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

## POSTPONE STUDENTS

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Applicants who have been accepted to PC but who are not ready to study because of illness, lack of high-school results and other reasons, can hold their "ACCEPTED" status by filling out a Postpone Form and paying a 12,000 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 Postponing status can be held for 2 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 PC students who would like to withdraw and register at a later date because of illness or other reasons after paying the registration fee will be advised to fill out a withdrawal form in order to get their registration fee refunded to them. Then they must fill out a Postpone Form and pay the required Postpone Fee as detailed above. The information for these applicants, such as ID and PC level, will be held for a postponed period of up to 2 quarters.

Current students who would like to postpone after week 5 (midterm) will return with a "repeat student" status the following term. No refund will be given to students who postpone after week 2. Students will be allowed to postpone their studies only twice at each level.

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

## PENDING STUDENTS

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### Mathematics Result Pending

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

Attention:

Attention: All Pending students must pay the Mathematics tuition fee at the rate of 9,000 baht every time they take the course

### Documents Pending

Students who have passed PC4 but whose high-school results are not complete must sign an acknowledgement letter at the MUIC Admissions Office. They must submit their complete high school results within a required period after the final results announcement date. Otherwise, their eligibility to be admitted to MUIC will be automatically cancelled.

## PC Registration

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5.10

# PC REGISTRATION

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

## REGISTRATION OF CURRENT PC STUDENTS

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Current PC students need to register for the next quarter on the specified dates ONLY. Students are required to check the date and time of registration. This information is announced on the POS (PC Online Services Program: <http://pc.muic.mahidol.ac.th>).

### PC Registration Procedure

The PC Registration procedure for studying or postponing studying is as follows:

- Step 1 Log in to the PC Online Services Program (URL: <http://pc.muic.mahidol.ac.th>).  
Enter your username and password.
- Step 2 Select the type of registration and print an invoice.
- Step 3 Use the invoice slip to pay your fees 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.

In addition, the payment amount will be displayed in accordance with each student's individual details and purpose of registration.

## LATE REGISTRATION

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

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

### Warning/Important Information:

If you re-take the MUIC entrance exam while studying at PC and get the result "accepted to study at PC," you will then have two statuses at PC:

1. From the most recent entrance results, you're accepted to study at PC." and
2. "You are currently a PC student."

You must read the following details carefully:

On the dates of registration for new students, if you choose to register by using the most recent "Entrance results", your current PC status will be changed to "resignation". This means that your current PC status will be cancelled.

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

If you would like to get more details about this registration process, please contact the PC Office via [icpc@mahidol.ac.th](mailto:icpc@mahidol.ac.th), LINE Official: @pcmuicofficial, Tel. 02-700-5000 ext. 2131-7/ 083-995-7107/ 089-550-7478.

## RE-TAKING THE MUIC ENTRANCE EXAMINATION

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1. PC students\* who re-take the MUIC Entrance Examination will not be called for either a College or a PC interview unless their Entrance Examination scores show that they could be placed at the College level or a higher PC level than their current level.
  - PC students include current students, postponing students and former students.
2. Current PC students who re-take the MUIC Entrance Examination and register to study or postpone registration to keep the new result, their current PC current status will be 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 <http://pc.muic.mahidol.ac.th>. The amount of the refund will be as shown in the table below.

Withdrawal Time Period	Percentage of Refund
From the day after registration up to the end of the 2nd week of the quarter	50%

No refund will be given to students who withdraw after week 2. This refund policy also applies to the Mathematics fee.

## PC Fees & Documents

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5.11

## PC FEES AND DOCUMENTS

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Type of Fee	Amount
Tuition fee	44,500 Baht per quarter
Mathematics fee	9,000 Baht per time
Overseas student fee	5,000 Baht
Certificate letter fee	50 Baht per letter
Official document copy fee	10 Baht per page
Replacement ID card fee	150 Baht per card
Temporary ID card to enter the examination room	100 Baht each
Postponement Fee	12,000 Baht
Late Registration Fee	100 Baht per day

### Mathematics fee

Math courses at PC, which consist of Elementary Math and Foundation Math, are offered in PC2-PC4. Students will be recommended a PC math course depending on their mathematics placement result and major selection.

### Overseas student fee (International students only)

Overseas student fee is one-time payment in the beginning of PC Course.

### Temporary ID card

A temporary ID card can be purchased by the students who forgot 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 12,000 Baht deposit for a maximum period of 2 PC quarters. After 2 PC quarters, this deposit will not be returned. If the students register within the specific period of paying the deposit, the deposit will be returned to students after the commencement of the courses.

### Late Registration Fee

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

## PC Schedule & Academic Calendar

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5.12

## PC SCHEDULE

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### Class Schedule

PC classes will be taught from Monday through Friday between 8:00 a.m. – 3:00 or 5:00 p.m., with a total of 20 -24 hours of instruction per week. Students should refer to the Student Website and the PC Online System for exact timetables, including classes rearranged for holidays, etc.

### Examination Schedule

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

### Registration Date

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

The registration date for current students is usually scheduled the day after the final results announcement. Specific information for students will be posted on the Announcement Board.

### Remark:

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

# PC ACADEMIC CALENDAR

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## PC Tentative Schedule / PC Orientation / Instruction Begins

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

## PC Final Examinations

Final examination week*	To be announced (week 9-10)
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 Memorial Day  
Songkran Days  
Coronation Day  
Visakha Bucha Day  
Royal Ploughing Ceremony Day  
Her Majesty Queen Suthida's Birthday  
Arsarnha Bucha Day and Buddhist Lent Day  
His Majesty the King Rama X's Birthday  
Mother's day  
His Majesty King Bhumibol The Great Memorial Day  
King Chulalongkorn Memorial Day  
His Majesty the late 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 via the PC website <http://pc.muic.mahidol.ac.th> or the student website.

## PC Frequently Asked Questions (FAQs)

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5.13

# FAQs

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## PC Program Information

Q1: What is PC?

A1: PC stands for the Preparation Center for Languages and Mathematics, formerly known as the Pre-College Program, and it provides a foundation for those students who need to improve their English skills to the level required for study in an English-medium degree program. The aim of PC is to prepare students for entrance to Mahidol University International College (MUIC) or English-medium degree programs in other international universities, both in Thailand and abroad.

Q2: What are the benefits of studying at PC?

A2: Studying at PC offers several benefits. Firstly, the four levels of instruction (PC1 - PC4) offered by PC aim to improve students' language skills, so they can continue their studies at MUIC. Additionally, PC students learn study skills, basic concepts of logic and ethics, and independent learning strategies. Students at PC also have the opportunity to take math courses.

Q3: I submitted IBT TOEFL score of 69 or IELTS with an overall score of 6.0. Why do I have to study at PC?

A3: Applicants whose writing and communication skills have not met MUIC requirements will be offered to study at PC to receive preparation for both skills before entering MUIC.

Q4: I have been studying in an international program in high school. Why do I have to study at PC?

A4: PC Students come from diverse academic backgrounds. MUIC has high language proficiency standards. Regardless of type of school that a student attended, he or she may require additional language study to prepare to enter MUIC.

Q5: What are the PC courses like?

A5: There are four levels of English classes at PC. The first two levels focus on four basic skills: speaking, listening, reading, and writing. In the third and fourth levels, the skills are combined. The main focuses of the higher levels are term projects, group discussions, and academic essay writing.

Q6: If I think my level is too low, what can I do, and if I start at PC 1, do I have to go through all of the levels (1-4) before I can enter the college?

A6: Students are placed in the PC level that we think will be the best starting level for their skills. Students may have strong skills in some areas, but weaker skills in others. Placement is determined to allow students to build strong foundations that will allow them to succeed and continue their studies successfully. Students who perform at an exceptional level (B+ in all subjects) are allowed to skip one level. Also, all students are eligible to apply to take the MUIC entrance exam during each quarter and enter the college via this route.

Q7: What happens if I fail my level?

A7: PC students can repeat a level once if failed. Failure of the same level on the second attempt will lead to automatic withdrawal from the PC program. However, students are allowed to apply for the MUIC Entrance Examination again if they wish.

Q8: Is there any possibility to enter MUIC sooner while studying at PC?

A8: PC offers 2 suggestions to enter MUIC sooner and spend less time at PC:

Suggestion 1: A student in the PC1 or PC2 level whose PC final result is very high may be given the option of jumping PC level.

Suggestion 2: PC students can apply for the MUIC Entrance Examination again at the nearest entry (MUIC has 4 entries per year). The new Entrance Exam result will be put into consideration with a student's current PC status. Students can then select the better result for acceptance.

Q9 Why does PC have strict attendance policies?

A9: Because PC is a fast-paced, intensive English program, students are required to attend at least 80% of their classes. Students who do not attend all or most of their classes will miss too much material and will not be prepared for their exams.

Q10: Do I have to wear a uniform?

A10: All PC students should wear a uniform and are required to wear an ID card.

Q11: Due to the passing regulations, if I cannot pass the Elementary Mathematics course in PC 4, but I have passed my English courses, what do I do?

A11: Any students who cannot pass the required Elementary Mathematics course in PC4 will have their mathematics status as Pending. They are allowed to be a "Pending Mathematics" student for two quarters only.

*For example: At the end of Quarter 1, Mr. Joseph is given a "Pending Mathematics" status. He must pass the Elementary Math before the final results announcement date of Quarter 3.*

*After Quarter 3, Mr. Joseph loses his "Pending" status.*

Q12: If I pass the MUIC entrance exam while I am studying at PC, can I drop out of PC before the end of the quarter?

A12: No, you may not drop out. All PC students who are accepted by MUIC are expected to complete their PC level. Students who have already taken a Mathematics class in PC will have their results transferred to MUIC when they are accepted and registered there.

# MP

## Mathematical Foundations Program

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# 6

# Mathematical Foundations Program (MP)

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6.1

# 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)	B.A. (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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6.2

# 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 50%

### Notification of Fees

<u>Accepted level</u>	<u>Registration Fee</u>	<u>Remark</u>
MP	33,000 Baht	

## MP Course Requirements & Passing Criteria

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6.3

# 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.

## Acceptance to MUIC

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6.4

## ACCEPTANCE TO MUIC

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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.

## MP Student ID Cards

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6.5

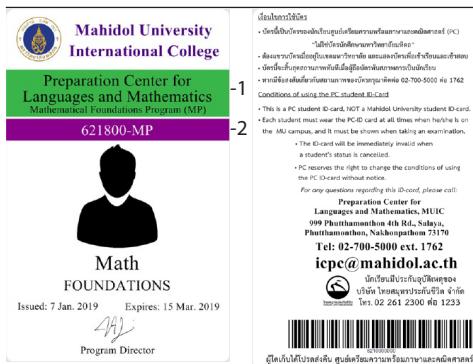
# MP STUDENT ID CARDS

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

Color	* 1 represents quarter
Green	1
Blue	2
Yellow	3
Pink	4

Color	* 2 represents accepted level
Purple	MP

### Explanation of Student Identification Number

e.g. 621800-MP\*\*

62 The first two numbers of the identification number represent the year the students enter PC.  
1 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.

## MP Student Status

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6.6

## 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 12,000 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 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 an acknowledgement letter at the MUIC Admissions Office. They must submit their complete high school results within a required period after the final results announcement date. Otherwise, their eligibility to be admitted to MUIC will be automatically cancelled..

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

## MP Registration

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6.7

# MP 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 or postponing the MP courses is as follows:

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

## MP Fees & Documents

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6.8

## MP FEES AND DOCUMENTS

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Type of Fee	Amount
Tuition fee	33,000 Baht
Overseas student fee	5,000 Baht
Certificate letter fee	50 Baht per letter
Official document copy fee	10 Baht per page
Replacement ID card fee	150 Baht per card
Temporary ID card to enter the examination room**	100 Baht
Postponement Fee	12,000 Baht
Late Registration Fee	100 Baht per day

### Mathematics fee

Math courses at PC, which consist of Elementary Math and Foundation Math, are offered in PC2-PC4. Students will be recommended a PC math course depending on their mathematics placement result and major selection.

### Overseas student fee (International students only)

Overseas student fee is one-time payment in the beginning of PC Course.

### Temporary ID card

A temporary ID card can be purchased by the students who forgot 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 12,000 Baht deposit for a maximum period of 2 PC quarters. After 2 PC quarters, this deposit will not be returned. If the students register within the specific period of paying the deposit, the deposit will be returned to students after the commencement of the courses.

### Late Registration Fee

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

## MP Schedule & Academic Calendar

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6.9

## MP SCHEDULE

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### Class Schedule

MP classes are normally taught 3-4 days a week between 8:00 a.m. – 3:00 p.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	Arsarnha Bucha Day and Buddhist Lent Day
Makha Bucha Day	His Majesty the King Rama X's Birthday
Chakri Memorial Day	Mother's day
Songkran Days	His Majesty King Bhumibol The Great Memorial Day
Coronation Day	King Chulalongkorn Memorial Day
Visakha Bucha Day	His Majesty the late King Bhumibol's Birthday
Royal Ploughing Ceremony Day	Constitution Day
Her Majesty Queen Suthida's Birthday	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>), or on the Student Website.

## MP Frequently Asked Questions (FAQs)

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6.10

# 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.

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.

Q: Can MP students change their major?  
A: MP students who wish to change their major must reapply through the MUIC entrance examination and select a new major.

## RULES AND REGULATIONS

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7

# RULES AND REGULATIONS

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Upon registering at PC, ALL 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.  
PC2-4 students who have not yet satisfied the Mathematics Requirements must attend at least 80% of their Math class to take the Math midterm or final examinations.
3. Students must ask the teacher for permission to leave the classroom during class time.
4. Breaks during class time are given at the discretion of the instructor.  
If students abuse the break privilege by, for example, coming back late or disturbing other classes, the instructor may choose to eliminate the break altogether. The 5-minute late policy also applies to returning to class after breaks.
5. A medical certificate or note from a parent CANNOT be used to excuse an absence.

## Classroom and Building Policies

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.

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

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

Student Website: [muicpc.io](http://muicpc.io)

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.

## PC Uniform Policy

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8

# 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

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



## Facilities and Services

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9

## **FACILITIES AND SERVICES**

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### **PC Service Center (PC Office)**

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

### **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 3, Room 1107/3, 1st Floor.
- b) Adityathorn 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 or 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. MUVE (no charge)
2. Van (no charge)
3. Bicycle
4. Shuttle bus (no charge)
5. MU Salaya Link bus (for a fee)

Others

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# OTHERS

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## Reserve Officer Training Course (ROTC)

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

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

## Mandatory Military Service

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

## Visa Information for International Students

### 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/MP international students may get a certain period of visa (3-6 months). 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.”

## Steps to Becoming a PC/MP Student

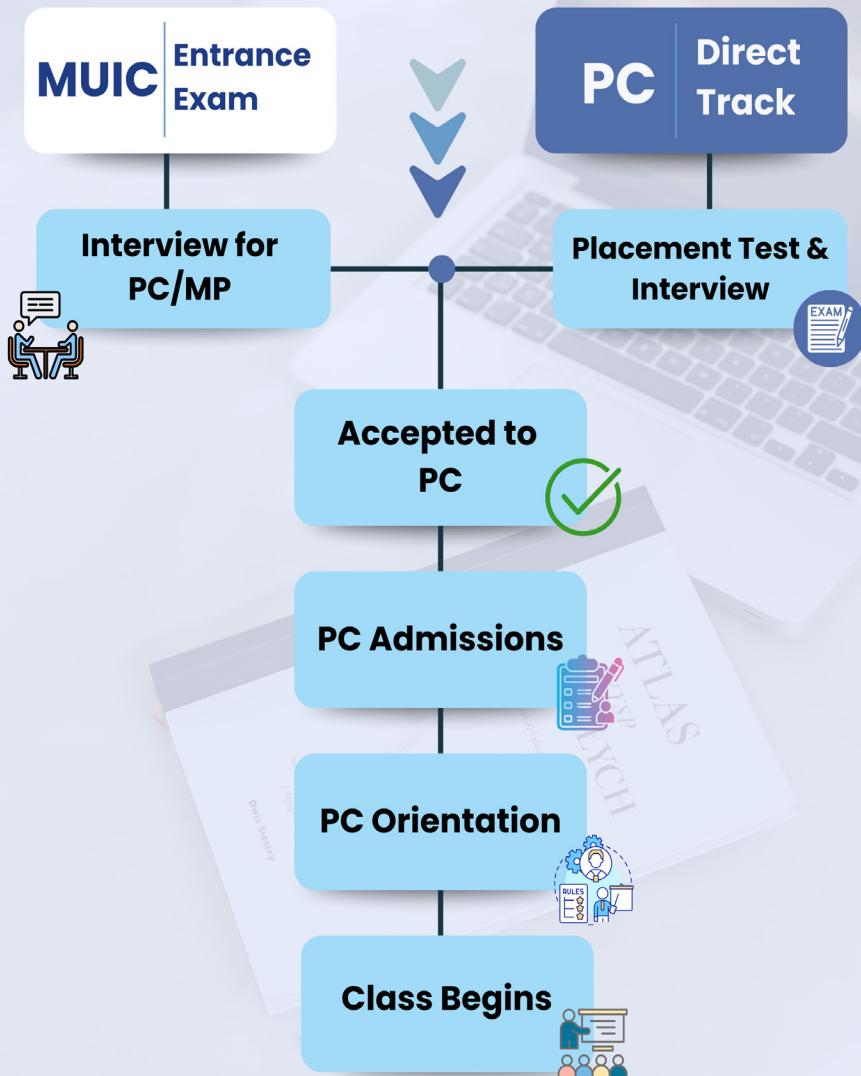
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# Preparation Center for Languages and Mathematics (PC)

## STEPS TO BECOMING A PC STUDENT



## Preparation Center for Languages and Mathematics (PC)

Mahidol University International College  
Salaya Campus, Nakhonpathom 73170, Thailand  
Tel : 02-700-5000 ext. 2131-2137  
E-mail : [icpc@mahidol.ac.th](mailto:icpc@mahidol.ac.th)

MUIC PC Student Website  
<https://muicpc.io/>  
MUIC PC Website  
<http://pc.muic.mahidol.ac.th/>

