



# INTERNATIONAL COLLEGE

วิทยาลัยนานาชาติ

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PIM Student Manual  
for Undergraduate Level

**ACADEMIC YEAR 2020**



**INTERNATIONAL  
COLLEGE**

วิทยาลัยนานาชาติ

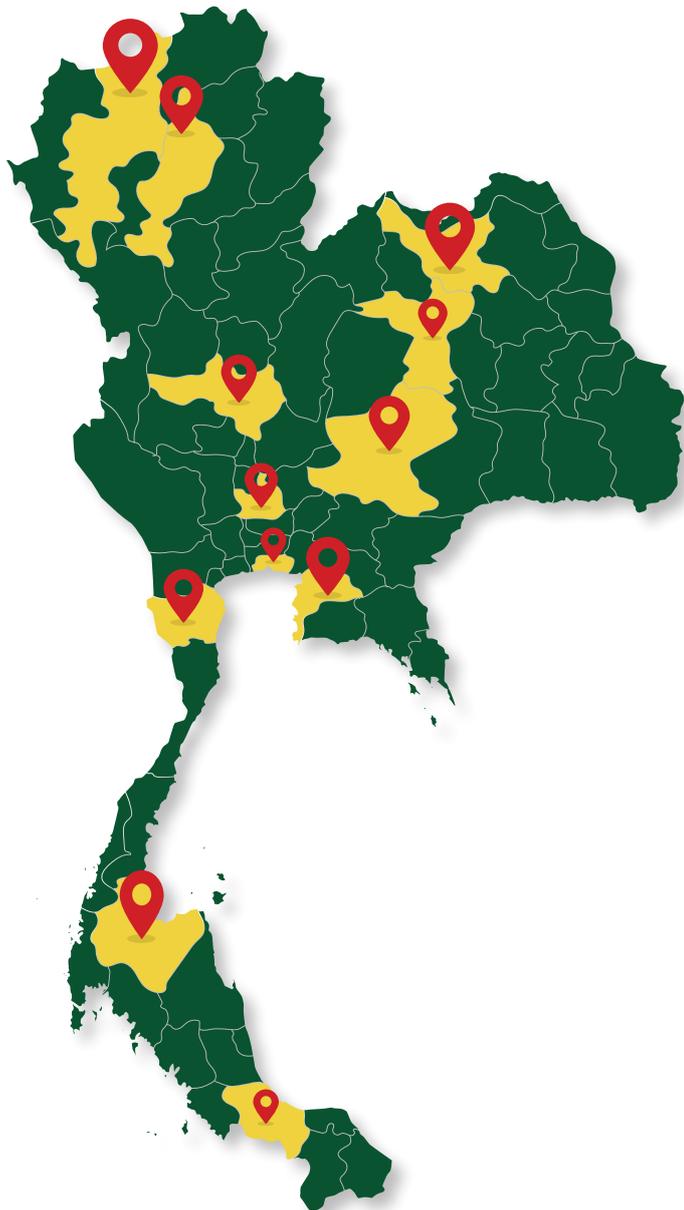
# CONTENTS

<b>Part 1 : Getting to know PIM</b>	<b>Page</b>		<b>Page</b>
Logo	4		
Official Colors	4		
Official Flower	4		
Philosophy	5		
Vision	5		
Mission	5		
Institutional Identity	5		
Self-Identity of the Institute	6		
Desirable Characteristics of Graduates	6		
The Institute’s Music	8		
Faculties PIM	9		
- Faculties PIM: Nonthaburi Campus	9		
- Faculties PIM: EEC Campus	14		
Various Work Agencies Concerning Students	15		
<b>Part 2 : Knowing</b>			
<b>“The Office of General Education”</b>			
General Education Office Philosophy	18		
Vision	18		
Mission	18		
Logo and Color	18		
Roles	19		
Center of Languages and Skills	19		
Development			
<b>Part 3 : Knowing Us</b>			
<b>“International College”</b>			
Philosophy of the Faculty	22		
Logo and Color of the Faculty	23		
Information of Programs/Majors	23		
- Bachelor of Business Administration	24		
Program in Modern Trade Business			
Management (International Program)			
<b>Part 4 : Students Should Know</b>			
PIM Location	29		
PIM Map	30		
Technology and Student Support System	36		
		- Single Sign-On	36
		- PIM Application	37
		- Wi-Fi PIM Hotspot	39
		- e-mail	40
		- Office 365	41
		Student Cards	42
		PIM Academic Calendars and Study Plans	43
		Student Uniforms	44
		Study at PIM	45
		- View Study Timetables	45
		- Classroom Schedules	46
		- Confirmation of Study	47
		- PIM e-Learning	48
		- PIM MOOC	49
		Information Resources	50
		Preparing for Exams	52
		View Grade Results	54
		Registration System	55
		PIM Student Practice	57
		Student Care and Assistance	58
		- Advisors	58
		- Mentor	59
		- Smile Center	59
		- Friend Care PIM	59
		What to do with the new	60
		coming semester?	
		- Course Enrollment	60
		- Payment for Tuition and Other Fees	61
		Scholarships	62
		Student Discipline	63
		How to Get Degrees with Honors	64
		How to Avoid Being Retired	65
		Visa Assistance Services	66
		Student Welfare	67
		Clubs and Activities	68
		Place for Relaxing, Copying and Shopping	70

# Getting to know PIM

Panyapiwat Institute of Management, or PIM (Pee-Ai-Em), formerly known as Panyapiwat Institute of Technology is a higher education institution that offers instruction at the tertiary level. It was founded on March 9, 2007 and has been academically certified for offering instruction at the bachelor's and master's degree levels since June 1, 2007 and at the doctoral degree level since October 1, 2012. The instructional management of the Institute focuses on learning from actual experience (Work-based Education) so that students can gain knowledge from both theoretical learning in the classroom and work practicum in actual enterprises. Therefore, all undergraduate students must practice preparing to work together with theoretical study in the classroom in every semester. When the students graduate they will be ready to work as a result of accumulation of actual experiences and professional skills. They are also equipped with life skill, social skill, and ability to pursue lifelong learning. Panyapiwat Institute of Management provides instruction in various locations.

1. Panyapiwat Institute of Management, Chaeng Watthana Road, Pak Kret District, Nonthaburi Province
2. Panyapiwat Institute of Management EEC Campus, Sattahip District, Chon Buri Province
3. Distance learning units in 12 provinces nationwide



## Logo



The olive branches, shield, and ribbon symbolize triumph above all things.

The crown represents education as the highest and greatest achievement.

The color green and golden yellow used in the logo stand for academic and moral excellence – the two guiding principles to a life of prosperity.

Word mark within the shield are the institute's name and acronym in English and bearing the full name of the institute in Thai is the ribbon at the bottom.

## Official Colors



### Green

A symbol of prosperity, growth and fullness

### Golden Yellow

A symbol of academic and moral excellence

### The official colors of PIM

The official colors of PIM represent academic and moral excellence – the two guiding principles to a life of prosperity.

## Official Flower



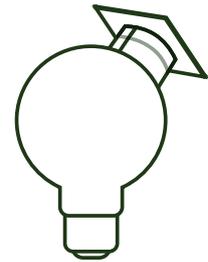
### Water Lily (Mangkala Ubol)

The water lily flower serves as a symbol of:

- 1) Perseverance
- 2) Fortitude
- 3) Magnificent achievement

# Philosophy

## Education is the Matrix of Intellect



### Vision

## Creating Professionals through Work-based Education

### Mission

Corporate University with the following missions

- 1 To create qualified people who meet the needs of business sector, social sector and global community sector with the emphasis on learning from real experiences (Work-based Education);
- 2 To combine academic knowledge and business for teaching, research, academic services and preservation of arts and culture (Combination of Academic and Professional Expertise).
- 3 To create collaborative networks to develop body of knowledge and promote innovations (Collaborative Networking)
- 4 To develop an organization that is ready to cope with changes and has a good management system. (Transformative Organization & Good Governance)

### Institutional Identity

Being a Corporate University which is based on Work-based Education style of teaching composes of as follows:

- 1 Work-based Teaching is the combination study of both theorem and case study form real practical worker of an organization in order to prepare the real practice.
- 2 Work-based Learning is the learning by doing with both the prearranged-mentors program and the tracking evaluation system based on the career curriculum to integrate both theorem and real practice.
- 3 Work-based Researching is a research study, conducted by a lecturer, based-on the real-problem research in an organization. The research result is contributed to directly practice and lead the new knowledge breakthrough back to the classroom teaching.
- 4 Networking University is the cooperation network creation among public and private educational institutes of both domestic and aboard in order to establish teaching participation, learning by practice and innovation-oriented research.

## Self-Identity of the Institute

“Ready to Work Graduates” The Institute aims to develop students in all aspects, including learning contents, actual work practicum, practicing social skills, life skills, professional skills, and development of advanced thinking skills all of which will equip the graduates with the readiness to work immediately upon graduation. From the above-mentioned self-identity, the desirable characteristics of the graduates have been determined as follows: being able to learn, being able to think, being able to work, being culture-oriented, and loving righteousness.

## Desirable Characteristics of Graduates

Graduates being ready to work

**“Being able to learn, being able to think, being able to work, being culture-oriented, and loving righteousness”**

Comprising  
**5 Identities**  
**7 Capacities**  
**11 Qualifications**

## 5 Identities

# 1



### Being able to learn

- Craving for knowledge, craving for learning, being able to acquire knowledge by oneself, and having knowledge of the specific study field.
- Having the ability to follow technological progress and apply information technology to maximize the benefits of work

# 2



### Being able to think

- Having the ability to use reasons and conclude including systematic thinking for analysis and synthesis
- Having the courage to think firmly and having creative thinking and being able to mobilize one’s own thoughts and inspiration to create various work outcomes and innovations

# 3



### Being able to work

- Able to plan and practice in order to reach the goal.
- Able to integrate multi-disciplines to be useful for working and living.
- Having communication skill for correct understanding.

# 4



### Being culture-oriented

- Being proud of Thai culture, participating in maintenance of Thai culture, and being ready to learn international cultures
- Having leadership to build credibility and trust, and having good human relationship for happily team working.

# 5



### Loving righteousness

- Having discipline, having virtues and morality.
- Having a voluntary mind, standing for righteousness, and appreciating the others’ goodness.
- Manage both personal and work life for quality living

## 7 Capacities



## 11 Qualifications



1. Communication



7. Morality



2. Socialization Development



8. Global Vision



3. Human Relationship



9. Maturity



4. Work Ethics



10. Language, Technology and Financial Proficiency



5. Skillful



11. Leadership Development



6. Innovative

# The Institute's Music

## The Institute's Music เพลงประจำสถาบันการจัดการปัญญาภิวัฒน์

Koet Ma Pen Khon Tong Phrom Cha Ot-thon Thuk Rueang-rao  
เกิดมาเป็นคน ต้องพร้อมจะอดทนทุกเรื่องราว

Mai-wa A-rai Cha Di Rai Sak Thao-rai  
Tong Mong Wa Pen Bot-rian  
ไม่ว่าอะไรจะดีร้ายสักเท่าไร ต้องมองว่าเป็นบทเรียน

\*Sing Thi Rian Khue Khwam-cham  
Sing Thi Tham Khue Khwam-ching  
\*สิ่งที่เรียนคือความจำสิ่งที่ทำคือความจริง

Sing Thi Tham Dai Yak-yen Nan Cha Ying-yai  
สิ่งที่ทำได้ยากเย็นนั้นจะยิ่งใหญ่

Sing Thi Tham Doi Tua-eng Ying Tham Cha Ying Khao-chai  
สิ่งที่ทำโดยตัวเอง ยิ่งทำจะยิ่งเข้าใจ

Mae Nan Phiang-dai Ko Mai Luem  
แม่นานเพียงใดก็ไม่ลืม

\*\*Tong Khit Pen Tham Pen Rian Pen  
\*\*ต้องคิดเป็น ทำเป็น เรียนเป็น

Nen Khwam Pen Tham Nai Chai  
เน้นความเป็นธรรมในใจ

Sing Thi Thuk Rak-sa Wai Thi Phit Rao Tong Thing Pai  
สิ่งที่ถูกรักษาไว้ ที่ผิดเราต้องทิ้งไป

Laeo Rao Cha Kao Pai ... Duai Kan  
แล้วเราจะก้าวไป...ด้วยกัน

\*\*\*Sa-tha-ban Pan-ya Pi-Wat Sa-tha-ban Haeng Pan-ya  
\*\*\*สถาบันปัญญาภิวัฒน์ สถาบันแห่งปัญญา

Rao Cha Khoi Pen Phu-son Rao Cha Khoi Pen Bao Lom  
เราจะคอยเป็นผู้สอน เราจะคอยเป็นเข้าหลอม

Cha Lo Lae Ko Lom Hai Thuk Khon  
จะหล่อและก็หลอมให้ทุกคน

Hai Phrom Klai-pen Khon Di (Hai Thuk Khon Pen Khon Di)  
ให้พร้อมกลายเป็นคนดี (ให้ทุกคนเป็นคนดี)

Koet Ma Pen Khon Tong Mung-man Fuek-fon Pra-sop-kan  
เกิดมาเป็นคน ต้องมุ่งมั่นฝึกฝนประสบการณ์

Kha Khwam Pen Khon Yu Thi Chai WatKanThi Phon-ngan  
An Mi Kha Khuang Chot-c ham  
ค่าความเป็นคนอยู่ที่ใจวัดกันที่ผลงาน อันมีค่าควรจดจำ

(Repeat \*, \*\*, \*\*\*) (ซ้ำ \*, \*\*, \*\*\*)

Rao Ko Muean It Khon La Kon Wang Son Kan Chueng Naen-na  
เราก็เหมือนอิฐคนละก้อนวางซ้อนกันจึงแน่นหนา

Ko Duai Khwam Rak Nai Pan-ya  
ก็ด้วยความรักในปัญญา

Chap Duai Sat-tha .. Nai Sa-tha-ban .. Khong Rao  
ฉาบด้วยศรัทธา...ในสถาบัน..ของเรา

(Repeat \*, \*\*, \*\*\*) (ซ้ำ \*, \*\*, \*\*\*)

## Mang-Kha-La Ubon Music เพลงมังคละอุบล

\*Mang-Kha-La Ubon Dang Phuak-rao Thuk Khon  
\*มังคละอุบล ดั่งพวกเราทุกคน

Nak Bao Phrom Pha-chon Ngot-ngam Pon Khem-khaeng  
หนักเบาพร้อมผจญ งดงามปนเข้มแข็ง

Tai Ngao Hu Kra-chong Phae King Bai Man-khong  
ใต้เงาหูกระจง แผ่กิ่งใบมั่นคง

Yat Yuen Thon Nong Sue-trong Lae Khaeng-kraeng  
หยัดยืนทรนง .. ซื่อตรงและแข็งแกร่ง

P (Practicality)

I (Innovation)

M (Morality)

P..I..M P..I..M P..I..M P..I..M Let Go!!

(Repeat \*) (ซ้ำ\*)

\*\*Nai Lok Haeng Khwam-pen-ching  
Tong Rian Ru Kan Ching Ching

\*\*ในโลกแห่งความเป็นจริง ต้องเรียนรู้กันจริงๆ

Tong Ok Pai Ha Khwam-ching  
Wing Chon Rueang-rao Thae-ching  
ต้องออกไปหาความจริง วิงชนเรื่องราวแท้จริง

Tong Nueai Tong Tho Ching Ching  
Tong Choe Phu-khon Ching Ching  
ต้องเหนื่อยต้องท้อจริงๆ ต้องเจอผู้คนจริงๆ

Rian Chak Khon Ru Khwam-ching  
Laeo Rao Cha Pen Khon-ching  
เรียนจากคนรู้ความจริง แล้วเราจะเป็นคนจริง

Khon Keng Nan Yang Mai Pho Keng Ching Tong Chat-kan Dai  
คนเก่งนั้นยังไม่พอ เก่งจริงต้องจัดการได้

Khae Kla Ko Yang Mai Pho Kla Ching Tong Mi Wi-nai  
แค่กล้าก็ยังไม่พอ กล้าจริงต้องมีวินัย

Khon Cha-lat Nan Yang Mai Pho

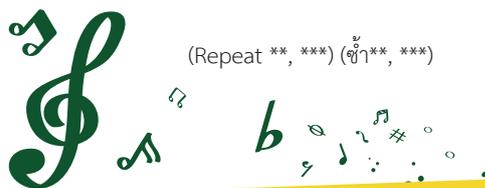
Khon Cha-lat Tong Mai Kong Khrai  
คนฉลาดนั้นยังไม่พอ คนฉลาดต้องไม่โกงใคร

Khaen-graeng Ko Yang Mai Pho Phro-wa Tong Mi Nam-chai  
แข็งแกร่งก็ยังไม่พอ เพราะว่าต้องมีความใจ

\*\*\*Thong Si Khiao Kha-chi Chap Si Lueang Rueang-rong  
\*\*\*ธงสี่เหลี่ยมจี้ ฉาบสี่เหลี่ยมเรื่องร้อง

Bon Phaen-din Si-Thong Ni Khue Ban Khong Rao  
บนแผ่นดินสีทอง นี่คือบ้านของเรา

(Repeat \*\*, \*\*\*) (ซ้ำ \*\*, \*\*\*)



# Faculties PIM : Nonthaburi Campus



# BA

คณะบริหารธุรกิจ FACULTY OF  
BUSINESS ADMINISTRATION

1

## Bachelor Degree

- 1) Modern Trade Business Management  
Program : MTM
- 2) Modern Trade Business Management  
(Continuing Program) : CMTM
- 3) Modern Trade Business Management  
Program : DMTM
- 4) Modern Trade Business Management  
(Continuing Program) (Internet-based  
Distance Education) : CIMM

## Master Degree

- 1) Modern Trade Business Management  
Program : TMBA-MTM

**Location :** Building 4 (CP ALL Academy), FL.10 

0 2855 0321, 0 2855 0288, 0 2855 0311 



# ET

คณะวิศวกรรมศาสตร์และเทคโนโลยี  
FACULTY OF **ENGINEERING**  
AND **TECHNOLOGY**

2

## Bachelor Degree

- 1) Digital and Information Technology  
Program : DIT
- 2) Computer Engineering and Artificial  
Intelligence Program : CAI
- 3) Industrial Engineering Program : IE
- 4) Automotive Manufacturing Engineering  
Program : AME
- 5) Robotics and Automation Engineering  
Program : RAE

## Master Degree

- 1) Engineering and Technology Program : MET

**Location :** Building 4 (CP ALL Academy), FL.11 

0 2855 1005, 0 2855 0930 



3

### Bachelor Degree

- 1) Business Chinese Program : BC
- 2) Business Japanese Program : BJ
- 3) Communicative English for Business Program : CEB

Location : Building 4 (CP ALL Academy), FL.11

0 2855 0344



4

### Bachelor Degree

- 1) Real Estate and Facility Management Program : RFM
- 2) People and Organization Management Program : POM
- 3) Hospitality and Tourism Management Program : HTM
- 4) Aviation Business Management Program: AVI

### Master Degree

- 1) People Management and Organization Strategy Program : POS

Location : Building 4 (CP ALL Academy), FL.10

0 2855 1524, 0 2855 0322, 0 2855 1089,

0 2855 0904, 0 2855 1406



5

### Bachelor Degree

- 1) Communication Arts Program: CA

### Master Degree

- 1) Innovative Communication for Modern Organization : MCA

Location : Building 4 (CP ALL Academy), FL.9

0 2855 0966





# IAM

คณะนวัตกรรมจัดการเกษตร FACULTY OF  
**INNOVATIVE AGRICULTURAL  
MANAGEMENT**

6

## Bachelor Degree

- 1) Innovative Agricultural Management  
Program : IAM

Location : Building 4 (CP ALL Academy), FL.9

0 2855 0987



# EDU

คณะศึกษาศาสตร์  
FACULTY OF **EDUCATION**

7

## Bachelor Degree

- 1) Teaching Chinese Language Program : TCL
- 2) English Language Teaching Program : ELT

## Master Degree

- 1) Educational Management and  
Administration Leadership Program : EML

Location : Building 4 (CP ALL Academy), FL.9

0 2855 1026



# FBM

คณะการจัดการธุรกิจอาหาร FACULTY OF  
**FOOD BUSINESS MANAGEMENT**

8

## Bachelor Degree

- 1) Food Business Management Program : FBM
- 2) Restaurant Business Management  
Program : RBM
- 3) Food Business Management  
(Continuing Program) : CFBM

Location : Building 4 (CP ALL Academy), FL.9

0 2855 0372





คณะอุตสาหกรรมเกษตร  
FACULTY OF AGRO-INDUSTRY

9

### Bachelor Degree

- 1) Farm Technology Management  
Program : FTM
- 2) Food Processing Technology Management  
Program : PTM

Location : Building 4 (CP ALL Academy), FL.9

0 2855 0372



# LTM

คณะการจัดการโลจิสติกส์และการคมนาคมขนส่ง  
THE FACULTY OF LOGISTICS AND  
TRANSPORTATION MANAGEMENT

10

### Bachelor Degree

- 1) Logistics and Transportation Management  
Program

Location : Building 4 (CP ALL Academy), FL.10

0 2855 0707



# INTERNATIONAL COLLEGE

วิทยาลัยนานาชาติ

11

### Bachelor Degree

- 1) Modern Trade Business Management  
(International Program) : iMTM

### Master Degree

- 1) International Business Program: iMBA

Location : Building 4 (CP ALL Academy), FL.10

0 2855 1575, 02 855 1126



## Chinese Graduate School

วิทยาลัยบัณฑิตศึกษาจีน

12

### Master Degree

- 1) Business Administration  
(Chinese Program) : C-MBA

### Doctoral Degree

- 1) Business Administration (Chinese Program) :  
C-Ph.D
- 2) Educational Management (Chinese Program)

Location : Building 4 (CP ALL Academy), FL.10



0 2855 0301



## GE

การศึกษาทั่วไป  
GENERAL EDUCATION

13

### Offering instruction in general education courses for students

- 1) Thai language group
- 2) English language group
- 3) Chinese language group
- 4) Humanities and Social Sciences group
- 5) Science and Mathematics group

Location : Building 4 (CP ALL Academy), FL.11



0 2855 1312



## Faculties PIM : EEC Campus



1

### Bachelor Degree

- 1) Business Administration (Management Innovation in Social Enterprise)
- 2) Business Administration (Hotel and Food Business Management)
- 3) Business Administration (Innovation in Hotel Food and Beverage Business)
- 4) Business Administration (Management of Trading Innovation)

Location : Administration Building, FL.3

0 2855 1005, 0 2855 0930



# Various Work Agencies Concerning Students

1

## The Office of Academic Affairs

### Location :

PIM : Building 4 (CP ALL Academy), FL.14

PIM EEC : Administration Building, FL.1



### Bachelor Degree:

0 2855 0378, 0 2855 0969

### Graduate Degree:

0 2855 1562, 0 2855 1139

0 2855 0386, 0 2855 0971

### Services Concerning Students

- 1) Student Cards
- 2) Checking of educational qualification
- 3) Adjustment and monitoring of student's status
- 4) Comparison and transferring of educational qualifications and learning outcomes
- 5) Enrollment registration and adding-revoking courses
- 6) Announcement of study results
- 7) Determination of examination dates and study calendar
- 8) Checking of petition for graduation
- 9) Checking of documents on educational evidence

## PIM Library

### Location :

PIM: Building 4 (CP ALL Academy), FL.12A

PIM EEC: Canteen 1 Building, FL.2



0 2855 0381

### Services Concerning Students

- 1) Information Resource Services
  - Circulation of information resources
  - Reserving of information resources
  - Recommendation of information resources for the library
  - Provision of services on materials and equipment of Go Game, board games, and skill enhancing games (to be used in the library)
  - Inter-library loan service
- 2) Electronic Information Resource Services
  - e-Books
  - e-Journal
  - e-Thesis
  - e-Research
  - e-Project
- 3) Provision of Directions on Using the Library and Online Database Training
- 4) Information Services for Referencing and Research

- 5) Provision of Services on Space and Activities for Learning
  - Computer Zone
  - Learning Zone
  - Quiet Zone
  - Study Room
  - Theatre Service
- 6) Provision of Services on Supporting Materials and Equipment for Learning

## The Office of Student Affairs

2

### Location :

Building 4 (CP ALL Academy), FL.7



Student Activity Work : 02 855 0443

Student Welfare Work : 02 855 0223

Scholarship Work : 02 855 0907

### Services Concerning Students

- 1) Organizing sports, recreational, and public service activities including voluntary-minded activities for students
- 2) Providing circulation services on sports equipment and materials for student activities
- 3) Dealing with student's request for scholarships and checking the qualifications of students receiving scholarships
- 4) Claiming for insurance claims when students have accident
- 5) Supervising and monitoring the discipline of students
- 6) Requesting for military waiver and coordinating on military matter for students

## The Office of Accountancy and Finance

3

### Location :

Building 4 (CP ALL Academy), FL.14



02 855 0332-3, 02 855 0249

### Services Concerning Students

- 1) Accepting payment of fines and fees

## The Office of Information Technology

4

### Location :

Building 4 (CP ALL Academy), FL.12



0 2855 0400

### Services Concerning Students

- 1) Provision of advices on information technology
- 2) Dealing with abnormal users and abnormal logins
- 3) Provision of online (e-learning) instructional system

**5**

## The Office of Research and Development

---

**Location :**

Building 2 (Convention Hall), FL. 2



0 2855 0229, 0 2855 1102

**Services Concerning Students**

- 1) Various evaluations related to instructional management, student help-care, and operation of the Institute
- 2) Publication of research articles or academic articles in the academic journals of the Institute

**6**

## The Office of Student Development

---

**Location :**

Building 4 (CP All Academy), FL.7



02 855 1350

**Services Concerning Students**

- 1) Part Time Job-Placement Coordination Center
- 2) Provision of advices and helps in case of problems in work appointment

**7**

## The Office of Arts and Cultural Affairs

---

**Location :**

Building 2 (Convention Hall), FL. 2



0 2855 1650

**Services Concerning Students**

- 1) Potential development and promotion of students with artistic and cultural abilities
- 2) Supervising and taking students to contest in musical, dancing and singing performances both inside and outside the Institute
- 3) Organizing activities to promote students with artistic and cultural abilities
- 4) Testing and supervising students who are granted scholarships on arts and cultural talents
- 5) Transferring Thai arts and culture to international students

**8**

## The Office of Facilities Management

---

**Location :**

Building 2 (Convention Hall), FL. 2



0 2855 1261

**Services Concerning Students**

- 1) Issuing stickers for parking cars and motorcycles that enter-exit the Institute

# Knowing “The Office of General Education”

## General Education Office Philosophy

General education creates quality human beings in the world society, with language communication skills, technological advances, thinking process, and public-mindedness.

## Vision

“Creating Professionals through Work-based Education”

## Mission

- 1) Producing graduates with quality that is relevant to the needs of enterprises with the emphasis on learning from work-based education. (Work-based Education)
- 2) Combining academic knowledge and professional expertise for provision of instruction, research, academic services, and enhancement and maintenance of arts and culture. (Combination of Academic and Professional Expertise)
- 3) Creating collaborative networking to enhance sustainable organizational competency and social values. (Collaborative Networking)

## Logo and Color



Panyapruek tree or the tree of wisdom  
that spreads educational shade signifying life-long learning

Color of the Office

Golden brown

## Roles

The Office of General Education has a working structure consisting of 5 subject groups and 1 center.

- 1) Thai language subject group
- 2) English language subject group
- 3) Chinese language subject group
- 4) Humanities and social sciences subject group
- 5) Science and mathematics subject group
- 6) Center of Languages and Skills Development (CLSD)

The Office of General Education focuses on provision of instruction on general education courses for students in all programs of Panyapiwat Institute of Management, and organizing activities to develop students in accordance with the identity of graduates of the Institute that is relevant to the needs of the society and employers of the graduates. Throughout the academic year, the Office of General Education has organized student development activities based on its subject groups.

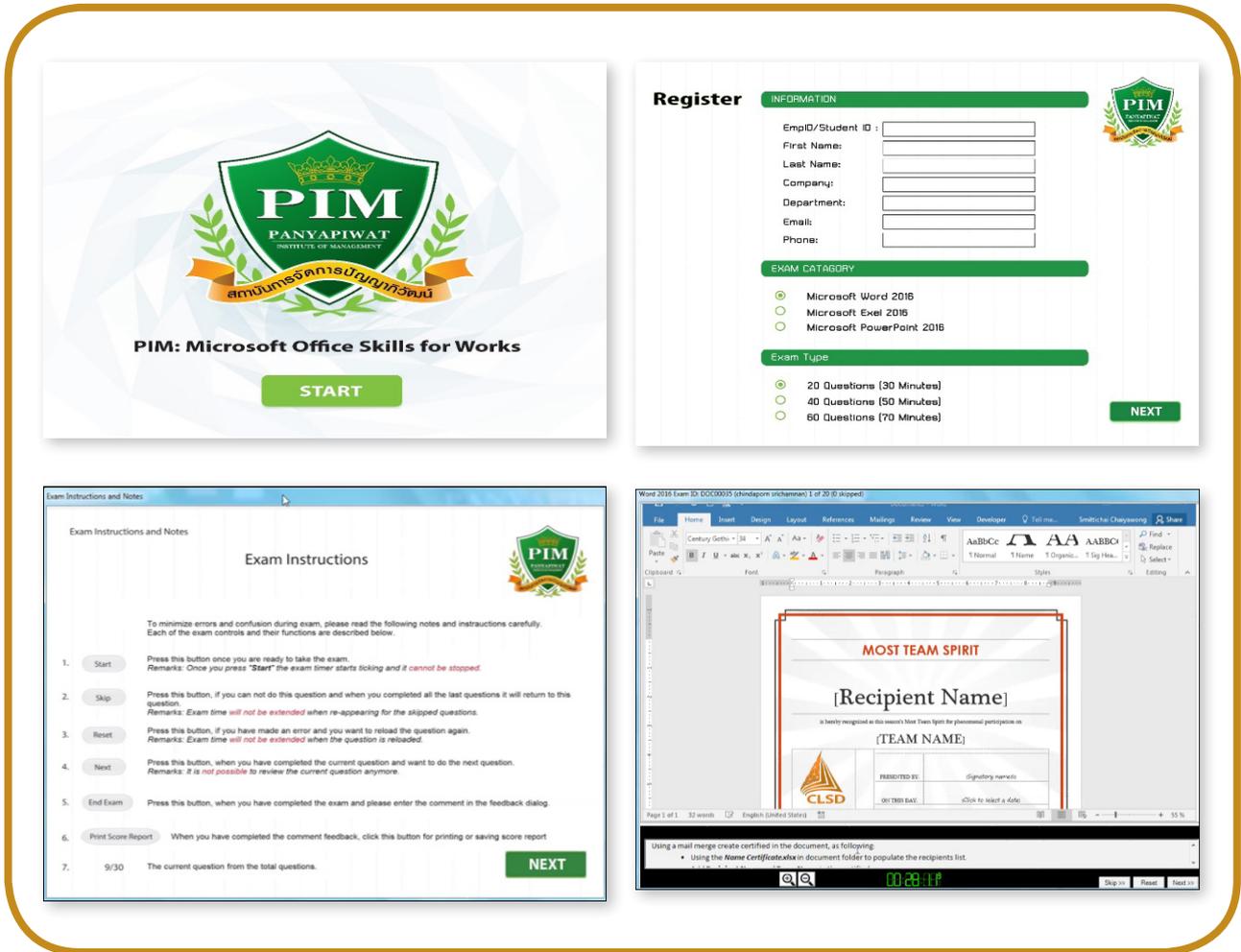
## Center of Languages and Skills Development

Center of Languages and Skills Development (CLSD) is a work unit under the Office of General Education that has the duty to enhance skills, assess skills and issue standard certifying certificates that are essential to the works of students, namely, communication skills in Thai and foreign language, life skills and digital skills. The CLSD's activities are based on the 4-year operation

plan, with the recording of evaluation results and results of student's participation in activities. It is an application program, named "PIM SMART PASSPORT", which is a database of students for use in consideration for decision making concerning the selection of employees to work in various establishments.

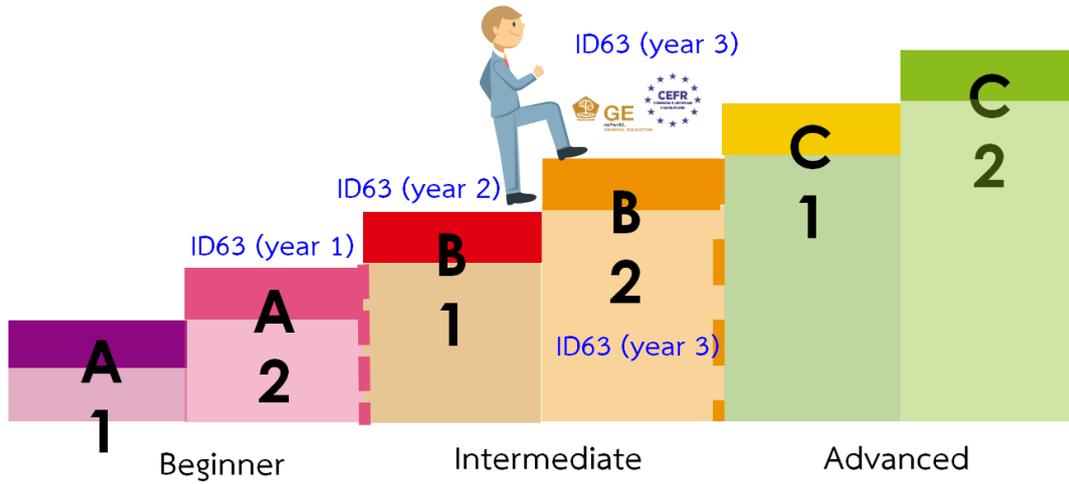


The Office of General Education has set up a training set for the use of office programs. Through the application of "Microsoft Office Simulation" to allow students to practice using tools for office document preparation as well as professional presentations That responds to learning every time.



In addition, the Office of General Education also implements the English Language Communication Application Program to support instructional management in the classroom with the aim of enabling students to pass the assessment criteria in accordance with the Common European Framework of Reference for Languages (CEFR) for at least the B2 level.

## Common European Framework of Reference for Languages : CEFR



### Plan for Code Students (per block)



# Knowing Us “International College”

## Philosophy of the International College

In International College of PIM, we believe in:

- Academic excellence as well as practical relevance
- Hard working as well as creativity and innovation
- Moral standard and trustworthiness
- Partnership and contribution to the community

## Vision

We are aspired to build the International College as:

- a spring board to launch our youth to the world
- with character, intellect and professional skills
- where wisdoms of all cultures amalgamates

## Mission

We provide higher education:

- With an international curriculum from Asian perspective
- Through international media of communication
- At international quality standard together with local relevance
- By an international faculty to an international student body
- In a network of international partners
- For nurturing leaders and professionals on the international stage

## Logo and Color of the Faculty



**INTERNATIONAL  
COLLEGE**

วิทยาลัยนานาชาติ

### Color of the College

#### Red

In Chinese culture, red is an auspicious color. With its distinct characteristic, red is like bright lights and warmth amid the cold and represents prosperity. Bold and vivid, red helps boost creativity, energy, and personal productivity which, in turn, will lead to more prosperity. In the emblem of ASEAN, red, which is one of the main colors used, depicts courage and dynamism.

## The Offered Programs/Majors

### Bachelor's Degree

- 1) Bachelor of Business Administration Program in Modern Trade Business Management (International Program)

### Master's Degree

- 1) Master of Business Administration Program in International Business (International Program)





## Bachelor of Business Administration Program in Modern Trade Business Management (International Program)

### Degree

Bachelor of Business Administration  
(Modern Trade Business Management)  
B.B.A. (Modern Trade Business Management)

### Career Approaches

Upon graduation from the program, the graduates can work in the career of modern trade business management at the practitioner or supporting level of work lines concerning modern trade businesses. They can also be engaged in their own private businesses regarding modern trade related and so on.

### Details of Tuition Fees

1) The total tuition fee of 585,000 baht is paid for the entire program, and payment of tuition fees for the whole semester at the rate specified by the Institute according to the normal 4-semester study plan.

Semesters	Tuition fees for students enrolled in the regular semester
No. 1 - 6	84,000
No. 7	81,000

2) The tuition fees for the whole semester do not include the following expenses:

- Books and learning documents in the course
- Workshop equipment, raw materials and other related devices
- Prerequisite course fees
- Other fees beyond the tuition fees per semester

Examples of enterprises that students engage in internship



# Information on the Study and Internship

## 1) First Academic Year

Semester 1			Semester 2		
Course Code	Course Title	Credit Hours	Course Code	Course Title	Credit Hours
EN xxxx	English language group	2	EN xxxx	English language group	2
EN xxxx	English language group	2	CN xxxx	Chinese language group	3
TH xxxx	Thai language group	3	SC xxxx	Science and Mathematics group	3
HM xxxx	Social Sciences group	3	MI 62101	Management Foundations & Digital Transformation	3
MI 62102	Accounting & Finance for Modern Trade	3	MI 62109	Foundations for Modern Trade Management	3
MI 62103	Economic Analysis for Modern Trade	3	MI 62110	Sales Management & Store Operation	3
MI 62104	Digital Marketing	3			
<b>Total</b>		19	<b>Total</b>		17
Summer Semester					
Course Code	Course Title				Credit Hours
MI 62190	Work-based Learning in Modern Trade Business Management 1				3
<b>Total</b>					3

\*This may subject to change as appropriate.

## 2) Second Academic Year

Semester 1			Semester 2		
Course Code	Course Title	Credit Hours	Course Code	Course Title	Credit Hours
EN xxxx	English language group	2	EN xxxx	English language group	2
SO xxxx	Social Sciences group	3	CN xxxx	Chinese language group	3
MI 62205	Operations & Supply Chain Management	3	MI 62214	Legal Aspects of Modern Trade & e-Commerce	3
MI 62211	Visual & Store Design	3	MI 62215	New Product Development & Category Management	3
MI 62212	Big Data Analytics for Consumer Behavior	3	MI 62216	Customer Experience Management	3
MI 62213	Prerequisite Course: None	3	MI 62217	Cross Border e-Commerce	3
<b>Total</b>		17	<b>Total</b>		17
Summer Semester					
Course Code	Course Title				Credit Hours
MI 62291	Work-based Learning in Modern Trade Business Management 2				3
<b>Total</b>					3

\*This may subject to change as appropriate.

### 3) Third Academic Year

Semester 1			Semester 2		
Course Code	Course Title	Credit Hours	Course Code	Course Title	Credit Hours
EN xxxx	English language group	2	MI 62318	Strategic Management for Modern Trade 1	3
MI 62306	Ethics, Mindfulness & Leadership	3	MI xxxxx	Elective courses group (2)	3
MI 62307	Applied Business Research	3	MI xxxxx	Elective courses group (3)	3
MI 62308	International Business Strategy & Cross Cultural Management	3			
MI xxxxx	Elective courses group (1)	3			
<b>Total</b>		14	<b>Total</b>		9
Summer Semester					
Course Code	Course Title				Credit Hours
MI 62392	Work-based Learning in Modern Trade Business				3
<b>Total</b>					3

\*This may subject to change as appropriate.

### 4) Forth Academic Year

Semester 1			Semester 2		
Course Code	Course Title	Credit Hours	Course Code	Course Title	Credit Hours
MI 62419	Strategic Management for Modern Trade 2	3	MI 62493	Work-based Learning in Modern Trade Business Management 4	6
MI xxxxx	Elective courses group (4)	3	MI xxxxx	Free Elective Course (1)	3
MI xxxxx	Free Elective Course (2)	3			
<b>Total</b>		9	<b>Total</b>		9

\*This may subject to change as appropriate.

**Note :** Information Bachelor of Business Administration Program in Modern Trade Business Management (International Program), please visit [http://202.44.139.57/checo/UnivSummary2.aspx?id=25592501100036\\_2116\\_IP&b=0&u=25000&y=](http://202.44.139.57/checo/UnivSummary2.aspx?id=25592501100036_2116_IP&b=0&u=25000&y=)

# Students Should Know



## PIM Location

Panyapiwat Institute of Management, known as PIM, is located on Chaengwattana Road. The institute address is 85/1 Moo 2, Chaengwattana Rd., Bang-Talad, Pakkred, Nonthaburi, 11120, Thailand.



Remark : The MRT Pink Line is under construction.

Tel. : 02 855 0000

Fax. : 02 855 0391

E-mail : [contactreg@pim.ac.th](mailto:contactreg@pim.ac.th)

Facebook : [www.facebook.com/pimfanpage](http://www.facebook.com/pimfanpage)

## Public Transports to PIM

### BUS



1. Bus no. 166
  - Victory Monument – Muangthong Thani
2. Bus no. 356
  - Pakkred – Saphan Mai
  - Pakkred – Don Muang – Saphan Mai
3. Bus no. 51
  - Pakkred – Kasetsart University
4. Bus no. 52
  - Pakkred – Chatuchak
5. Bus no. 150
  - Pakkred – Happy Land
6. Bus no. 391
  - Lad Lum Kaew – Muangthong Thani

### VAN



1. Minburi – Pakkred
2. Victory Monument – Pakkred
3. Rangsit – Pakkred
4. Chatuchak – Pakkred
5. Bang Kapi – Pakkred
6. Ramkhamhaeng University– Pakkred

### Mini Bus



1. Minibus
  - Nonthaburi Pier – Muangthong Thani –Sali Kho Temple

## PIM Map



### Building 1 (Administration Building)

- FL. 1-3 : Laboratory Rooms
- FL. 3 : Prayer Room and Laboratory Rooms

### Building 2 (Convention Hall)

- FL. 1 : Activity Patio, Food and General Merchants, PIM Smart Shop and PIM Souvenir Shop
- FL. 2 : Classrooms
- FL. 3 : Prayer Room and Meeting Rooms

### Building 3 (Multi-Purpose Building)

- FL. 1 : Laboratory Rooms
- FL. 2 : Nurse's Room and Offices
- FL. 3 : Laboratory Rooms and Classrooms

### Building 4 (CP ALL Academy Building)

- FL. G : Photocopy Shop
- FL. L : Admissions Center, 7-ELEVEN Shop and Bellinee's Bake & Brew
- FL. M : Aviation Business Training Center
- FL. 3 : Food World @ PIM
- FL. 4 : Classrooms and Aviation Business Training Center
- FL. 5-8 : Classrooms
- FL. 7 : Classrooms, The Office of Student Affairs and The Office of Student Development

### Building 4 (CP ALL Academy Building)

- FL. 8 : Classrooms and Store Model
- FL. 9 : Lecturer Offices
  - Faculty of Agro Industry
  - Faculty of Communication Arts
  - Faculty of Education
  - Faculty of Innovative Agricultural Management
  - Faculty of Food Business Management
- FL. 10 : Lecturer Offices
  - Faculty of Business Administration
  - Faculty of Management Sciences
  - Faculty of Logistics and Transportation Management
  - International College
  - Chinese Graduate School
- FL. 11 : Lecturer Offices
  - Faculty of Liberal Arts
  - Faculty of Engineering and Technology
  - The Office of General Education
- FL. 12 : Laboratory Rooms and Lecturer Office
  - Faculty of Management Sciences (Hospitality and Tourism Management Program)
- FL. 12A : Library
- FL. 14 : The Office of Accountancy and Finance, The Office of Academic Affairs and Reading Zone
- FL. 16 : Auditorium



## Classrooms and Laboratory Rooms



### Smart Classroom

Rooms : 4-0806

### Computer & Sound Lab

Rooms : 1-0301, 1-0303, 3-0309, 3-0310,  
4-1204, 4-1205, 4-1208, 4-1209 and 4-1210



### PIM Store Model

Rooms : 4-0807



### Aviation Business Training Center (PIM Air)

Sky Terminal Rooms : 4-M001

AIRCRAFT Rooms : 4-M002

Aviation Business Training Center : 4-0408



## Media and Multimedia Laboratory

Convergent Media Studio

Room: 4-1206



## Mac Lab

Room: 4-1207

## Logistics Strategic Management Laboratory Room

Room : 1-0201



## Sciences Laboratory Rooms

Physical and Innovative Agricultural Lab

Room : 3-0101

## Chemical Lab

Room: 3-0111



# Engineering Laboratory Rooms



Microprocessor and Embedded System Lab

Room: 1-0302

Advanced Research Lab

Room : 1-0308

Mechanical Engineering Lab

Room : 3-0105 and 3-0106

Industrial Engineering Lab

Room : 3-0107

Industrial Automation System Lab

Room : 3-0108

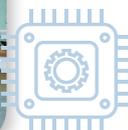


Automotive Information Lab

Room : 3-0102

Automotive Electronics Lab

Room : 3-0103





Electronics and Digital Lab

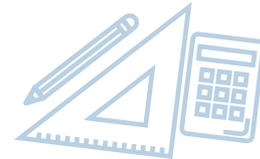
Room : 1-0304

Network Lab

Room : 1-0307

Physics Lab

Room : 1-0305



### Innovation Center for Robotics and Automation Systems (iCRAS)

Room: 1-0101



**Food, Bakery and Beverage Laboratory Rooms**

Cooking Lab  
Room: 3-0112

Coffee and Beverage Lab  
Room: 3-0113



Bakery Lab  
Room : 3-0114



Sensory Evaluation and Consumer Research Center  
Room : 2-0238



**Hospitality Lab**

Deluxe Room Mock-up  
Room : 1-0204

Culinary and Restaurant Mock-up  
Room : 1-0204

**Mixology Mock-up**

Room : 1-0206



# Technology and Student Support Systems

The institute has developed both systems and technologies to facilitate the students in online study and activity participation. For efficient usages of those, the specifications of Smartphone and mobile device are recommended as follows;

## Single Sign-On

The institute provides various information services for students, for examples, Email, e-Learning and the Registrar System (REG). In order to gain access to the services, students need to log in with their Username and Password (Single Sign-On).

Therefore, every student should change the password the first time they access the institute's computers, to protect their rights of using the services provided by the Institute.



**Single Sign-on** All Systems of the Institute

**Login**  
Student ID will be set as the default username and password

If the student wants to **change Password** please login in computer at the Computer Service Center of the Institute only.

Press **Ctrl + Alt + Delete** and then select **Change Password**

- Registrar System (Web REG)
- PIM e-Learning
- PIM e-Distance Learning
- PIM Application
  - Internal Services
  - Room Tracking
  - Office 365 (E-mail)
  - WiFi PIM Hotspot
  - Computer Service Center of the Institute

Information Technology : <http://it.pim.ac.th> 

# PIM Application

PIM Application is an application that is necessary for students to use while studying. Examples of the convenient functions of PIM Application are:

## Examples of functions of PIM Application to facilitate the convenience of students:

1. Identifying the student status  
>> via electronic student card

2. Viewing the class schedule, class room, examination room, and learning outcome  
>> via the Academic menu

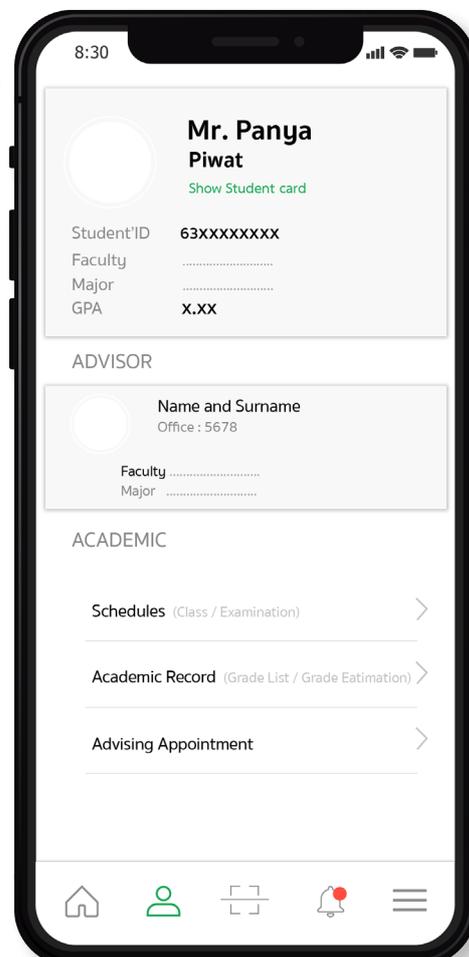
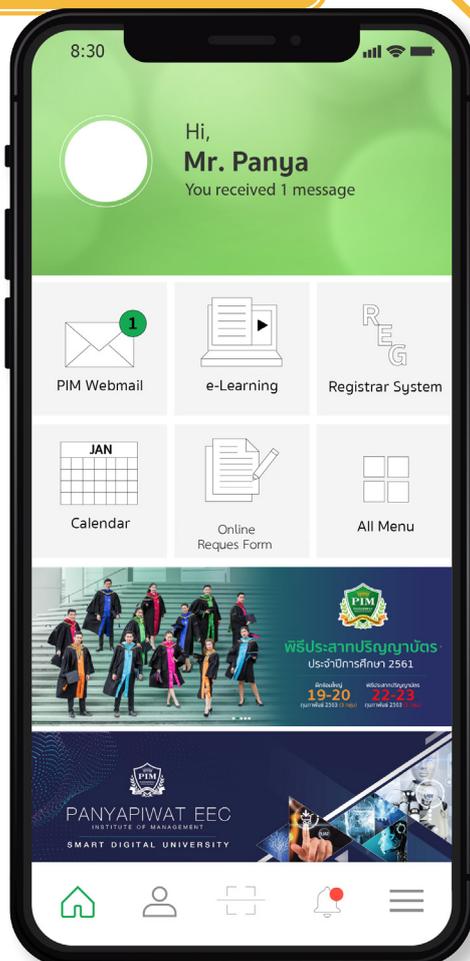
3. Checking the name of the advisor  
>> via the Advisor menu

4. Accessing important URL links such as e-Learning, REG (Educational Services System), online request forms, library circulation service, etc.

5. Confirming the identity and time of entering class for each course  
>> via the Check Room Tracking menu

6. Checking the educational calendar and various activities  
>> via the activities calendar

7. Receiving notifications from the Institute  
>> via the Notifications menu



How to Access

# PIM Application

For Students



Search  " PIM Application " in App Store or Google Play

1



Go to PIM Application

2



Register with Student's ID and your Password

3



Setting PIN CODE

4



Login

5



Enter PIN Code

6



Access the PIM Application



To download and install PIM Application, **at least 50 Mb** of free space is required

Access the PIM Application **Next login** use PIN Code

Information Technology : <http://it.pim.ac.th>



# Wi-Fi PIMHotspot

For Computers, Smart Phones and Tablets



Choose PIMHotspot, then click "Connect"



Enter Username and Password to Login



After login complete, you can use the internet.



**Username** : Student ID (10 digits)

**Password** : Student ID (10 digits)



For further inquiry, please contact  
the Office of Information Technology.  
Tel 02-855-0400

PIMHotspot Time limit is 5 hours per usage,  
otherwise a re-login is required.

Information Technology : <http://it.pim.ac.th>



# e-mail

## For Students

### ▶ Example

If the student's name is Mr. Panya Piwat and the students ID is 6354100051, then the e-mail of Mr. Panya Piwat is 6354100051@stu.pim.ac.th.

To access an e-mail account

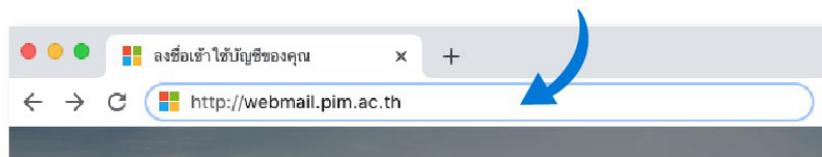
1

via PIM Application >> Enter PIN Code >> "PIM Webmail"



2

Open a web browser and navigate to <http://webmail.pim.ac.th>



3

via Outlook program



Information Technology : <http://it.pim.ac.th>



Office 365

OneDrive  
1 TB. FREE

Don't worry • Full memory

Students can store the data on the OneDrive which has 1 TB. of storage space.

OneDrive

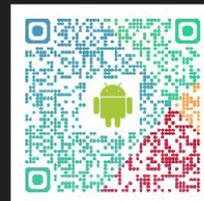


© Copyright Information Technology of PIMVPIWRT Institute of Management

Search  Microsoft OneDrive in App Store or Google Play

iOS installation guide

Android installation guide



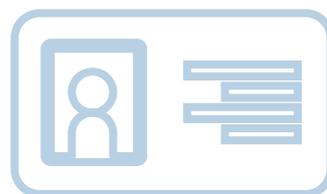
- ✓ Install
- ✓ Enter your E-mail address
- ✓ Enter your password

Ready to use

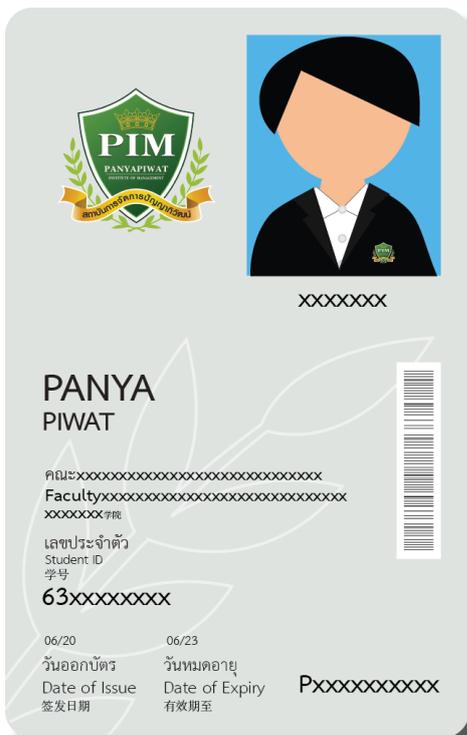
Information Technology : <http://it.pim.ac.th>



## Student Cards



At least one week before the semester starts, all students will receive a student card. It can be used for various activities both inside and outside the institute, as follows:



1. To show one's identity when communicating with the Institute, or any other work unit
2. To record class attendance in each course
3. To show one's identity for taking the examination
4. To borrow and return books at PIM library
5. As an ID card (Original or copy of student ID card) for receiving other services, or reimbursing the Institute's expenses

**Note :** In the case of a lost or expired student card, please contact the Office of Academic Affairs.



Tel 0 2855 1140  
or  
0 2855 1436

# PIM Academic Calendars and Study Plans



The Work-based Education model of teaching of the institute is a practice-oriented instruction for the students to gain knowledge from classrooms and the real workplaces. Once students graduate, they will be ready to work with accumulated experience, professional skill, life skill and social skill as well as life-long learning development.

## Academic Calendar 2020 for Undergraduate Level; International College

Activities	Semester 1	Semester 2	Summer Semester
Online registration period via the PIM registrar system website/ Academic advising/ Tuition fees payment period*	24 - 30 Aug 2020	11 - 17 Jan 2021	25 - 30 May 2021
Instruction Begins	31 Aug 2020	18 Jan 2021	31 May 2021
Last day for late registration and Late fees (This fine is subject to 100 baht/day)**	31 Aug – 4 Sep 2020	18 – 22 Jan 2021	31 May – 4 Jun 2021
Course adding /withdrawal period without “W” record	31 Aug – 11 Sep 2020	18 – 29 Jan 2021	31 May – 11 Jun 2021
Period for maintaining student status/ Request for intermission leave	31 Aug – 2 Oct 2020	18 Jan - 19 Feb 2021	31 May – 2 Jul 2021
Course withdrawal period with “W” record	14 Sep – 20 Nov 2020	1 Feb – 9 Apr 2021	14 Jun – 16 Jul 2021
Last day of classes	11 Dec 2020	30 Apr 2021	6 Aug 2021
Final examinations	7 – 11 Dec 2020	26 - 30 Apr 2021	2 – 6 Aug 2021
Online Grade announcement	4 Jan 2021***	24 May 2021	23 Aug 2021
Last day to adjust grade “I”	5 Feb 2021	25 Jun 2021	24 Sep 2021
<i>Instruction Begins for academic year 2021</i>	6 Sep 2021		

### Note

\* Late registration fees will be charged according to the Institution announcement

\*\* Not applicable for new students

\*\*\* Or to be announced by college

Information Academic Calendar: <https://portal.pim.ac.th/Pages/academiccalendar.aspx>

## Attiring

### Student Uniforms



Wearing a student uniform is a proud expression of being a student of the institute. Students should wear a student uniform on the day of class attendance or contacting the institute; and a PIM suit on the day of examination or ceremony in order to be well organized and create a good image for the institute.



### Uniforms of Faculty / Department



# Study at PIM

## View Study Timetables



Students can view the study timetable through the PIM Application (by choosing “REG” (Registrar System) to access the Registrar System (<http://reg.pim.ac.th>) by the following steps::

1. Login to the system.
2. Click the “Study Timetable” button on the left menu.
3. Click to select the academic year and semester required to view the study timetable.

The system will automatically send an alert e-mail via PIM Application to remind students of the time, course title and the classroom number 30 minutes before the start of class.

**EXAMPLE**

Course title, Section Room no. and Time

\* The following data as shown above is combined with course code, class section and classroom respectively.

Classroom Guide		
CP, All. Academy Bldg.	4 - XXYY	XX = Floor , YY = Room number
Multipurpose Bldg.	3 - XXYY	XX = Floor , YY = Room number
2nd Floor Convention Hall	2 - XXYY	XX = Floor , YY = Room number
3rd Floor Convention Hall	Hall 1 - Hall 6	

Remark C = Lec L = Lab R = Con S = Self T = Tut

**Block Remark**  
A = Block 1.1 & 2.1 (Blue)  
B = Block 1.2 & 2.2 (Orange)

For more information about the study timetable, please visit <http://aa.pim.ac.th/pages/registre>



or Tel 0 2855 0975,  
0 2855 1145,  
0 2855 1669

## Classroom Schedules

Classroom schedules are posted in front of the room, showing the classes held in the room on a weekly basis. Students should check this schedule to ensure they are in the right room, as it reflects changes in scheduled classes.

**EXAMPLE**

 <b>Room 4-0402</b> * Update date 09 January 2019												
Date	8:00	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	
14 Jan 19			BC60230 : Chinese Business Culture and Etiquette (B-1) (Ajarn.Tansiny 0301)					BC60227 : Modern China (B-1) (Ajarn.Khanitha 0491)				
15 Jan 19			BE58127 : English for Customer Care and Engagement (B-1) (Ajarn.Pitchaya 0351)					BA60203 : Business Managerial Accounting (B-11) (Ajarn.Kanitta 1065)				
16 Jan 19		Homeroom (K.Hathairat 0213)						EN57305 : English for Job Application and interview (B-2) (Ajarn.Benchasri 1315)				
17 Jan 19	RB58203 : International Restaurant Management System (B-1) (Ajarn.Patcharapon 1492)					TC57315 : Chinese - Thai Translation (B-1) (Ajarn.Chotivian 0819)		BC60230 : Chinese Business Culture and Etiquette (B-1) (Ajarn.Tansiny 0301)				
18 Jan 19	BE58328 : English for Events and Exhibitions (B-1) (Ajarn.Marisa )			AME3201 : Dynamics and Vibrations (B-1) (Ajarn.Puivadon )				AME3201 : Dynamics and Vibrations (B-1) (Ajarn.Puivadon )				
19 Jan 19												
20 Jan 19	CN60105 : Chinese for Work 1 (B-25) (Ajarn.Wasana )							EN60205 : English for Service and Sales Business (B-30) (Ajarn.Chayapon 5939)				
21 Jan 19			BC60230 : Chinese Business Culture and Etiquette (B-1) (Ajarn.Tansiny 0301)					BC60227 : Modern China (B-1) (Ajarn.Khanitha 0491)				

Course title (Section)  
and the instructor's name

## Confirmation for study

# ROOM Tracking

### Option 1 Tap a student card on the time recorder machine



- Tap a student card on the time recorder machine for about **3 seconds**.
- The machine screen displays the **student's English name** and message **"pass"**.



### Example of Card Tapping time for Room Tracking or Scan QR Code

#### Class Period

8.00 am. - 9.30 am.

Tapping-in Time      Tapping-out Time

7.45 - 8.15 am.      9.15 - 9.45 am.

### Option 2 Scan QR Code via PIM Application



- Go to PIM Application
- Enter PIN Code
- Choose Menu "Check Room Tracking"
- Scan QR Code
- Check attendance record data.



If you have not previously logged in, please login and set a PIN code.

Information Technology : <http://it.pim.ac.th>



# PIM e-Learning



▶▶ To encourage students to access as well as to learn course materials from anywhere, the institute provides PIM e-Learning which is on-line learning systems allowing students to be able to access and study the involved course materials before, during and after school. The PIM e-Learning system can be accessed via as follows:

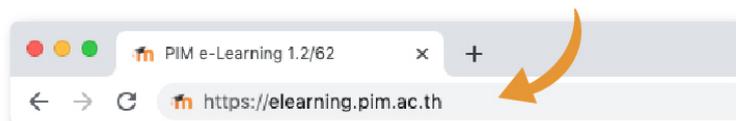
1

PIM Application >> Enter PIN Code >> "PIM e-Learning"



2

Open a web browser and navigate to <http://pimelearning.pim.ac.th>



Students can study the user manual of PIM e-Learning at the PIM e-Learning website

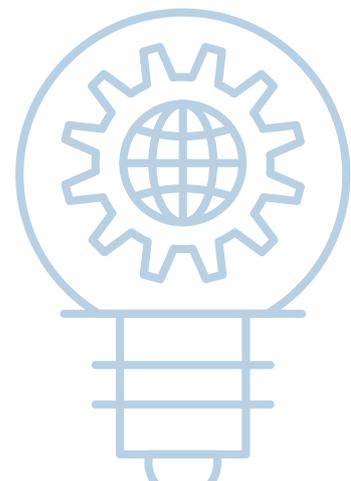
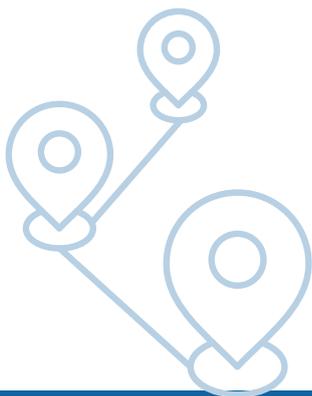


Information Technology : <http://it.pim.ac.th>



## PIM MOOC

PIM MOOC is an online course for those who are interested, including students of the Institute who are pursuing learning of contents in various disciplines according to the expertise of the institution that can be learned from anywhere and at any time.



# Information Resources



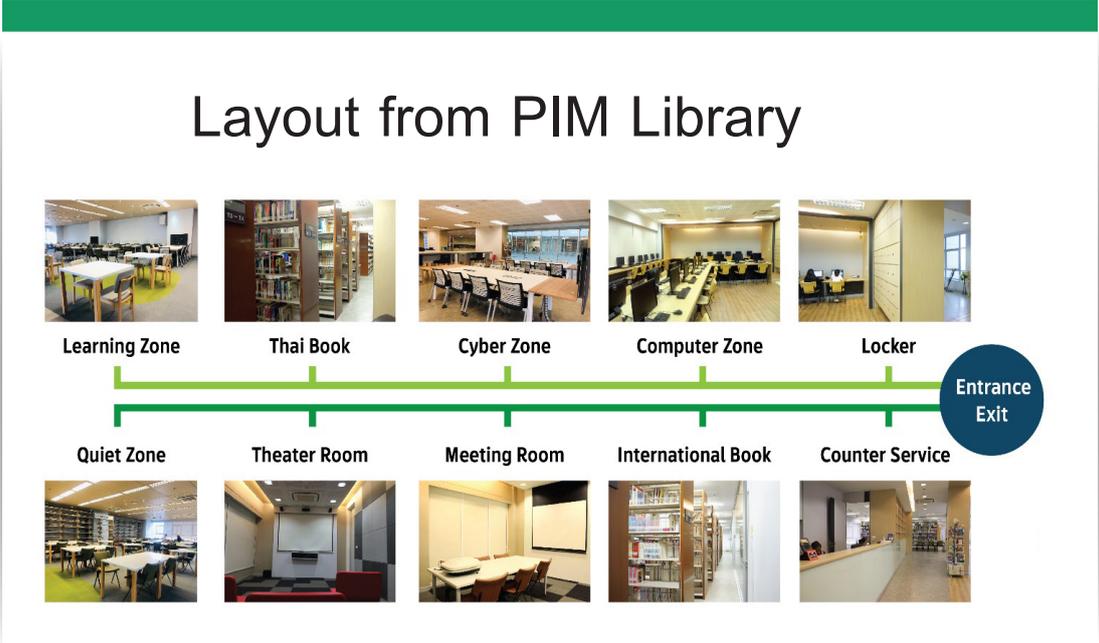
**PIM Library** PIM Library is located in Building 4 (CP ALL Academy), Floor 12A.

Open daily (except holidays)

Monday – Friday: 08:00 – 18:30

Saturday – Sunday: 09.00 – 18.00

PIM Library provides learning services in terms of information resources such as books, journals, theses, e-books, e-journals, e-theses, e-research, e-projects, online database, and skill enhancing board games in order to facilitate the search for additional knowledge, both from within PIM Library and from databases of other libraries outside the Institute.



## MOU Academic Cooperation Collaboration between libraries



**CP All Knowledge Center**  
Providing resource sharing services which can be searched from the PIM library



**e-Book of Maruey Library**  
Username : SETC-PIM01/SETC-PIM02  
Password : 160913



Loan service (only photocopying) of the Pittayalongkorn Library, Kasetart University



## Library Online Services



Web OPAC

Library Resources Search



Library Website



### Online Databases

- Emerald
- CNKI
- CEIC



### e-Collection

- e-Books
- e-Theses
- e-Projects
- e-Research



PimLibrary  
Facebook Fanpage



m.me/PimLibrary  
Online inquiry service



### Online Journals

- Panyapiwat Journal
- Nikkei
- Harvard Business Review
- The Wall Street
- The Economist

For further inquiries, call 0 2855 0381 – 82 Or Email to library@pim.ac.th

# Preparing for Exams

## View Exam Timetables



Students can view their final-exam schedules through the PIM Application (by choosing "REG" (Registrar System) to access the Registrar System (<http://reg.pim.ac.th>) by the following steps:

1. Login to the system.
2. Click the "Timetable" button on the left menu.
3. Click on relevant links, such as academic year and semester, to check the dates, time, room and seat numbers for exams in each current course.

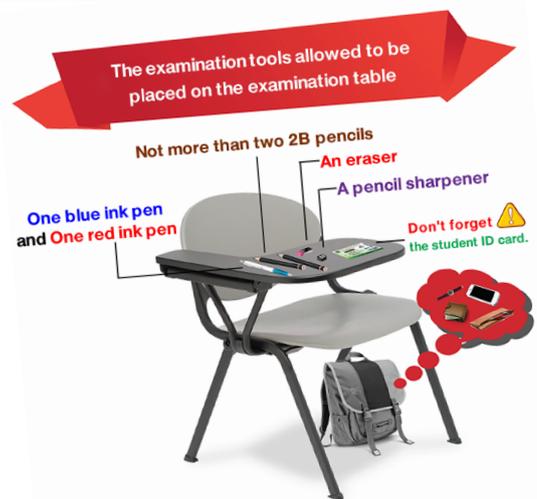
Examination Schedule Block A						
Course Code	Course Name	Group	Midterm Exam.			
			Date	Time	ROOM	Seat no.
SC60105	Creative Thinking for Sciences and Business Innovation	A-3	11 May 1475	09:30-12:30	CP. All. Academy bldg. : 4-0602	7

Examination Schedule Block A						
Course Code	Course Name	Group	Final Exam.			
			Date	Time	ROOM	Seat no.
MI62102	Accounting & Finance for Modern Trade	A-1	15 May 1475	09:00-11:00	CP. All. Academy bldg. : 4-0602	7
MI62104	Digital Marketing	A-1	15 May 1475	13:00-15:00	CP. All. Academy bldg. : 4-0602	7

## Examination conduct



- 1 Dressed with "Student's full uniform" while taking the examination
- 2 Please check the seat number every time before entering the examination room.
- 3 Students are not allowed to wear watches of all kinds during the examination.
- 4 Students are not allowed to take the examination if they arrive more than 30 minutes after the start of the examination. If they are more than 30 minutes late, they **"lose the right to take the exam"** in that particular course. **Also, students are not allowed to leave the exam room for 45 minutes once the exam starts.**
- 5 Students must always show a student ID card, an ID card, a card issued by the government agency or a substitution card for entrance to the examination room to the examination room controller before entering the examination room.
- 6 Students are not allowed to make loud noises in front of the examination room.
- 7 Students must keep their own belongings, bags, or any valuables under their chair.



- Instructions for entering the examination room**
1. Removing the wrist watch, turning off all communication tools, and putting them in the bag and putting them in the bag
  2. All bags and belongings must be placed under the examination seat only. Do not absolutely place them beside the examination seat.

## Prohibitions in Examination for Students

Any student who does not observe or follow the following prohibitions is considered to be a cheater in the examination and must be punished as prescribed.



Turning on or using all types of communication tools or electronic devices while taking the examination.



Taking the examination in place of the others or allowing the others to take the examination on one's own behalf.



Having the intention to commit other dishonest behaviors.



Answering the test items for the others or allowing the others to answer the test items for them.



Taking the tests or the answer sheets out of the examination room.



Marking, writing, note taking, or acting in any way that results in having messages or symbols on any part of the body or on any other object and bring it into the examination room.



Leaving the examination room during the examination excepting only in the case of permission from the examination room controller.



Sending or receiving marks, signs or letters in any way during the



## Requesting permission for a make-up

In the case of uncontrollable events preventing the students from taking the examination on the examination day and time, the students can request a make-up examination. They must file a request for a make-up examination with attached documents to the Academic Affairs Office within two days of the original examination date.

Events to be considered for a make-up examination request comprise the following:

1. Uncontrollable events that occur with the students, such as sickness or accidents that require hospital treatment. As such, the students must submit evidence or accompanying documents from the hospital only.

2. Uncontrollable events that are caused by external factors and have effects on the students including family emergencies, natural disasters, or epidemic diseases that prevent the students from taking the examination. As such, the students must submit evidence or accompanying documents for consideration.

Students who claim to remember the wrong examination date or time, wake up late, to unable to find the examination room, or cite rain, traffic jams or vehicles having problems are not to be considered as a reason for requesting retrospective examination.



For more information about  
the Institute's examination  
Tel. 0 2855 1138  
or 0 2855 1148

# View Grade Results



Students can check their past academic performance and grades in the current semester after the grade announcement according to the academic calendar via the PIM Application (by choosing “REG” (Registrar System) to access the Registrar System (<http://reg.pim.ac.th>) using the following steps:

1. Login to the system.
2. Click the "Grade Result" button on the left menu so that the system displays all the student's grades by semester.

**ระบบบริการการศึกษา REGISTRAR SYSTEM**

XXXXXXXXXXXXXXXXXXXX

Please specify [ALL](#) | [2017 : 1, 2, 3](#) | [2018 : 1, 2, 3](#) | [2019 : 1, 2, 3](#) | [Grading stimulation program Click here](#)

Semester 1/2017									
Course Code	Course Name				Credits	Grade			
CMA1103	Public Speaking and Presentation Skills				3	D+			
EN58103	English for Everyday Communication				2	A			
MI59101	Business Managerial Marketing				3	B			
MI59102	Business Managerial Accounting				3	B+			
SO58109	Cross Cultural Management				3	A			
TH58103	Thai as a Foreign Language				3	A			
<b>THIS SEMESTER</b>					<b>STUDIED RESULT : เปรียบเทียบ</b>				
C.Register	C.Earn	CA	GP	GPAX	C.Register	C.Earn	CA	GP	GPAX
17	17	17	56	3.29	17	17	17	56	3.29

Semester 2/2017									
Course Code	Course Name				Credits	Grade			
EN58208	English for Business Communication				2	XX			
HM58102	GO and Thinking Skills Development				3	A			
MI59103	Strategic Organizational and Human Resource Management				3	XX			
MI59104	Modern Trade Business Management				3	XX			
MI59105	Business Managerial Economics				3	XX			
MI59115	Sales and Service Standards for Modern Trade Business				3	XX			
SC58107	Business Information Technology Management				3	D+			
<b>THIS SEMESTER</b>					<b>STUDIED RESULT : เปรียบเทียบ</b>				
C.Register	C.Earn	CA	GP	GPAX	C.Register	C.Earn	CA	GP	GPAX
20	20	20	63	3.15	37	37	37	119	3.22



If students do not assess the course, students will not be able to view the grade result of that course.\*\*

For more information about grade result browsing, please visit



<http://aa.pim.ac.th/pages/registre>  
 Tel. 0 2855 0375  
 or 0 2855 1148

# Online Petition Submission, Registration, Various Evaluations and Others

## Registration System (www.reg.pim.ac.th)

In the case that students want to check various information such as registration for enrollment, the class or examination schedule, study results, evaluation of the instructors, evaluation of advising instructors, graduation, and the student's own information, they can use the PIM Application (by choosing "REG"

(Registrar System) to access the Registrar System (<http://reg.pim.ac.th>) by logging in to the system with the **username** and **password** each of which is a **single sign-on** for each student.



The screenshot shows the Registrar System web application. At the top left is the PIM logo. The main header features the Thai text "ระบบบริการการศึกษา" and "REGISTRAR SYSTEM" with an illustration of a person at a podium. Below the header is a navigation menu with a "Logout" button and a list of services: Academic Profile, Student Profile, Print Academic Profile, Demerit Record, Enrollment Record, Payment Channels, Print Voucher Online, Student Refund, Lecturer Evaluation, Evaluate Advisor, Assessment, Life Skill, Study Timetable, Debt / Scholarship, Grade Result, Graduate Check, Course Search, Search Student Time, Search Instructor Time, Search Room Time, Suggestion, and Login Statistic. The main content area displays a "Welcome To Educational Service System" message and a "News Updated" section.

# Internal Services



Students can submit an **Online Request Form** in the **Internal Services** system to request educational documents, adding-withdrawing courses, adding a course (in case of repeated registration), changing the study group, suspension of study/maintaining student status, etc. via PIM Application (by choosing “Online Request Forms”)

The screenshot shows the 'Internal services' web application. The top navigation bar is green and contains the text 'Online Request Form System – For students'. On the left, there is a sidebar menu with the following items: 'Request Forms (Undergraduate Level)' (with a dropdown arrow), 'Course Enrollment Request Form', 'Course Adding Request Form', 'Course Adding Request Form (Only for Repeating Courses)', 'Course Withdrawal Request Form', 'Section Change Request Form', 'Academic Records Request Form (Graduate Level)', 'Leave of Absence Request Form', 'Re-enrollment Request Form', 'Change Student Profile Request Form', 'General Request Form', 'Take Late Examination Request Form', 'Open Course Request Form', 'Enrollment Cancellation Request Form', and 'EMS Tracking'. The main content area is mostly blank, with a search bar containing 'Q Search' and 'Cancel' buttons.



# PIM Student Practice

PIM provides teaching and learning model as Work-based Education. All PIM students will experience learning on the real-work practice. Practicing in an internship company is an important course of programs; and aimed at both students' efficiently practicing and real-work skill development. Therefore, students should behave appropriately while practicing during their internship periods.

## Examples of Partner companies



## Practice Instructions

- 1 Attend the training on the date and time determined by the company.
- 2 Strictly follow the rules of the company.
- 3 Respect, obey and follow the trainers' instructions.
- 4 Punctuality, diligence, patience and job caring are required.
- 5 Perform the assigned duties with care and comply with the security rules of the company.
- 6 Honesty, generosity, and sacrifice to others are required.
- 7 Dress and behave appropriately.
- 8 DO NOT disclose any information of the company without permission.
- 9 Express your gratitude to trainers at the end of the internship.

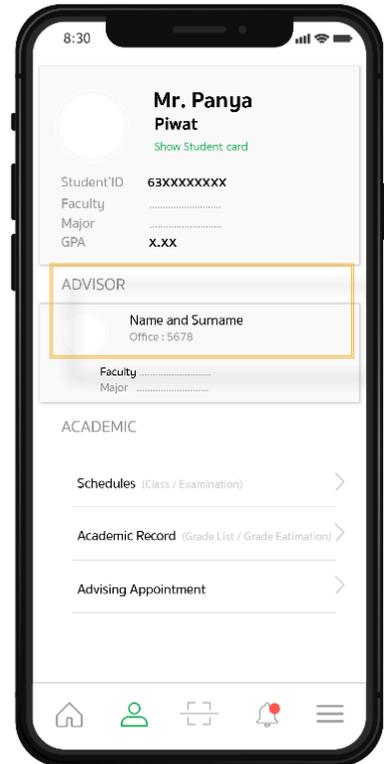
# Student Care and Assistance

In order to help students while studying, the institute has allocated individuals or agencies to take care of and help them through the following channels



## Advisors

Provide counseling and guidance for students. Students can check the list of advisors via the PIM Application



Students can find instructors' availability for consultation by clicking on the "Search Instructor Time" button on the left menu bar. Students should then contact the reception desk in front of the lecturer offices (FL. 9 - 12) in order to meet the advisor according to the pre-booked time in the Registrar System website.

The screenshot shows the Registrar System website interface. On the left is a vertical navigation menu with buttons for 'Course Search', 'Search Student Time', 'Search Instructor Time', 'Search Room Time', 'Suggestion', and 'Login Statistic'. The main content area features the PIM logo and the text 'ระบบบริการการศึกษา REGISTRAR SYSTEM'. Below this is a table titled 'Instructor contact details'.

DAY	Time	PLACE
Tue	13:00 15:00	XXXXXXXXXXXXXXXXXX
Wed	10:00 12:00	XXXXXXXXXXXXXXXXXX

## Mentor



AGI : 0 2855 1169 / 093 056 9565 / 064 298 4222

IC : 0 2855 1127 / 099 169 2116 / 081 250 6301

Provide advice and counseling while students are practicing in the internship companies. Students can contact the Counseling and Career Development Center (CCDS) of each faculty at the following details:



## Smile Center



It is another channel where students can provide information, comments or com-plaints for further counseling related to their studies and internships throughout the duration of their studies at the institute. **Students can contact Smile Center at 02-826-7776 at all time.**

Smile Center is not only to listen to stories, but also to try following up for solving problems for students. The problem is solved in order to find ways to prevent and solve the problem in the long run. All the information provided by the students is so important that Smile Center values and try to take care.

## Friends Care PIM



Friends Care PIM is a work unit under the Student Affairs Office that provides counseling service and psychological care for students, with psychologists to listen to all matters of concern. They can help students understand themselves and be more aware of their situation so that they can relieve anxiety and enable them to solve problems more effectively.



# What to do with the new coming semester?



## Course Enrollment

# Do not forget!!

Review the academic calendar and consult your advisor before enrolling in courses every time.

The institute will automatically enroll students in courses in the first semester. After that, students must enroll themselves online. Students may enroll in courses via the PIM Application (by choosing “REG” (Registrar System) to access the Registrar System (<http://reg.pim.ac.th>) based on the schedule in the academic calendar using the following steps:

1. Navigate to the registrar system website

and log in to the Registrar System >>

<http://reg.pim.ac.th>

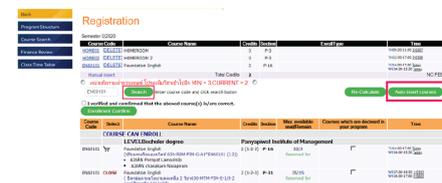


2. Click the “Enroll” button.



3. Click the “INSERT” button to

load planned courses.



4. Click the “Enrollment Confirm”

button on the left-hand side for the 1<sup>st</sup> enrollment confirmation.



5. Again, click the “Enrollment Confirm”

button on the web page center for the 2<sup>nd</sup> enrollment confirmation.



6. Click the “Enrollment Record” button.



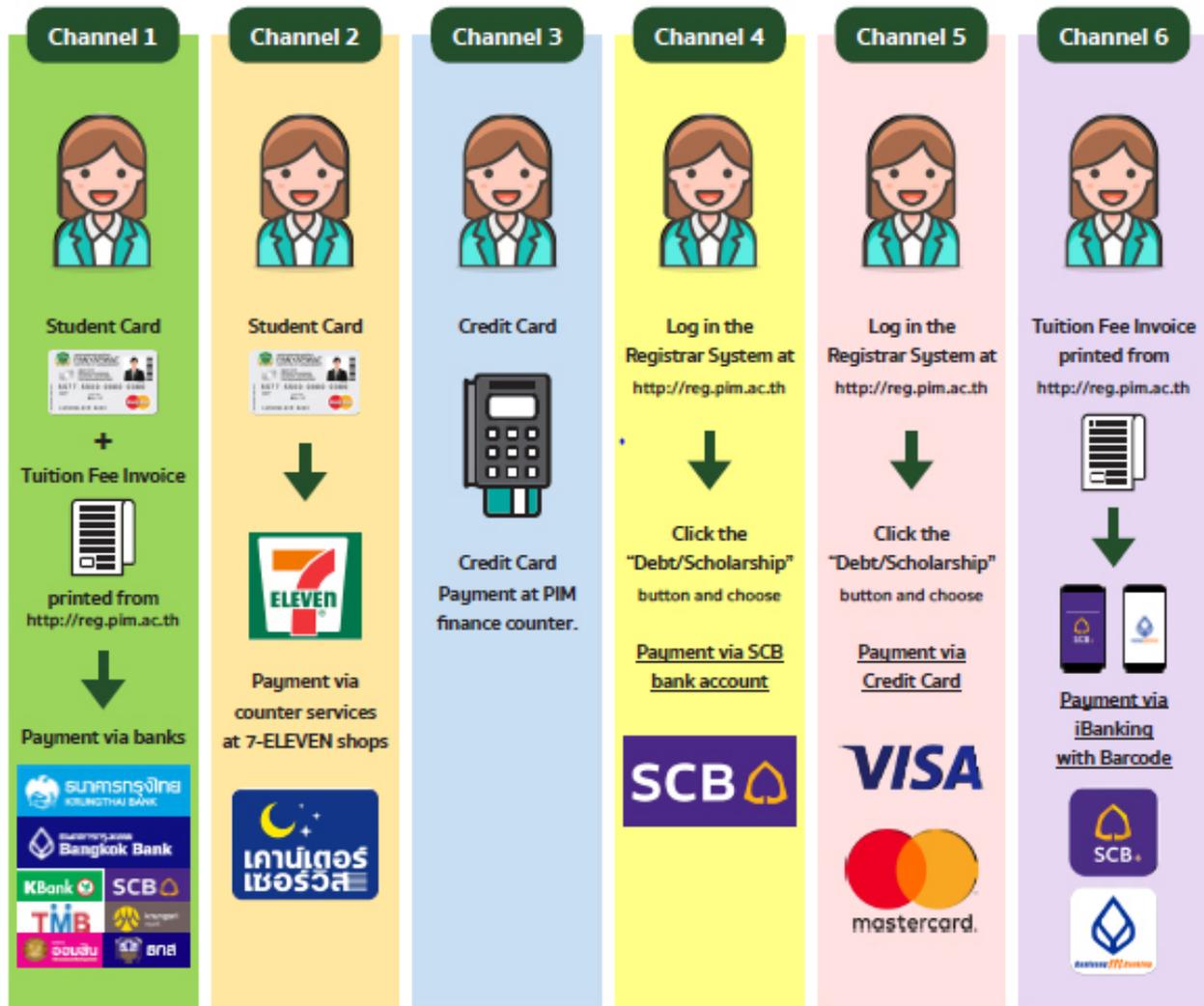
### Notes:

- Before confirming the enrollment, students must check the enrollment results whether the course and the group are correct or not.
- Students should add or withdraw courses within the appropriate period according to the academic calendar.
- Students must enroll in courses every semester. In case of missing out course enrollment, students must maintain the student status based on the schedule of the academic calendar.
- Learn how to enroll in courses online at <http://aa.pim.ac.th/pages/register>.
- Or download the Online Enrollment Guide at <http://reg.pim.ac.th/registrar/download/pdf/manual/Registration-System-Guide-EN.pdf>



# Payment for Tuition and Other Fees

Students can pay tuition and fees through several channels as follows



For more information about payment of tuition and other fees, please visit <http://af.pim.ac.th/pages/payment-way> or contact at 0 2855 0932-33, 0 2855 0248-49



# Scholarships

At Panyapiwat Institute of Management, there is a policy to promote and support educational opportunities for students in accordance with the terms and conditions of their scholarship regulations.



Students are required to maintain a high level of academic performance and good behavior throughout their studies in order to keep the opportunity of scholarship earning continuously.

For new students applying for the Government Loans especially on early period of course enrollment of both the Pre-semester and the 1st semester of academic year 2020, all stipend and tuition fee must be prepaid by the student while waiting for the loan approval and the contract signing process.

- 1 PIM scholarship: allocated to students of all faculties and disciplines.**
- 2 Training Scholarship for Working Preparation: educational funds given by CP ALL Public Company Limited**  
ทุนการศึกษาจากบุคคลภายนอก/  
สถานประกอบการภายนอก
- 3 External Scholarships: educational funds from the generous, educational organizations and both external and domestic companies.**
- 4 The Government Loan is the Student Loan Fund for Education (Ko.Yo.So) which is divided into 2 types.**  
Type 1 is the loan fund for students who lack funds for their study; and Type 2 is the loan fund for students studying in the programs that respond to the main needs of the country.

For more information about Scholarship, please contact the Scholarship Department,



The Office of Student Affairs.  
Tel. 0 2855 0216-17, 0 2855 0907  
or visit <https://sa.pim.ac.th/pages/scholarship>

PIM SMART is a fund of the institute that promotes learning, supports and provides educational opportunities to students of the Institute in terms of tuition fees and living expenses. This is due to the cooperation between CP ALL Public Company Limited, business partners and the general public.



กองทุนเพื่อชีวิตแห่งการเรียนรู้

PIM SMART

For inquire and information about the PIM SMART fund, please contact : Tel. 02 855 0440 - 41, Fax 02 855 0469

# Student Discipline

The Institute has determined regulations concerning student discipline in order to serve as guidelines for supervising students to be orderly. In the cases that students do not follow the rules and regulations of the Institute, such as inappropriately dressing, showing inappropriate behaviors and other wrong doings, they will be punished with disciplinary action. There are many dimensions of disciplinary punishment as follows:

- 1) Giving verbal or written admonishment to them
- 2) Reducing their behavior scores
- 3) Having them perform services that benefit the Institute or society as determined by the Institute
- 4) Delaying the announcement of the examination results or issuing any certifying letter or document showing the academic results of the Institute
- 5) Revoking the right to take the examination or delaying the nomination or the approval for receiving a diploma or certificate
- 6) Suspension of study
- 7) Dismissal from the Institute



For students whose behavior scores have been reduced, if they participate in activities for self-development or for social benefits such as CSR voluntary-minded activities of the Institute, or have high level learning achievement, they can make a request for restoring their behavior scores as well. They can check the current status of their behavior scores as follows:

- 1) Visiting the website <http://reg.pim.ac.th> and login to the system
- 2) Clicking the “Conduct” button at the left side of the menu. The system will show the current status of the student's behavior score.

## If the student's scores have been reduced, what will happen?



Reduction of 40 - 60 points :  
suspension of study for one semester



Reduction of 61 - 80 points :  
suspension of study for two semesters



Reduction of 81- 99 points :  
suspension of study for three semesters



Reduction of 100 points :  
dismissal from the Institute.

Volunteer activities of 4 hours :  
recompense the score of 5 points

Volunteer activities of 4 hours :  
recompense the score of 5 points

Obtaining Grade A  
from three courses :  
recompense the score of 10 points.

For more information about student discipline  
at the Student Discipline Work,



# How to Get Degrees with Honors



## Degree with 1<sup>st</sup> Class

Qualifications of students who are eligible to receive a degree with first class honor are as follows:



Being a student in a bachelor's degree program including the second degree program;



Earning complete credit hours as required in the program of study and graduating within the time limit of the program including only the regular semesters, but excluding the semesters that the student takes a leave of absence;



Have never received disciplinary punishment in terms of educational suspension;



Have never received the grades of F, U, D, or D+ and have never had repeated registration in any course;



Students who have transferred courses from other institutions and who have transferred courses from this Institute are eligible to receive an honors degree.



Earning GPAX of 3.50 or higher; courses from other institutions and who have transferred courses from this Institute are eligible to receive an honors degree.



The number of transferred credit hours must not exceed 25 percent of the total credit hours of the program.



## Degree with 2<sup>nd</sup> Class Honor

Qualifications of students who are eligible to receive a degree with second class honor are as follows:



Being a student in a bachelor's degree program including the second degree program;



Earning complete credit hours as required in the program of study and graduating within the time limit of the program including only the regular semesters, but excluding the semesters that the student takes a leave of absence;



Have never received disciplinary punishment in terms of educational suspension;



Have never received the grades of F, or U and have never had repeated registration in any course;



Students who have transferred courses from other institutions and who have transferred courses from this Institute are eligible to receive an honors degree.



Earning GPAX of 3.25 or higher;



The number of transferred credit hours must not exceed 25 percent of the total credit hours of the program.

# How to Avoid Being Retired

The risk of termination or being retired is caused by several factors. Therefore, students should avoid the behaviors that lead themselves to those risks, which are the following:



Both students who have been retired due to “failing to register and failing to take leave of absence for the semester” and/or “being ordered by the Institute to be dismissed due to serious disciplinary offenses” may request to be re-admitted. As such, the matter must be in accordance with the Institute’s announcement.

## Visa Assistance Services

Upon arrival in Thailand, ISSC (International Student Service Center) will assist international students for extension and renewal of visa for the period of their study at PIM. ISSC also provide assistance for the application for re-entry permission, and 90-day notice. Our friendly staff can help to make the student experience convenient and enjoyable with no hassle in dealing with visa issue.



- ED-Visa
- Stay Permit Extension
- Re-Entry Permit
- 90 Days Notice

For more information about Visa Assistance Services, please contact the staffs of the International College or visit <https://interprogram.pim.ac.th/pages/international-students-service-center-issc> Tel.: 0-2855-0741 (Only for the students of International College)



## Student Welfare



Nurse's Room	Provides first aid service by nurses. Open daily 08.30-17.30 at Building 3, FL. 3
Friends Care PIM	Counseling and psychological care services for students by psychologists: Open Monday-Friday Time 08.00-17.00 at the office of Student Affairs (Building 4, FL. 7)
Personal Accident Insurance	The Insurance covers death, loss of organs and permanent disability from accidents with insurance benefits in the amount of 200,000 THBs. (Medical expenses = 15,000 THBs. per claim) Please note, students have to pay their medical expense first, and then take the receipt, the medical certificate, a copy of ID card and a student ID card to the office of Student Affairs for medical expenses reimbursement.
To continue study as a Thai Reserve Officer Training Corps Student. (Thai students only)	
Military Draft Deferment (Thai students only)	
Welfare Scheme Changing Service (Thai students only)	

For more information and inquire about student welfare,  
please visit the Office of Student Affairs website  
at <https://sa.pim.ac.th/pages/studentwelfare>  
Tel. 0 2855 0223, 0 2855 0906 and 0 2855 1037



## Clubs and Activities

In addition to learning and work practicum, the Institute also encourages students to engage in other activities while studying at PIM through clubs or projects such as the Orientation of New Students Project, the Paying Homage to Instructors Ceremony, PIM GAME, as well as various club activities. Students who participate

in the activities can record their activity participation through a tool called PIM CSR BANK in order to collect information that can be used as the document accompanying the submission of related matters such as the consideration for provision of scholarships and educational loan funds, or job application, etc.



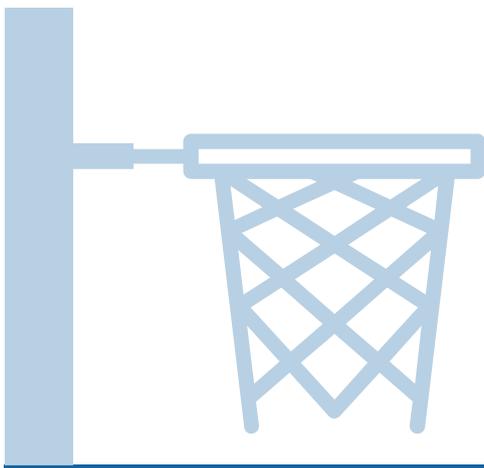
Specific Clubs based on interests	Health Promotion Club	Public Service Club	Leadership Skill Promotion Club
R.O.T.C Club of PIM	Sports and Recreation Club	Community Development Volunteer Club	Student Union Club
Muslim Club of PIM	Go Club	New Generation Volunteer Club	Aspired Marketing
PIM Photo Club	PIM Martial Arts Club	Environmental Conservation Club	PIM STARTUP
Arts Performing Club	Health Care Techniques Club		English Edutainment Club
Universal Music Club			
PIM B-Sports Club			
PIM E – SPORTS			
Budget and Digital Club			
<p><b>Interested in applying to participate in student club activities.</b></p> 		<p><b>Recording of doing activities via PIM CSR Bank</b></p> 	



In case that a student wants to use equipment for sports and recreation, the student can borrow and return the equipment at the Office of Student Affairs between 8.00 – 17.00.

Notes :

- No borrowing-returning services on Monday from 12.00 onwards and public holidays.
- No borrowing service on Tuesday.



# Place for Relaxing, Copying and Shopping



## Prayer Room

Location :

- Building 1 (Administration Building), FL. 3
- Building 2 (Convention Hall), FL. 3



## Sports Field and Activity Patio

Location :

- Beside building 1 (Administration Building)
- Building 2 (Convention Hall), FL. 1



## Nurse's room

Location :

Building 3 (Multi-Purpose Building), FL. 2  
Open Mon. – Fri. Time: 08.30 – 17.30



## Library

Location :

Building 4 (CP ALL Academy), FL. 12A  
Open Mon. – Fri. Time: 08.30 – 15.30  
Open Sat. – Sun. Time: 09.00 – 18.00



## Photocopy Shop

### Location :

Building 4 (CP ALL Academy), FL. G  
Open: Mon. – Fri. Time: 07.00 – 17.00  
Open: Sat. – Sun. Time: 07.00 – 16.00



## PIM SMART SHOP & PIM SOUVENIRS

### Location :

Building 2 (Convention Hall), FL. 1  
Open Mon. – Fri. Time: 08.00 – 17.00



### Location :

Building 2 (Convention Hall), FL. 1  
Open Mon. – Fri. Time: 08.00 – 16.30

## 7-ELEVEN

### Location :

• Building 4 (CP All Academy), FL. L  
Open Mon. – Fri. Time: 07.00 – 18.00





## Food World

### Location:

Building 4 (CP ALL Academy), FL. 3

Open daily Time: 7.00 – 17.00

(Closed on Sunday and public holidays)



Students pay for food and beverages in Food World via True Money Application which can be downloaded at



or



# Dormitory

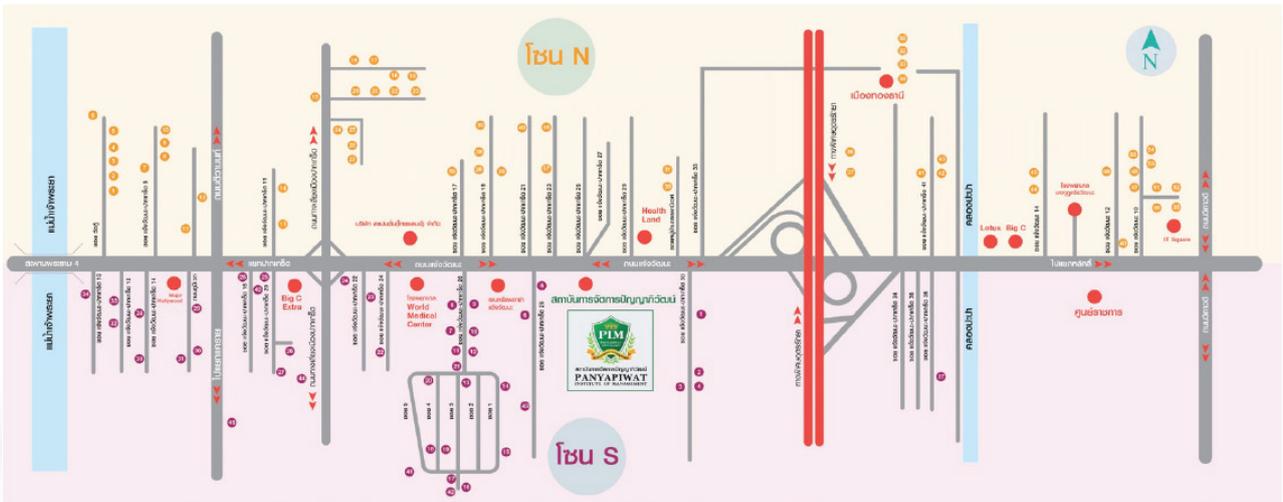


The institute gathers dormitory details and housing data to provide information for students, Before deciding on accommodation, students can check by looking up the information via

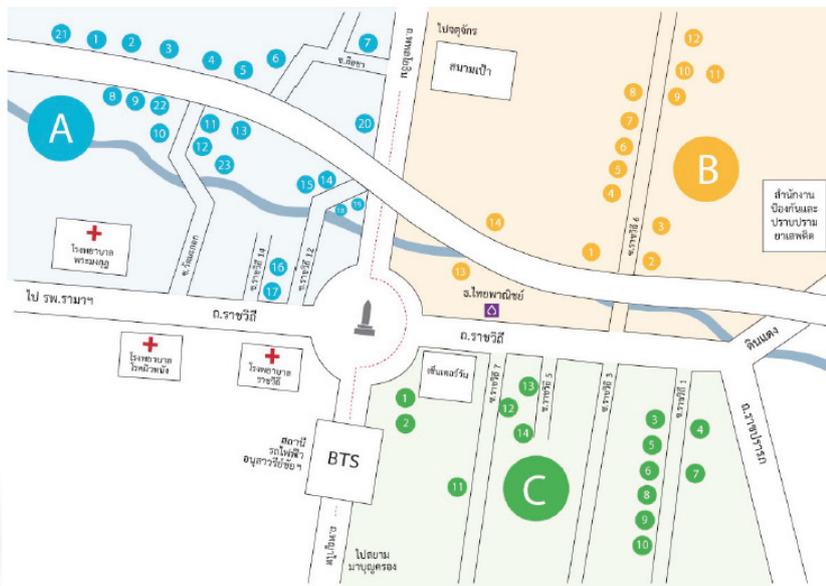
Chaengwattana Area : <http://www.pim.ac.th/pages/dormitory-chaegwattana>

Victory Monument Area : <https://www.pim.ac.th/pages/apartment1>

## Chaeng Watthana Area



## Victory Monument Area





**INTERNATIONAL  
COLLEGE**

วิทยาลัยนานาชาติ