



Postgraduate Orientation Programme



Sunway
**BUSINESS
SCHOOL**

JANUARY 2025

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Welcome Message



Professor
Lim Weng Marc
Dean, Sunway Business School

Welcome and thank you for your interest in Sunway Business School. As the largest school of Sunway University, the Sunway Business School envisions to be a premier applied business school in the ASEAN region (vision) by developing highly employable and socially responsible business professionals (mission). The School prides itself on educational excellence and scholarship, continuous development, social responsibility, and integrity (core values). Our future-ready business degrees are accredited and purposefully crafted by talented instructors who possess a wide range of academic qualifications and extensive industry experience in addition to a conscience of trending issues in the world today, including but not limited to the cycles and waves of internationalization, ESG standards, marketplace changes, new-age technologies, planetary health, and the UN SDGs. Our cutting-edge research is also discussed at international arenas such as the World Economic Forum, published in premier journals such as the Journal of Business Research, and shaping industry practices and public policies, locally and internationally.

We welcome you to explore our website and/or drop us a line or two to explore and engage in exciting opportunities that will lead to mutually win-win relationships and a brighter future for us and the world in the new normal.

Orientation Programme

Pre-Orientation

3 – 9 January 2025

Orientation

10 January 2025

Pre-Orientation

Please visit the University orientation [website](#) and go through the following before the main orientation.

1 Let's Get You Started – IT Services

- Activate your student account to access your **iMail, eLearn, iZone and Microsoft Office 365**. (You may obtain your Student ID Number from your Offer Letter)
- Please note that the Student Account Activation can only be done 7 DAYS before semester commencement, i.e. from **3 January 2025 onwards**.



2 Let's Settle In

- **Campus Highlights**
 - > Campus Life at a Glance
 - > Campus Tour
- **Campus Life**
 - > Spotlight on Student Life
 - > International Students
 - > Stay Healthy, Stay Safe



3 Install Microsoft Teams and Zoom

Install Microsoft Teams and Zoom applications on your laptop, PC or smartphone. Ensure that you have activated your student account before you join live sessions in Microsoft Teams platform. Some of the live sessions would be done in Teams and Zoom.



4 Download Power Apps

Download Power Apps to access **Student App - Whizzy**, for information at your fingertips. You may access the app once you have activated your student account. The guide is available [here](#).



Orientation Day

Pre-Orientation

3 – 9 January 2025

Orientation

10 January 2025

Instructions:

1. Please ensure that your student account has been activated before **10 January 2025**.
2. Login to SBS eLearn page at this link: <https://elearn.sunway.edu.my> for more information.

Friday | 10 January 2025

Time	Activity	Venue
10:00am	Welcome by Dean of Sunway Business School <i>Professor Lim Weng Marc</i>	Jeffrey Square, Level 11, Sun-U
10:20am	“The Journey Begins : Navigating Your PhD Path in Business” <i>Prof Yuka Fujimoto</i> <i>Deputy Dean (Research and Sustainability)</i>	
10:40am	Overview of the Research and Postgraduate <i>Norhaniza Abdul Latiff</i> <i>Research and Postgraduate Manager</i> Candidature Management <i>Loke Bee Khum</i> <i>Sr Executive - Postgraduate Research</i>	
2:45pm	Library Information Skills Workshop <i>Goh Wei Haan</i> <i>Head, Reference and Research & Academic Services</i> <i>Tun Hussein Onn Sunway Library</i> Postgraduate - Library Video catered just for you!	Library Instructional Lab

Orientation Checklist

PRE-ORIENTATION

- 1. Check for Welcome email from the University in your iMail**
iMail is your formal university email correspondence
- 2. Browse the Orientation website:**
[Orientation | Sunway University](#)
- 3. Check your orientation schedule**
- 4. Activate your student account**
*Student Account Activation can only be done 7 DAYS before the semester commences.
Not required if you already have an existing Sunway iMail account.*
- 5. Submit incomplete registration documents**
(if any) to srga-op@sunway.edu.my
- 6. Clear your payments**
tuition fees and other related semester fees

ORIENTATION

- 7. Attend school orientation**
Refer to your [orientation schedule](#) for details
- 8. Attend Information Skills Workshop**
- 9. Collect your Student ID from School admin**

END OF ORIENTATION

Settling in at Sun-U: The Essential Guide

- **Student Identification Card**

You will **receive your** Student ID card with your photo, name and your student ID number **during School orientation**. This card shows you are part of Sunway University and helps you use different campus services. Remember, your ID card belongs to the university and cannot be passed to others. It is important to keep it safe and always have it with you while on campus. **If you happen to lose your student card, feel free to reach out to the Registry for guidance.**



- **Dress Code**

You are expected to dress neatly and modestly, taking cultural norms and sensitivity into consideration.

- **Smoke-free Campus**

You must not smoke and/or vape in any form, including the use of traditional cigarettes, electronic cigarettes, pipes, and other smoking devices, within the institution premises and all Student Residences managed by Sunway Education. Refer to the [Student Handbook](#) and the [Student Code of Conduct](#) for more information.



- **Commuting to Campus**

The **parking facilities** operate on a first-come, first-served basis. The campus basement parking is available at RM 5.00/day. Alternative parking at Sunway Pyramid and the Sunway BRT station is also available.



Student season parking is available at Sunway Pyramid and is priced at RM 80.00/month. You may apply via [Sunway Smart Parking](#) or the Sunway Super App. Feel free to contact the nearest carpark helpdesk at Sunway Pyramid for further information. Kompleks BRT Sunway parking is available at RM 7.00/day. All parking rates are subject to change.

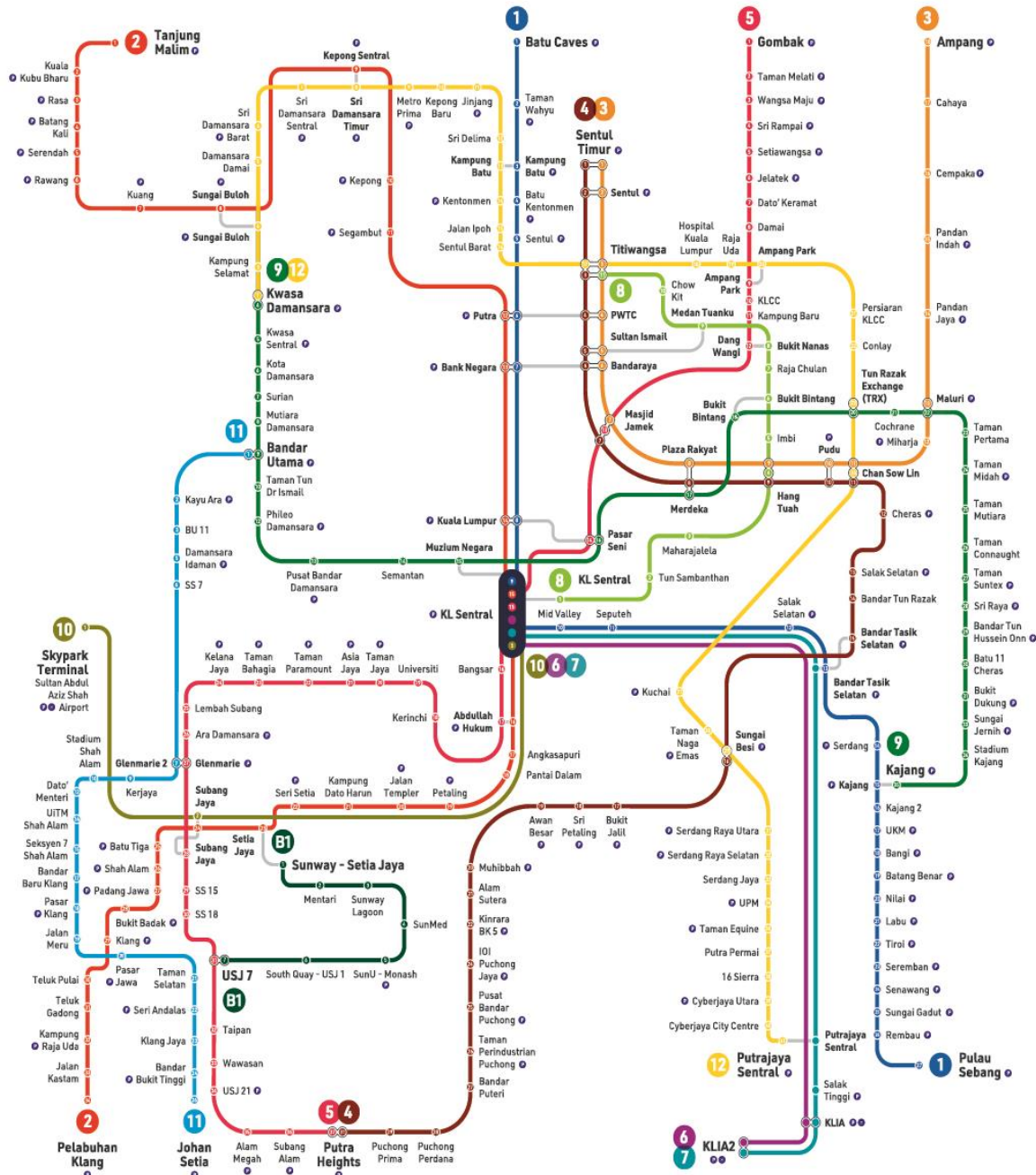
The **Free Shuttle Bus** operates within the city where the University is located and is available for all students, staff and visitors.



The university is also connected to the SunU-Monash BRT Station, which can be accessed via the **Bus Rapid Transit (BRT)-Sunway Line**.

Refer to the next page for the [Klang Valley Integrated Transit Map](#).

Klang Valley Integrated Transit Map



1 KTM Larian Batu Caves - Puteri Sebang
2 KTM Batu Caves - Puteri Sebang Line
3 KTM Klang Tanjung Malim - Pelabuhan Klang
4 KTM Klang Tanjung Malim - Pelabuhan Klang Line
5 ERL Larian Kelana Jaya
6 ERL Kelana Jaya Line
7 ERL Larian KUALA TRONOH
8 ERL KUALA TRONOH Line
9 MRT Larian Kajang
10 MRT Kajang Line
11 LRT Larian Shah Alam (Akan Datang)
12 LRT Shah Alam Line (Coming Soon)
B1 BRT Sunway Line
P BRT Sunway Line
X Tempang Larian Kenderaan Park and Ride
KLIA Terminal Lapangan Terbang Airport

Stesen Sambungan / Connecting Station | Stesen Pertukaran / Interchange Station | Stesen / Station | Stesen Terminal / Terminal Station

Informasi Peta | Map Information



Waktu Operasi Perkhidmatan / Service Operating Hours
 Isnin - Sabtu / Monday - Saturday: 6:00 pagi / am - 12:30 tengah malam / am
 Ahad dan Cuti Umum / Sunday and Public Holidays: 6:00 pagi / am - 11:30 malam / pm
 *Waktu operasi perkhidmatan adalah tertakluk kepada keadaan dan keperluan semasa / Service operating hours are subject to current situation and needs.

03 7885 2585 | myrapid.com.my | suggest@rapidkl.com.my | MyRapidKL | AskRapidKL

For more details, visit: <https://myrapid.com.my/bus-train/rapid-kl/rapid-kl-integrated-transit-map/>

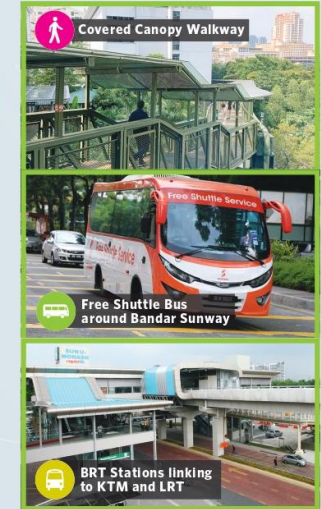
All information is correct at the time of printing (as of 20 December 2024). This schedule may be subject to change.

THE CAMPUS

All information is correct at the time of printing (as of 20 December 2024). This schedule may be subject to change.



Connectivity & Transportation




SUNWAY CAMPUS NEAREST STATIONS

PUBLIC TRANSPORTATION

- LRT**
Alight at **USJ 7** station, switch to BRT. Connects to:
 - Puchong
 - Bandar Utama
 - Kelana Jaya
 - Pasar Seni and more
- BRT**
• SunU-Monash
- KTM**
Alight at the **Setia Jaya** station, switch to BRT. Connects to:
 - Klang
 - Seri Kembangan
 - Rawang and more

myrapid CONCESSION CARD FOR STUDENTS

Fare discount of 50% for every Journey on RapidKL Bus, BRT, LRT, Monorail, MRT services



Getting your confirmation letter:
 i) Sunway College: Programme Office
 ii) Sunway University: iZone

For more details, visit <https://myrapid.com.my/>

DOCUMENTS NEEDED

- Passport photo
- Original MyKad/Passport
- Original student card
- Original student confirmation letter

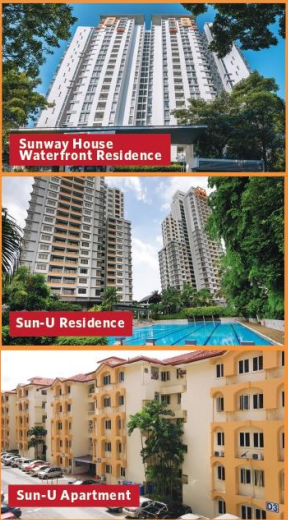
SHUTTLE BUS STOP

- Sunway Resort Hotel
- Sunway Metro (Bus Stop)
- Sunway Lagoon BRT Station
- Sunway GEO Avenue
- Monash University
- A'Marine / Nautica
- LaCosta
- Sunway House Waterfront Residence
- Sun-U Monash BRT Station
- Sun-U Residence
- Sunway Medical Centre (Bus Stop)
- Sunway Lagoon Club (Bus Stop)

FREE SHUTTLE BUS SERVICE AROUND BANDAR SUNWAY



On-Campus Accommodation



PARKING OPTIONS*

SEASON PARKING AT SUNWAY PYRAMID

🚶 10 mins walk to campus (via Canopy Walk)

RM80 per month
(excluding weekends and public holidays)

HOW TO APPLY?

- Prepare these information/documents to create your account
 - i.) Student ID number
 - ii.) Course Name
 - iii.) Scanned copy of Student ID card
- Create your Sunway Parking account
<https://seasonpass.sunwayparking.com/dashboard>

*Prices stated are subject to change

🚶 Incorporate walking into your daily routine to give your mood and health a boost!

SUNWAY UNIVERSITY BASEMENT PARKING






First 2 hours : RM2.00
 Subsequent hour : RM1.00
 Maximum charge per entry : RM5.00
 Ticketless & cashless - Payment via: Touch & Go / Sunway Super App

BRT COMPLEX (PARK & RIDE)

Opposite Monash University
 🚶 10 mins walk to campus (via Canopy Walk)

First 3 hours : RM3.00
 Subsequent hour : RM1.00
 Maximum charge per entry : RM7.00

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Social Media:**

-  facebook.com/SunwayUniversity
-  [@SunwayU](https://twitter.com/SunwayU)
-  [@SunwayUniversity](https://instagram.com/SunwayUniversity)
-  [@SunwayUniversityOfficial](https://youtube.com/SunwayUniversityOfficial)
-  linkedin.com/school/sunway.university

