



# Postgraduate Orientation Programme



**SUNWAY**  
UNIVERSITY

School of  
**HOSPITALITY &  
SERVICE MANAGEMENT**

JANUARY 2025



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# Welcome Message



Associate Professor  
**Dr Daniel Chong Ka Leong**  
Acting Dean, School of Hospitality and  
Service Management

We are delighted to have you join our community, where we pride ourselves on offering quality education and training programmes designed to equip you with the essential skills for success in the ever-evolving service sector. As pioneers in the field, we are committed to employing innovative teaching methods and flexible learning approaches that keep us at the forefront of hospitality education. Step into our state-of-the-art facilities, where practical learning experiences await you. From our mock hotel suite to cutting-edge beverage laboratories, event studios, and fully equipped cuisine and pastry kitchens, every corner of our campus is tailored to provide you with the tools you need to learn and thrive.

At SHSM, we believe in experiential learning through simulations, case studies, field trips, and international collaborations. This ensures that you graduate not only with knowledge but with the practical skills and experiences necessary to excel in your chosen fields. Guided by our dedicated faculty members, who bring with them a wealth of industry experience, you are empowered to realize your full potential and emerge as an outstanding individual in your respective fields. As an institution, we are defined by our core values of Integrity, Humility, and Excellence. We are committed to instilling these values in you, ensuring that you not only succeed professionally but also uphold the highest ethical standards in all your endeavors.

Welcome to the School of Hospitality and Service Management at Sunway University. We look forward to accompanying you on your journey to success.

# 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 (by 10 January 2025):

### 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 **6 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 and Sunway MyCampus App

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](#). Additionally, **Sunway MyCampus App**, your official campus navigator, is available on the Apple App Store or Google Playstore.





# 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 SHSM eLearn page at this link: <https://elearn.sunway.edu.my> for more information.

## Friday | 10 January 2025

Time	Activity	Venue
9:00am	<b>Administrative Procedure</b> <i>Ms. June Quay</i>	<b>Meeting Room 1,</b> SHSM, Admin Office, Level 6, Sunway University Building
10:00am	<b>Welcome Address by Acting Dean of School</b> <i>Associate Professor Dr Daniel Chong Ka Leong</i>	
10:30am	<b>Charting Your Success: Supervisory Support and Path to Educational Success</b> <i>Acting Deputy Dean (Research &amp; Sustainability), Programme Leader &amp; Postgraduate Supervisory Team</i>	
11:00am	<b>Briefing on eLearn, vLab Student User Guide &amp; Library Resources</b> <i>Ms Kitty Sng Gaik San</i>	
12:00pm	<b>Lunch Break</b> ( <i>Free and Easy</i> )	
2:00pm	<b>Information Skills Workshop</b> <i>Ms. Goh Wei Haan</i> <i>Head - Reference and Research &amp; Academic Services</i>  <a href="#">Postgraduate - Library Video</a> catered just for you!	Zoom link will be provided later

# 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](mailto: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.

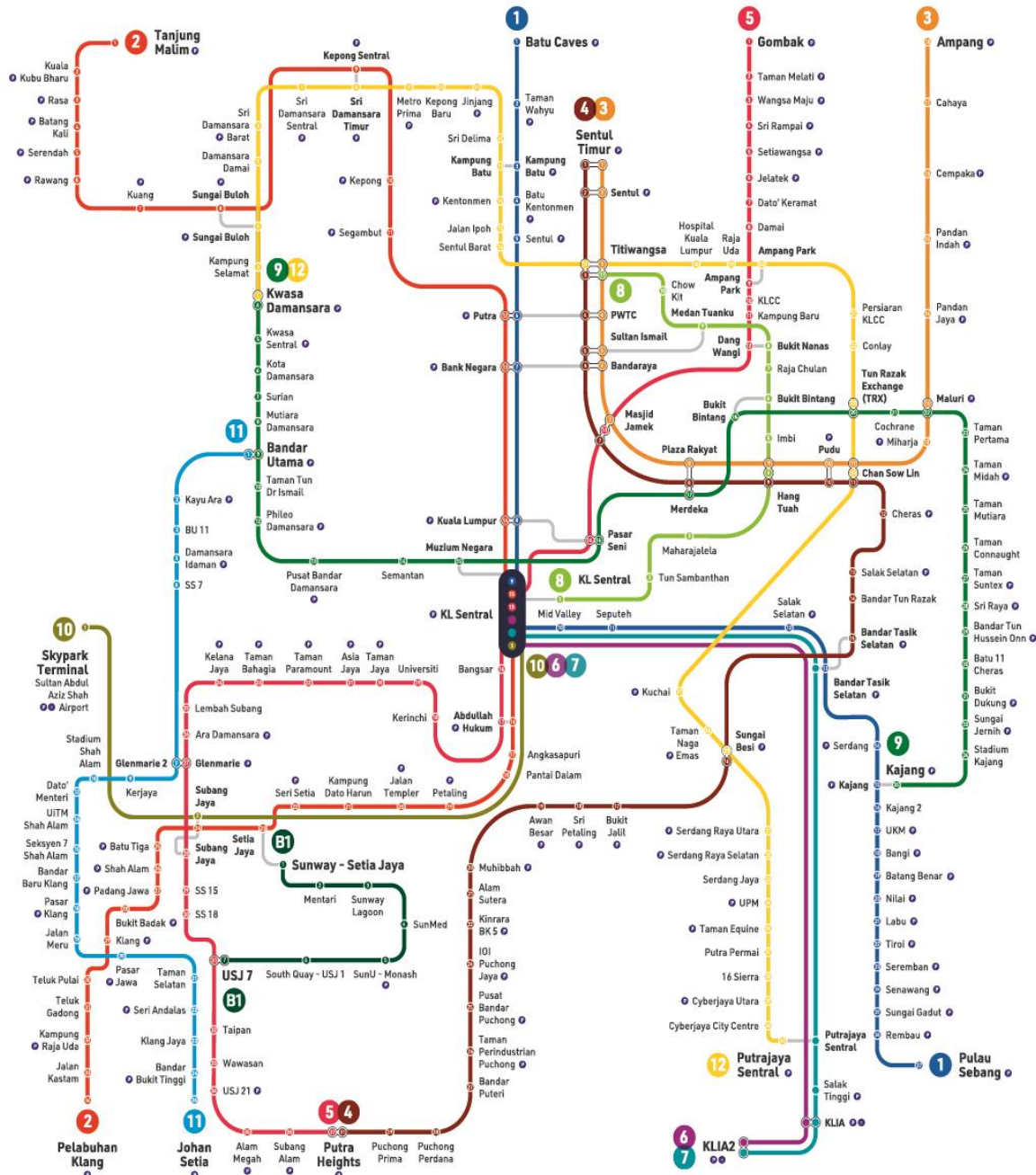


The **Free Shuttle Bus** operates within the city where the University is located and is available for all students, staff and visitors.

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 - Pulau Sebang  
**2** KTM Batu Caves - Pulau 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  
**T** Tempang Larian Kenderaan  
**X** Terminal Lapangan Terbang  
**A** Airport

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

Informasi Peta | Map Information



**rapidKL**

**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.



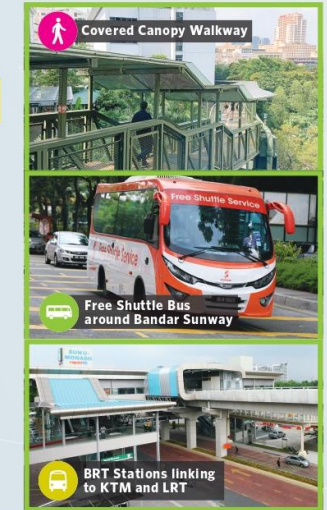
# THE CAMPUS

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

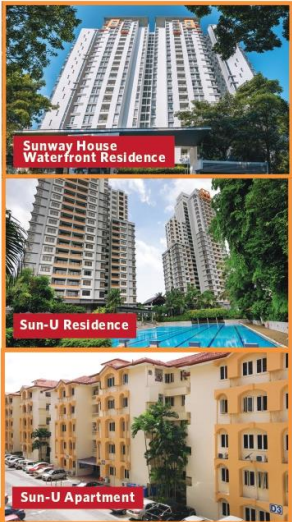


Map is not shown to scale

## Connectivity & Transportation



### 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
  - Student ID number
  - Course Name
  - 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)

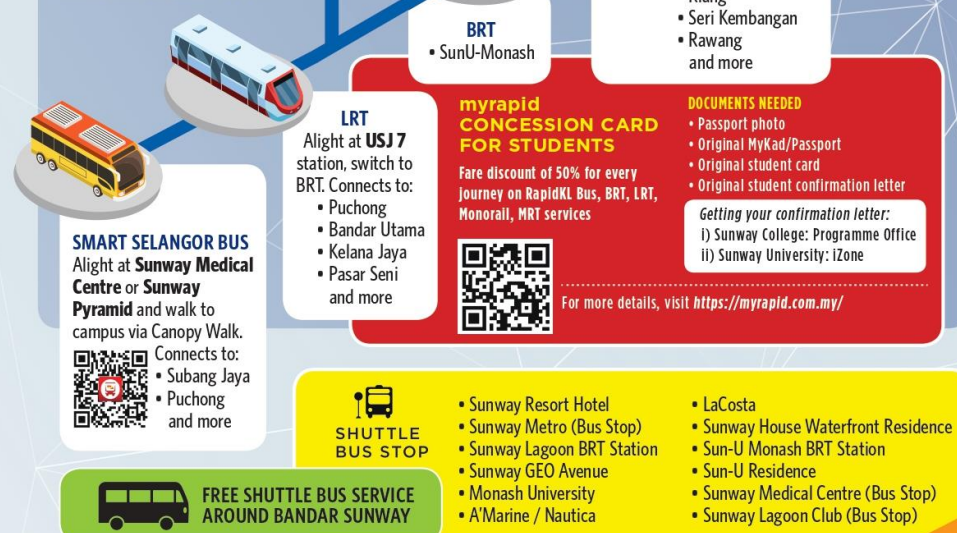
Opposite Monash University

10 mins walk to campus (via Canopy Walk)

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

## PUBLIC TRANSPORTATION

### SUNWAY CAMPUS NEAREST STATIONS



**KTM**  
Alight at the **Setia Jaya** station, switch to BRT. Connects to:

- Klang
- Seri Kembangan
- Rawang and more

**BRT**  
• SunU-Monash

**LRT**  
Alight at **USJ7** station, switch to BRT. Connects to:

- Puchong
- Bandar Utama
- Kelana Jaya
- Pasar Seni and more

### myrapid CONCESSION CARD FOR STUDENTS

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



**DOCUMENTS NEEDED**

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

Getting your confirmation letter:

- Sunway College: Programme Office
- Sunway University: iZone






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

**SHUTTLE BUS STOP**

- Sunway Resort Hotel
- Sunway Metro (Bus Stop)
- Sunway Lagoon BRT Station
- Sunway GEO Avenue
- Monash University
- 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**

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Social Media:**

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

