



# 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	<b>Library Information Skills Workshop</b> <i>Librarian</i> <a href="#">Postgraduate - Library Video</a> catered just for you!	<a href="#">Zoom</a> Meeting ID: 93738636700
3:00pm	<b>Welcome by Manager - Research and Postgraduate</b> <i>Norhaniza Abdul Latiff</i> <b>Welcome by Vice Dean and Deputy Dean (Education)</b> <i>Associate Professor Dr Calvin Cheong Wing Hoh</i>	<a href="#">Teams</a> Meeting ID: 436 270 789 190 Passcode: yBCVWU
3:10pm	<b>Administrative Procedure</b>	
3:30pm	<b>Welcome by Programme Leaders</b> <b>Master of Marketing</b> <i>Dr Suzanne Tan Ser Zian</i>	<a href="#">Zoom</a> Meeting ID : 93283569971
3:30pm	<b>Welcome by Programme Leaders</b> <b>Master of Human Resource Management</b> <i>By Professor Kenneth Anthony Cafferkey</i>	<a href="#">Teams</a> Meeting ID: 436 270 789 190 Passcode: yBCVWU
3:30pm	<b>Welcome by Programme Leaders</b> <b>Master of Business Analytics</b> <i>By Dr Ibrahim T. Nather Khasro</i>	<a href="#">Teams</a>

# 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 online orientation**  
*Refer to your [orientation schedule](#) for details*
- 8. Online Subject Enrolment**  
*Complete your online subject enrolment before the semester starts. Liaise with your School Admin if you require further assistance.*

## POST-ORIENTATION

- 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.

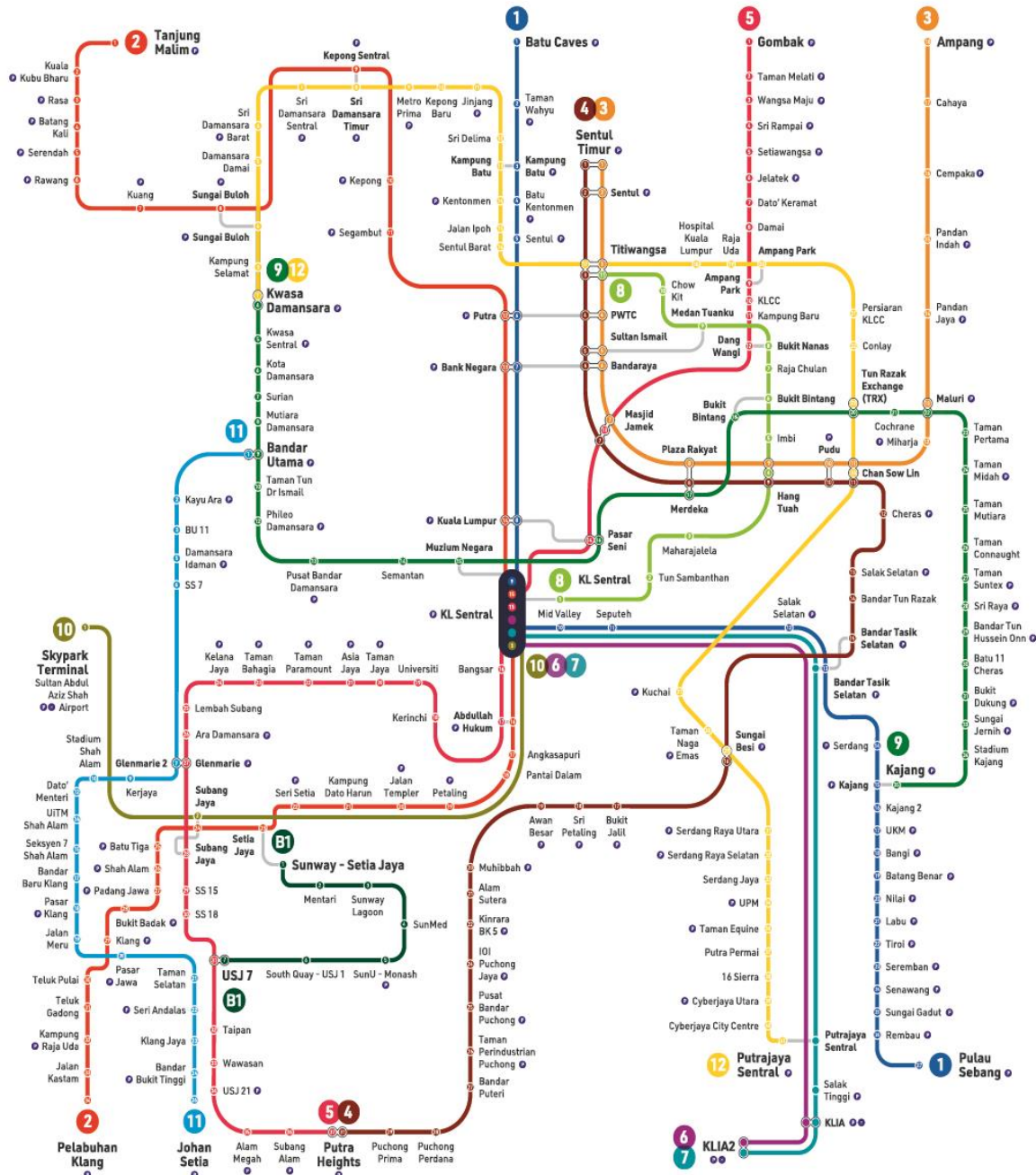
The **Free Shuttle Bus** operates within the city where the University is located and is available for all students, staff and visitors.



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** Terminal Lapangan Terbang  
**A** Terminal Lapangan Terbang 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.





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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)

