



Postgraduate Orientation Programme



SUNWAY
UNIVERSITY

School of
**HOSPITALITY &
SERVICE MANAGEMENT**

SEPTEMBER 2024

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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

5 – 11 Sept 2024

Orientation

12 – 13 Sept 2024

Pre-Orientation

Please visit the University orientation [website](#) and go through the following (by 12 September 2024).

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 **9 September 2024 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 Programme

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PTPTN Loan *(Malaysian Students ONLY)*

This loan aims to assist you in managing your tuition fees and living expenses as you pursue your academic journey. For more information, you may refer [here](#).

International Student Welcome Week *(International Students ONLY)*

New to Malaysia and Sunway? We've got you covered. This week-long programme will introduce you to our unique Malaysian culture. By the time it's over, you'll feel right at home! Check us out [here](#).



Orientation Day 1

Pre-Orientation

5 – 11 Sept 2024

Orientation

12 – 13 Sept 2024

Instructions:

1. Please ensure that your student account has been activated before **12 September 2024**.
2. Login to SHSM eLearn page at this link: <https://elearn.sunway.edu.my> for more information.

Thursday | 12 September 2024

Time	Activity	Venue
1:30pm	Registration	Hall 3, Level 1, Graduate Centre Or Audi 7, Level 2, South Building, Sunway College
2:00pm	Welcome Address by Acting Dean of School <i>Associate Professor Dr Daniel Chong Ka Leong</i>	
2:15pm	Administrative Procedure <i>Ms. June Quay</i>	
3:00pm	Welcome Address by Programme Leader of MIHM and Your Education Success Plan <i>Dr Elangkovan Narayanan Alagas</i>	Meeting Room 1, Level 6, SHSM Administration Office, Sun-U
4:00pm	Briefing : eLearn, vLab Student User Guide & Library Resources <i>Ms. In Sze Yunn</i>	
5:30pm	End of Day 1	

Orientation Day 2

Pre-Orientation

5 – 11 Sept 2024

Orientation

12 – 13 Sept 2024

Friday | 13 September 2024

Time	Activity	Venue
10:00am	Introduction to Library and Internet Resources <i>Ms. Goh Wei Haan</i>	Library Instructional Lab, Basement Level, Library
11:30am	End of Day 2	

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 (DAY 1)

- 7. Attend physical School 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.

ORIENTATION (DAY 2)

- 9. Attend Library Workshop**
Refer to your [orientation schedule](#) for details.
- 10. 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.

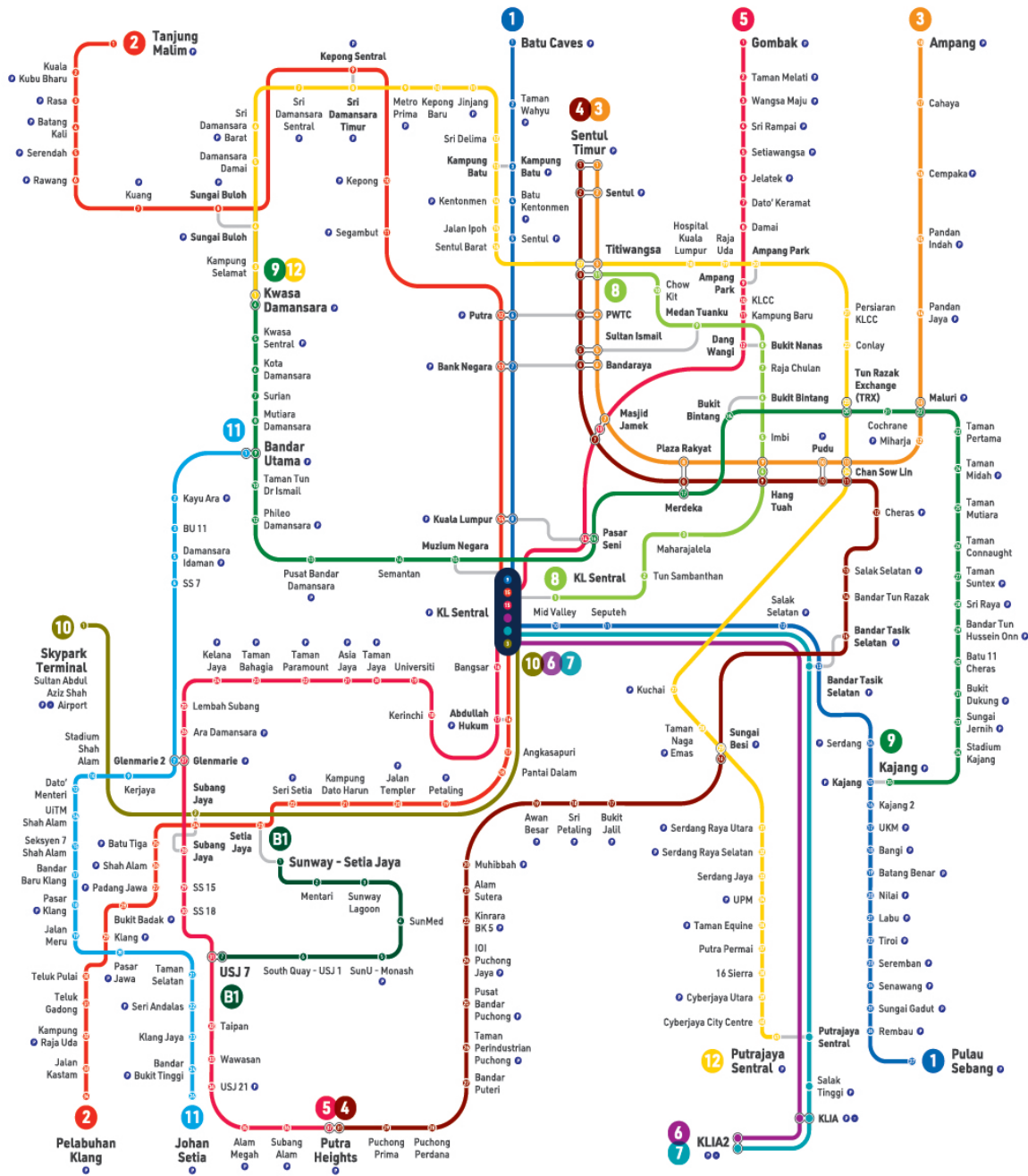
The **Free Shuttle Bus** operates within the city where the University is located and is available for all students, staff and visitors.



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



Informasi Peta | Map Information

- 1** KTM Larian Batu Caves - Pulau Sebang
- 2** KTM Larian Tanjung Malim - Pelabuhan Klang
- 3** KTM Larian Tanjung Malim - Pelabuhan Klang
- 4** LRT Larian Ampang
- 5** LRT Larian Kelana Jaya
- 6** LRT Larian Kelana Jaya
- 7** ERL Larian KLIA Transit
- 8** MRT Larian Kajang
- 9** LRT Larian Shah Alam (Alam Datang)
- 10** MRT Larian Kajang
- 11** LRT Larian Shah Alam (Alam Datang)
- 12** MRT Larian Kajang
- 81** BRT Sunway Line

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



Muat Turun Peta Download Map






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 9 August 2024). This schedule may be subject to change.

**Follow Us on
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

