



Postgraduate Orientation Programme



SUNWAY
UNIVERSITY

School of
**HOSPITALITY &
SERVICE MANAGEMENT**

FEBRUARY 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

30 Jan. – 5 Feb. 2025

Orientation

6 – 7 February 2025

Pre-Orientation

Please visit the University orientation [website](#) and go through the following (by 6 February 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 **3 February 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

Pre-Orientation

30 Jan. – 5 Feb. 2025

Orientation

6 – 7 February 2025

International Student Welcome Week *(International Students ONLY)*

Join our week-long programme designed just for you! Explore our country, culture, and language in an immersive experience. For more information, check us out [here](#).



Orientation Day

Pre-Orientation

30 Jan. – 5 Feb. 2025

Orientation

6 – 7 February 2025

Instructions:

1. Please ensure that your student account has been activated before **6 February 2025**.
2. Login to SHSM eLearn page at this link: <https://elearn.sunway.edu.my> for more information.

Thursday | 6 February 2025

Time	Activity	Venue
1.00pm	Registration	JC 2, Level 1, Sun-U
1:30pm	Welcome Address by Acting Dean of School <i>Associate Professor Dr Daniel Chong Ka Leong</i>	
2:45pm	Administrative Procedure <i>Ms. June Quay</i>	
3:00pm	Charting Your Success: Supervisory Support and Path to Educational Success <i>Acting Deputy Dean (Research & Sustainability), Programme Leader (MIHM) & Postgraduate Supervisory Team</i>	UC-6-8, Level 6, Sun-U
4:00pm	Briefing: eLearn, vLab Student User Guide & Library Resources <i>Ms. Kitty Sng Gaik San</i>	

Friday | 7 February 2025

Time	Activity	Venue
10:00am	Introduction to Library and Internet Resources <i>Ms Goh Wei Haan</i> Postgraduate - Library Video catered just for you!	Library Instructional Lab, Basement Level, Library

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
- 7. Register for [Library Tour](#)**
- 8. Download [Whizzy App](#)**

SCHOOL ORIENTATION

- 9. Attend physical University/School orientation**
Refer to your [orientation schedule](#) for details
- 10. Collect your Student ID from School admin**
- 11. Register for [International Student Welcome Week](#)**
(International Students Only)

END OF ORIENTATION

Campus Activities Calendar

JANUARY - MARCH 2025

14-15
JANUARY

ASEAN WORKSHOP FOR SUSTAINABLE DEVELOPMENT 2025

JC1, Sunway University



18-19
JANUARY

SUNWAY ROOKIEVERSTY (DODGEBALL TOURNAMENT)

The Zone, SET Building



4-8
FEBRUARY

INTERNATIONAL STUDENT WELCOME WEEK

Around Campus



13
FEBRUARY

FRESHMAN FIESTA

The Zone, SET Building



**8, 9, 15, 16,
22, 23 FEB
1-2 MAR**

MAKING A SCENE: BITE-SIZED PRACTICAL EXPLORATIONS IN THEATREMAKING

Rooftop Theatre, Sunway College



13
FEBRUARY

C&S RECRUITMENT WEEK

JC Hall, Sunway Campus



15
FEBRUARY

PALS TO PAIRS: MINGLE, MIX & MATCH

Rooftop Terrace, Sunway Campus



18-21
FEBRUARY

SUNWAY UNIVERSITY CONVOCATION CEREMONY

Amphitheatre @ Sunway Lagoon



22
FEBRUARY

SUNWAY BADMINTON TOURNAMENT

The Zone/ JC Hall



20
MARCH

C&S WORKSHOP

JC2, Sunway University



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.

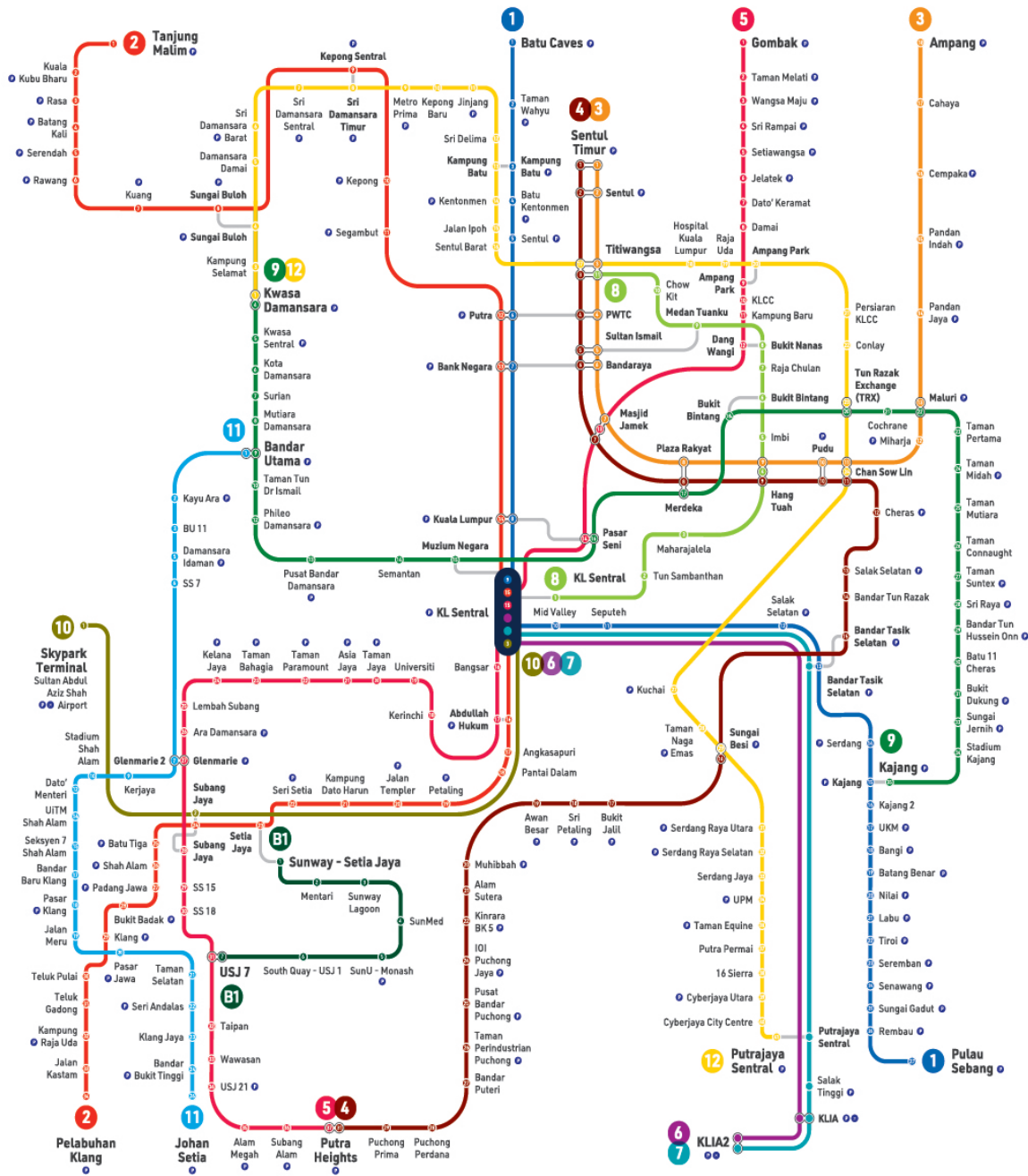


The **Free Shuttle Bus** operates within the city where the University is located and is available for all students, staff and visitors.

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 Sri Petaling
- 6 LRT Larian Kelana Jaya
- 7 LRT Kelana Jaya Line
- 8 SRL Larian KLIA Ekspres
- 9 ERL Larian KLIA Transit
- 10 MRT Larian Kajang
- 11 LRT Larian Shah Alam (Alam Datang)
- 12 BRT Sunway Line
- 61 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/>

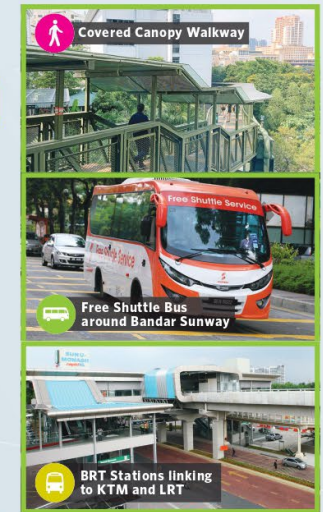
All information is correct at the time of printing (as of 23 January 2025). This schedule may be subject to change.

THE CAMPUS

All information is correct at the time of printing (as of 23 January 2025). This schedule may be subject to change.



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

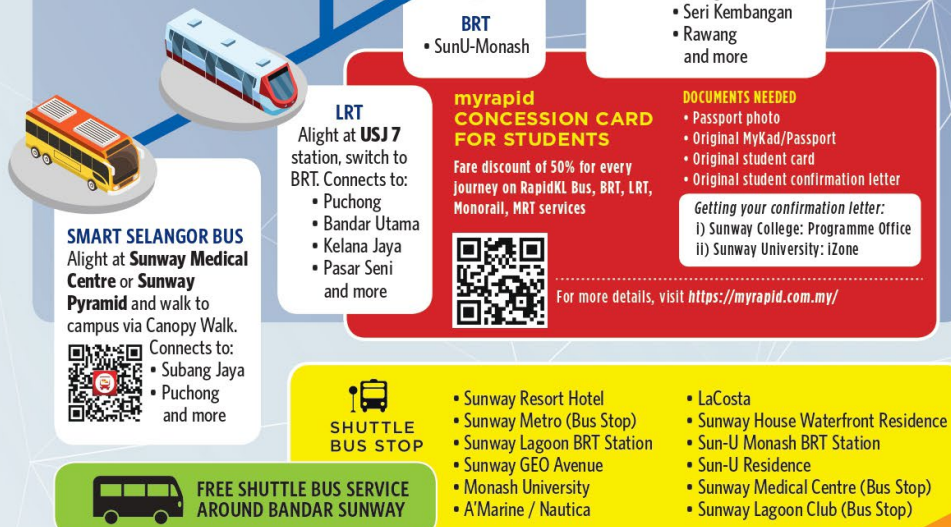
First 2 hours : RM2.00
Subsequent hour : RM1.00
Maximum charge per entry : RM5.00
Ticketless & cashless - Payment via: Touch & Go / Sunway Super App

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



**Follow Us on
Social Media:**

-  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)

**SUNWAY
UNIVERSITY**



A CLASS ABOVE