



# Postgraduate Orientation Programme



**SUNWAY**  
UNIVERSITY

School of  
**HOSPITALITY &  
SERVICE MANAGEMENT**

APRIL 2024

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# Welcome Message



Professor

**Marcus L. Stephenson**

Dean, School of Hospitality and  
Service Management

As the Dean of the School of Hospitality and Service Management (SHSM), it is a great honour to welcome you to Sunway University. First and foremost, thank you and congratulations for choosing SHSM as your pathway to pursue higher education. The School has recorded over 25 years of scholarly achievements and has been ranked among the top 101-150 institutions worldwide for hospitality and leisure management in the QS World University Rankings by Subject in 2022 and 2023.

The School not only provides stellar hospitality education in culinary, events, and hospitality, but also consists of dedicated lecturers who are passionate about expanding the knowledge and skills of students. Furthermore, as you may know, Sunway University is an integrated environment that collaborates professionally with its stakeholders. Hence, I encourage you to embrace new experiences in both academic studies and extracurricular activities, which are vital for your academic and professional development.

Students will also receive comprehensive support in terms of career and internship advice, and academic assistance from faculty members. Please stay connected with us on [eLearn](#) and the School's social media pages ([Facebook](#), [Instagram](#), [TikTok](#), and [LinkedIn](#)). Do follow these channels to stay informed about updates and events featuring the School, students, alumni, industry networks, research scholars, and faculty members.

On a final note, I wish you a fruitful journey in your academic pursuits.

# Orientation Programme

Pre-Orientation

12 – 17 April 2024

Orientation

18 – 20 April 2024

## 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 **15 April 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

12 – 17 April 2024

Orientation

18 – 20 April 2024

## 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](#).

First 3 days of this ISWW will be held on 15-17 April 2024, and the remaining programme dates will be notified to participating students during the programme.



# Orientation Day

Pre-Orientation

12 – 17 April 2024

Orientation

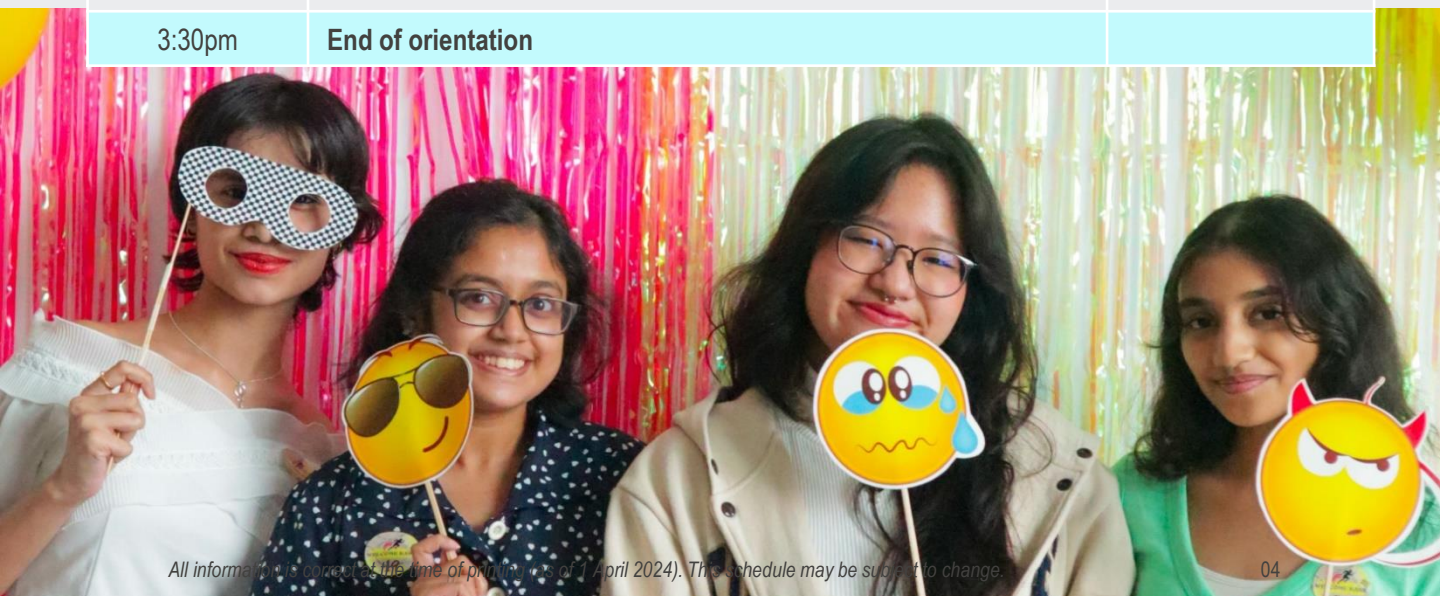
18 – 20 April 2024

## Instructions:

1. Please ensure that your student account has been activated before **18 April 2024**.
2. Login to SHSM eLearn page at this link: <https://elearn.sunway.edu.my> for more information.

## Day | 18 April 2024

Time	Activity	Venue
9:30am	<b>Registration</b>	Lecture Theatre 3, Level G, Sun-U
10:00am	<b>Welcome by Dean of School</b> <i>Prof. Marcus Lee Stephenson</i>	
10:20am	<b>Administrative Procedure</b> <i>Ms. Caroline / Ms. June Quay</i>	
11:15am	<b>Welcome by Associate Dean (Research &amp; Postgraduate Studies)</b> <i>Associate Professor Dr Alexander Trupp</i>	Meeting Room 1, Level 6, Sun-U
11:30am	<b>Your Education Success Plan</b> <i>Dr Elangkovan Narayanan Alagas</i>	
12:30pm	<b>Lunch Break (Free and Easy)</b>	
1:30pm	<b>Briefing: eLearn, vLab Student User Guide &amp; Library Resources</b> <i>Ms. Tong Mee Wan</i>	Meeting Room 1, Level 6, Sun-U
2:30pm	<b>Introduction to Library and Internet Resources</b> <i>Ms. Goh Wei Hann</i>	Library Instructional Lab, Library, Level G, Sun-U
3:30pm	<b>End of orientation</b>	



# 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)**
- 7. Download Power Apps to access [Student App - Whizzy](#) and **Sunway MyCampus App****  
*your official campus navigator from Apple App Store/Google Playstore.*
- 6. Clear your payments**  
*– tuition fees and other related semester fees*

## ORIENTATION DAY

- 8. Attend physical School orientation**  
*Refer to your [orientation schedule](#) for details*
- 9. Collect your Student ID from School admin**
- 10. Attend Library Workshop**  
*Refer to your [orientation schedule](#) for details.*
- 11. Online Subject Enrolment**  
*Complete your online subject enrolment before the semester starts. Liaise with your School Admin if you require further assistance.*

## END OF ORIENTATION

# Campus Activities Calendar

APRIL - JUNE

15 - 17 APR

## International Student Welcome Week (ISWW)

Hall 3, Graduate Centre  
4.00pm - 7.00pm



16 - 19 APR

## Planetary Health Summit 2024

Sunway University



23 - 25 APR

## Riang Ria Raya - C&S Carnival

University Foyer  
10.00am - 4.00pm

29 APR - 01 MAY

## Times Higher Education Asia Universities Summit 2024

Sunway University



02 MAY

## Student Leaders Gathering

Jeffrey Cheah Hall  
8.00am - 11.00pm

31 MAY

## Bear - Preciation Day

Observation Deck  
5.30pm - 7.00pm



01 JUN

## After Hours

Jeffrey Cheah Hall  
8.00am - 11.00pm

13 JUN

## Industry Mentoring

Jeffrey Cheah Hall  
8.00am - 5.00pm

24 JUN

## The Malaysian Experience

Function Room 2, University Building  
8.00am - 5.00pm





# 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.

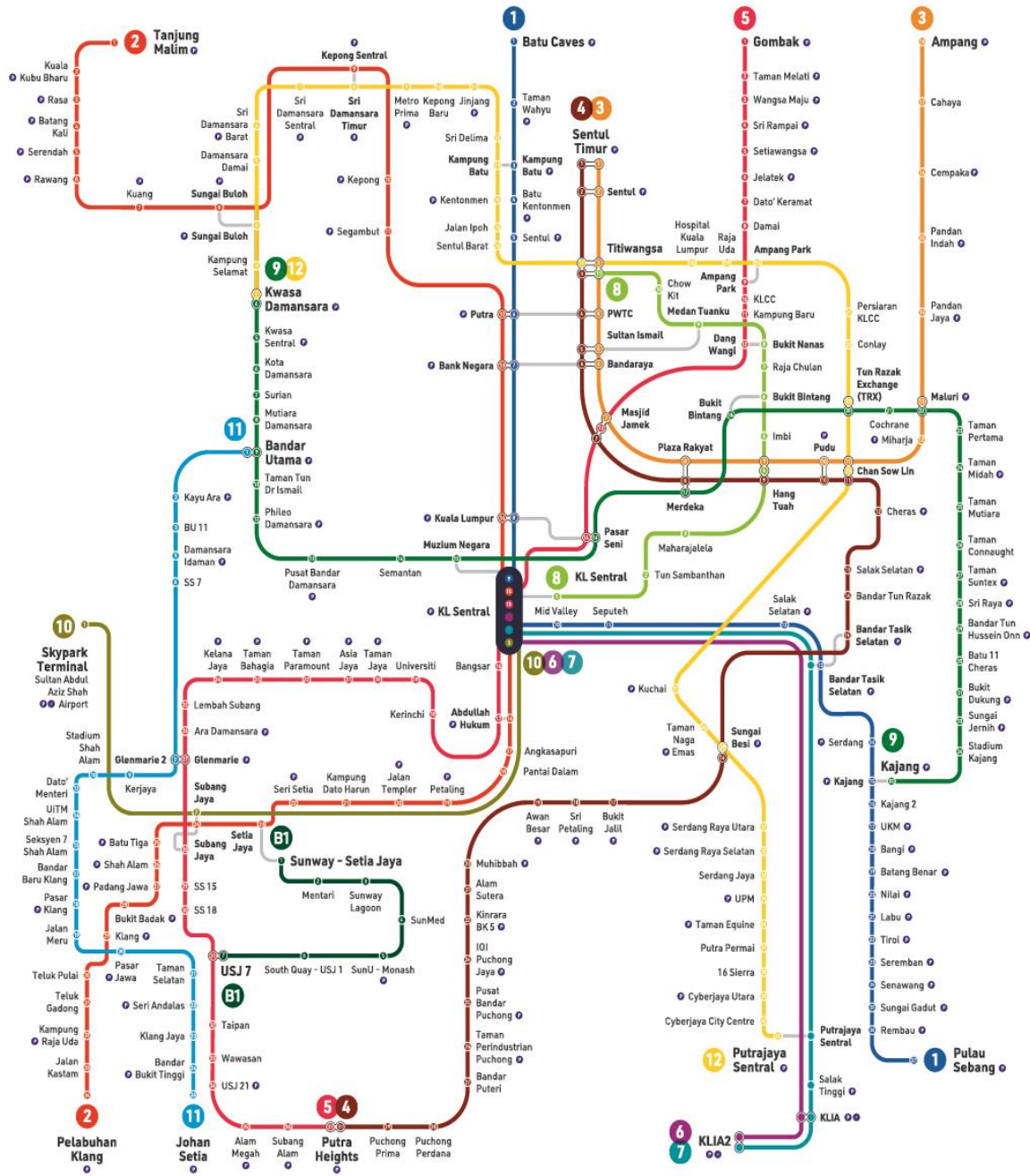
The **Free Shuttle Bus** operates within the city where the University is located and is available for all students, staff and visitors.



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 Malim - Pelabuhan Klang Line
- 4 LRT Larian Ampang
- 5 LRT Larian Kelana Jaya
- 6 LRT Larian Kelana Jaya
- 7 ERL Larian KLIA Transit
- 8 ERL Larian KLIA Transit
- 9 MRT Larian Kajang
- 10 MRT Larian Kajang
- 11 LRT Larian Shah Alam (Akan Datang)
- 12 BRT Sunway Line

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



**rapidKL**

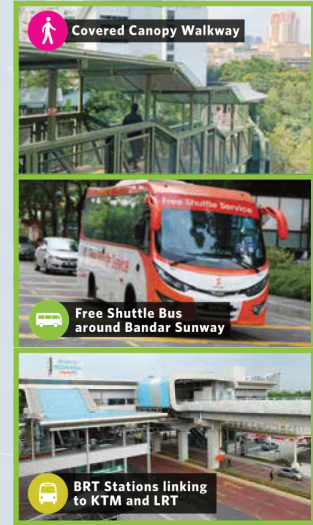
**Waktu Operasi Perkhidmatan/ Service Operating Hours**  
 Isnin - Sabtu/ Monday - Saturday: 6:00 pagi/ am - 12:30 tengah malam/ am & 6:00 pagi/ am - 11:30 malam/ pm  
 Ahad dan Cuti Umum/ Sunday and Public Holidays: 6:00 pagi/ am - 11:30 malam/ pm  
 \*Waktu operasi perkhidmatan adalah tertakluk kepada 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/>

# THE CAMPUS

## Connectivity & Transportation



**Covered Canopy Walkway**

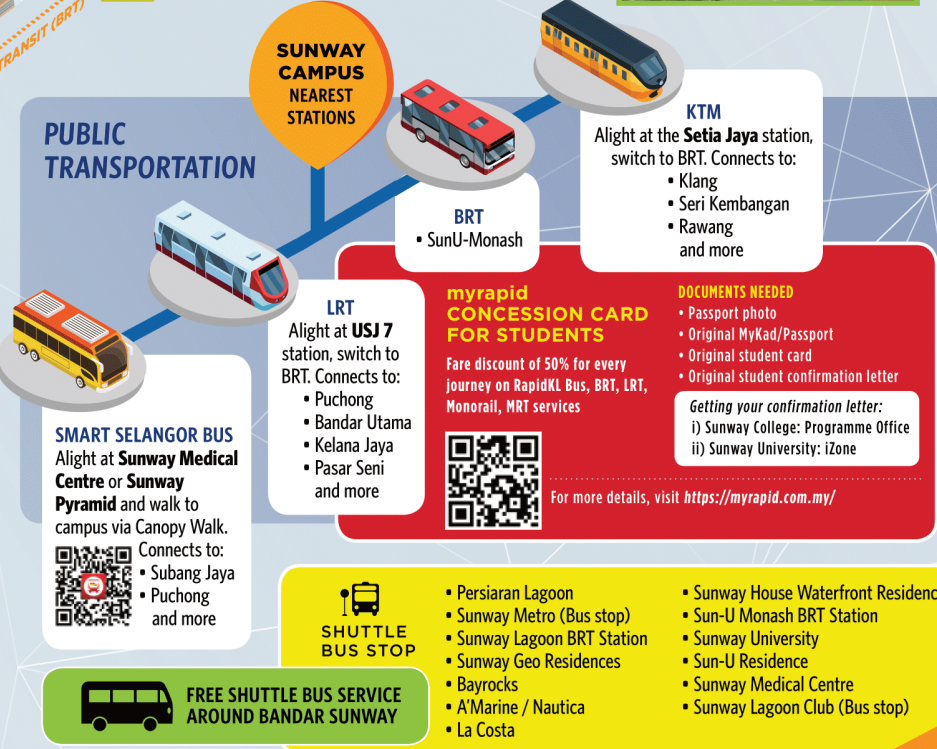
**Free Shuttle Bus around Bandar Sunway**

**BRT Stations linking to KTM and LRT**



Map is not shown to scale

## PUBLIC TRANSPORTATION



**SUNWAY CAMPUS NEAREST STATIONS**



**BRT**  
• Sun-U-Monash

**KTM**  
Alight at the **Setia Jaya** station, switch to BRT. Connects to:  
• Klang  
• Seri Kembangan  
• Rawang and more



**SMART SELANGOR BUS**  
Alight at **Sunway Medical Centre** or **Sunway Pyramid** and walk to campus via Canopy Walk.  
Connects to:  
• Subang Jaya  
• Puchong and more



**LRT**  
Alight at **USJ 7** 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:**  
i) Sunway College: Programme Office  
ii) Sunway University: iZone

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

**SHUTTLE BUS STOP**

- Persiaran Lagoon
- Sunway Metro (Bus stop)
- Sunway Lagoon BRT Station
- Sunway Geo Residences
- Bayrocks
- A'Marine/ Nautica
- La Costa

- Sunway House Waterfront Residence
- Sun-U Monash BRT Station
- Sunway University
- Sun-U Residence
- Sunway Medical Centre
- Sunway Lagoon Club (Bus stop)

**FREE SHUTTLE BUS SERVICE AROUND BANDAR SUNWAY**

## PARKING OPTIONS\*

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

**SEASON PARKING AT SUNWAY PYRAMID**  
🚶 10 mins walk to campus (via Canopy Walk)  
RM60 per month (excluding weekends and public holidays)  
**HOW TO APPLY?**  
1. Prepare these information/documents to create your account  
i.) Student ID number  
ii.) Course Name  
iii.) Scanned copy of Student ID card  
2. Create your Sunway Parking account  
<https://seasonpass.sunwayparking.com/dashboard>

**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

**On-Campus Accommodation**

**Sunway House Waterfront Residence**





**Sun-U Residence**

**Sun-U Apartment**

\*Prices stated are subject to change

All information is correct at the time of printing (as of 1 April 2024). This schedule may be subject to change.

**Follow Us on  
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)

