



Undergraduate Orientation Programme



Sunway
**BUSINESS
SCHOOL**

SEPTEMBER 2024

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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

5 – 11 Sept 2024

Orientation

12 – 13 Sept 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 **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! Explore more [here](#) and [sign up](#) to join our sessions.



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

Thursday | 12 September 2024

Time	Activity	Venue
9:00am	Registration	Sir Jeffrey Cheah Hall, Level 4, North Building, Sunway College
9:30am	Orientation: Your First Step to Campus Life <i>Orientation Leaders</i>	
9:35am	Welcome Remarks by Provost, Sunway University <i>Prof. Abhimanyu Veerakumarasivam</i>	
9:50am	Welcome Remarks by Group Chief Executive Officer, Sunway Education <i>Prof. Dato' Elizabeth Lee</i>	
10:05am	SPOTLIGHT (by Student LIFE) SPOTLIGHT aims to provide you with information on the services and activities provided by Sunway Student LIFE. Join us to find out more!	
11:05am	SUSC 101 Find out more about Sunway University Student Council (SUSC), their roles, and the events and initiatives lined up just for you.	
12:00pm	Lunch Break (<i>Free and Easy</i>)	
2:00pm	Registration Welcome by Dean of School <i>Prof. Lim Weng Marc</i>	Sir Jeffrey Cheah Hall, Level 4, North Building, Sunway College
2:30pm	Administrative Procedure	

Orientation Day 1

Pre-Orientation

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Thursday | 12 September 2024

Time	Activity	Venue
3.00pm	YOUR EDUCATIONAL SUCCESS PLAN BY PROGRAMME LEADERS	
	BSc (Hons) in Accounting and Finance (BAF) <i>Dr Hawariah Dal Nial</i>	Sir Jeffrey Cheah Hall, Sunway College
	BSc (Hons) Financial Analysis (BFA) <i>Dr Renee Kok Shiau Hui</i>	JC 2, Level 1, Sun-U
	BSc (Hons) Financial Economics (BFE) <i>Ms Manjeet Kaur Harnek Singh</i>	
	Bachelor (Honours) in Finance (BFIN) <i>Ms Sharon Dharsini Anthony Raju</i>	
	BSc (Hons) Marketing (BMKT) <i>Dr Soon Pei Shan</i>	Lecture Theatre 2, Level G, Sun-U
	BSc (Hons) Business Studies (BBS) <i>Dr Punitha Sinnappan</i>	
	BSc (Hons) Business Management (BBM) <i>Dr Kyra Sin Kit Yeng</i>	Hall 1, Graduate Centre
	BSc (Hons) in International Business (BIB) <i>Assoc. Prof. Dr Shehnaz Tehseen</i>	UC-8-11, Level 8, Sun-U
	BSc (Hons) Global Supply Chain Management (BGSCM) <i>Dr Guna Seelan Rethinam</i>	Lecture Theatre 3, Level G, Sun-U
BA (Hons) Entrepreneurship (BENT) <i>Dr Syed Monirul Hossain</i>	UW-7-3, Level 7, Sun-U	
Bachelor of Business Analytics (Hons) (BBA) <i>Dr Narishah Mohamed Salleh</i>	Lecture Theatre 4, Level G, Sun-U	
4:30pm	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
9.00am	<p>Online Subject Enrolment 13th September 2024, 9:00am until 2.00pm. Please refer to the handout and subject line-up sent by School Admin team in the orientation mail for your reference. Please go through before you proceed with subject enrolment.</p> <p>Refer to Subject Enrolment Guide for reference.</p>	
10.00am	<p>Get to Know SBS Student Concilium SBS Student Concilium Representatives</p>	Sir Jeffrey Cheah Hall, Sunway College
12:00pm	Lunch Break (Free & Easy)	
2:30pm	<p>LeAD (Learning Advantage) Session (by Centre for English Language Studies (CELS))</p> <p>LeAd will introduce Sunway University to you and help you to acclimatise to your student life on campus. This workshop aims to create awareness of the importance of learning in a social environment. Come and join us to find out more about effective learning and coping mechanisms at Sunway University.</p>	UC-8-10, UC-8-11, Level 8, Sun-U
5:00pm	<p>Freshmen Fiesta Nurturing bonds and building lifelong friendships where every connection is a stepping stone to unforgettable memories. Register here to join the session.</p>	Gallery, Level 1, Sun-U
7:30pm	End of Orientation	



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 Power Apps to access [Student App - Whizzy](#) and [Sunway MyCampus App](#) your official campus navigator from Apple App Store/Google Playstore.**

UNIVERSITY ORIENTATION (DAY 1)

- 9. Attend physical University orientation**
Refer to your [orientation schedule](#) for details
- 10. Attend physical School orientation**
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.

SCHOOL ORIENTATION (DAY 2)

- 12. Attend physical School orientation**
Refer to your [orientation schedule](#) for details.
- 13. Attend LeAd (Learning Advantage) Workshop**
Refer to your [orientation schedule](#) for details.
- 14. Collect your Student ID from School admin**
- 15. Attend Freshmen Fiesta**
Refer to your [orientation schedule](#) for details.
- 16. Register for [International Student Welcome Week](#) (International Students Only)**

END OF ORIENTATION

Campus Activities Calendar

SEPT - OCT



18 - 21 September

International Student Welcome Week (ISWW)

Sir Jeffrey Cheah Hall
6.30pm - 8.30pm

18 - 20 September

Clubs & Societies Fiesta 2024

Uni Foyer & Boulevard
10.00am - 4.00pm



26 - 27 September

Mental Health & Suicide Prevention Campaign

Uni Foyer & Art Gallery
10.00am - 4.00pm



29 - 30 September

Asia Haptics Conference 2024

8.00am - 6.00pm



5 October

Sunway Alumni Homecoming

Sir Jeffrey Cheah Hall
5.00pm - 10.00pm



10 October

Friendship Month's : Viva La Friendship

Art Gallery
6.00pm - 8.00pm

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.

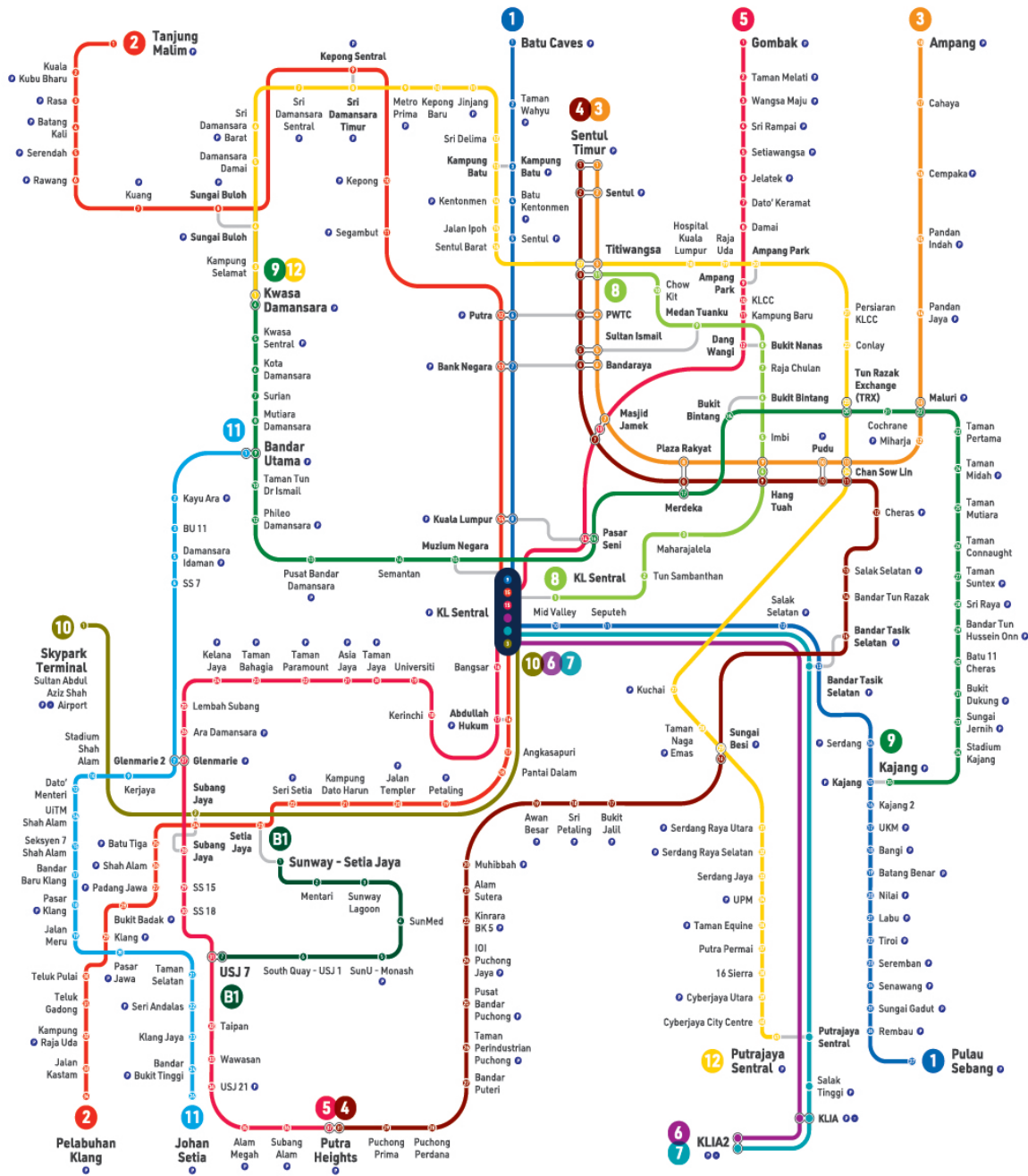


The **Free Shuttle Bus** operates within the city where the University is located and is available for all students, staff and visitors.

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 Tanjung Malim - Pelabuhan Klang
- 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 (Alam Datang)
- 12** LRT Larian Shah Alam (Alam Datang)
- 61** BRT Sunway Line
- 62** 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
 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

All information is correct at the time of printing (as of 30 Aug 2024). 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
 - i.) Student ID number
 - ii.) Course Name
 - iii.) 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



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 **USJ7** station, switch to BRT. Connects to:

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

BRT

• SunU-Monash

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

- Klang
- Seri Kembangan
- Rawang and more

myrapid CONCESSION CARD FOR STUDENTS

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



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

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



FREE SHUTTLE BUS SERVICE AROUND BANDAR SUNWAY

- Sunway Resort Hotel
- Sunway Metro (Bus Stop)
- Sunway Lagoon BRT Station
- Sunway GEO Avenue
- Monash University
- A'Marine / Nautica
- LaCosta
- Sunway House Waterfront Residence
- Sun-U Monash BRT Station
- Sun-U Residence
- Sunway Medical Centre (Bus Stop)
- Sunway Lagoon Club (Bus Stop)

**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)

