



Undergraduate Orientation Programme



SUNWAY
UNIVERSITY

School of
**HOSPITALITY &
SERVICE MANAGEMENT**

FEBRUARY 2025

Table of Contents

Welcome Message	01
Orientation Programme	02 - 06
• Pre-Orientation	
• PTPTN Loan	
• International Student Welcome Week	
• Orientation Schedule	
Orientation Checklist	07
Campus Activities Calendar	08
Settling in at Sun-U: The Essential Guide	09
• Student Identification Card	
• Dress Code	
• Smoke-free Campus	
• Commuting to Campus	
Klang Valley Integrated Transit Map	10
The Campus: Sunway City	11



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

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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)

Join our week-long programme designed just for you! Explore our country, culture, and language in an immersive experience. The International Student Welcome Week will be held on **4 – 8 February 2025**.

For more information, check us out [here](#).

Freshman Fiesta

On **13 February 2025**, get to know your campus surroundings with fun-filled activities, refreshments and a chance for you to mix & mingle with one another.

Register [here](#) or scan the QR code to register.



Orientation Day 1

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
9:00am	Registration	Jeffrey Cheah Hall, Level 4, North Building, Sunway College
9:30am	Orientation: Your First Step to Campus Life <i>Orientation Leaders</i>	
9:35am	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!	
10:45am	Welcome Remarks by President, Sunway University <i>Professor Sibrandes Poppema</i>	
11:00am	Welcome Remarks by Group Chief Executive Officer, Sunway Education Group <i>Prof. Dato' Elizabeth Lee</i>	
11:15am	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>)	
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>	
2:00pm	Administrative Procedure <i>Ms. June Quay</i>	
2:45pm	Briefing: eLearn, iZone & Online Subject Enrolment <i>Ms. Tong Mee Wan</i> Refer to Subject Enrolment Guide for reference	
3:15pm	Hospitality Club – Buddy System <i>Ms. Hairani M Nur</i>	
3:30pm	Ice-Breaking	

Orientation Day 2

Pre-Orientation

30 Jan. – 5 Feb. 2025

Orientation

6 – 7 February 2025

Friday | 7 February 2025

Time	Activity	Venue
8:00am	MEETING WITH HEAD OF DEPARTMENT	
	Department of Culinary and Food Studies Diploma in Culinary Arts BSc (Hons) Culinary Management <i>Professor Patrick Siau Chi Yin</i>	Lecture Theatre 1, Level G, Sun-U
	Department of Hospitality and Events Diploma in Events Management Diploma in Hotel Management BSc (Hons) Conventions and Events Management BSc (Hons) International Hospitality Management <i>Ms. Karen Lui Koon Ling</i>	Lecture Theatre 2, Level G, Sun-U
8:15am	YOUR EDUCATIONAL SUCCESS PLAN BY PROGRAMME LEADERS	
	Diploma in Culinary Arts <i>Chef Norhafizatul Akma Hamzah</i>	Lecture Theatre 3, Level G, Sun-U
	Diploma in Events Management <i>Ms. Ng Siew Cheng</i>	UC-6-2, Level 6, Sun-U
	Diploma in Hotel Management <i>Ms. Shireen Tan Pei Mun</i>	UC-6-3, Level 6, Sun-U
	BSc (Hons) Conventions and Events Management <i>Ms. Suhaini Ibrahim</i>	UC-6-4, Level 6, Sun-U
	BSc (Hons) Culinary Management <i>Chef Nur Fadillah Saidin</i>	UC-6-5, Level 6, Sun-U
	BSc (Hons) International Hospitality Management <i>Dr Siti 'Atikah Rusli</i>	UC-6-6, Level 6, Sun-U
9:15am	Message from Deputy Dean (Education) <i>Associate Professor Dr Gan Joo Ee</i>	JC2, Level 1, Sun-U
9:30am	Message from Deputy Dean (Internationalisation) <i>Associate Professor Dr Joaquim Dias Soeiro</i>	
9:45am	Briefing: Typhoid Vaccination, Locker Rental, Utensils & Uniform and Business Suit (for ALL students) <i>Ms. Chan Mag Gie</i>	
10:00am	Kitchen Safety Awareness (for ALL students) <i>Ms. Kamala Devie M. Govindan</i>	

Orientation Day 2

Pre-Orientation

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6 – 7 February 2025

Friday | 7 February 2025

Time	Activity	Venue
10:30am	Collection of Utensils, Uniforms and Shoes Measurement <i>For BIHM and DHM student only</i>	Hotel Suite, Level 5, Sun-U
10:30am	Consultation: On Subject Registration <i>An additional slot for students who have challenges with online subject registration</i> <i>Students who have not yet collected their Student ID Card from the Programme Leader during the Educational Success Plan session at 8:15am may collect their card from 10:30am to 12:30pm at UC-6-5.</i>	UC-6-5, Level 6, Sun-U
11:30am	Collection of Utensils, Uniforms and Shoes Measurement <i>For BCM and DCA student only</i>	Hotel Suite, Level 5, Sun-U
12:30pm	Lunch Break (<i>Free and Easy</i>)	
2:30pm	LeAD (Learning Advantage) Session <i>by Centre for English Language Studies (CELS)</i> 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.	UC-8-7 – UC-8-14 Level 8, Sun-U
4:30pm	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
- 7. Register for [Library Tour](#)**
- 8. Download [Whizzy App](#) and [Sunway MyCampus App](#) from Apple App Store or Google Playstore**
- 9. Register for [International Student Welcome Week](#) (International Students Only)**

UNIVERSITY/ SCHOOL ORIENTATION (DAY 1)

- 10. Attend physical University/School orientation**
Refer to your [orientation schedule](#) for details
- 11. Collect your Student ID from School admin**
- 12. 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)

- 13. Attend physical School orientation**
Refer to your [orientation schedule](#) for details.
- 14. Attend LeAd (Learning Advantage) Workshop**
Refer to your [orientation schedule](#) for details.

FRESHMAN FIESTA

- 15. Attend the Welcome Party on 13 February 2025 at 6.00 p.m. in The Zone, SET Building**
Get to know your campus surroundings with fun-filled activities, refreshments and a chance for you to mix & mingle with one another.

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.

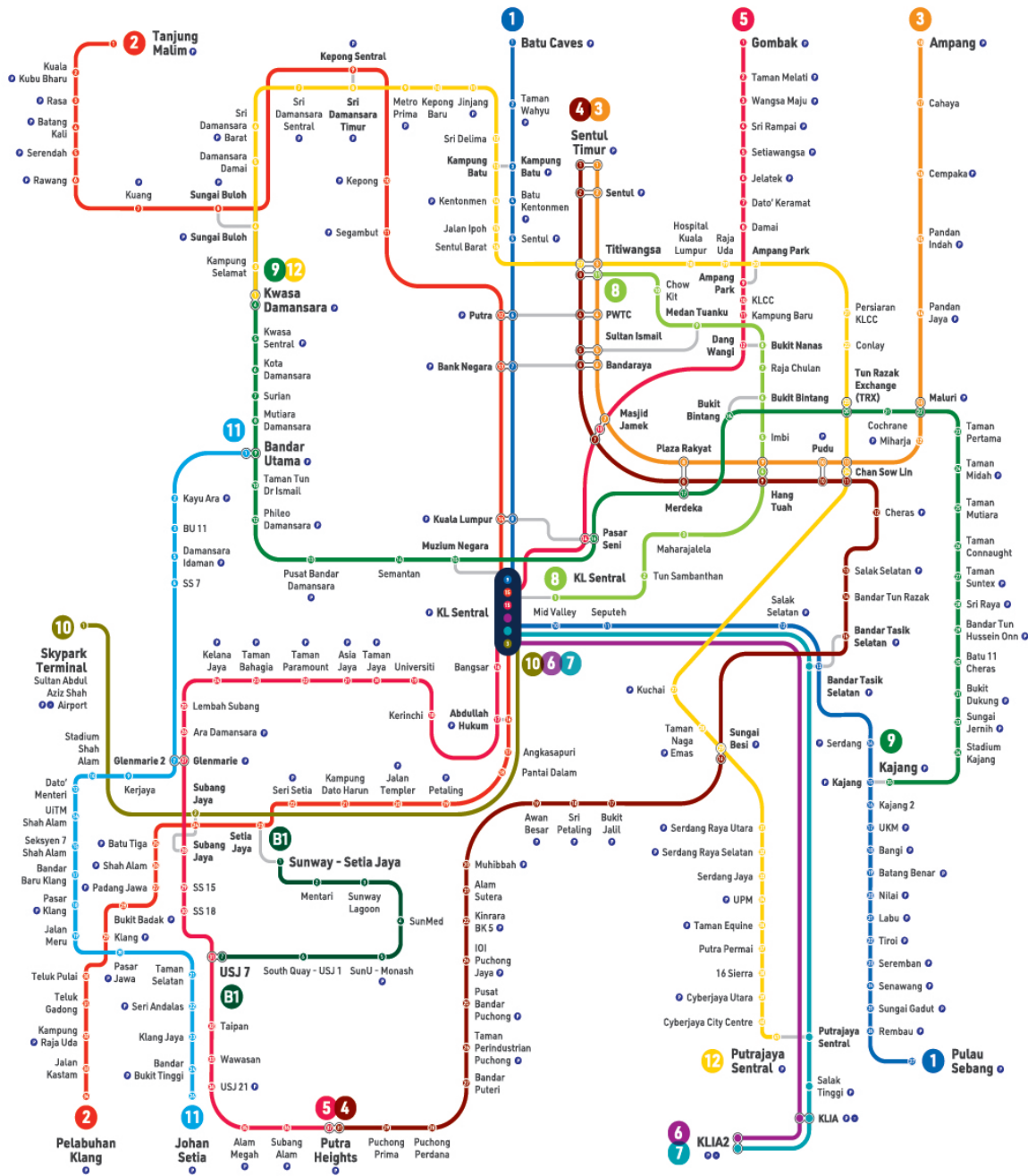
The **Free Shuttle Bus** operates within the city where the University is located and is available for all students, staff and visitors.



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



1 KTM Larian Batu Caves - Pulau Sebang
2 KTM Batu Caves - Pulau Sebang Line
3 KTM Larian Tanjung Malim - Pelabuhan Klang
4 KTM Tanjung Malim - Pelabuhan Klang Line
5 LRT Larian Ampang
6 LRT Ampang Line
7 LRT Larian Kelana Jaya
8 LRT Kelana Jaya Line
9 SRL Larian KLIA Ekspres
10 ERL Larian KLIA Transit
11 MRT Larian Kajang
12 MRT Kajang Line
13 MRT Larian KL Sentral - Skypark Terminal
14 KTM Larian KL Sentral - Terminal Skypark Line
15 LRT Larian Shah Alam (Alam Datang)
16 LRT Shah Alam Line (Scoring Score)
17 MRT Larian Putrajaya
18 MRT Putrajaya Line
19 BRT Sunway Line
20 BRT Sunway Line
21 Tempang Larian Randeran Park and Ride
22 Terminal Lapangan Terbang Airport

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

Informasi Peta | Map Information



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/>

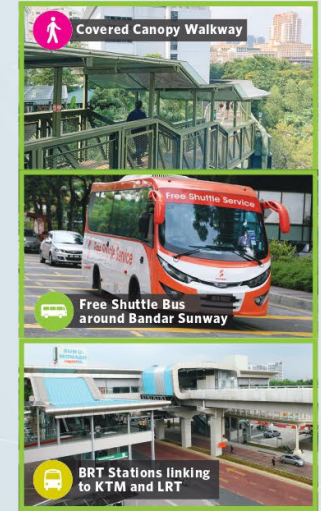
All information is correct at the time of printing (as of 20 December 2024). This schedule may be subject to change.

THE CAMPUS

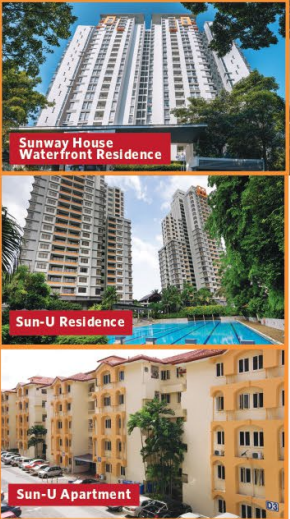
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Connectivity & Transportation



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?
 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>

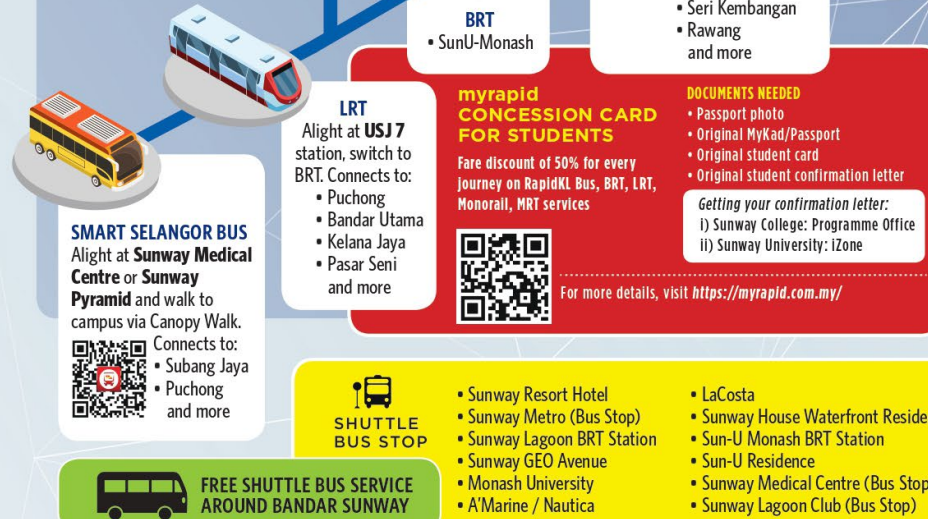
INCORPORATE WALKING INTO YOUR DAILY ROUTINE TO GIVE YOUR MOOD AND HEALTH A BOOST!

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

*Prices stated are subject to change

PUBLIC TRANSPORTATION



**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)

