



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

Thursday | 12 September 2024

Time	Activity	Venue
9:00am	Registration	JC 2, Level 1, Sunway University
9:30am	Orientation: Your First Step to Campus Life <i>Orientation Leaders</i>	
9:35am	SUSC 101 Find out more about Sunway University Student Council (SUSC), their roles, and the events and initiatives lined up just for you.	
10:15am	Welcome Remarks by Provost, Sunway University <i>Prof. Abhimanyu Veerakumarasivam</i>	
10:30am	Welcome Remarks by Group Chief Executive Officer, Sunway Education <i>Prof. Dato' Elizabeth Lee</i>	
10:45am	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!	
12:00pm	Lunch Break (<i>Free and Easy</i>)	
1:30pm	Registration	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>	

Orientation Day 1

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Thursday | 12 September 2024

Time	Activity	Venue
3:00pm	Welcome Address by Deputy Dean (Education) <i>Associate Professor Dr Gan Joo Ee</i>	Audi 7, Level 2, South Building, Sunway College
3:10pm	Briefing by Head - Department of Culinary and Food Studies <i>Prof Patrick Siau Chi Yin</i>	
3:20pm	Briefing by Head - Department of Hospitality and Events <i>Ms Karen Lui Koon Ling</i>	
3:30pm	International Student Mobility Programme <i>Associate Professor Dr Daniel Chong Ka Leong</i>	
3:45pm	Hospitality Club Briefing – Buddy System <i>Ms. Hairani M Nur</i>	
4:00pm	Kitchen Safety Awareness <i>Ms. Kamala Devie M. Govindan</i>	
4:15pm	Briefing: eLearn, iZone & Online Subject Enrolment <i>Ms. Tong Mee Wan</i> <i>Refer to Subject Enrolment Guide for reference</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
8:30am	YOUR EDUCATIONAL SUCCESS PLAN BY PROGRAMME LEADERS	
	Diploma in Culinary Arts <i>Chef Norhafizatul Akma Hamzah</i>	Lecture Theatre 2, Level G, Sun-U
	Diploma in Events Management <i>Ms. Ng Siew Cheng</i>	UC-6-6, Level 6, Sun-U
	Diploma in Hotel Management <i>Dr Lai Mun Yee</i>	UC-6-5, Level 6, Sun-U
	BSc (Hons) Conventions and Events Management <i>Ms. Sohaini Ibrahim</i>	UC-6-2, Level 6, Sun-U
	BSc (Hons) Culinary Management <i>Chef Muhammad Haziq Muizzuddin</i>	UC-8-10, Level 8, Sun-U
	BSc (Hons) International Hospitality Management <i>Dr Siti 'Atikah Rusli</i>	UC-6-4, Level 6, Sun-U
9:30am	Briefing: Typhoid Vaccination, Locker Rental, Utensils & Uniform and Business Suit <i>For all students</i> <i>Ms. Chan Mag Gie</i>	JC 2, Level 1, Sun-U
9:45am	Ice Breaking Session <i>Associate Professor Dr Gan Joo Ee</i>	JC 2, Level 1, Sun-U
10:30am	Journey into Events Industry <i>For BCEM & DEM students only</i> <i>Ms. Ng Siew Cheng</i>	UC-6-6, Level 6, Sun-U
10:30am	Collection of Utensils, Uniforms and Shoes Measurement <i>For BCM and DCA students only</i>	Hotel Suite, Level 5, Sun-U

Orientation Day 2

Pre-Orientation

5 – 11 Sept 2024

Orientation

12 – 13 Sept 2024

Friday | 13 September 2024

Time	Activity	Venue
11:00am	Consultation: On Subject Registration <i>An additional slot for students who have challenges with online subject registration</i>	UC-6-6, Level 6, Sun-U
11:30am	Collection of Utensils, Uniforms and Shoes Measurement <i>For BIHM and DHM students only</i>	Hotel Suite, Level 5, Sun-U
12:30pm	Lunch Break (<i>Free and Easy</i>)	
2:30pm	LeAD (Learning Advantage) Session (by Centre for English Language Studies (CELS)) 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-8-9, Level 8, Sun-U
5:00pm	Freshman Fiesta Nurturing bonds and building lifelong friendships where every connection is a stepping stone to unforgettable memories. Register here to join the session.	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.

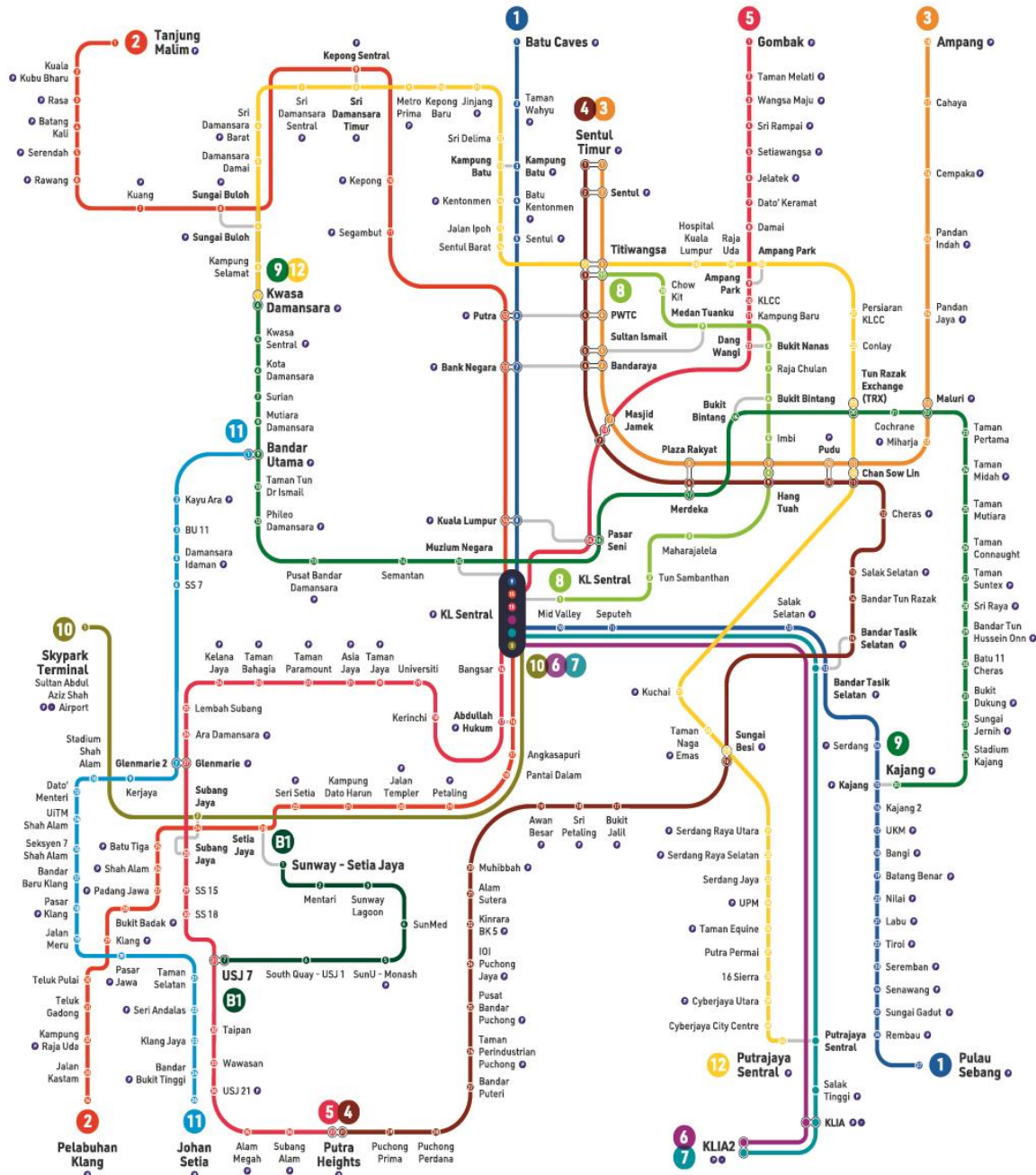


The **Free Shuttle Bus** operates within the city where the University is located and is available for all students, staff and visitors.

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



1 KTM Larian Batu Caves - Pulau Sebang KTM Batu Caves - Pulau Sebang Line	2 KTM Larian Tanjung Malim - Pelabuhan Klang KTM Tanjung Malim - Pelabuhan Klang Line	3 LRT Larian Ampang LRT Ampang Line	4 LRT Larian Sri Petaling LRT Sri Petaling Line	5 LRT Larian Kelana Jaya LRT Kelana Jaya Line	6 LRT Larian KUALA DENGKAS LRT KUALA DENGKAS Line	7 ERL Larian KUALA TRONOH ERL KUALA TRONOH Line	8 ERL Larian KUALA SEREMBAN ERL KUALA SEREMBAN Line	9 MRT Larian Kajang MRT Kajang Line	10 MRT Larian KL Sentral - Skypark Terminal MRT KL Sentral - Skypark Terminal Line	11 LRT Larian Shah Alam (Akan Datang) LRT Shah Alam Line (Coming Soon)	12 LRT Larian Putrajaya LRT Putrajaya Line
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Muat Turun Peta
Download Map

Informasi Peta | Map Information



Waktu Operasi Perkhidmatan/ Service Operating Hours

Inlin - 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 September 2024). This schedule may be subject to change.

THE CAMPUS

All information is correct at the time of printing (as of 9 September 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
 - 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

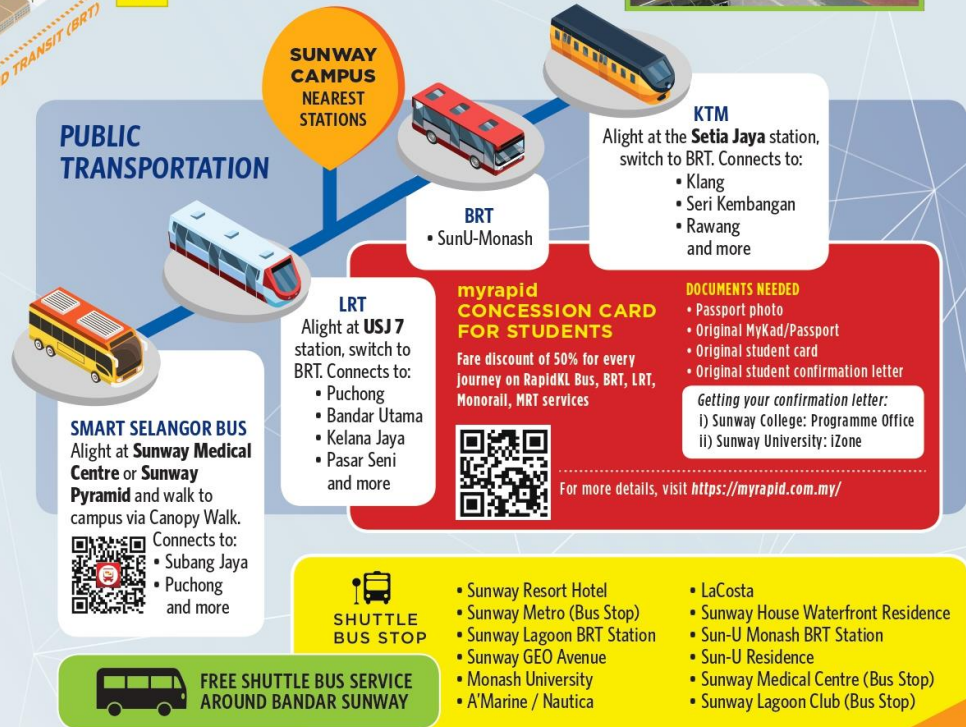
First 2 hours : RM2.00
Subsequent hour : RM1.00
Maximum charge per entry : RM5.00
Ticketless & cashless - Payment via: Touch & Go / Sunway Super App

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



FREE SHUTTLE BUS SERVICE AROUND BANDAR SUNWAY

**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)

