



# Undergraduate Orientation Programme

**SUNWAY**  
UNIVERSITY



Sunway  
**BUSINESS  
SCHOOL**

APRIL 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

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

## 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! 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 1

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 SBS 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>	JC 1, Level 1, Sun-U
10:00am	<b>Welcome by Dean of School</b> <i>Prof. Lim Weng Marc</i>	
11:00am	<b>Administrative Procedure</b>	
12:00pm	<b>Lunch Break</b> ( <i>Free and Easy</i> )	
1.30pm	<b>YOUR EDUCATIONAL SUCCESS PLAN BY PROGRAMME LEADERS</b>	
	<b>BSc (Hons) in Accounting and Finance (BAF)</b> <i>Dr Hawariah Dal Nial</i>	JC 1, Level 1, Sun-U
	<b>BSc (Hons) Financial Analysis (BFA)</b> <i>Dr Renee Kok Shiau Hui</i>	Hall 3, Graduate Centre
	<b>BSc (Hons) Financial Economics (BFE)</b> <i>Ms Manjeet Kaur Harnek Singh</i>	
	<b>Bachelor (Honours) in Finance (BFIN)</b> <i>Dr Bawani Lelchumanan</i>	
	<b>BSc (Hons) Marketing (BMKT)</b> <i>Dr Soon Pei Shan</i>	UC-8-11, Level 8, Sun-U
	<b>BSc (Hons) Business Studies (BBS)</b> <i>Dr Punitha Sinnappan</i>	
	<b>BSc (Hons) Business Management (BBM)</b> <i>Dr Kyra Sin Kit Yeng</i>	UC-8-12, Level 8, Sun-U
	<b>BSc (Hons) in International Business (BIB)</b> <i>Assoc. Prof. Dr Shehnaz Tehseen</i>	UC-8-13, Level 8, Sun-U

# Orientation Day 1

Pre-Orientation

12 – 17 April 2024

Orientation

18 – 20 April 2024

## Day | 18 April 2024

Time	Activity	Venue
1:30pm	<b>YOUR EDUCATIONAL SUCCESS PLAN BY PROGRAMME LEADERS</b>	
	<b>BSc (Hons) Global Supply Chain Management (BGSCM)</b> <i>Dr Guna Seelan Rethinam</i>	<b>UC-8-14,</b> Level 8, Sun-U
	<b>BA (Hons) Entrepreneurship (BENT)</b> <i>Dr Syed Monirul Hossain</i>	<b>UC-8-8,</b> Level 8, Sun-U
	<b>Bachelor of Business Analytics (Hons) (BBA)</b> <i>Dr Narishah Mohamed Salleh</i>	<b>UC-8-7,</b> Level 8, Sun-U
3:30pm	<b>End of Day 1</b>	

# Orientation Day 2

Pre-Orientation

12 – 17 April 2024

Orientation

18 – 20 April 2024

## Day | 19 April 2024

Time	Activity	Venue
9:00am	<p><b>Online Subject Enrolment</b> 19th April 2024, 9.00am until 2.00pm.</p> <p><i>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.</i></p> <p>Refer to <a href="#">Subject Enrolment Guide</a> for reference.</p>	
10:00am	<p><b>Get to Know SBS Student Concilium</b> SBS Student Concilium Representatives</p>	JC 1, Level 1, Sun-U
12:00pm	<b>Lunch Break (Free and Easy)</b>	
2:30pm	<p><b>LeAD (Learning Advantage) Session</b> 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-8-7, UC-8-8 & UC-8-9, Level 8, Sun-U
4:30pm	<b>End of Day 2</b>	



# Orientation Day 3

Pre-Orientation

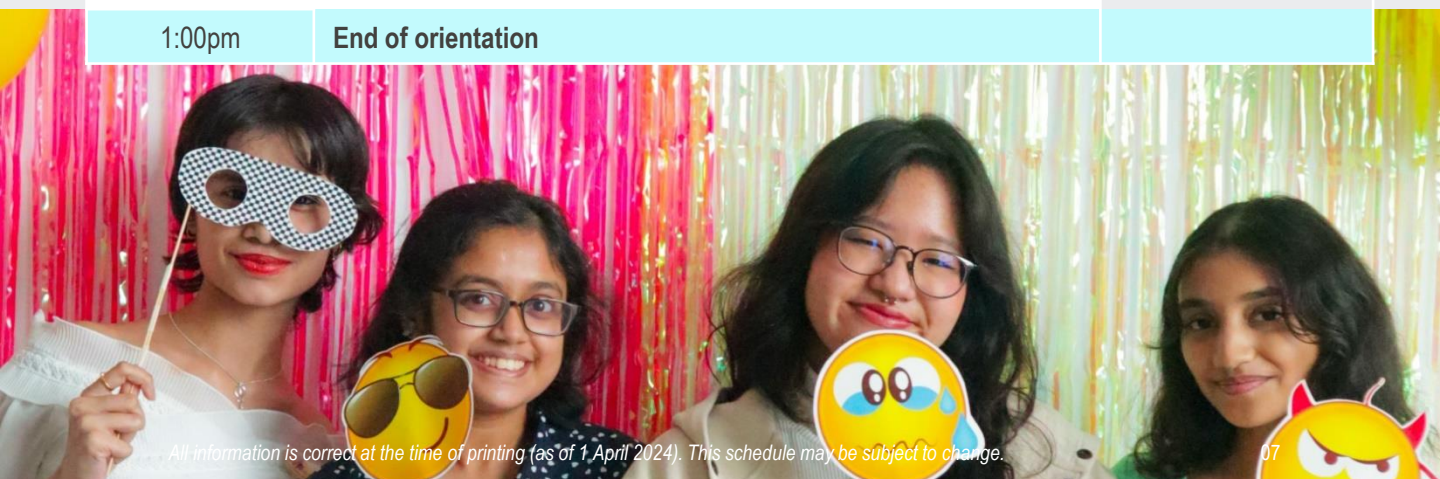
12 – 17 April 2024

Orientation

18 – 20 April 2024

## Day | 20 April 2024

Time	Activity	Venue
8.30am	<b>Student ID Card Collection</b>	<b>Sunway College Foyer,</b> Level G, South Building
9.30am	<b>Registration</b>	<b>Jeffrey Cheah Hall,</b> Level 4, North Building, Sunway College
10:00am	<b>Welcome Remarks by President, Sunway University</b> <i>Professor Sibrandes Poppema</i>	
10:15am	<b>Welcome Remarks by Group Chief Executive Officer, Sunway Education Group</b> <i>Prof. Dato' Elizabeth Lee</i>	
10.30am	<b>SPOTLIGHT</b> (by Student LIFE) Your gateway to Sunway Student LIFE's services and activities! Explore clubs, leadership training, and more to enhance your campus experience. Plus, enjoy an exciting performance from our sports club. Don't miss out!	
11.30am	<b>SUSC 101</b> (by Student LIFE) Find out more about Sunway University Student Council (SUSC), their roles, and the events and initiatives lined up just for you.	
11.45am	<b>Step into Sunway : Campus Expedition</b> Embark on a thrilling journey through Sunway University's vibrant campus, where every corner holds surprises waiting to be discovered, and every step unveils a new chapter in your campus adventure!	
1:00pm	<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)**
- 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.

## SCHOOL ORIENTATION (DAY 1)

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

## SCHOOL ORIENTATION (DAY 2)

- 10. Online Subject Enrolment**  
*Complete your online subject enrolment before the semester starts. Liaise with your School Admin if you require further assistance.*
- 11. Attend physical School orientation**  
*Refer to your [orientation schedule](#) for details.*
- 12. Attend LeAd (Learning Advantage) Workshop**  
*Refer to your [orientation schedule](#) for details.*

# Orientation Checklist

## UNIVERSITY ORIENTATION (DAY 3)

### 14. Attend physical University orientation

Refer to your [orientation schedule](#) for details

### 13. Collect your Student ID from School admin

### 15. Register for [International Student Welcome Week](#)

*(International Students Only)*

## 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.

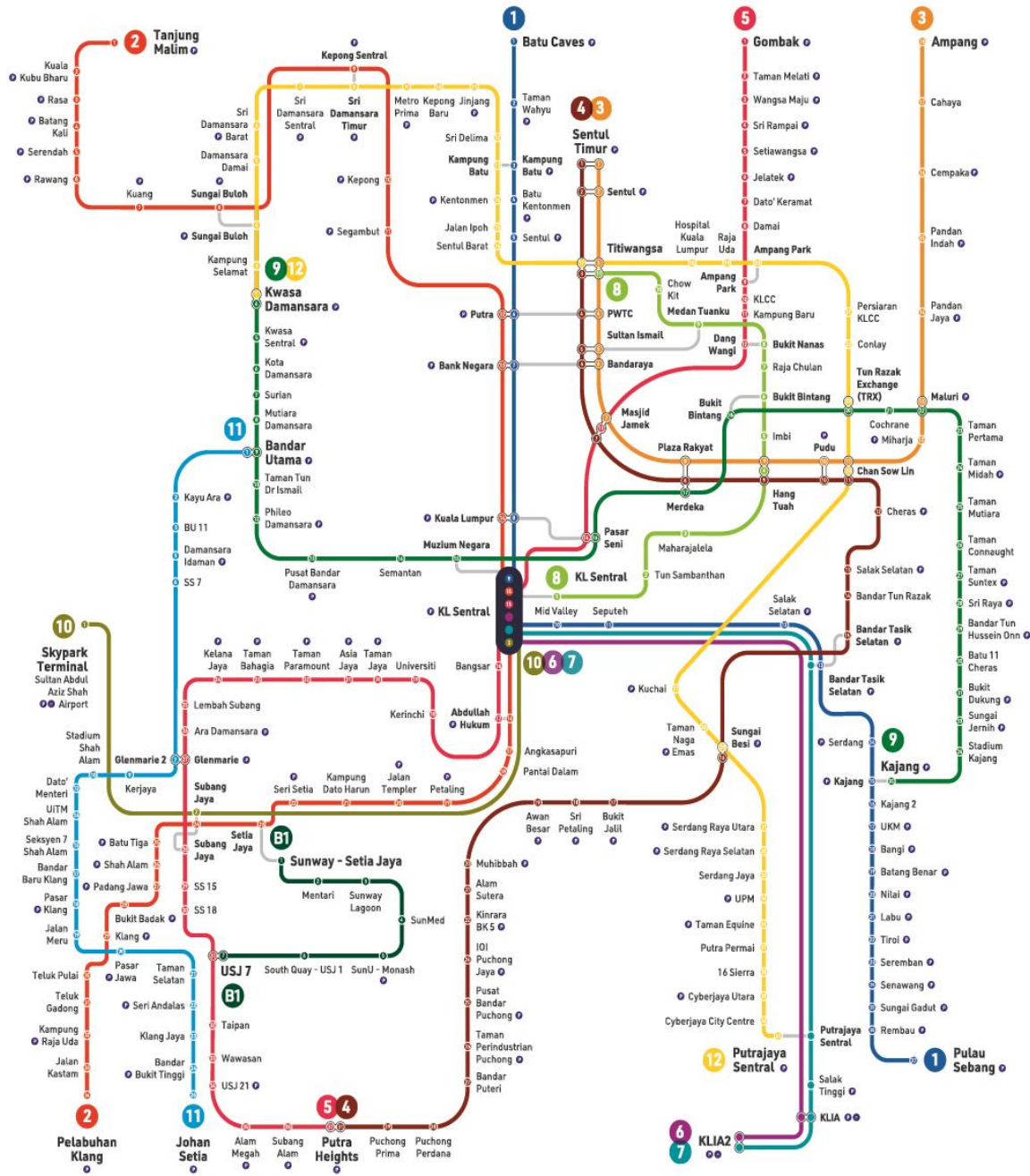
The **Free Shuttle Bus** operates within the city where the University is located and is available for all students, staff and visitors.



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**

<ul style="list-style-type: none"> <li>1 KTM Larian Batu Caves - Pulau Sebang</li> <li>2 KTM Larian Tanjung Malim - Pelabuhan Klang</li> <li>3 KTM Larian Malim - Pelabuhan Klang Line</li> </ul>	<ul style="list-style-type: none"> <li>4 LRT Larian Ampang</li> <li>5 LRT Larian Kelana Jaya</li> <li>6 LRT Larian Kelana Jaya</li> </ul>	<ul style="list-style-type: none"> <li>7 ERL Larian KLA Transit</li> <li>8 ERL Larian KLA Translink</li> <li>9 MRT Larian Kajang</li> <li>10 MRT Larian Kajang</li> </ul>	<ul style="list-style-type: none"> <li>11 LRT Larian Shah Alam (Akan Datang)</li> <li>12 LRT Larian Shah Alam (Akan Datang)</li> </ul>
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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

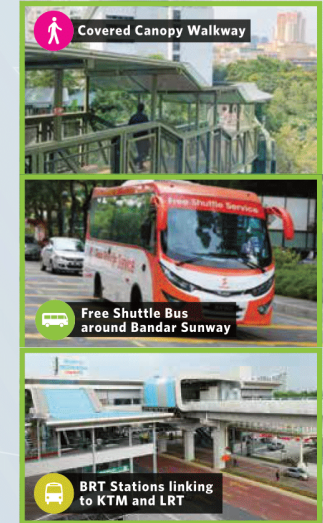
For more details, visit: <https://myrapid.com.my/bus-train/rapid-kl/rapid-kl-integrated-transit-map/>

# THE CAMPUS

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

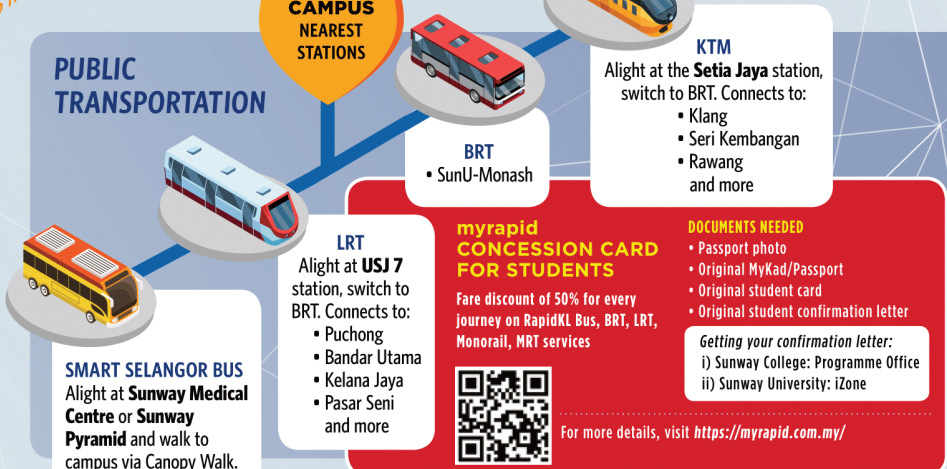


## Connectivity & Transportation

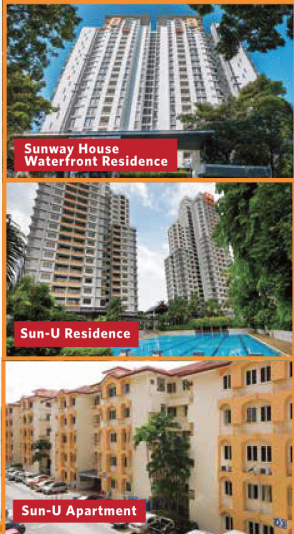


## PUBLIC TRANSPORTATION

**SUNWAY CAMPUS NEAREST STATIONS**



## On-Campus Accommodation



## 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>

\*Prices stated are subject to change

### 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

### KTM

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

- Klang
- Seri Kembangan
- Rawang and more

### BRT

- Sun-U-Monash

### 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

**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)

