



REGISTRY

# CONVOCATION CEREMONY

ESSENTIAL GUIDE | **JULY 2023**

*"It is through values and hard work  
that our destiny is shaped."*



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## A message from the Group Registrar

Congratulations on achieving this significant milestone in your life! It is truly an incredible accomplishment that deserves to be celebrated and recognised.

Convocation is an important milestone in your academic journey, and we want to ensure that you have a smooth and memorable experience. To assist you in this process, we have prepared an essential guide specifically tailored for you. This guide will serve as a comprehensive resource, providing you with step-by-step instructions and useful information to make the most of your convocation day.

The Convocation Essential Guide provides guidance on the registration process, directions and signage, gown rental and collection, photography packages, as well as important locations, dates, and timings. The primary objective of the guide is to ensure that all graduates have a seamless experience by providing clear instructions and directions, enabling graduates to navigate the convocation with ease and convenience.

It is designed to make your experience as smooth and enjoyable as possible. Take a moment to read through the document, and you will be well-prepared for the upcoming convocation ceremony!

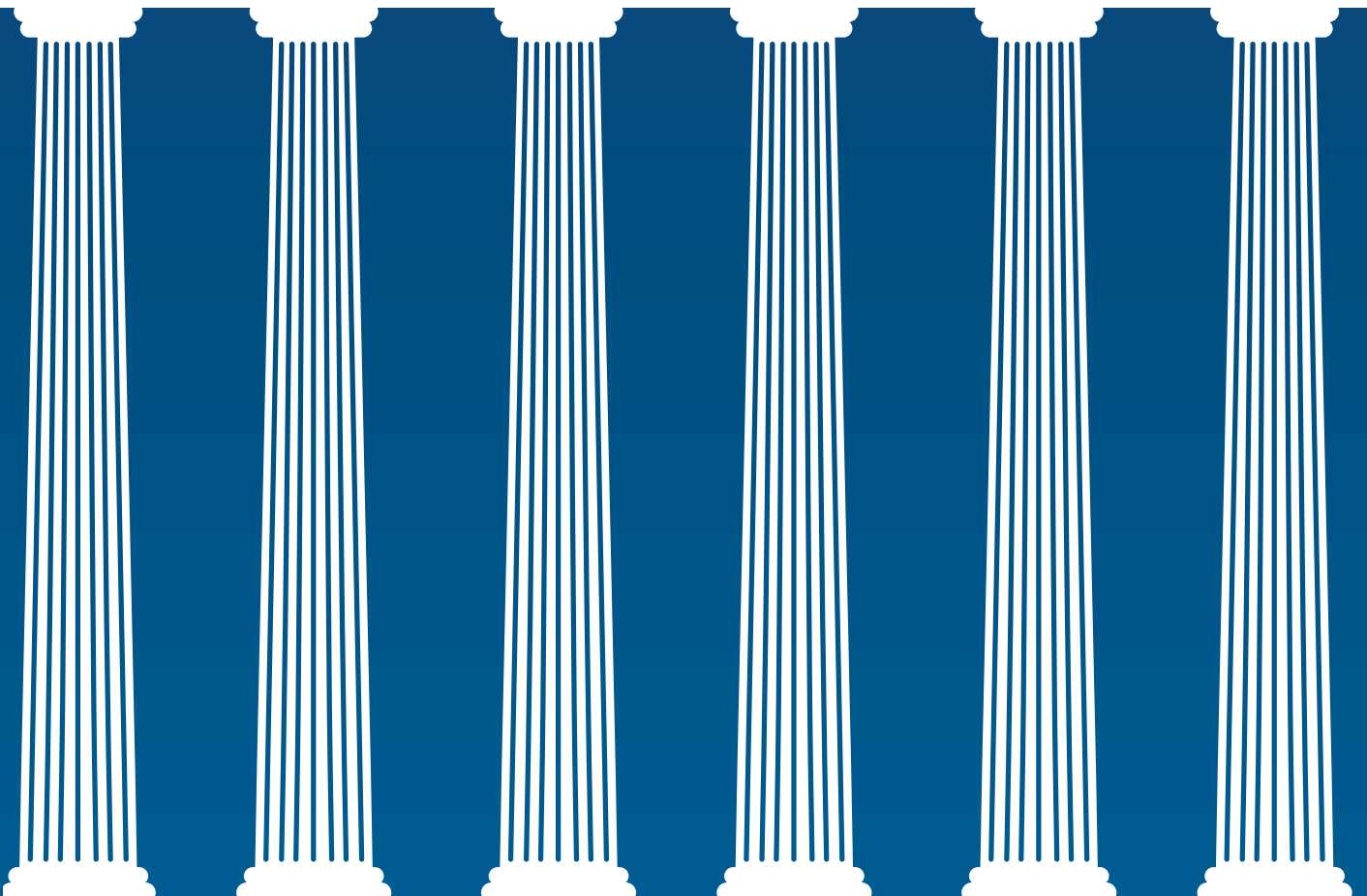
Again, congratulations and I look forward to welcoming you at the convocation.



**Ng Beng Lean**  
Group Registrar  
Sunway Education Group

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# PRE-CONVOCAÇÃO



# CONVOCATION SESSIONS BY SCHOOL/PROGRAMME

Date	Time	School	Programme
25 July 2023 (Tuesday)	10am	School of Art (SOA)	<ul style="list-style-type: none"> <li>• Diploma in Graphic and Multimedia Design</li> <li>• Diploma in Interior Design</li> <li>• Diploma in Performing Arts</li> <li>• BA (Hons) Contemporary Music (Audio Technology)</li> <li>• Bachelor of Arts (Honours) Music Performance</li> <li>• BA (Hons) Digital Film Production</li> <li>• BA (Hons) in Communication</li> <li>• Bachelor of Arts (Honours) Design Communication</li> <li>• Bachelor of Arts (Honours) in Interior Architecture</li> <li>• Master of Arts in Visual Communication and Media Studies</li> </ul>
		School of Medical and Life Sciences (SMLS)	<ul style="list-style-type: none"> <li>• Diploma in Nursing</li> <li>• Bachelor of Science (Honours) Biomedicine</li> <li>• BSc (Hons) Biology with Psychology</li> <li>• BSc (Hons) Medical Biotechnology</li> <li>• BSc (Hons) Psychology</li> <li>• Post Graduate Diploma in Primary Care for Elderly</li> <li>• Master of Science in Psychology</li> <li>• Doctor of Philosophy in Biology</li> </ul>
		School of Interdisciplinary Studies (SINDS)	<ul style="list-style-type: none"> <li>• Master in Sustainable Development Management</li> </ul>

\*\*Regarding the possibility of postponement, please note that if the Convocation Ceremony is unable to take place due to unforeseen circumstances or restrictions imposed by the Government/Ministry, the ceremony will be postponed to a later date.

# CONVOCATION SESSIONS BY SCHOOL/PROGRAMME

Date	Time	School	Programme
26 July 2023 (Wednesday)	10am	School of Engineering and Technology (SET)	<ul style="list-style-type: none"> <li>• Bachelor of Information Systems (Honours) (Data Analytics)</li> <li>• Bachelor of Information Systems (Hons) in Mobile Computing with Entrepreneurship</li> <li>• Bachelor of Science (Honours) Information System (Business Analytics)</li> <li>• Bachelor of Software Engineering (Hons)</li> <li>• BSc (Hons) in Computer Science</li> <li>• BSc (Hons) Information Systems</li> <li>• BSc (Hons) Information Technology</li> <li>• BSc (Hons) Information Technology (Computer Networking and Security)</li> <li>• Master of Science in Computer Science (By Research)</li> <li>• Master of Science in Information Systems</li> </ul>
		School of Mathematical Sciences (SMS)	<ul style="list-style-type: none"> <li>• Bachelor of Science (Honours) in Industrial Statistics</li> <li>• Bachelor of Science (Hons) in Actuarial Studies</li> <li>• Master of Science in Actuarial Science</li> </ul>

\*\*Regarding the possibility of postponement, please note that if the Convocation Ceremony is unable to take place due to unforeseen circumstances or restrictions imposed by the Government/Ministry, the ceremony will be postponed to a later date.

# CONVOCATION SESSIONS BY SCHOOL/PROGRAMME

Date	Time	School	Programme
27 July 2023 (Thursday)	10am	School of Hospitality and Service Management (SHSM)	<ul style="list-style-type: none"> <li>• Diploma in Culinary Arts</li> <li>• Diploma in Events Management</li> <li>• Diploma in Hotel Management</li> <li>• Bachelor of Science (Hons) in Culinary Management</li> <li>• Bachelor of Science (Hons) in International Hospitality Management</li> <li>• Bachelor of Science (Honours) in Conventions and Events Management</li> <li>• Master in International Hospitality Management</li> </ul>
		Sunway Business School (SBS)	<ul style="list-style-type: none"> <li>• Bachelor of Science (Hons) in Accounting and Finance</li> <li>• Bachelor of Science (Hons) Financial Analysis</li> <li>• Bachelor of Science (Hons) Financial Economics</li> </ul>

Date	Time	School	Programme
28 July 2023 (Friday)	10am	Sunway Business School (SBS)	<ul style="list-style-type: none"> <li>• Bachelor of Arts (Honours) Entrepreneurship</li> <li>• Bachelor of Business Analytics (Honours)</li> <li>• Bachelor of Science (Honours) Global Supply Chain Management</li> <li>• Bachelor of Science (Honours) in International Business</li> <li>• Bachelor of Science (Honours) Marketing</li> <li>• Bachelor of Science (Hons) Business Management</li> <li>• Bachelor of Science (Hons) Business Studies</li> <li>• Master of Marketing</li> <li>• Master of Human Resource Management</li> <li>• Master of Business Analytics</li> </ul>

\*\*Regarding the possibility of postponement, please note that if the Convocation Ceremony is unable to take place due to unforeseen circumstances or restrictions imposed by the Government/Ministry, the ceremony will be postponed to a later date.

# PARTICIPATION FEES & TICKETING

## PARTICIPATION FEES/TICKETING

<b>GRADUATE</b>	RM120.00/per person
<b>GUEST (Amphitheatre)</b>	RM50.00/per person
<b>GUEST (Lagoona Terrace)</b>	RM20.00/per person

### PLEASE NOTE:

**A maximum of two (2) guests are permitted per graduate due to limited seats.**

However, should you require more than two (2) guest tickets to enter the Amphitheatre, please contact your school representatives (Please refer to pg 51-55). The request for additional tickets will be considered on a first come, first served basis depending on availability.

**\*\*Please note that all QR Codes/Wristbands are non-refundable, non-replaceable, non-transferable and not for resale.**



# REGISTRATION FOR CONVOCATION CEREMONY

Graduates who wish to attend the Convocation Ceremony must register and make full payment via the SEG Event Portal. The closing date for registration is **TUESDAY, [04 JULY 2023], 12 noon (GMT+8, Malaysia Local Time)**. Late registrations will **not be entertained**.

## Step-by-step instructions

1. Select the correct [SEG Event Portal Link \(Registration Link\)](#) provided in [SEG Event Portal Link and Invitation Code Table](#) (To find the date of your Convocation Ceremony, please refer to [Schedule of Convocation Ceremony by School/Programme](#) on pages 5 to 7 of this Essential Guide).

SEG Event Portal Link and Invitation Code Table

Convocation Date	School	SEG Event Portal Link	Invitation Code
25 July 2023 (Tue)	SOA	<a href="#">Registration Link</a>	Amphitheatre: <a href="#">25JUL2023UNIGRAD</a>
	SMLS SINDS		Lagoon Terrace: <a href="#">25JUL2023ADDGUESTLAGOONA</a>
26 July 2023 (Wed)	SET	<a href="#">Registration Link</a>	Amphitheatre: <a href="#">26JUL2023UNIGRAD</a>
	SMS		Lagoon Terrace: <a href="#">26JUL2023ADDGUESTLAGOONA</a>
27 July 2023 (Thur)	SHSM	<a href="#">Registration Link</a>	Amphitheatre: <a href="#">27JUL2023UNIGRAD</a>
	SBS		Lagoon Terrace : <a href="#">27JUL2023ADDGUESTLAGOONA</a>
28 July 2023 (Fri)	SBS	<a href="#">Registration Link</a>	Amphitheatre: <a href="#">28JUL2023UNIGRAD</a>
			Lagoon Terrace: <a href="#">28JUL2023ADDGUESTLAGOONA</a>

Example: Graduates of BA (Hons) in Communication from SOA should click on the 25 July 2023 [Registration Link](#) to begin.

Graduates may look for the date [corresponding to your programme](#) and select the [precise registration link](#) to start the registration process.

# REGISTRATION FOR CONVOCATION CEREMONY

- Once you click the registration link, you will be directed to a page where you should enter the invitation code in the **Ticket(s)** section. Copy and paste the correct Invitation Code from **SEG Event Portal Link and Invitation Code Table** to view and select the tickets you wish to purchase.

Event Details

Congratulations on your academic achievement at Sunway University!

We are very happy to know that you have decided to attend the upcoming Sunway University Convocation Ceremony in July 2023 and we truly look forward to having you on this auspicious occasion.

To proceed with your registration, please enter the Access Code provided to you in the Sunway University Convocation Ceremony Essential Guide (page 9) in the designated area below.

Thank you.  
Sunway University

Ticket(s)

Do you have an invitation code or promo code?

Choose the number of tickets and click "register". On the next screen you'll pay for them.

Invitation Code	
Amphitheatre:	25JUL2023UNIGRAD
Lagoon Terrace:	25JUL2023ADDGUESTLAGOONA
Amphitheatre:	26JUL2023UNIGRAD
Lagoon Terrace:	26JUL2023ADDGUESTLAGOONA
Amphitheatre:	27JUL2023UNIGRAD
Lagoon Terrace:	27JUL2023ADDGUESTLAGOONA
Amphitheatre:	28JUL2023UNIGRAD
Lagoon Terrace:	28JUL2023ADDGUESTLAGOONA

# REGISTRATION FOR CONVOCATION CEREMONY

3. After entering the invitation code, **select one** of the three ticket options from the dropdown list. Click on **'Register'** to proceed to the next page

Event Details

Congratulations on your academic achievement at Sunway University!

We are very happy to know that you have decided to attend the upcoming Sunway University Convocation Ceremony in July 2023 and we truly look forward to having you on this auspicious occasion.

To proceed with your registration, please enter the Access Code provided to you in the Sunway University Convocation Ceremony Essential Guide (page 9) in the designated area below.

Thank you.  
Sunway University

Ticket(s)

<b>25-Jul-23 Sunway University Convocation Ceremony (Graduate only)</b> 25-Jul-23 Sunway University Convocation Ceremony (Graduate only)	RM 120.00	0
<b>25-Jul-23 Sunway University Convocation Ceremony (Graduate + 1 Guest)</b> 25-Jul-23 Sunway University Convocation Ceremony (Graduate + 1 Guest)	RM 170.00	0
<b>25-Jul-23 Sunway University Convocation Ceremony (Graduate + 2 Guests)</b> 25-Jul-23 Sunway University Convocation Ceremony (Graduate + 2 Guests)	RM 220.00	1

Choose the number of tickets and click "register". On the next screen you'll pay for them.

**REGISTER**

- Note:**
- This example specifically addresses **Amphitheatre guests**, who will be seated in the Amphitheatre. If you have **additional guests** attending, who will be seated at Lagoon Terrace, please begin the process again and ensure to enter the invitation code for **'Lagoon Terrace'**.
  - Please note that the Invitation Code for ticket purchase can only be used once per graduate. Make sure to select **ONLY ONE** desired ticket option carefully before proceeding with the purchase.

# REGISTRATION FOR CONVOCATION CEREMONY

4. Fill in all required details.

## Order Details

### Your information

**First name**

**Last name**

**Email**

**Contact Number/ Tel / HP**

### Order Summary

25-Jul-23 Sunway University Convocation Ceremony (Graduate + 2 Guests) X 1	RM 220.00
<b>Total:</b>	<b>RM 220.00</b>

Please note you only have **29:50** to complete this transaction before your tickets are re-released.

**COPY BUYER DETAILS TO ALL TICKET HOLDERS**

### Ticket Holder Information

**25-Jul-23 Sunway University Convocation Ceremony (Graduate + 2 Guests): Ticket Holder 1 Details**

**First name**

**Last name**

**Email address**

**Graduate Programme Description**

**Graduate's Name (as per NRIC/Passport)**

**Graduate Sunway Student ID No. (8 digit) (Sample: 4004004)**

# REGISTRATION FOR CONVOCATION CEREMONY

5. Click on 'Continue to Payment'.

Graduate handphone number \*

Graduate Job Title (Please state Not Applicable if you are currently unemployed) \*

Graduate Company Name (Please state Not Applicable if you are currently unemployed) \*

Name of First Guest (as per NRIC/Passport) \*

Name of Second Guest (as per NRIC/Passport) \*

**CONTINUE TO PAYMENT**

6. Fill up the payment details then select 'Submit Payment'.



**PAYMENT DETAILS**

Order ID 32573	Payment ID UPP_1685695374042_73	Order Description SUNI UPP Payment	Total MYR220.00
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**PAY WITH CREDIT CARD / DEBIT CARD**

CARDHOLDER NAME

CARD NUMBER

CARD TYPES  
VISA  

EXPIRATION DATE  
MM / YYYY

CVV

**SUBMIT PAYMENT**

**OTHER PAYMENT METHODS**



FPX RETAIL INTERNET BANKING

AFFIN BANK	AGRO BANK	alliance online	Bank of China
BANK ISLAM	Bank of Indonesia	中國銀行 BANK OF CHINA	RAKYAT
BSN	CIMB Clicks	connect	HSBC
Bank Rakyat Indonesia	Maybank2i	Maybank	OCBC Bank
PIB	RHB/Loos	Standard Chartered	UOB

# REGISTRATION FOR CONVOCATION CEREMONY

## Important Notes:

Please **keep** the e-ticket you received via email **upon successful payment** as a **receipt**. A **new QR code** will be sent to you **one week before** to the **convocation day**, which will serve as your **entry pass** to the convocation venue, Amphitheatre.

	<b>EVENT</b> [REDACTED]	<b>NAME</b> [REDACTED]	
	<b>ORGANISER</b> Sunway University	<b>TICKET TYPE</b> FREE REGISTRATION	
	<b>VENUE</b> -SUNWAY UNIVERSITY, JC1	<b>ORDER REF.</b> yjuju82	
	<b>START DATE / TIME</b> 2023-02-11 09:00	<b>ATTENDEE REF.</b> yjuju82-2	
	<b>END DATE / TIME</b> 2023-02-12 18:30	<b>PRICE</b> RM 0.00	
	<b>TICKET OPTION</b>	<b>TICKET DESCRIPTION</b>	

The E-Ticket above is for your reference only.

# REGISTRATION FOR CONVOCATION CEREMONY

## Important Notes:

Approximately **one week** before the **convocation day**, you will receive a **new set of QR codes** via email. These QR codes will include **three individual QR codes**: one for graduate and two for guests. These codes are essential for entry into the convocation venue, Amphitheatre.

This is your QR Code, please bring this along to the event:  
Testing SUNU Convocation Ceremony 25 July 2023



Graduate QR Code

This is your QR Code, please bring this along to the event:  
Testing SUNU Convocation Ceremony 25 July 2023 (All Guest v1)



Guest 1 QR Code

This is your QR Code, please bring this along to the event:  
Testing SUNU Convocation Ceremony 25 July 2023 (All Guest v1)



Guest 2 QR Code

The above QR codes are for your reference only.  
The actual QR Codes will be sent to you one week  
before convocation via email.

# GOWN RENTAL AND GRADUATE PHOTOGRAPHY

## GOWN RENTAL



## GRADUATION GOWN SET WITH ACCESSORIES

### RENTAL PRICE: RM150

- Collection and return details are on page 20.
- See page 19 for gown rental form.

### IMPORTANT:

Due to the high volume of graduates, ensure you book your gown early!

*\*For gown purchase, please contact Infra Melia directly.*

## PHOTOGRAPHY PACKAGES - STAGE

### PACKAGE A: STAGE PHOTOS RM100

**TWO** Stage Photos

**HARD COPY**  
Size 8R (8x10")

**SOFT COPY**  
via Whatapps linked to  
Google Drive



SUNWAY UNIVERSITY SUNWAY UNIVERSITY Graduation Ceremony 2021  
03 December 2021



SUNWAY UNIVERSITY SUNWAY UNIVERSITY Graduation Ceremony 2021  
03 December 2021



# GOWN RENTAL AND GRADUATE PHOTOGRAPHY

## PHOTOGRAPHY PACKAGES - STUDIO

### PACKAGE B: INDIVIDUAL STUDIO PHOTOS

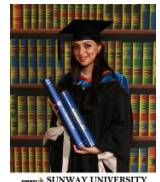
**RM200**

**FOUR** Studio Photos

#### **HARD COPY**

1x Size 11R (11x14")  
1x Size 8R (8x10")  
2x Size 4R (4x6")

**SOFT COPY** via Whatapps linked to  
Google Drive



Individual Photo (Studio Pose)

### PACKAGE C: INDIVIDUAL & FAMILY STUDIO PHOTOS

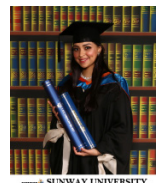
**RM350**

**EIGHT** Studio Photos

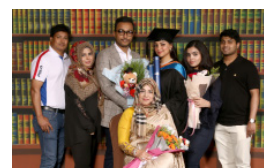
#### **HARD COPY**

2x Size 11R (11x14")  
2x Size 8R (8x10")  
4x Size 4R (4x6")

**SOFT COPY** via Whatapps linked to  
Google Drive



1 Individual Pose & 1 Family Pose



# GOWN RENTAL AND GRADUATE PHOTOGRAPHY

## PHOTOGRAPHY PACKAGES - STUDIO

PACKAGE D:

**INDIVIDUAL & FAMILY  
STUDIO PHOTOS**

**RM550**

**EIGHT** Studio Photos

**HARD COPY**

2x Size 11R (11x14")

2x Size 8R (8x10")

4x Size 4R (4x6")

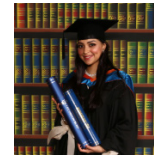
**SOFT COPY** via Whatapps linked to  
Google Drive



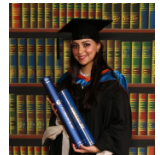
SUNWAY UNIVERSITY  
21 February 2020



SUNWAY UNIVERSITY  
21 February 2020



SUNWAY UNIVERSITY  
21 February 2020



SUNWAY UNIVERSITY  
21 February 2020



SUNWAY UNIVERSITY  
21 February 2020



SUNWAY UNIVERSITY  
21 February 2020



SUNWAY UNIVERSITY  
21 February 2020



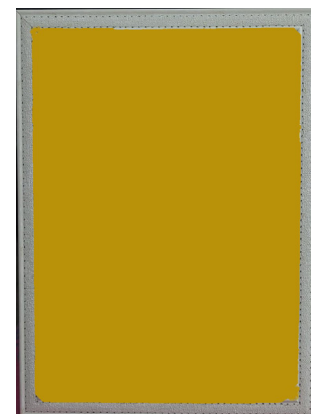
SUNWAY UNIVERSITY  
21 February 2020



**FLOWER BOUQUET**

+

**POSTAGE**



**2 UNIT 8R FRAMES**

\*Flower bouquet and picture frame images for illustration purposes only. The actual products may vary due to product enhancements. While stocks last.

✉ [inframeliastudio@yahoo.com](mailto:inframeliastudio@yahoo.com)

☎ (603) 5631 0363

📍 c/o Sunway Lagoon Club  
No. 3, Jalan Lagoon Timur, Bandar Sunway,  
47500, Subang Jaya, Selangor Darul Ehsan

**Operating Hours:**  
Monday to Friday  
(10am - 1pm / 2pm - 6pm)

# GOWN RENTAL AND GRADUATE PHOTOGRAPHY



**DIPLOMA**  
gown, sash

**DEGREE**  
gown, hood,  
mortarboard

**MASTER'S**  
gown, hood,  
mortarboard

**DOCTORAL**  
gown, hood,  
round cap

## BOOKING FORM LINKS

Click the following links to access the respective booking forms:

- Gown Rental**
- Photography Services**

**\* Please refer to the links for more services details.**

**\* Deadline (Gown & Photography): 04th July 2023 (Tuesday)**

### GOWN SIZES

	SHOULDER	LENGTH
<b>S</b>	15" (38cm)	50" (127cm)
<b>M</b>	16" (41cm)	51" (129cm)
<b>L</b>	17" (43cm)	52" (132cm)

# GOWN COLLECTION AND RETURN/PHOTOGRAPHY

Convocation Ceremony Date	Gown Collection/ Photography Date/Time	Gown Collection/ Photography Venue	Gown Return/ Photography Date/Time	Gown Return/ Photography Venue
25 July 2023 Tuesday	<b>22 July 2023 Saturday</b> 8:30AM - 5:00PM	<b>Function Room 3-5</b> Level 1, Graduate Centre (next to Observation Deck)	<b>25 July 2023 Tuesday</b> 11:00AM - 5:00PM	<b>Function Room 3-5</b> Level 1, Graduate Centre (next to Observation Deck)
26 July 2023 Wednesday	or <b>23 July 2023 Sunday</b> 8:30AM - 5:00PM		<b>26 July 2023 Wednesday</b> 11:00AM - 5:00PM	
27 July 2023 Thursday	or <b>24 July 2023 Monday</b> 8:30AM - 5:00PM		<b>27 July 2023 Thursday</b> 11:00AM - 5:00PM	
28 July 2023 Friday			<b>28 July 2023 Friday</b> 11:00AM - 5:00PM	

## RETURN POLICY

- Gowns must be returned **on the actual day of** your convocation ceremony.
- Graduates can only collect the certificate after returning the gown.
- Please be aware that a penalty fee of **RM50/day** may be incurred for late returns of gown. If you wish to hold on to your gown for use after the return period, Infra Melia recommends for you to return and re-rent the gown.

# REMINDERS

## COLLECTION OF SUNWAY LAGOON WRISTBANDS

Sunway Lagoon wristbands are required for entry into Sunway Lagoon on the Ceremony Day. Kindly collect your purchased wristbands at **Level 1 Foyer, Graduate Centre, Sunway University** from **22nd to 24th July 2023** between **8:30am to 5:00pm**:



### Important Notice:

Sunway Lagoon wristbands are mandatory for the entry to Sunway Lagoon. If you fail to bring the wristbands, you are required to purchase the wristband at the original price (RM155++) through Sunway Lagoon Ticket Counter.

## COLLECTION OF CERTIFICATES

Kindly collect your certificate **on the day of your Convocation** at **Function Room 2, Ground Floor, Graduate Centre, Sunway University** between **11:00am to 5:00pm** after returning your gown:



# REMINDERS

## DISABILITY AND MOBILITY SUPPORT

Sunway University strives to make this event a memorable one for all attending the ceremony. Special arrangements in the Amphitheatre can be made for graduates and guests with disabilities and mobility difficulties. For accessibility and safety reasons, this seating area will be right in front of the stage; however, please note that there will be a reduced visibility of the events on stage as this area is lower than the stage.

For arrangements and/or further queries, please contact the [Convocation Committee Representatives](#) at your School/Centre/Department. Kindly refer to the Convocation Committee Representatives shown on [pages 51 to 55](#) of this Essential Guide for their contact details.

## COVID-19 ANNOUNCEMENT

The wearing of facemasks will no longer be compulsory but **HIGHLY ENCOURAGED**, especially for the [high-risk category](#) (with co-morbidities, not fully vaccinated/unvaccinated etc.).

You may contact **Ms Kamala** at **03-7491 8670** for any health and safety assistance during Convocation.

# ON THE DAY OF CONVOCATION

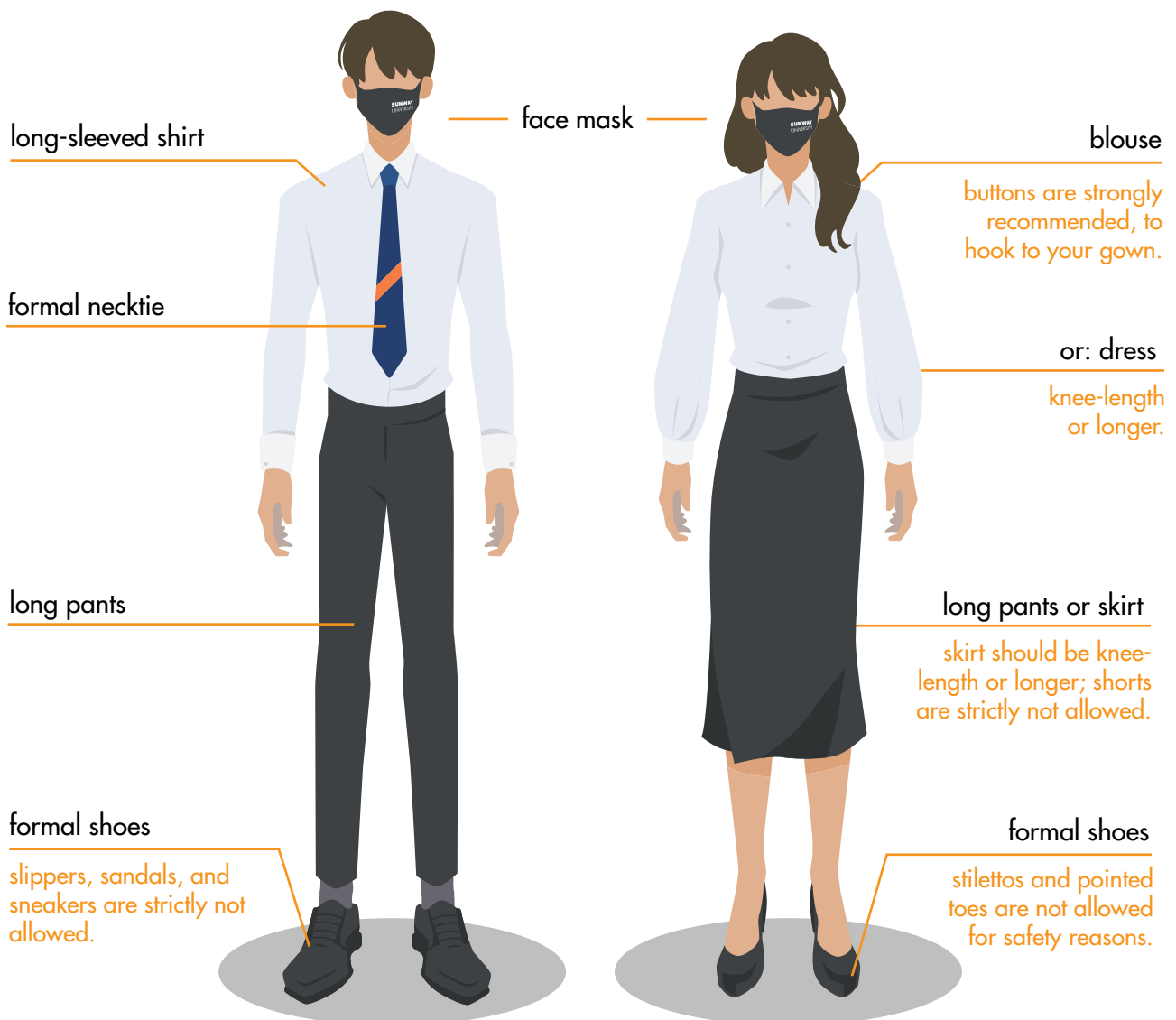


# BEFORE LEAVING HOME

## WHAT TO WEAR?

The Convocation Ceremony is a formal occasion during which graduates receive their degrees and diplomas from the University's Chancellor, as well as from representatives of global partner institutions. You are therefore asked to dress appropriately for this very special formal occasion. **Graduates and guests are encouraged to dress with consideration of the heat at Amphitheatre.**

The following dress code is highly recommended:

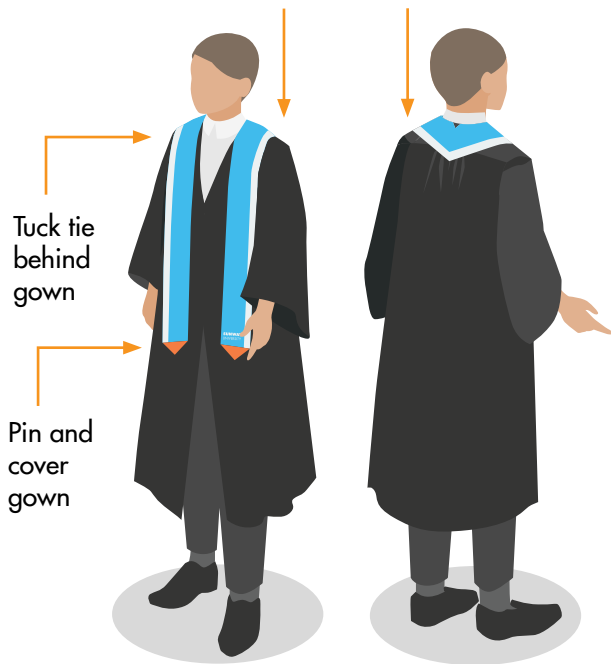




# BEFORE LEAVING HOME

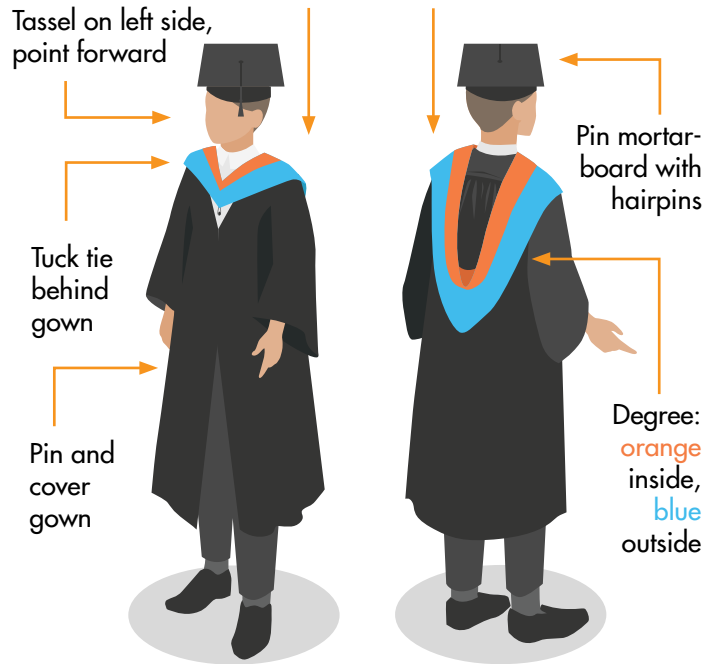
## DIPLOMA

Secure sash with safety pins on both shoulders



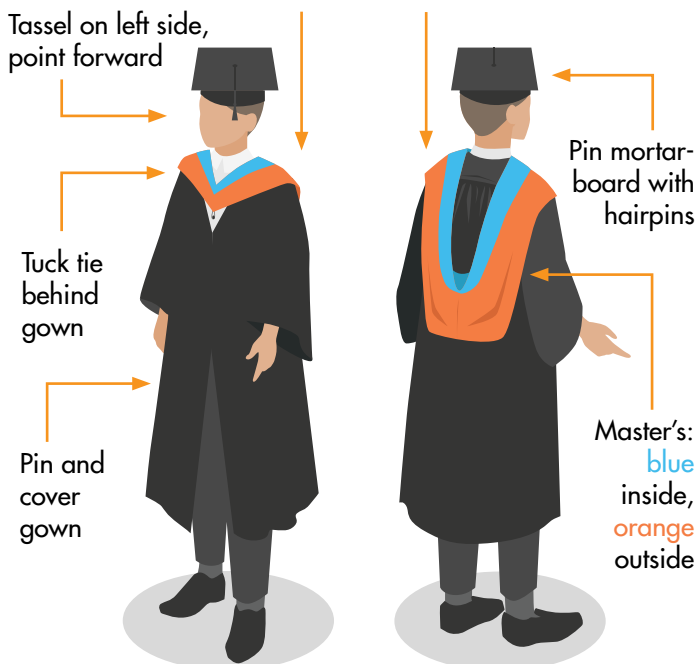
## DEGREE

Secure hood with safety pins on both shoulders



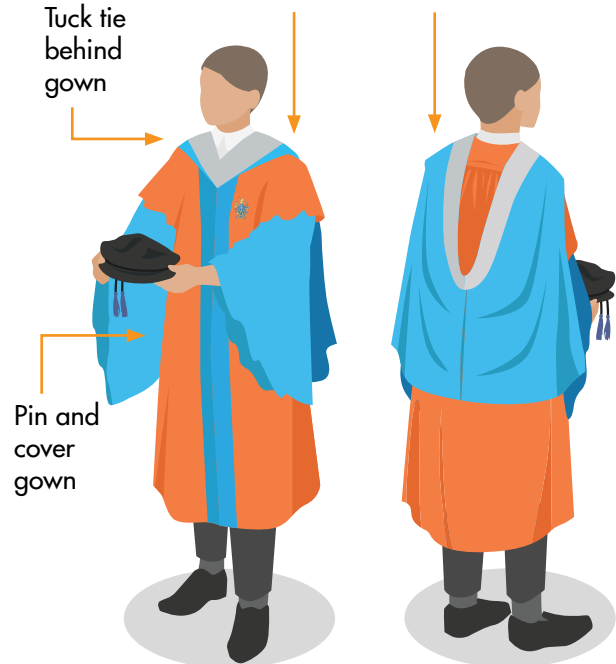
## MASTER'S

Secure hood with safety pins on both shoulders



## DOCTORAL

Secure hood with safety pins on both shoulders



# UPON ARRIVAL

## OPTION 1: SUNSET TERRACE ENTRANCE



**Parking Option: Sunway Resort Hotel  
Outdoor Car Park/Valet Parking**

You may proceed to Sunway Resort Hotel for an alternative entrance to enter Sunway Lagoon.



This is the main entrance for Sunway Resort Hotel. Please proceed to enter the **Lobby**.



**Parking Option: Sunway Resort Hotel Car Park**

Upon entering the **Lobby**, you'll encounter a distinctive landmark. Look for **Gordon Ramsey's restaurant**.

# UPON ARRIVAL



Turn left to take the **elevator** when you see the Gordon Ramsey Restaurant.



Proceed to the **first floor** using the elevator, as we will access the Sunway Lagoon through Sunset Terrace.

# UPON ARRIVAL



Upon reaching the First Floor, head towards the direction of **Sport Direct**.



Avoid entering Sport Direct, take a **right turn** towards the **open space** of the resort.



At the resort's open space, with a large swimming pool to the left and Sunset Terrace Restaurant to the right, go straight and walk along the dark brown wood pathway until you reach the end of the restaurant.

# UPON ARRIVAL



While walking along the dark brown wood pathway, you will come across a **mini bar**.



Near the end of the restaurant, you will spot **turnstiles** connected to a bridge and an escalator leading to Sunway Lagoon.



Here is a closer look at the turnstiles. Make sure you have your wristband ready and there will be shuttle services available to transport you to the Amphitheatre.

# UPON ARRIVAL

## PARKING (SUNSET TERRACE ENTRANCE)

Graduates and guests may park their vehicles at the **Sunway Resort Hotel parking area (Indoor, Outdoor, Valet)**. Look out for signage directing you to the **Sunset Terrace Entrance**.

- 1. Sunway Resort Hotel**
- 2. Resort Hotel Outdoor Car Park**  
(located in front of Pinnacle)
- 3. Valet Parking**  
(located in front of the Sunway Hotel Resort/the 'Amazing Sunway City' sign)



# UPON ARRIVAL

## OPTION 2: THE VILLAS ENTRANCE

**\* For graduates and guests with mobility challenge**



From the direction of Sunway University towards Sunway Medical Centre, turn **Left** after **SUN-U Residence** (Opposite Sunway GEO), to continue towards The Villas Entrance.



After making the left turn from the main road, continue straight until you reach the **first roundabout**.



At the first roundabout, you will spot **Sunway FutureX** to the left and **Sunway Medical Centre's car park** to the right. Consider parking at Sunway Medical Centre Tower F, alternatively Tower D & E.

# UPON ARRIVAL



Parking: Graduates and Guests may park their vehicles at **Sunway Medical Centre (Tower F, D & E)**.



For **drop-off option**, continue along the road and go down the slope.



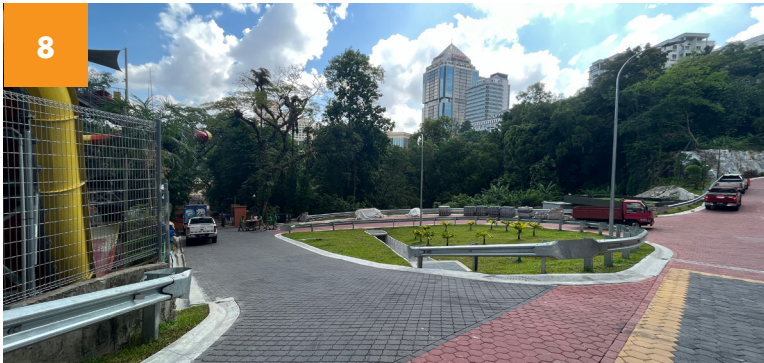
Further down the slope, It will lead you to the second roundabout, which is close to the end of the road.



Along the slope, you'll find another parking entrance to Sunway Medical Centre Tower F's car park. For drop-off option, continue further ahead.



# UPON ARRIVAL



At the end of the slope, you'll reach the **second roundabout**, which serves as the **drop-off point**.



Before entering Sunway Lagoon, ensure you and your guest have the wristbands ready.



Here is a closer look of **The Villas Entrance**, where you can expect to find helpful staff members available to assist you.



# UPON ARRIVAL

## PARKING (THE VILLAS ENTRANCE)

Graduates and guests may find parking in the following areas:

1. Sunway Medical Centre Tower F
2. Sunway Medical Tower D & E

Signboard



Tower D & E



Tower F (Beside Tower D & E)



Tower F (Along the slope)



# UPON ARRIVAL

## REGISTRATION FOR GRADUATES

Graduates must register your attendance at the **Lagoona Terrace**, reachable by foot, buggy, or train. Look out for a sign and staircase before the **Nickelodeon Lost Lagoon**.

Proceed up the staircase, and you will find the registration area to your right. Guests who are not entering the Amphitheatre may also watch the proceedings from the Lagoona Terrace.



REGISTRATION AREA

# UPON ARRIVAL

## CONVOCATION PACK

The Convocation Pack will be issued to you upon registration on the day of the ceremony. Your pack includes:

- **Award Recipient Call Card**, which contains your name, seat number and programme you are graduating with. Please note that **Scholastic Award** recipients will receive an extra call card.

### Award Recipient Call Card

<p><b>NAME</b></p> <p><b>Seat No: 5</b> (School: SCHOOL OF ENGINEERING AND TECHNOLOGY) (Programme: BSc (Hons) in Computer Science)</p>
--

### Scholastic Award Call Card

<p><u>Bachelor of Information Systems (Hons) in Mobile Computing with Entrepreneurship</u></p> <p><b>NAME</b></p> <p>School: School of Engineering and Technology</p>
---

# UPON ARRIVAL

## REGISTRATION FOR GUESTS



The Entrance of the Amphitheatre

### Important Notes:

- This location is **designated for guests** with a **QR Code**.
- It serves as the **entrance** to the **Amphitheatre**.
- Guests are **welcomed to enter** the Amphitheatre using the **guest QR Code** upon arrival.

# DURING CEREMONY

## PROCEEDINGS

8:00am – 9:00am	<p><b>Registration and Collection of Convocation Pack</b></p> <p>All graduates are required to collect and bring along with them the Academic Gown, Sash, Mortarboard and Hood (as applicable), and the Sunway Lagoon wristbands before registration.</p>	Level 1, Lagoon Terrace
	<p><b>Participate in celebratory activities</b></p> <p>Take photos with friends and family, spot Samson &amp; Sophia, participate in Sunway Alumni activities &amp; purchase your very own exclusive Sunway Graduation Bear at the Sunway Originals booth!</p>	Ground Floor, Lagoon Terrace
	<p><b>Graduates and Guests may enter theatre</b></p> <p>Guest entry into the Amphitheatre requires a guest ceremony ticket, which can be found in the Convocation Pack. Please pass the tickets to your guests before they enter the Amphitheatre.</p>	Amphitheatre
By 9:20am	<p><b>Graduates to be seated in the Amphitheatre</b></p> <p>Guest QR Code is required for entry.</p>	Amphitheatre
9:30am	<p><b>Briefing to Graduates</b></p>	Amphitheatre
By 9:50am	<p><b>Graduates to be seated in the theatre</b></p> <p>Guests arriving after the ceremony has commenced may only enter after all speeches are delivered</p>	Amphitheatre
10:00am	<p><b>CONVOCATION CEREMONY COMMENCES</b></p> <p>Graduates and guests are not permitted to exit the theatre during the entire ceremony.</p>	Amphitheatre
After ceremony ends	<p><b>Participate in celebratory activities</b></p> <p>Take photos with friends and family, spot Samson &amp; Sophia, participate in Sunway Alumni activities &amp; purchase your very own exclusive Sunway Graduation Bear at the Sunway Originals booth!</p>	Ground Floor, Lagoon Terrace

*\*Subject to change*

# DURING CEREMONY

## PROTOCOL AND ETIQUETTE

This day marks the pinnacle of your academic achievements, and the university proudly celebrates this occasion with the graduating students. Please help us provide a smooth and memorable event for all involved by observing the following guidelines:

- Be seated before the procession begins. Guest seating is first-come, first-seated.
- No guests are permitted in the graduates' seating area.
- Mobile phones should be switched off or placed on silent mode.
- Photography is strictly not allowed during the ceremony.
- Food and drinks are not permitted in the Amphitheatre.
- All graduates and guests are to have their mask on and to maintain physical distancing at all times.
- All graduates and their guests are asked to be seated and to remain in their seats during the entire ceremony for safety reasons and as a sign of respect to all university graduates.
- All graduates and guests are advised to refrain from wearing **stiletto shoes** with pointed toes for safety reasons.



### Reminder:

Stiletto shoes and shoes with pointed toes are not allowed into the Amphitheatre for safety reasons.



To provide all graduates with an illustration of graduates' movement from their seats to the stage, receiving their award(s) and returning to their seats, a guideline video entitled 'Sunway University Convocation Ceremony Guidelines for Graduates' has been made available at the following link:

<https://university.sunway.edu.my/graduation>.

**Note:** Graduates who are in programmes that are eligible for two certificates will be presented with two scrolls on stage, i.e. one from Sunway University and another from Lancaster University or Le Cordon Bleu. You will first receive your Sunway University scroll from the first award presenter, and the Lancaster University/Le Cordon Bleu scroll from the second award presenter.



# POST-CONVOCATION





# SUNWAY ALUMNI COMMUNITY

## Congratulations and welcome to the Sunway Alumni Community!

You are now joining the ranks of more than 50,000 alumni that embody the Sunway Alumni network.

We trust that you have had a wonderful time studying here at Sunway and we want you to know that those joyous times need not come to an end. The Sunway Alumni Relations team keeps you connected with the University and your classmates! Our goal is to ensure that Sunway continues to be an educational support and networking resource for the rest of your life. As you move on to bigger and better things, we hope that you will be proud to carry a little bit of Sunway with you.


Come join us on this exciting journey as Sunway Alumni as we “Connect & Build!”, through numerous opportunities to connect with old classmates and to build up your network for personal and career development!

### What We Do:

- Offer you exclusive invites to events and workshops
- Organise entertaining networking opportunities for you
- Provide opportunities for collaboration on your ideas
- Celebrate and publicise your achievements and successes
- Value your engagement by giving you special privileges and benefits

 <https://www.facebook.com/OFFICIAL.Sunway.Alumni.Community>

 <https://www.instagram.com/sunwayalumni/>

 [alumni@sunway.edu.my](mailto:alumni@sunway.edu.my)

# SUNWAY CAREER SERVICES

## We are here for you!

The Sunway Career Centre is your one-stop source for advice on your professional future; our goal is to equip and support students as you navigate through your career pathway on campus through different resources, avenues and counsel.

## What We Do:

- To provide career guidance to students in regards to their career development pathway and to help them at different junctures they may be at in this career journey on campus.
- To provide students with latest and relevant contacts and information in regards to employability and employers.
- To conduct relevant trainings, workshops and activities that help students become more aware, equipped and empowered towards their career and employability goals.

We hope to support you in the different ways possible as you explore your career pathway and strive towards your ambition. Visit us at our office in the Student LIFE Centre!

 <https://www.facebook.com/SunwayCareerServices/>

 [careerservices@sunway.edu.my](mailto:careerservices@sunway.edu.my)

 <https://www.linkedin.com/in/sunwaycareerservices/>

# GUEST STAY PROMO!!

at

# NOOK

co·living



as low as  
**RM 200**  
per night

THIS PACKAGE  
INCLUDES:



TOWEL

+



TOILET AMENITIES

+



PILLOW

+



BEDSHEET

+



BLANKET

## Why choose to stay at Nook?

- Near to SEG Campus (1.1km distance)
- FREE Shuttle Bus to explore Sunway City



# GUEST STAY PROMO AT NOOK

## TERMS AND CONDITIONS

The T&Cs for this promotion are also stated below:

### SHORT-STAY CANCELLATION & NO-SHOW POLICIES

Cancellation made **less than 48 hours** before arrival will be subject to:

- a. For less than 7 nights stay, 1 night full penalty will be imposed
- b. For less than 1 month stay, 2 nights penalty will be imposed
- c. 1 night full penalty will be imposed for no-show (short-stay)

Kindly remit the payment to the following:

Bank account number:

**202-054391-101**

(SUNWAY MONASH-U RESIDENCE SDN. BHD.)

HSBC BANK MALAYSIA BERHAD.

A copy of the bank-in slip shall be emailed to [connect.co-living@sunwayhouse.com.my](mailto:connect.co-living@sunwayhouse.com.my) as proof of payment.

If there is anything that we could do to make your stay extra special, please feel free to let us know via email at [askme.co-living@sunwayhouse.com.my](mailto:askme.co-living@sunwayhouse.com.my) or reach us at **(+6012) 415 9322**.



# SUNWAY LAGOON THEME PARK



## SUNWAY UNIVERSITY STUDENT EXCLUSIVE DEALS!



### Sunway Lagoon Admission Tickets

with RM20 MEAL VOUCHER

Adult	Children
<b>RM 155</b> /person	<b>RM 145</b> /person
N/P : RM220	N/P : RM165

\*Minimum booking of 10 pax per group.

**RM878**  
per tent (2 pax)  
N/P : RM1234

**RM608**  
per tent (single occupancy)  
N/P : RM873

- Package includes:
- Sunway Lagoon admission tickets
  - BBQ Dinner
  - Breakfast



### Kedai Runcit 雜貨舖

SUNWAY THEME PARKS



**RM13.00**  
Lost World  
Ipoh White Coffee  
(1 box)



**RM4.50**  
Sunway Lagoon  
First Draw Soy Sauce  
(1 bottle)

#### Terms & Conditions Apply

- Applicable for Sunway University students with Student ID
- Pre-booking required with minimum of 3 working days in advance
- Packages valid till 31 December 2023

☎ monicaab@sunway.com.my / nsuyhadahz@sunway.com.my ☎ +603 5622 1937 🌐 sunwaylagoon.com 📱 SunwayLagoonMalaysia





# SUNWAY HOTELS & RESORTS



## Exclusive Room Rates for Graduates at Sunway City Kuala Lumpur Hotels



### SUNWAY RESORT HOTEL

*Deluxe Room* MYR602.00 nett  
*Grand Deluxe* MYR702.00 nett  
*Club Room* MYR1,102.00 nett



### SUNWAY PYRAMID HOTEL

*Deluxe Room* MYR373.00 nett  
*Deluxe Park* MYR423.00 nett  
*Executive City View* MYR493.00 nett  
*Family Room* MYR973.00 nett  
*Inclusive of breakfasts for 2 Adults & 2 Children*  
*Family Suite* MYR1,573.00 nett  
*Inclusive of breakfasts for 6 Adults*



### SUNWAY LAGOON HOTEL

*Deluxe Plus* MYR390.00 nett  
*Deluxe Plus Park* MYR440.00 nett  
*Deluxe Plus Executive*  
MYR465.00 nett  
*Deluxe Plus Executive Park*  
MYR515.00 nett



Scan the QR code to make a booking

T +603 7492 8000 E [srhs.reservations@sunwayhotels.com](mailto:srhs.reservations@sunwayhotels.com)

All room rates mentioned above include breakfast for 1 or 2 persons, with the exception of the Family Room and Family Suite. Terms & conditions apply.

Celebrate with your family and friends on your special day!



**SUNWAY RESORT  
HOTEL®**

SUNWAY CITY KUALA LUMPUR

# Graduation Deals at our restaurants



**GORDON RAMSAY  
BAR & GRILL**  
SUNWAY CITY KUALA LUMPUR

LOBBY LEVEL

Graduates enjoy a complimentary set meal when dining with a minimum of four guests

Lunch 12:00pm – 3:00pm  
Dinner 5:00pm – 10:30pm



**BLACK TAP**  
CRAFT BURGERS & SHAKES

LOBBY LEVEL

Graduates enjoy a complimentary set meal inclusive of appetiser and burger of the day when dining with a minimum of four guests

Daily 12:00pm – 10:30pm



  
**Sunset  
TERRACE**

LEVEL 1

Graduates enjoy lunch buffet at MYR99.00  
(normal price MYR188.00)

Lunch 12:00pm – 3:00pm



Scan the QR code to make a booking

# CHECKLIST FOR GRADUATES





# MY CONVOCATION CHECKLIST

## PRE-CONVOCATION

- Check my email and complete the Ministry of Higher Education Tracer's Study Survey sent by Examination Unit, Registry.
- Familiarise myself with my Programme/School Convocation Session.
- Register to attend Convocation Ceremony via event portal before dateline.
- Rent academic gown via Infra Melia Studio Sdn. Bhd.
- Purchase Photography package (if applicable).
- Collect the academic gown and wristband at Function Room 3-5, Level 1, Graduate Centre.

## ON THE DAY OF CONVOCATION

- Know what to wear and bring to attend the ceremony.
- Know the parking spaces and the location of either Sunset Terrace or The Villas Entrance.
- Walk or take the train/buggy to Amphitheatre (10 minutes walking distance).
- Register at Lagoon Terrace and collect Convocation Pack.
- My family/friends without entrance tickets can watch live streaming at Lagoon Terrace!
- Enter Amphitheatre and listen attentively during graduate briefing.
- Understand the timeline and protocol of ceremony.
- Join celebratory activities after the ceremony.
- Collect my certificate at Function Room 2, Ground Floor, Graduate Centre (Graduates can only collect the certificate after returning the gown.)

## POST-CONVOCATION

- I'm officially part of Sunway Alumni Community!
- Sunway Career Services from Student Life will always be there if I need any career consultation.

# ENQUIRIES (SCHOOL REPRESENTATIVES)

AVENUE OF ACHIEVEMENTS

POSKOD 47500 SUNWAY CITY

School	Department	Programme	Convocation Committee Representative(s)
School of Arts (SOA)	Department of Communication	All	Krishnakumar Chandran 03-74918622 (Ext. 7609) <a href="mailto:krishnakc@sunway.edu.my">krishnakc@sunway.edu.my</a>
	Department of Art, Design & Media	All	Lee Ching Teng 03-74918622 (Ext. 7649) <a href="mailto:chingtengl@sunway.edu.my">chingtengl@sunway.edu.my</a>
	Department of Film & Performing Arts	BA (Hons) Digital Film Production	Mabel Chong Siew Lian 03-74918622 (Ext. 7391) <a href="mailto:mabelchong@sunway.edu.my">mabelchong@sunway.edu.my</a>
		BA (Hons) Contemporary Music (Audio Technology) BA (Hons) Music Performance	Lydyaty Stephenie 03-74918622 (Ext. 7581) <a href="mailto:lydyatys@sunway.edu.my">lydyatys@sunway.edu.my</a>

School	Department	Programme	Convocation Committee Representative(s)
School of Medical and Life Sciences (SMLS)	Department of Biological Sciences	All	Regina Saminathan 03-74918622 (Ext. 7386) <a href="mailto:reginas@sunway.edu.my">reginas@sunway.edu.my</a>
	Department of Psychology	All	Syazwani Asmawi 03-74918622 (Ext. 7383) <a href="mailto:syazwania@sunway.edu.my">syazwania@sunway.edu.my</a>
	Department of Nursing	All	Noor Intan Fazliana Mohd Fu'ad 03-74918622 (Ext. 7384) <a href="mailto:intanf@sunway.edu.my">intanf@sunway.edu.my</a>
	Department of Medical Sciences	All	Nurul Huda Abdul Rahman 03-74918622 (Ext. 7387) <a href="mailto:nurula@sunway.edu.my">nurula@sunway.edu.my</a>

School	Department	Programme	Convocation Committee Representative(s)
School of Interdisciplinary Studies (SINDS)	-	All	Kavitha Ambigadi 03-74918622 (Ext. 7632) <a href="mailto:kavithaa@sunway.edu.my">kavithaa@sunway.edu.my</a>
			Maswirda 03-74918622 (Ext. 7655) <a href="mailto:maswirdam@sunway.edu.my">maswirdam@sunway.edu.my</a>
School of Engineering and Technology (SET)	-	All	Angie Chin Chia May 03-74918622 (Ext. 7122) <a href="mailto:angiechin@sunway.edu.my">angiechin@sunway.edu.my</a>
School of Mathematical Sciences (SMS)	-	All	Vanessa Tung 03-74918622 (Ext. 7640) <a href="mailto:vanessat@sunway.edu.my">vanessat@sunway.edu.my</a>
School of Hospitality and Service Management (SHSM)	-	All	Mah Li Ling 03-74918622 (Ext. 7237) <a href="mailto:llmah@sunway.edu.my">llmah@sunway.edu.my</a>

School	Department	Programme	Convocation Committee Representative(s)
Sunway Business School (SBS)	-	Bachelor of Arts (Hons) Entrepreneurship  Bachelor of Science (Hons) Global Supply Chain Management  Bachelor of Science (Hons) in International Business	Carmen Siah Jia Wen  03-74918622 (Ext. 7261)  <a href="mailto:carmens@sunway.edu.my">carmens@sunway.edu.my</a>
	-	Bachelor of Science (Hons) Business Studies  Bachelor of Science (Hons) Marketing	Ting Chiu Mei  03-74918622 (Ext.7259)  <a href="mailto:chiumeit@sunway.edu.my">chiumeit@sunway.edu.my</a>
	-	Bachelor of Science (Hons) Financial Analysis  Bachelor of Science (Hons) Financial Economics	Jayne-Anne Cheah Kar Sien  03-74918622 (Ext.7669)  <a href="mailto:jaynec@sunway.edu.my">jaynec@sunway.edu.my</a>
	-	Bachelor of Science (Hons) Business Management	Koay Si Ming  03-74918622 (Ext. 7262)  <a href="mailto:simingk@sunway.edu.my">simingk@sunway.edu.my</a>

School	Department	Programme	Convocation Committee Representative(s)
Sunway Business School (SBS)	-	Bachelor of Business Analytics (Hons)	Teh Rou Miin 03-74918622 (Ext. 7680) <a href="mailto:roumiint@sunway.edu.my">roumiint@sunway.edu.my</a>
	-	Bachelor of Science (Hons) in Accounting and Finance	Wong Chin San 03-74918622 (Ext. 7687) <a href="mailto:chinsanw@sunway.edu.my">chinsanw@sunway.edu.my</a>
	-	Master of Marketing Master of Human Resource Management Master of Business Analytics	Farah Iryanie Zaruddin 03-74918622 (Ext. 7607) <a href="mailto:farahz@sunway.edu.my">farahz@sunway.edu.my</a>

# FAQs



What happens if me or my guest(s) do not have a wristband before entering Sunway Lagoon via Sunset Terrace Entrance or The Villas Entrance?

All graduates and guests are compulsory to wear wristbands to enter Sunway Lagoon. Please ensure that you pass the wristbands to your guest(s) in advance of the event.



Are wristbands and QR codes different?

Yes—wristbands are required to enter Sunway Lagoon from both Entrance, while QR Codes are for graduates and guests who have purchased the digital tickets to enter the Amphitheatre for Convocation Ceremony.



Can I get a refund of the QR Codes/Wristbands?

QR Codes/Wristbands are **non-refundable, non-transferable, non-replaceable and not for resale**. QR Codes/wristbands cannot be used at the next set of ceremonies and payment cannot be carried over to subsequent ceremonies.



I forgot to bring/save or did not receive a QR code. What should I do?

Please proceed to register at Level 1, Lagoon Terrace, and our friendly marshall will assist your registration for attendance.



How long is the Convocation ceremony?

The ceremony will last approximately **2 hours**.



# FAQs



## Can I purchase additional tickets for my extra guests to enter Amphitheatre?

Once registration for tickets is closed, no additional tickets will be available for sale on the day of the ceremony. Each graduate is only entitled to invite a maximum of 2 guests. Guests who are not entering the Amphitheatre may also watch the proceedings via live streaming from the Lagoon Terrace, located outside the Amphitheatre. However, should you require more than two (2) guest tickets to enter Amphitheatre, please contact your school representatives (Please refer to pg 51-55). The request for additional tickets will be considered on a case-by-case basis depending on availability.



## Where do I sit?

Graduate seats are numbered according to the order of award presentation. Kindly refer to your seat number as reflected on the call card. Guests may sit on any chair without stickers.



## Who may I contact for more Convocation information?

You may contact the Convocation Committee Representatives of your School/Centre/Department. Refer to the [Convocation Committee Representatives](#) on page 51 to 55 of this Essential Guide for their contact details.



## Survey & Feedback

Your experience matters!

We welcome any honest feedbacks on your convocation experience to help us improve future events.

