



# Undergraduate Orientation Programme



**SUNWAY**  
UNIVERSITY

School of  
**HOSPITALITY &  
SERVICE MANAGEMENT**

APRIL 2024



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# Welcome Message



Professor  
**Marcus L. Stephenson**  
Dean, School of Hospitality and  
Service Management

As the Dean of the School of Hospitality and Service Management (SHSM), it is a great honour to welcome you to Sunway University. First and foremost, thank you and congratulations for choosing SHSM as your pathway to pursue higher education. The School has recorded over 25 years of scholarly achievements and has been ranked among the top 101-150 institutions worldwide for hospitality and leisure management in the QS World University Rankings by Subject in 2022 and 2023.

The School not only provides stellar hospitality education in culinary, events, and hospitality, but also consists of dedicated lecturers who are passionate about expanding the knowledge and skills of students. Furthermore, as you may know, Sunway University is an integrated environment that collaborates professionally with its stakeholders. Hence, I encourage you to embrace new experiences in both academic studies and extracurricular activities, which are vital for your academic and professional development.

Students will also receive comprehensive support in terms of career and internship advice, and academic assistance from faculty members. Please stay connected with us on [eLearn](#) and the School's social media pages ([Facebook](#), [Instagram](#), [TikTok](#), and [LinkedIn](#)). Do follow these channels to stay informed about updates and events featuring the School, students, alumni, industry networks, research scholars, and faculty members.

On a final note, I wish you a fruitful journey in your academic pursuits.

# 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

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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! 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 SHSM 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>	Lecture Theatre 3, Level G, Sun-U
10:00am	<b>Welcome by Dean of School</b> <i>Prof. Marcus Lee Stephenson</i>	
10:20am	<b>Administrative Procedure</b> <i>Ms. Caroline / Ms. June Quay</i>	
11:15am	<b>Briefing: eLearn, iZone &amp; Online Subject Enrolment</b> <i>Ms. Tong Mee Wan</i>  <i>Refer to <a href="#">Subject Enrolment Guide</a> for reference</i>	
12:30pm	<b>Lunch Break (Free and Easy)</b>	
1:30pm	<b>Kitchen Safety Awareness</b> <i>Ms. Kamala Devie M. Govindan</i>	Lecture Theatre 3, Level G, Sun-U
1:45pm	<b>Hospitality Club – Buddy System</b> <i>Ms. Hairani M Nur</i>	
2:00pm	<b>International Session</b> <i>Associate Professor Dr Daniel Chong Ka Leong</i>	
2:15pm	<b>Associate Dean (Education)</b> <i>Associate Professor Dr Gan Joo Ee</i>	
2:30pm	<b>Ice-breaker</b> <i>Ms. Lum Merry / Associate Professor Dr Gan Joo Ee</i>	

# Orientation Day 2

Pre-Orientation

12 – 17 April 2024

Orientation

18 – 20 April 2024

## Day | 19 April 2024

Time	Activity	Venue
8:30am	<b>YOUR EDUCATIONAL SUCCESS PLAN BY PROGRAMME LEADERS</b>	
	<b>Diploma in Culinary Arts</b> <i>Ms. Lum Merry / Chef Norhafizatul Akma Hamzah</i>	Lecture Theatre 2, Level G, Sun-U
	<b>Diploma in Events Management</b> <i>Ms. Ng Siew Cheng</i>	UC-6-5, Level 6, Sun-U
	<b>Diploma in Hotel Management</b> <i>Dr Lai Mun Yee</i>	UC-6-10, Level 6, Sun-U
	<b>BSc (Hons) Conventions and Events Management</b> <i>Ms. Suhaini Ibrahim</i>	UC-6-2, Level 6, Sun-U
	<b>BSc (Hons) Culinary Management</b> <i>Chef Muhammad Haziq Muizzuddin</i>	UC-6-3, Level 6, Sun-U
	<b>BSc (Hons) International Hospitality Management</b> <i>Ms Karen Lui Koon Ling</i>	UC-6-4, Level 6, Sun-U
9:30am	<b>Briefing: Typhoid Vaccination, Locker Rental, Utensils &amp; Uniform and Business Suit</b> <i>For all students</i> <i>Ms. Chan Mag Gie</i>	Lecture Theatre 2, Level G, Sun-U
10:00am	<b>Journey into Events Industry</b> <i>For BCEM &amp; DEM student only</i> <i>Ms. Suhaini Ibrahim</i>	UC-6-5, Level 6, Sun-U
10:00am	<b>Collection of Utensils, Uniforms and Shoes Measurement</b> <i>For BCM and DCA student only</i>	Hotel Suite, Level 5, Sun-U

# Orientation Day 2

Pre-Orientation

12 – 17 April 2024

Orientation

18 – 20 April 2024

## Day | 19 April 2024

Time	Activity	Venue
11:00am	<b>Collection of Utensils, Uniforms and Shoes Measurement</b> <i>For BIHM and DHM student only</i>	<b>Hotel Suite,</b> Level 5, Sun-U
10:30am	<b>Consultation: On Subject Registration</b> <i>An additional slot for students who have challenges with online subject registration</i>	<b>UC-6-6,</b> Level 6, Sun-U
12:30pm	<b>Lunch Break</b> ( <i>Free and Easy</i> )	
2:30pm	<b>LeAD (Learning Advantage) Session</b> (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.	<b>UC-8-10 &amp; UC-8-11,</b> Level 8, Sun-U



# Orientation Day 3

Pre-Orientation

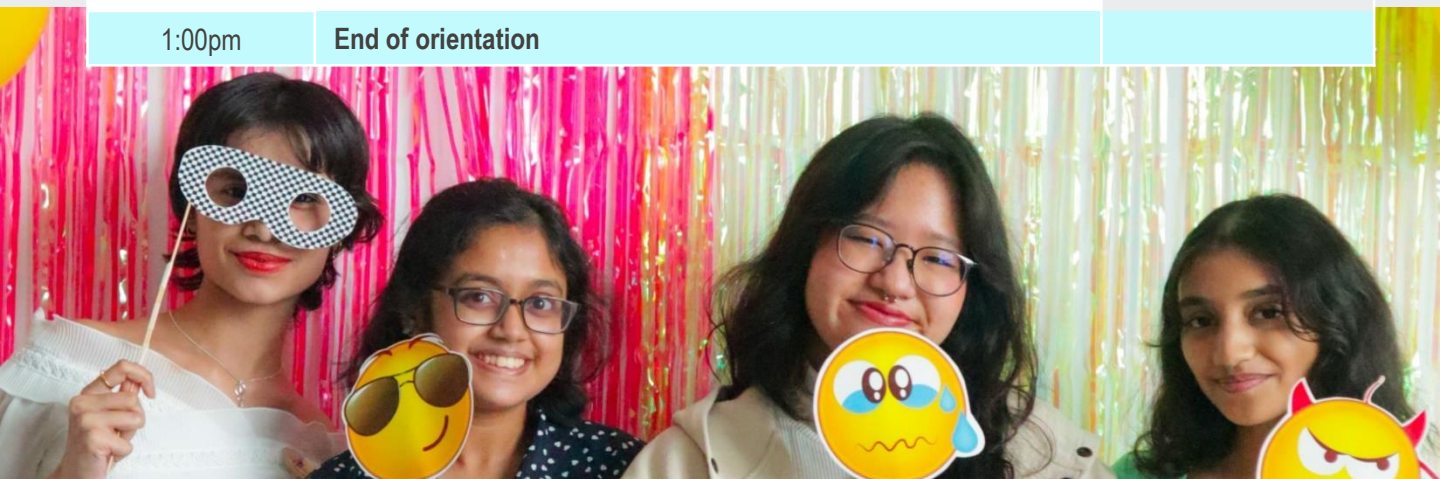
12 – 17 April 2024

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.

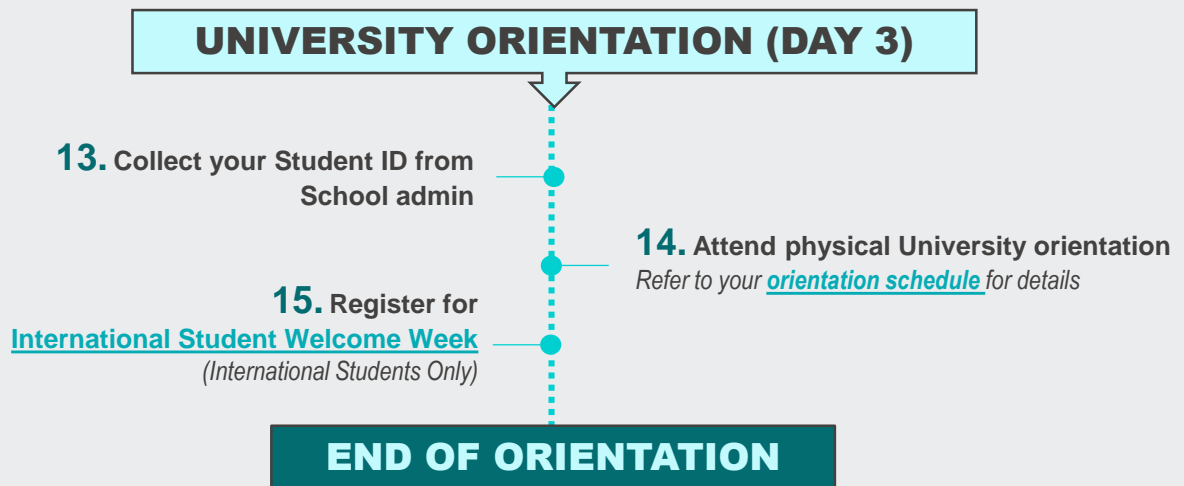
## SCHOOL ORIENTATION (DAY 1)

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

- 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





# 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.

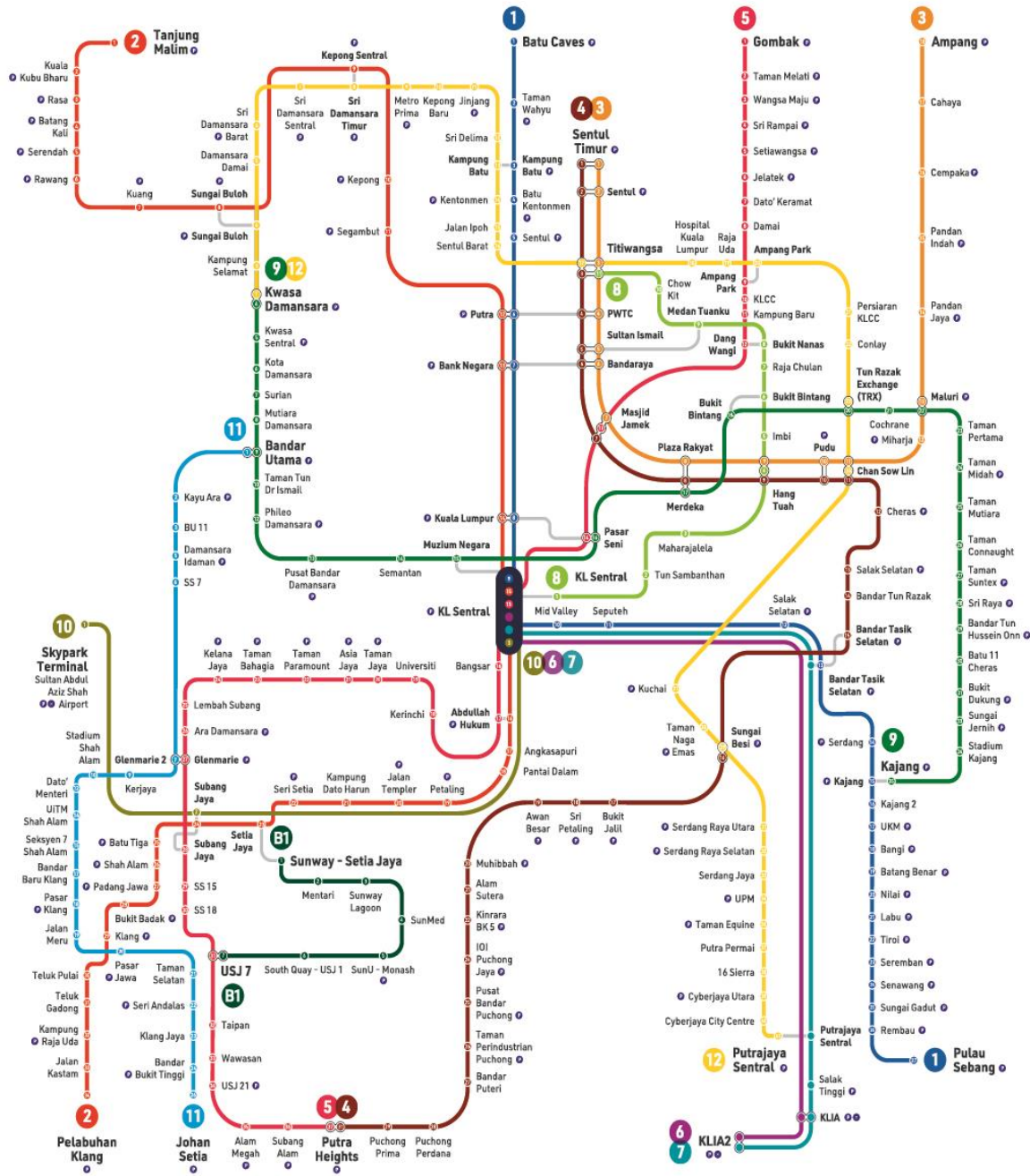
The **Free Shuttle Bus** operates within the city where the University is located and is available for all students, staff and visitors.



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



<b>1</b> KTM Larian Batu Caves - Pulau Sebang KTM Batu Caves - Pulau Sebang Line	<b>2</b> KTM Larian Tanjung Malim - Pelabuhan Klang KTM Tanjung Malim - Pelabuhan Klang Line	<b>3</b> LRT Larian Ampang LRT Ampang Line	<b>4</b> LRT Larian Sri Petaling LRT Sri Petaling Line	<b>5</b> ERL Larian Kelana Jaya ERL Kelana Jaya Line	<b>6</b> ERL Larian KUALA DENGKAS ERL KUALA DENGKAS Line	<b>7</b> ERL Larian KUALA TRONOH ERL KUALA TRONOH Line	<b>8</b> ERL Larian KUALA SEREMBAN ERL KUALA SEREMBAN Line	<b>9</b> MRT Larian Kajang MRT Kajang Line	<b>10</b> MRT Larian KL Sentral - Skypark Terminal KTM KL Sentral - Terminal Skypark Line	<b>11</b> LRT Larian Shah Alam (Akan Datang) LRT Shah Alam Line (Coming Soon)	<b>12</b> LRT Larian Putrajaya MRT Putrajaya Line	
<b>61</b> BRT Sunway Line BRT Sunway Line	<b>P</b> Tempang Larian Kenderaan Park and Ride	<b>⊗</b> Terminal Lapangan Terbang Airport										



Informasi Peta | Map Information



**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/>

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





**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)

