

SUNWAY UNIVERSITY



Orientation Guide

Jan 2012 Intake

This guide belongs to

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Contents



	PAGE
<i>Introduction</i>	1
<i>Welcome Message from the Vice-Chancellor.....</i>	2
<i>Directorate Profiles.....</i>	3
<i>Key Contacts.....</i>	4-8
<i>Our Programmes.....</i>	9
<i>Orientation Activities Day 1</i>	
• <i>All Students.....</i>	10
<i>Orientation Activities Day 2 & Day 3</i>	
• <i>Sunway University Business School.....</i>	11
• <i>School of Computer Technology.....</i>	12
• <i>School of Creative Arts & Communication Department of Art & Design.....</i>	13
• <i>School of Hospitality, Tourism & Leisure Management.....</i>	14
• <i>American Degree Transfer Program.....</i>	15
<i>Commonly Used Acronyms.....</i>	16



The journey of a thousand miles begins with one step...

Welcome to the first step of your new adventure!

It is exciting to embark on your university journey. Our aim is to help you settle into university life. Hence, we have planned your Orientation in such a way that it equips you with the information that you will need to prepare for classes. We have organised sessions that will give you the opportunity to find out more about your lecturers, the learning process that you will participate in and how it may be different from your previous learning experiences. You will find out about extra-curricular activities that are available and familiarize yourself with your new surroundings. The Orientation denotes the official start of the university year, so your attendance is compulsory.

What should you expect?

Each Orientation session is tailor-made to cater to your academic and social needs as well as your welfare. We will introduce you to our student support services, the library and computing facilities. We will also brief you on important health and safety measures while on campus. You will learn how you can sign up for your unique computer access account, tutorials and lab sessions. We urge you to take advantage of your Orientation to ensure that you are well-informed and fully equipped for your exciting journey ahead.



Welcome Message from The Vice-Chancellor

Welcome to Sunway University. I am confident that your time with us will be a rewarding and fulfilling experience for you.

Sunway University is an institution that takes pride in the quality of its teaching and learning. In 2010, we received a rating of “Excellent” (five stars) in the national SETARA rating system. This places us in the leading group of Malaysian universities.

Our Sunway degrees are validated by Lancaster University, a high ranking UK university, thus ensuring that they are widely recognised internationally. Lancaster University endorses the standard and quality of our degrees by awarding a dual Lancaster honours degree.

As a university student, you will have a lot more freedom than you had when you were in high school. We expect you to develop into an independent and self-motivated learner. Of course, that does not mean that you will be on your own. Your lecturers and our support staff will go the extra mile for you. We provide a comprehensive range of student support services and assistance, including help with the development of study skills.

Do take the initiative in using the extensive support and resources that we provide. For example, you should take full advantage of the Library. On a per capita basis we invest more in our Library than any other private university. You will have access to comprehensive and up-to-date information resources, including extensive on-line journals and databases.

I wish you every success with your studies.

Professor Robert Bignall
Vice-Chancellor

Directorate



Ms Elizabeth Lee
Executive Director
 Sunway Education Group



Prof. Robert Bignall
Vice-Chancellor



Prof. David Ngo Chek Ling
Deputy Vice-Chancellor
 (Research & Higher Degrees)



Prof. Pua Eng Chong
Deputy Vice-Chancellor
 (Academic)



Dr Khatijah Khalid
Registrar



Mrs Lim Tiew Ming
Director, University Services

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Condo & Hostel	residence@sunway.edu.my Contact no: +6 03 5638 0184
Facilities & Maintenance	llchong@sunway.edu.my Ext.: 8085 & 8006
Finance Services	finance@sunway.edu.my Ext.: 8157 & 8128
Health & Safety	safety@sunway.edu.my Ext.: 3678 & 8029
IT Services	helpdesk@sunway.edu.my Ext.: 8000
International Office	rickyl@sunway.edu.my Ext.: 3063 & 3126
Library	thol@sunway.edu.my Ext.: 8771 & 3120
Registry	registry@sunway.edu.my Ext.: 8179 & 8101
Security Department	security@sunway.edu.my Ext.: 8111
Student Services Department	ssd_admin@sunway.edu.my Ext.: 8055 & 3629

SUNWAY UNIVERSITY BUSINESS SCHOOL

Diploma in Business Administration

BSc (Hons) Accounting and Finance

BSc (Hons) Business Management

BSc (Hons) Business Studies

SCHOOL OF COMPUTER TECHNOLOGY

Diploma in Information Technology

BSc (Hons) Computer Science

BSc (Hons) Information Systems

BSc (Hons) Information Technology

SCHOOL OF CREATIVE ARTS & COMMUNICATION

Diploma in Fine Art

Diploma in Graphic & Multimedia Design

Diploma in Interior Design

Diploma in Performing Arts

BA (Hons) Communication

SCHOOL OF HEALTH & NATURAL SCIENCES

BSc (Hons) Psychology

SCHOOL OF HOSPITALITY, TOURISM & LEISURE MANAGEMENT

Diploma in Culinary Arts

Diploma in Events Management

Diploma in Hotel Management

Diploma in Tourism Management

BSc (Hons) International Hospitality Management

AMERICAN DEGREE TRANSFER PROGRAM

(Major in Business, Actuarial Science, Communication,

Forensic Science, Biomedical Science, Psychology,

Engineering, Aviation, Computer Science, Architecture)

ALL STUDENTS

Day 1
11 January 2012
(Wednesday)

TIME	ACTIVITIES	VENUE
9.30 am	Registration	Foyer
10.00 am	Welcome Address <i>Ms Elizabeth Lee, Executive Director, Sunway Education Group</i>	Audi 7
10.15 am	University Education at Sunway University <i>Prof. Robert Bignall, Vice-Chancellor</i>	Audi 7
10.30 am	What's Next After Admission <i>Ms Carol Lau, Head, Student Records & General Administration</i>	Audi 7
10.50 am	IT Services <i>Mr S Selvakumar, Team Lead, IT Services (Personal Identification is needed for verification when collecting your computer login name and password)</i>	Audi 7
11.10 am	Student Services and Support <i>Ms Lee Siok Ping, Director, Student Services Department</i>	Audi 7
11.30 am	Briefing on Study Skills for Higher Learning Workshop <i>Puan Annyza Tumar, Head, University Compulsory Subjects Unit</i>	Audi 7
	MALAYSIAN STUDENTS ONLY	
11.45 am	MQA Subjects Briefing <i>Ms Lee Aun Nee, Lecturer, Language & Compulsory Subject</i>	Audi 7
12.00 pm	PTPTN/ EPF Briefing <i>Encik Noor Zaidi Mohd Noor, Head, Government & Corporate Liaison Unit</i>	Audi 7
	INTERNATIONAL STUDENTS ONLY	
11.45 am	Do's & Don'ts: International Students' Perspective <i>Mr Ricky Lam, Assistant Manager, International Office</i>	Audi 4
12.00 pm	For your Insurance Needs <i>Representative from Chatis Malaysia Insurance</i>	
12.15 pm	LIGHT LUNCH	Audi 7
1.15 pm	Sunway University Student Association – Briefing by Student Council	Audi 7
1.30 pm	Activities by Student Council	Audi 7
3.00 pm	End of Day 1	

SUNWAY UNIVERSITY BUSINESS SCHOOL

Day 2
12 January 2012
(Thursday)

TIME	ACTIVITIES	VENUE
10.00 am	Welcome Address by Head of School <i>Assoc. Prof. Dr. Foo Yin Fah</i>	Audi 5
10.20 am	Briefing by Head of Departments <i>Dr. Cheah You Sum (DIBA)</i>	Audi 5
10.40 am	Adjusting to Campus Life <i>Ms Rajilakshmi, Lecturer</i>	Audi 5
11.00 am	Activation of iZone & iMail & Blackboard eLearn & Turnitin Briefing <i>Mr S Selvakumar, Team Lead IT Services</i> <i>Ms Kodeeswari, Lecturer</i>	Audi 5
11.30 am	Campus Tour & Student ID photo session at ECHO Newsletter Room <i>Student Helper/Student Council</i>	ECHO
12.30 pm	LIGHT LUNCH	NE 3-3, NE 3-4
1.00 pm	Library Orientation and Tour <i>Ms Molly Chuah, Deputy Chief Librarian</i>	Audi 5
2.00 pm	Workshop on Study Skills for Higher Learning	Audi 5
5.00 pm	End of Day 2	

Day 3
13 January 2012
(Friday)

TIME	ACTIVITIES	VENUE
11.30 am	Administrative Procedures & Timetable Distribution <i>Administration Staff</i>	Audi 5
12.30 pm	BREAK	
2.30 pm	Workshop on Study Skills for Higher Learning	Audi 5
5.00 pm	End of Day 3	

SCHOOL OF COMPUTER TECHNOLOGY

Day 2
12 January 2012
(Thursday)

TIME	ACTIVITIES	VENUE
10.00 am	Welcome Address by Head of School <i>Assoc. Prof Dr. Lim Tong Ming</i>	Audi 6
10.15 am	Introduction and Briefing on SAS <i>Ms Angela, SAS Club Advisor</i>	Audi 6
10.30 am	Introduction and Briefing on SCT Student Representatives <i>Ms Nasamalar, Student Representatives Advisor</i>	Audi 6
11.00 am	Library Orientation and Tour Meet the Mentor Session <i>Ms Molly Chuah, Deputy Chief Librarian</i>	Audi 6
12.00 pm	Interactive Session with SCT Student Representatives	Audi 6
12.30 pm	LIGHT LUNCH	NE 2-12/NE 2-13
2.00 pm	Workshop on Study Skills for Higher Learning	Audi 6
5.00 pm	End of Day 2	

Day 3
13 January 2012
(Friday)

TIME	ACTIVITIES	VENUE
10.00 am	BRIEFING BY HEADS OF DEPARTMENT <i>(1) Prof. Jasmine Seng Kah Phooi (2) Assoc. Prof. Dr. Leow Soo Kar</i>	Audi 6
10.30 am	Blackboard eLearn and Turnitin Briefing Activation of iZone & iMail <i>Mr Christopher Ong & Ms Mohana, Programme Coordinators</i>	Audi 6
11.00 am	Timetable Distribution & Subject Briefing <i>Mr Christopher Ong & Ms Mohana, Programme Coordinators</i>	Audi 6
11.30 am	Administrative Procedures Meet the Mentor Session <i>Ms Teo Wei Nie, Assistant School Manager</i>	Audi 6
12.30 pm	BREAK and Student ID photo session at ECHO newsletter room	ECHO
2.30 pm	Workshop on Study Skills for Higher Learning	Audi 6
5.00 pm	End of Day 3	

SCHOOL OF CREATIVE ARTS & COMMUNICA- TION

DEPARTMENT OF ART & DESIGN

Day 2

12 January 2012
(Thursday)

TIME	ACTIVITIES	VENUE
10.00 am	Welcome Address by Head of School <i>Dr Lee Ei Leen</i>	EB-1-6
10.30 am	Library Orientation & Tour <i>Ms Khairunnisa Rubian, Assistant Librarian</i>	EB-1-6
11.30 am	Activation of iZone & iMail Blackboard eLearn & Turnitin <i>IT Personnel & Mr Asmadi</i>	CL 2.6
12.00 pm	LIGHT LUNCH	Cafeteria
1.00 pm	Student ID photo session at ECHO Newsletter Room <i>Student Helper/Student Council</i>	ECHO
2.00 pm	Workshop on Study Skills for Higher Learning	Audi 6
5.00 pm	End of Day 2	

Day 3

13 January 2012
(Friday)

TIME	ACTIVITIES	VENUE
10.00 am	Briefing by Head of Department <i>Ms Ang Tong Yin</i>	EB-1-6
11.00 am	Academic Progression briefing Time Table briefing <i>Ms Ang Tong Yin</i>	EB-1-6
11.30 am	Introduction to art material <i>Mr Steven -Art Supplier, Mr Nasa & Mr Saiful</i>	Studio B
12.30 pm	BREAK	
2.30 pm	Workshop on Study Skills for Higher Learning	Audi 6
5.00 pm	End of Day 3	

SCHOOL OF HOSPITALITY, TOURISM & LEISURE MANAGEMENT

Day 2
12 January 2012
(Thursday)

TIME	ACTIVITIES	VENUE
9.30 am	Welcome Address by Head of School <i>Ms Anisha Chai Mee Fong</i>	NE-5-6
10.00 am	Introduction to elearn & Turnitin <i>Mr Peter Pang, Senior Lecturer/ICT Coordinator</i>	NE-5-6
10.20 am	Professionalism & Grooming <i>Ms Karen Lui, Lecturer</i>	NE-5-4
11.20 am	Library Orientation & Tour <i>Ms Molly Chuah, Head, Reference Division</i>	THOL
12.30 pm	LIGHT LUNCH & Student ID photo session at ECHO newsletter room	NE-5-6 ECHO
1.30 pm	SHTLM Club & Sunway University Tour <i>By Club President and SHTLM Student Members</i>	Sun-U
1.45 pm	Activation of iZone and iMail	CL 2-4
2.00 pm	Workshop on Study Skills for Higher Learning	Audi 6
5.00 pm	End of Day 2	

Day 3
13 January 2012
(Friday)

TIME	ACTIVITIES	VENUE
8.50 am	English Proficiency Test	NE-5-6
10.30 am	Briefing on Academic Policies & Rules & Regulations <i>Ms June Quay/ Ms Mah Li Ling</i>	NE-5-6
11.30 am	Timetable Briefing & Grouping <i>Diploma in Hotel Management, Mr Patrick Siau</i> <i>Diploma in Events Management, Ms Adeline Kok</i> <i>Diploma in Culinary Arts, Mr Chong Wei Tzeh</i>	NE-5-6 NE-5-4 NE-5-6
12.30 pm	BREAK	
2.30 pm	Workshop on Study Skills for Higher Learning	Audi 6
5.00 pm	End of Day 3	

AMERICAN DEGREE TRANSFER PROGRAM

Day 2
12 January 2012
(Thursday)

TIME	ACTIVITIES	VENUE
9.30 am	Activity : "Getting to Know You"	NE-1-10
10.00 am	DVD Presentation – Transfer Options to Universities Abroad <i>Ms Jo Anne, Executive, University Placement</i>	NE-1-10
10.15 am	Introduction to the American Degree Transfer Programme <i>Ms Metilda, Executive, Program Administrator</i>	NE-1-10
10.30 am	PowerPoint Presentation of Events Organised <i>Mr Chong Chin Yoon – Advisor & Student Committee</i>	NE-1-10
10.45 am	Activity: Team Building	NE-1-10
11.15 am	Welcome Address by ADTP Head of Programme	NE-1-10
11.30 am	LIGHT LUNCH	NE-1-10
12.00 pm	Course Advising & Selection of subjects	NE-1-10
1.30 pm	Campus Tour & Student ID photo session at ECHO Newsletter Room <i>Student Helper/Student Council</i>	ECHO
2.00 pm	Workshop on Study Skills for Higher Learning	Audi 6
5.00 pm	End of Day 2	

Day 3
13 January 2012
(Friday)

TIME	ACTIVITIES	VENUE
9.00 am	Mathematics Placement Test <i>Ms Tan Hui Shi, Lecturer</i>	NE-1-10
10.30 am	Library Orientation and Tour <i>Ms Molly, Deputy Chief Librarian</i>	NE-1-10
11.30 am	Activation of iZone & iMail Blackboard eLearn & Turnitin <i>Mr Sarawan, Officer, Administration</i> <i>Mr S Selvakumar, Team Lead IT Services</i>	CL 2.5 & CL 2.8
12.30 pm	BREAK	NE-1-10
2.30 pm	Workshop on Study Skills for Higher Learning	Audi 6
5.00 pm	End of Day 3	

COMMONLY USED ACRONYMS

Audi 4	Auditorium 4	Level Ground, South Building
Audi 5	Auditorium 5	Level 2, South Building
Audi 6	Auditorium 6	Level 2, South Building
Audi 7	Auditorium 7	Level 2, South Building
Cafeteria		Level Ground, North Building
ECHO	ECHO Newsletter Room	Student Centre, Level Ground, North Building
Studio B		Level Lower Ground, North Building
THOL	Tun Hussein Onn Library,	Level 3, South Building
CL 2.4	Computer Lab	Level 2, North Building
CL 2.5	Computer Lab	Level 2, North Building
CL 2.6	Computer Lab	Level 2, North Building
CL 2.8	Computer Lab	Level 2, North Building
EB-1-6	Classroom	Level 1, East Building
NE-1-10	Classroom	Level 1, North Building
NE-2-12	Classroom	Level 2, North Building
NE-2-13	Classroom	Level 2, North Building
NE-3-3	Classroom	Level 3, North Building
NE-3-4	Classroom	Level 3, North Building
NE-5-4	Classroom	Level 5, North Building
NE-5-6	Classroom	Level 5, North Building
SE-2-12	Classroom	Level 2, South Building

SUNWAY UNIVERSITY



Sunway University

(KPT/JPT/DFT/US/B15)

Owned and governed by the

Jeffrey Cheah Foundation

(800946-T)

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Campus Layout

1. Underground Carpark (Under Construction)

2. New Academic Block (Under Construction)

3. South Building

4. North Building

5. East Building

6. Sun-U Apartments (Hostel)

7. Sun-U Residence (Hostel)

