

International Placement process - A visual guide for students

STEP 1	STUDENT: Contacts the Professional Experience Unit (PEU) peu@newcastle.edu.au by email to request access to the SONIA online <i>SoE International Placement – Expression of Interest (EOI) form</i> .
STEP 2	PROFESSIONAL EXPERIENCE UNIT (PEU): Provide eligible students with access to the <i>SoE International Placement - (EOI) form</i> via SONIA Electronic Forms. <i>NOTE: Students must have a GPA of 4.75 to apply.</i>
STEP 3	STUDENT: Completes and submits the SONIA online <i>SoE International Placement – (EOI) form</i> . IMPORTANT: Students must complete Step 1 to Step 3 by the advertised closing date (see website).
STEP 4	COURSE COORDINATOR and PROGRAM CONVENOR: Reviews completed <i>SoE International Placement – EOI</i> and provides initial recommendations.
STEP 5	PEU: Emails student as to the outcome of their <i>SoE International Placement – EOI</i> application.
STEP 6	STUDENT: Secures a placement offer within the Country (Area/District/County) outlined in the EOI application within 6-8 weeks of receipt of the above email. <i>NOTE: Any variation to the EOI will require the student to resubmit their application for approval.</i> Completes the SONIA online <i>My International Host School Contact Details form</i> to notify the PEU of secured placement details including the School name, address, contact person name and contact details, proposed placement dates and class/topic details. <i>Placements organised via the International Office Partner University placement must include a confirmation email from International Office as part of the documentation about the Host School.</i>
STEP 7	PEU: Contacts the nominated Host School contact person to request they complete the <i>Host Organisation International Placement Acceptance Form</i> .
STEP 8	HOST PLACEMENT SITE: Returns the completed <i>Host Organisation International Placement Acceptance Form</i> .
STEP 9	HEAD OF SCHOOL (HoS): HoS reviews EOI and supporting documentation and provides HoS recommendation.
STEP 10	PRO VICE CHANCELLOR (PVC): PVC reviews EOI and supporting documentation and provides PVC recommendation.
STEP 11	DVC/VC APPROVAL: (Required for any destination that is <i>Department of Foreign Affairs (DFAT) level 3 or 4 or International SOS (ISOS) High or Extreme</i>). High risk destinations require completion of a <i>Safety Review Form and Risk Assessment</i> by the student and/or PEU.
STEP 12	PEU: Notify the student of final International placement approval via an INTERNATIONAL PLACEMENT CONFIRMATION EMAIL . Email will include a link to the International Office Pre-Departure information, OS Help letter and other relevant links or information. IMPORTANT: Students should not pay for any travel until receipt of the above International Placement Confirmation Email.

STEP 13	STUDENT: Completes the International Office <i>Online Departure Form</i> and registers for the ISOS Global Assistance Program by completing <i>SOS Personal Travel Locator (PTL)</i> . Completion of both forms are compulsory.
STEP 14	PEU: Provide the UON Insurance & Risk Office with a list of students approved for an International Placement. UON Insurance and Risk Office monitor student compliance with Step 13 above.
STEP 15	POST PLACEMENT: Student completes the <i>Placement Feedback Survey Form</i> via the SONIA placement system

PLEASE CONTACT PEU peu@newcastle.edu.au if you have any further questions.