

BACHELOR OF BIOTECHNOLOGY

STUDENT PLACEMENT GUIDE



COLLEGE OF ENGINEERING, SCIENCE AND ENVIRONMENT

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SONIA

The University of Newcastle uses an online platform **Sonia** to manage and record all placements.

1 SONIA Log In

Log in to [SONIA Online](#)

Select **School of Environmental Life Sciences**

Select **Student** from the dropdown. Log in using your UON username and password.

Your Home page in SONIA will look like this:

2 Adding your site (organisation) preference and allocation

Placement sites will be allocated by a preferencing event. Communication will be sent out informing students of the key dates for the preferencing event for each of the following steps to ensure students submit their preferences on time. Final allocations will be at the discretion of the Course Coordinator.

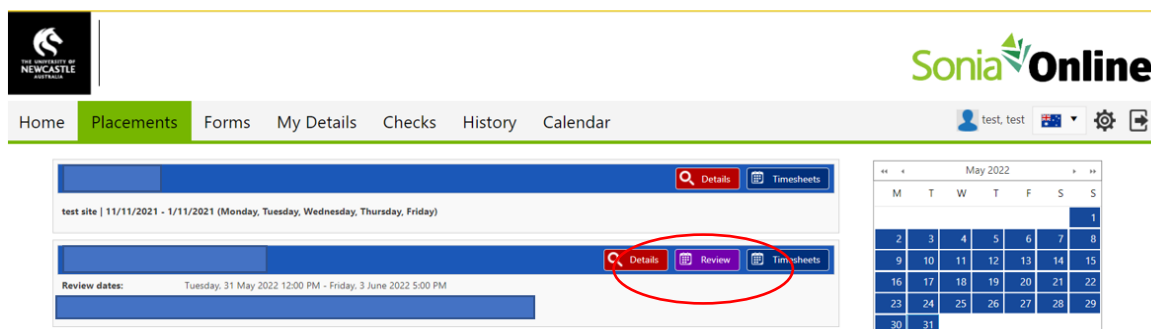
Preferencing involves the following steps:

- 1) **The Review Period**
 - Sites available for your placement are open for review in Sonia Online for a set period
- 2) **The Preferencing Period**
 - Preferencing is open for students to enter their top five (5) site preferences into the Sonia system
- 3) **Course Coordinator interview with student to discuss preferences**
 - The Course Coordinator will reach out to arrange a suitable time to discuss your preference directly after the preferencing period closes
- 4) **Final allocations to sites**
 - Students are allocated to sites and allocations are made visible in the Sonia system

All students will be provided with ample time to review the sites. When the preferencing event opens, all students will be responsible for selecting their preferred site. It is extremely important for you to check your student email account to ensure you do not miss any important communications. If you miss the review and preferencing event, you may be automatically allocated to any remaining sites by the Course Coordinator.

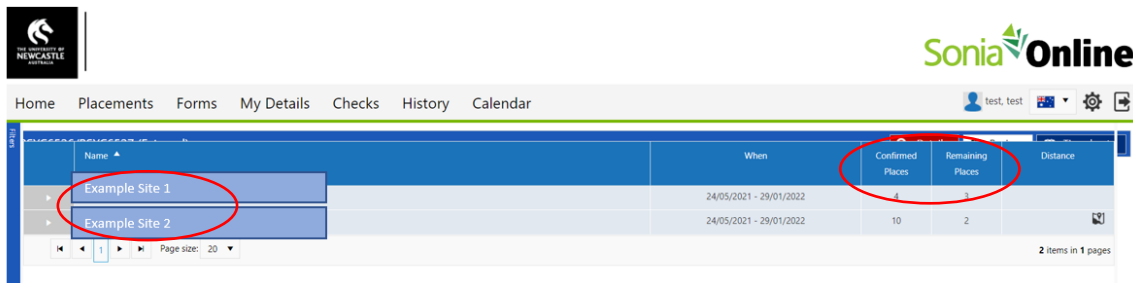
1) Step 1 The Review Period

You will receive an email from the Professional Experience Unit CESE-PEU@newcastle.edu.au advising when the review window will be open. Once open, log into your Sonia Online instance and select the **Review button**



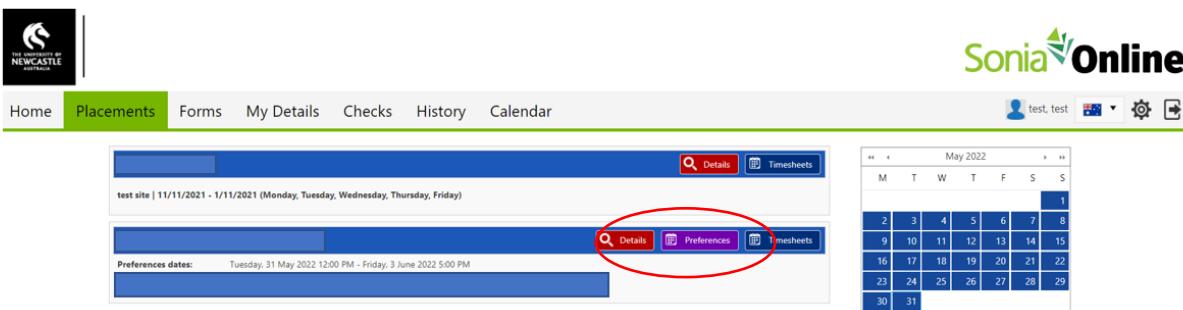
The screenshot shows the Sonia Online user interface. At the top left is the University of Newcastle logo. The navigation menu includes Home, Placements (highlighted), Forms, My Details, Checks, History, and Calendar. On the right, there is a user profile for 'test.test' and icons for flags, settings, and a help icon. The main content area displays a placement site entry for 'test site | 11/11/2021 - 1/11/2021 (Monday, Tuesday, Wednesday, Thursday, Friday)'. Below this, there are buttons for 'Details', 'Review', and 'Timesheets'. The 'Review' button is circled in red. To the right of the main content is a calendar for May 2022, showing dates from 1 to 31.

Available sites will be visible to review and the number of confirmed placements for students at the site listed

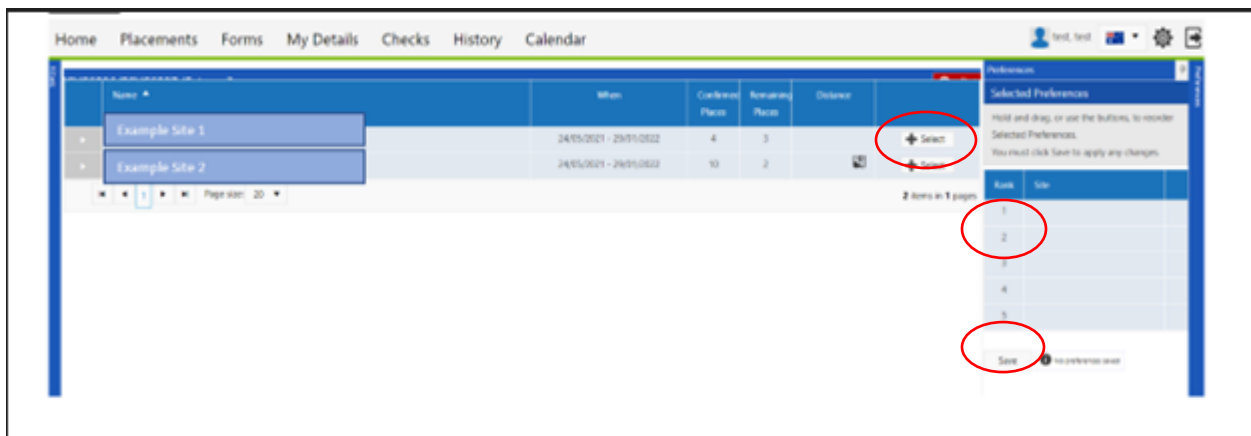


2) Step 2 The Preferencing Period

You will receive an email from the Professional Experience Unit CESE-PEU@newcastle.edu.au advising when the preferencing window will be open. Once open, log into your Sonia Online instance and select the **Preferences** button



Select your first preference and it will show as the top site on the right (in the number 1 position), then select the second site and so on, up to as many preferences as you have been given. Once you are happy with your selection, please **save**



3) Step 3 Interview

Your Course Coordinator will be in touch with you to discuss your preferences after the preferencing event closes.

4) Step 4 Final Allocation

Your final allocation will be released to you in the Sonia system, and you will receive an email notification to let you know you have been allocated to a site and to check your allocation in SONIA.

WIL Staff Contacts

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