

## SONIA Placement System - Student Guide

### Step 1:

The Professional Experience Unit will send an email to your UON email account welcoming you to the placement group with a brief outline of your requirements

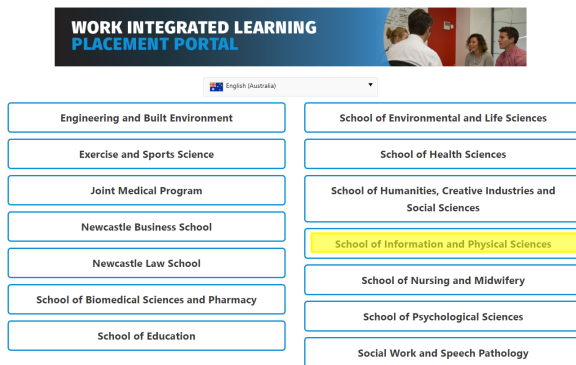
### Step 2:

Go to the following web address:

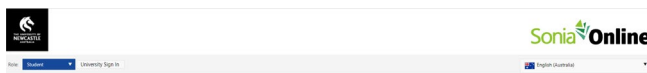
<https://sonia.newcastle.edu.au>

This web address will take you to a listing of all UON SONIA applications.

Select: **School of Information and Physical Sciences** as highlighted below.

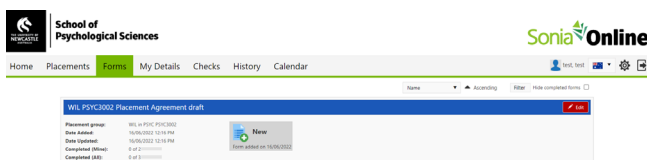


Log into your SONIA online account  
Select: *Role = Student* (from the drop down box)  
Click on *University Sign In*  
Log in using your usual University credentials



### Step 3:

Complete the Work Integrated Learning Agreement form located in the **forms tab** via SONIA.



Click on the **red Edit** button to open the form.  
(*TIP: Use the Save Draft button to save at any stage.*)

Read and complete the form. Click on the **Student Agreement** button. The form will then go to your host organisation for completion.

### IMPORTANT:

*Your Course Coordinator must approve your WIL Experience via this form prior to commencing*

### Step 4:

The host organisation will then complete their section of the form. When completed the form will be automatically sent to your Course Coordinator for review.

### Step 5:

The Course Coordinator will review your agreement. When approved you will be notified via email that your WIL Experience can now commence.

### Step 6:

At the end of your placement you will need to complete the WIL Experience Completion Form also located in the **forms tab**.

The same process applies as the agreement form. Please complete the student section and then Click on the submit Placement Completion. This will send your completion documents directly to your host organisation. You will receive notification once your Course Coordinator has reviewed.

**For more information:** Contact the CESE Professional Experience Unit

Email: [cese-peu@newcastle.edu.au](mailto:cese-peu@newcastle.edu.au) Phone: 4921 7302

[CESE Professional Experience Webpage](#)