

SoniaOnline - Guide for Students

University of Newcastle - SONIA Student Placement System

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: **>Engineering and Built Environment** as highlighted below.

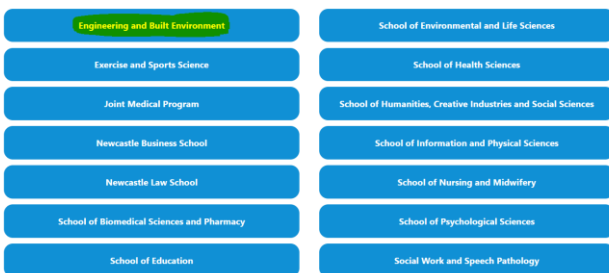


Career-ready placements

An important part of your University of Newcastle experience is the opportunity to apply your curriculum knowledge and theory in an industry or 'real life' setting. This is what career-ready placements allow you to do. Career-ready placements can be clinical, professional work placements, practicums, internships, or industry-led projects.

For further information, FAQs and other details about Career-ready placements click here.

Select your area of study from below



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

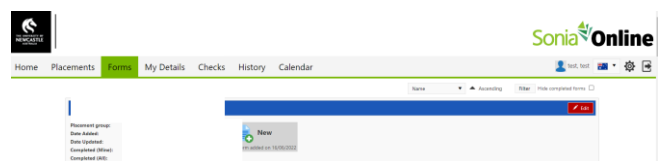


Step 1:

Professional Experience Unit staff will send an email to your UON student email account once you have been added into SONIA. Your course will then display within your SONIA online account under the **Placements** tab

Step 1:

Complete the **ARBE3030 WIL Placement Agreement** form located in the **forms** tab via SONIA. If you have already commenced your placement you must complete an agreement form



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

Read and complete the form. Click on the **Student Agreement** button the form will then go to your supervisor for approval.

IMPORTANT:

- Once you Submit the above form, no further edits can be made. (If you require an edit please contact CESE-PEU@newcastle.edu.au to unlock the form)
- Your Course Coordinator must approve your placement via this form prior to commencing placement.

Step 3:

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

Please complete the student section and then Click on the submit Placement Completion. This will send your completion documents directly to your supervisor. You will receive notification once your Course Coordinator has reviewed.

For more information: Contact the Professional Experience Unit

Email: cese-peu@newcastle.edu.au

Phone: 4921 7302