

## Sonia Online - Guide for Students

### University of Newcastle - SONIA Student Placement System

Go to the following web address:

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

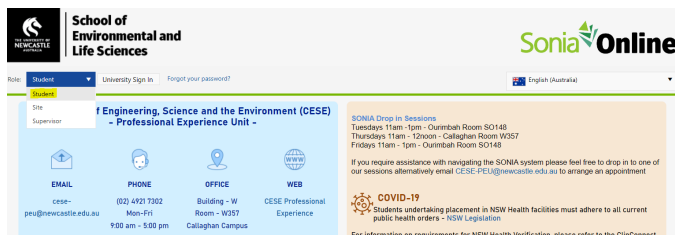
This web address will take you to a listing of all UON SONIA applications.

Select: **>School of Environmental and Life Sciences** as highlighted below.



Engineering and Built Environment	<b>School of Environmental and Life Sciences</b>
Exercise and Sports Science	School of Health Sciences
Joint Medical Program	School of Humanities, Creative Industries and Social Sciences
Newcastle Business School	School of Nursing and Midwifery
Newcastle Law School	School of Psychological Sciences
School of Biomedical Sciences and Pharmacy	Social Work and Speech Pathology
School of Education	

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

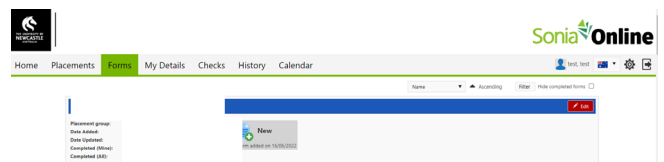


#### Step 1:

PEU staff will send a placement confirmation email to your UON email account once you have been allocated to your placement. Your placement will then display within your SONIA online account under the **Placements tab**

#### Step 2:

Complete the 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.
- 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 also located in the **forms tab**.

As per 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 supervisor. You will receive notification once your Course Coordinator has reviewed.

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

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