

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	School of Environmental and Life Sciences
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

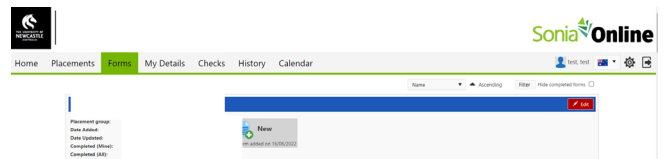


Step 1:

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 2:

Complete the Placement Agreement form located in the **forms tab** via SONIA.



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:

After you have completed your placement hours 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