



How to Login and Apply via SONIA – Internship Team Arranged

SONIA is a professional experience placement management system. Eligible students for BUS391 can log into the Business School system and can complete forms, confirm interview dates and view details of their internships placement.

HOW TO LOGIN TO SONIA

1. In your web browser, copy the following link in: <https://studentplacement.uow.edu.au/SoniaOnline>
2. Select **BUSINESS** school from the list.
3. In the 'Role' drop down box, select Student
4. Enter your UOW login details and click the sign in button. (Use your SOLS username not full email address).

School of Business

Role: **Student** University Sign In Or Username: Password: Sign In [Forgot your password?](#)

5. You will be logged in to Sonia and the Home Page will appear

UNIVERSITY OF WOLLONGONG AUSTRALIA
School of Business

Home Placements Forms My Details Checks History Documents Calendar Test, Sonia

Welcome Test, Sonia
Welcome to SONIA Online - the online platform to apply for Business Internship programs at the University of Wollongong

Documents
BUS391_Student_1st5_Contact_Plan.pdf

HOW TO SUBMIT YOUR BUS391 APPLICATION VIA SONIA

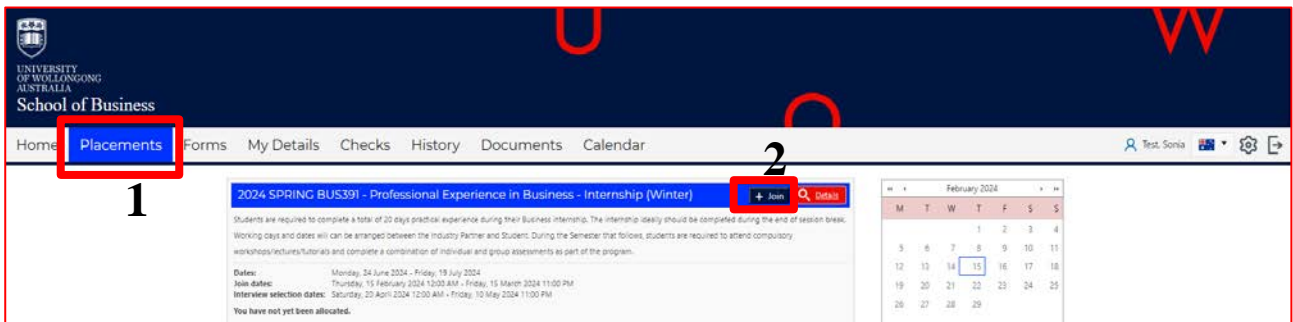
Please follow the following steps to the BUS391 application process via Sonia:

- Enrol the relevant placement group
- Select and add the application form to the placement group
- Complete and submit the application form

Each of the above steps are detailed in the following sections and MUST be followed to ensure that your application has been submitted successfully.

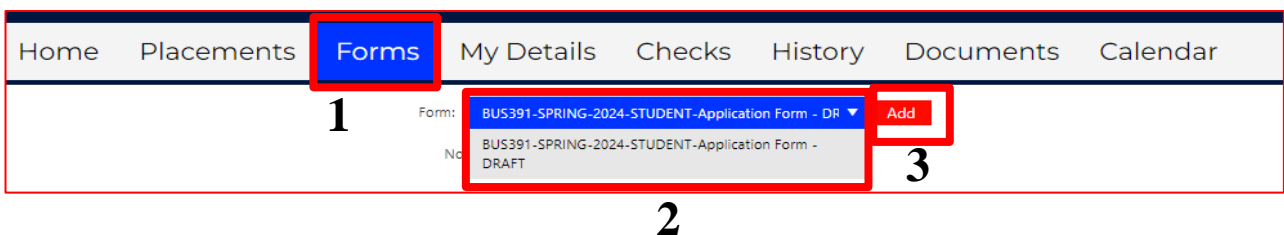
JOIN THE RELEVANT PLACEMENT GROUP

1. Once you have logged into Sonia, click on the 'Placements' tab
2. Click on the 'Join' button of the relevant placement group you would like to undertake your internship with.

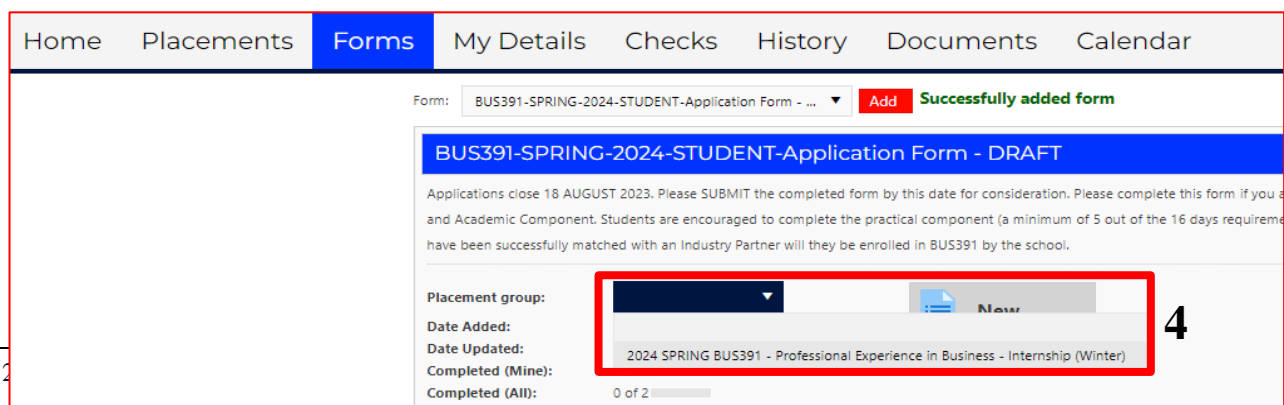


SELECT AND ADD THE APPLICATION FORM TO THE PLACEMENT GROUP

1. Once you have joined the relevant placement group, click on the 'Forms' tab
2. Select the relevant form from the 'dropdown' under the 'Forms' tab
3. Click Add



4. Select the relevant 'Placement Group' from the drop down once you have successfully added the form



COMPLETE AND SUBMIT THE APPLICATION FORM

1. Click on the 'Edit' button to complete your form with all the mandatory information

The screenshot shows the SONIA application form interface. At the top, there are navigation tabs: Forms, My Details, Checks, History, Documents, and Calendar. Below the tabs, there is a form titled 'BUS391-SPRING-2024-STUDENT-Application Form - DRAFT'. The form is currently in a 'Draft' state. On the right side of the form, there are two buttons: 'Delete' and 'Edit'. The 'Edit' button is highlighted with a red box. Below the form title, there is a text block providing instructions: 'Applications close 18 AUGUST 2023. Please SUBMIT the completed form by this date for consideration. Please complete this form if you are interested in a BUS391 and a Business internship. It is important to note that BUS391 has both a Practical and Academic Component. Students are encouraged to complete the practical component (a minimum of 5 out of the 16 days requirement) during the semester break (July or December-January) before the session starts. ONLY when students have been successfully matched with an Industry Partner will they be enrolled in BUS391 by the school.' Below the text, there is a 'Placement group' section with the following details: '2024 SPRING BUS391 - Professional Experience in Business - Internship (Winter)'. There is also a 'Date Added' field with the value '15/02/2024 10:03 AM' and a 'Date Updated' field with the value '15/02/2024 10:16 AM'. A 'Completed (Mine)' progress bar shows '0 of 1' and a 'Completed (All)' progress bar shows '0 of 2'. A 'New' button is visible on the right side of the form.

2. Once you have entered and uploaded all the mandatory information, documents etc., click on the 'Submit' button

The screenshot shows the bottom part of the SONIA application form. It features a list of items, including a link to the 'Business Internship Program Student Handbook'. Below the list, there are two buttons: 'Save Draft' and 'Submit: By submitting this form you are Signing the Student Acknowledgement'. The 'Submit' button is highlighted with a red box.

NEED HELP? CONTACT US

BUSINESS INTERNSHIPS TEAM

Building 40 | Room 223

University of Wollongong

T: 02 4221 3227/ 02 4221 3376 |

E: business-intern@uow.edu.au | W: www.uow.edu.au/business-law/internships/

TROUBLE SHOOTING SONIA LOGIN ISSUES

1. Try logging in to SOLSmail and Moodle. If you can't log into these systems either, a password reset might resolve this issue.
2. Password must only contain printable characters. Some special characters are known to cause problems with the SONIA authentication process. See the following link for password parameters <https://www.uow.edu.au/its/accounts-passwords/>

3. If you are having trouble with your student username, this indicates a problem with your UOW Student IT Account. Please contact the IT Student Support on (+61 2) 4221 3000 or email student-accounts@uow.edu.au
4. If you are using Internet Explorer or Microsoft Edge as your browser, try using Firefox or Chrome

INTERNSHIP INFORMATION

1. Visit our [website](#)
2. Read the [Handbook](#)
3. Contact us