



# SONIA Guidelines for Students

LEGAL INTERNSHIP PROGRAM (LIP)  
SYSTEM INSTRUCTIONS

**FACULTY OF BUSINESS AND LAW**



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA



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## WHAT IS SONIA

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The School of Law uses SONIA, an online student placement system to manage the Legal Internship Program. SONIA is primarily used to:

- Maintain a database of internship providers (Sites), primary contacts and company details
- Provide SONIA Online access to Students to automate forms
- Communicate with Students, Sites and Discipline Leader via Email
- Administer internship placements

SONIA Online is where students log in to access internship placements details, documents, resources and complete administrative tasks such as submitting forms and assignments.

## SONIA ONLINE ACCESS

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- Students are permitted to conduct LLB 3397/ LLB3396 based on subject pre-requisites (see subject outline).
- You will not have access to SONIA and cannot conduct your internship if you have not met those pre-requisites.
- Students will be requested to log into SONIA once you have received your **Welcome or confirmation** email. Use your UOW’s Student Number and Password to access the database.

If any queries, please email the Internship Officer to discuss [law-internships@uow.edu.au](mailto:law-internships@uow.edu.au)



## SONIA STUDENT INTERFACE USER GUIDELINES

The following guidelines are for students to navigate the use of SONIA online and follow easy step-by-step instructions.

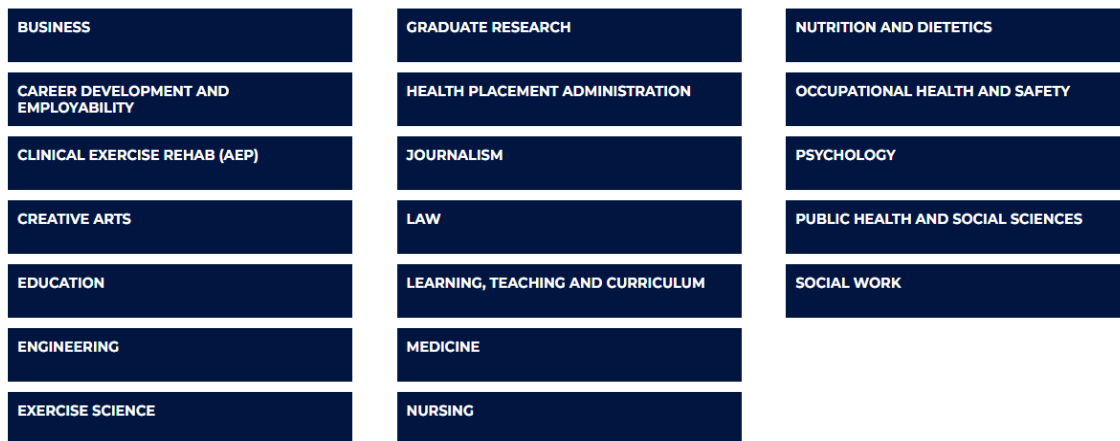
### WELCOME

- Go to SONIA UOW Website via the link in your [Sonia Online \(uow.edu.au\)](https://uow.edu.au)
- You will see the Welcome Page



SoniaOnline

## Student Placement System



Version: 2021.2.0.16

- Click on Law
- Log onto SONIA by selecting the Role of Student and using your UOW student number and password



- You will now have access to Law's SONIA website HOMEPAGE

## HOMEPAGE

- On the right hand side are all the Documents & Links resources for all information you may require

The screenshot shows the homepage of the SONIA Online Law platform. At the top left is the University of Wollongong Australia School of Law logo. The navigation menu includes Home, Placements, Forms, My Details, Checks, History, Documents, and Calendar. The main content area is titled 'Welcome' and provides information about the online platform for Law Internship programs. It includes a 'World-class Law' section, 'Student Information' with a 'To log in:' section, and 'NOTIFICATIONS' regarding application forms. On the right side, there are sections for 'Documents' and 'Links' with various resource links.

## PLACEMENT DETAILS

The placement should give you all the details of your placement. If it states you have not been allocated yet. We are still allocating School Arranged placements or have not processed your Student Arranged application. Please contact the team for more information.

The screenshot shows the 'Placement Details' page for the 'LLB 397/ LLB3397/ LLB3396 Legal Internship Program LIPSUMMER, 2024'. The 'Placements' tab is highlighted in the navigation menu. The page displays pre-requisites and a calendar for February 2025. The calendar shows a placement period from 18/11/2024 to 13/12/2024 (Monday, Tuesday, Wednesday, Thursday, Friday) for 20.00 Days. The calendar grid for February 2025 is as follows:

February 2025						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

- Once you received a **CONFIRMATION** email of your internship placement, from the team, you will be able to see more information on the **Placements** tab.
- No action required, for review only



**School of Law**

Home Placements Forms My Details Checks History Documents Calendar

**Test**

Type of Arrangement: School Arranged  
Expected Duration: 20.00 Days

**TEST Site2**

Address: Building 40, Nothfields Ave, University of Wollongong NSW 2522, Australia | [Get directions](#)  
Days: Monday, Tuesday, Wednesday, Thursday, Friday  
Expected Duration: 20.00 Days  
Phone 1: 02 4221 3927  
Email: [ls@uow.edu.au](mailto:ls@uow.edu.au)

COVID 19 Vaccination Status requirements

Industry Partner contacts: Carol Sonia Email: [carol@uow.edu.au](mailto:carol@uow.edu.au) | Work phone: 4221 3618  
Supervising Lawyers: Carol Kendall Email: [carol@uow.edu.au](mailto:carol@uow.edu.au) | Work phone: 4221 3618  
Academics/Coordinators: John Littrich Email: [littrich@uow.edu.au](mailto:littrich@uow.edu.au) | Work phone: 02 4221 3770

**Placement**

Actual Duration: 0.00 Hours

+ Add new note

Note	Date Updated
No data	

## FORMS

### STUDENT ARRANGED APPLICATION

If you are planning to arrange your own internship and have emailed [Law-internships@uow.edu.au](mailto:Law-internships@uow.edu.au) of your intent, you will need to complete the **Student Arranged** Application form on the FORMS tab. Once submitted this will be sent to the Discipline Leader for review and approval.

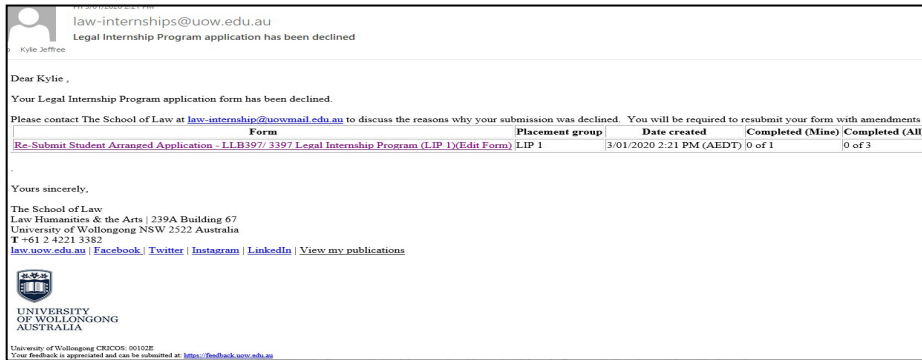
- Go first to the Forms tab
- Your Student Arranged Application Form will appear
- Edit – right hand side

- The Student Arranged application form will appear
- Complete the form, answering all fields and **Submit**
- If the Application Form is approved, you and your Supervisor will receive separate internship CONFIRMATION email.
- If your Application Form is declined by the Academic Coordinator, you will receive an email to contact the Internship Coordinator [law-internships@uow.edu.au](mailto:law-internships@uow.edu.au) to discuss the reasons why and to **re-submit** form. A new Form will be added to the forms page



## RE-SUBMIT FORM

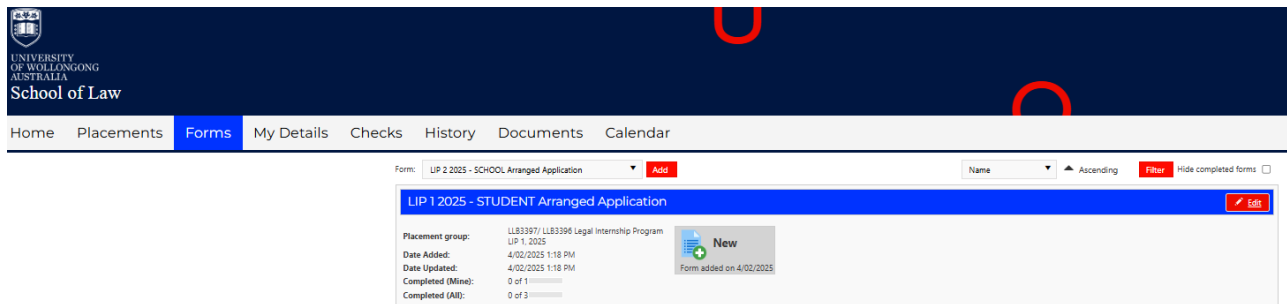
- You will receive an email notifying you to contact the School to discuss why you did not qualify



- Once you have spoken with the School and learnt what is required, click the Form link in the email received 'Re-Submit Student Arranged Application'

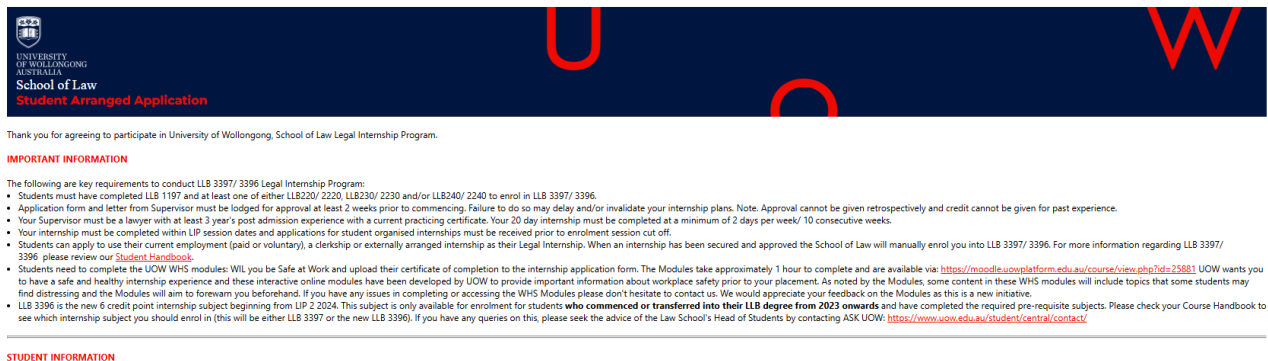
or

- Log onto SONIA using your UOW student number and password
- Select the Re-Submit Student Arranged Application
- Edit – right hand side



- The Re-submit Student Arranged application form will appear
- Complete the form, answering all fields and Submit

### LIP 1 2025 - STUDENT Arranged Application



We hope that you find SONIA to be easy to use! If you have any queries on how to use SONIA or have feedback for us please do not hesitate to contact The School of Law at [law-internships@uow.edu.au](mailto:law-internships@uow.edu.au).



## **SCHOOL ARRANGED APPLICATION FORM**

School Arranged Application Forms will ONLY be available from the drop-down menu on the FORMS Tab during the dates set on the website

[LLB397/3397: Legal Internship Program - University of Wollongong - UOW](#)

Further details about the school arranged program can be found at this site. Application are only open for 2 weeks at the beginning of Autumn and Spring semesters for the internship to take place during the Summer and Winter breaks.

## **SONIA STUDENT – PHONE APP**

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To access SONIA for Students on your phone you can download the app from your phones app store and follow the step by step instruction. (free app)





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