

SONIA Student – Submit new host organisation

Students in ABP that have self-sourced an internship with a host organisation not currently listed in Sonia, are required to 'Submit' the host organization to Sonia for approval

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1 Host Organisation Submission

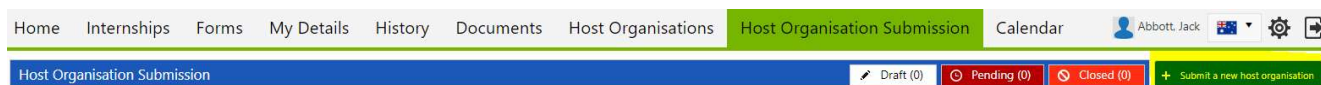
1.1 Click on the 'Add new host organisation' hyperlink

Host Organisation

Host Organisation

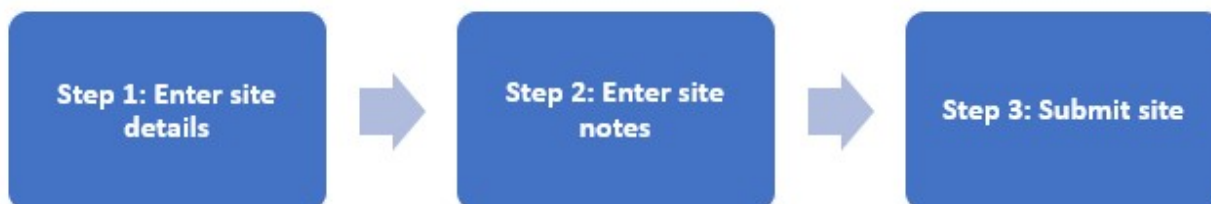
Add new host organisation

1.2 Click on the '+ Submit a new host organisation' button



2 Instructions for submitting a host organisation

New host organization details need to be recorded in Sonia so that a formal agreement between the host organization and the University of Melbourne can be completed.



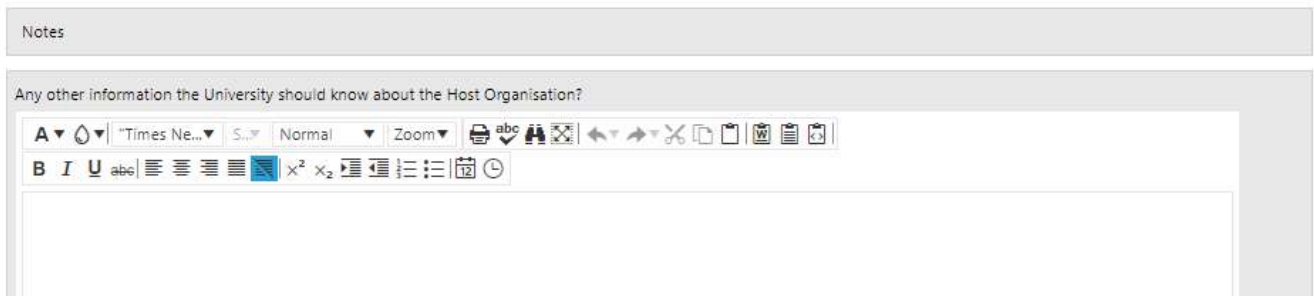
Step 1: Enter site details

Enter the site details in the fields

Site	
Organisation name:	<input type="text" value="Organisation name"/>
Address:	<input type="text" value="Street"/>
	<input type="text" value="Suburb"/>
	<input type="text" value="City"/>
	<input type="text" value="Postcode"/>
Contact name:	<input type="text" value="First Name"/>
	<input type="text" value="Last Name"/>
Contact details:	<input type="text" value="Email"/>
	<input type="text" value="Phone"/>

□ *Step 2: Enter site notes*

If applicable, enter notes relating to the host organization in the notes field



Notes

Any other information the University should know about the Host Organisation?

A rich text editor toolbar is visible, including options for font color, background color, bold, italic, underline, text color, text background color, bulleted list, numbered list, link, unlink, insert link, insert image, insert table, insert video, insert audio, insert code, and undo/redo.

□ *Step 3: Submit Site*

Once you have reviewed/amended the site detail, click on the submit button

3 What happens next:

3.1 UOM to review/approve host organization

The University of Melbourne will review the host organization submission to ensure that all site details have been entered and edit if required.

3.2 UOM adds new host organization to dropdown list

When the host organization is approved, the host organization is automatically added to the 'Drop-down' host organization list.

3.3 Student receives a notification email to continue 'Creating' their internship

Students can expect to receive an email within 48 hours of submitting a new host organization. The email will instruct students to continue creating their internship details, as their host organisation will now be available in the drop-down list. (Students should email abp-internship@unimelb.edu.au if they do not receive a confirmation email regarding the host approval)