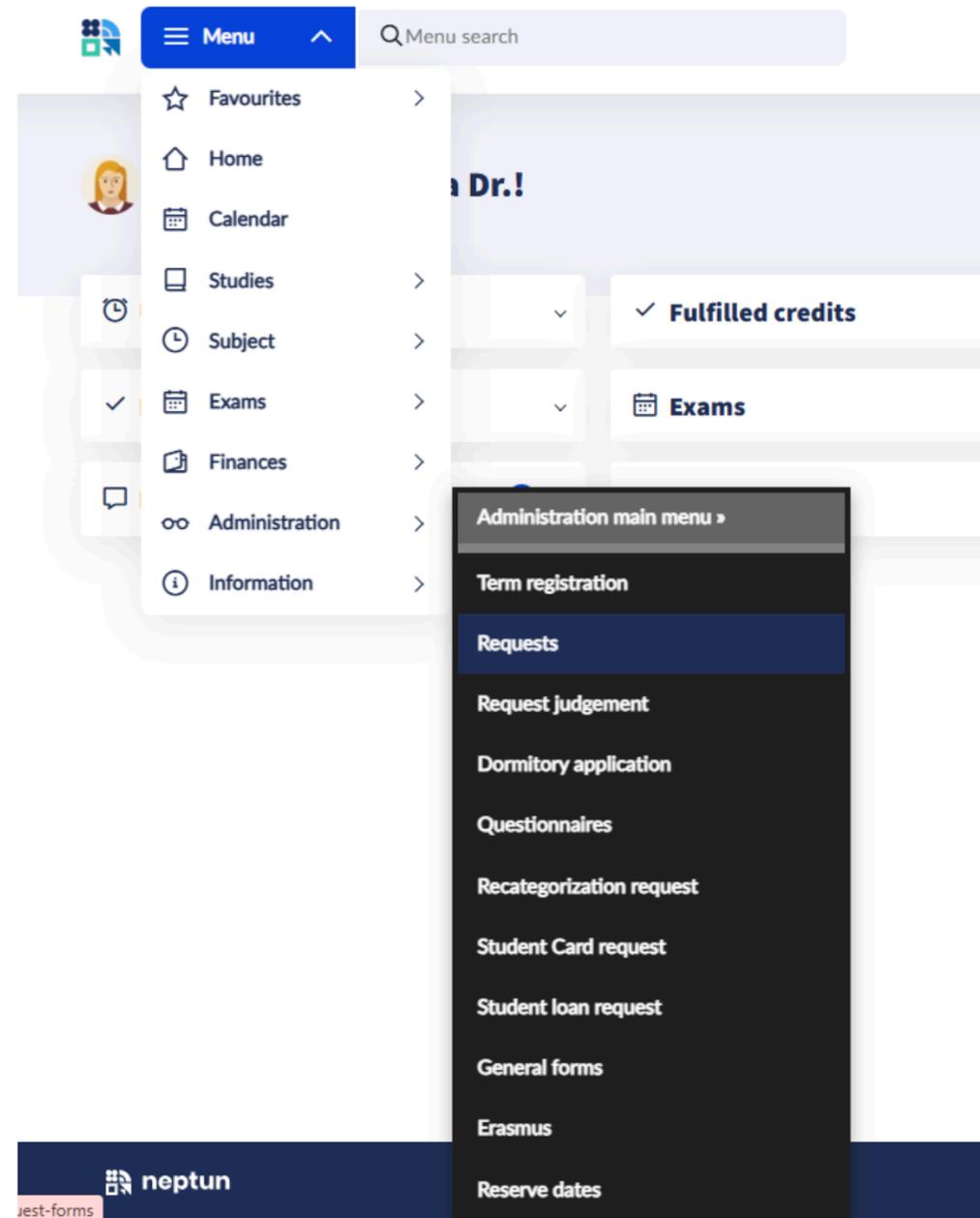


HOW TO SUBMIT THE COOPERATION AGREEMENT STEP-BY-STEP

1. Neptun → Menu → Administration → Requests



2. Choose the “Request Fill”, then find the Cooperation agreement.

Requests

 Request Fill Complete list of available requests 24 >	 Started Requests that have been abandoned but can be resumed 0 >
 Returned for repair Requests returned by the institution to rectify deficiencies 0 >	 Submitted requests Requests in progress or pending 4 >

Available request forms

Complete list of available requests

Filter

Request form name	Valid until	
Application for requesting certificate(s)	28 June 2021 at 10:00 -	Inspection >
Certificates for guest students	6 December 2021 at 10:00 -	Inspection >
Certifying payments made more than 5 business days ago	15 November 2017 at 10:00 -	Inspection >
Complaint Sheet	17 May 2023 at 00:00 -	Inspection >
Cooperation agreement	15 November 2017 at 10:00 -	Inspection >
Data modification request	18 July 2022 at 10:00 -	Inspection >
Degree Thesis Topic/Supervisor change request	24 June 2021 at 10:00 -	Inspection >

3.Start filling → Then fill out the form

Please choose the type of the internship:

Paid Internship 2-26 weeks (full-time or part-time students)
 Unpaid Internship 2-5 weeks (full-time or part-time students)
 International Relations Program 4 weeks (full-time or part-time students)
 ART Programs - External Internship

Internship provider/Employer

Name of Internship provider/Employer:

Típusa: költségvetési szerv gazdálkodó szervezet

Address/Registered seat:

Tax number: ⓘ

Statistical code:

Company registry number:

Represented by (name of the company's official representative):

Contact person

Name:

E-mail:

Phone: ⓘ

Company's field of activity:

Address of the internship placement:

Internship supervisor

Name:

Position:

E-mail:

Phone: ⓘ

Student's position/duties:

Internship salary (Monthly gross amount):

Student's daily working hours (8 hours or 6 hours or 5 hours 4 hours): ⓘ

Duration of the internship (in weeks): ⓘ

Duration of the internship (in hours): ⓘ

Internship period:

ⓘ ⓘ

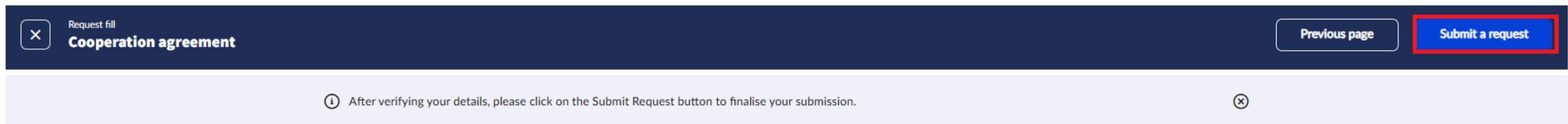
Tasks expected of student by supervisor (Job description):

4. Fill in the form and click on "Next page".

At the Internship salary, please state the monthly gross amount. For ART students: the Duration of the internship must be written in working hours!



5. After verifying your details, please click on the "Submit Request" button to finalise your submission.



Cooperation Agreement

- After the acceptance, the administrator sends you back the request so that after having finished the internship you will be able to upload your „Evaluation of Internship“ to the NEPTUN until the deadline. □
- For Business, Communication and Tourism Students: after having finished the internship you will be able to upload your „Essay on internship“ to the NEPTUN until the deadline.