

UPLOADING THE ESSAY ON INTERNSHIP - STEP-BY-STEP

The screenshot displays the NEPTUN web interface. At the top left is the NEPTUN logo with the tagline "Egységes Tanulmányi Rendszer". Below it, a blue button labeled "Education Admin." and the text "Neptun Meet Street" are visible. A navigation bar contains tabs for "My data", "Studies", "Subjects", "Exams", "Finances", "Information", and "Administration". The "Administration" tab is selected and circled in red. A dropdown menu is open from this tab, listing various administrative actions. The "Requests" option is highlighted with a blue bar and circled in red. On the left side, there is a "Neptun news" section with a "Student survey" notification and a "Neptun mobile" app promotion. The main content area shows a "Messages" section with a "Filters" dropdown and a "Message types:" field. Below this is an "Inbox" section with an "Actions: New message" button.

NEPTUN
Egységes Tanulmányi Rendszer

Education Admin. Neptun Meet Street

My data | Studies | Subjects | Exams | Finances | Information | **Administration**

Administration dropdown menu items:
Enrollment/Registration
Dormitory application
Select specialization
Final exams
Recategorization request
Requests
Request estimation
Student Card request
Questionnaires
Erasmus
Student loan request
Switch studies

Neptun news
Student survey
Neptun mobile

Messages
Filters
Message types:
Actions: New message
Inbox



Neptun news

 **Student survey**

Neptun Student Survey 2017 results can be found on our Facebook page: [NeptunRendszer](#)

Requests

Actions: **Add to favourites**

Available request forms

Submitted requests

Exams | Finances | Information | Administration

Requests

Actions: [Add to favourites](#)

[Available request forms](#) [Submitted requests](#)

Name	Identifier	Date of handing in	Status	Administrator
Cooperation agreement	EGYUM/498	5/25/2018 11:22:19 AM	Javítás alatti dokumentum feltöltés	

- View
- Request attachment
- Download supplements as pdf
- Download as PDF**
- Download attachments as a zip file
- View resolution
- Correction**
- View opinions
- Decision reason

Choose the Cooperation Agreement with the *Status* „Javítás alatti dokumentum”. Click on the + sign and choose the *Correction*.

- 3-5 weeks internship (part time students)
- International Relations students' 4 weeks internship (full time or part time students)
- ART programmes External internship

Internship provider/Employer

Name:

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: *

Address of the internship placement:

Internship supervisor

Name:

Position:

E-mail:

Phone: *



Student's position/duties:

Internship salary:

Student's daily working hours: *

Duration of the internship (in weeks): *

Internship period:

Tasks expected of student by supervisor::

Submission of Report on the Internship

Upload request attachment

❖ Language

English ▼

❖ Description:

❖ Upload request attachment

+ Upload file

Uploaded request attachments



Actions:

Close

Add existing document

1

Page size

20



Description **Request attachment type** **Language** **Filename** **Checked** **Download file** **Deadline of deletion**

No result

Number of results:0-0/0 (0 ms)

Actions:

Close

Add existing document

Back

EGYUM/498 [beszámoló] Request attachments

Upload request attachment

Language: English

Description:

+ Upload file

Uploaded request attachments

Actions: Close Add existing document Page size: 20

Description	Request attachment type	Language	Filename	Checked	Download file	Deadline of deletion
KDOK		English	Essay on Internship.docx		Download file	

Number of results: 0-0/0 (16 ms) Actions: **Close** Add existing document

Back

Attachment (1)

After uploading the file, click on close.

- 3-5 weeks internship (part time students)
- International Relations students' 4 weeks internship (full time or part time students)
- ART programmes External internship

Internship provider/Employer

Name:

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: *

Address of the internship placement:

Internship supervisor

Name:

Position:

E-mail:



Phone: *

Student's position/duties:


Internship salary:

Student's daily working hours: *

Duration of the internship (in weeks): *

Internship period:  

Tasks expected of student by supervisor::

Submission of Report on the Internship Attachment  (1)

6-26 weeks salaried internship (full time or part time students)

Internship provider/Employer

Name: xxxxxxxxxxxx
Address/Registered seat: xxxxxxxxxxxxxxxx
Tax number: 000000000000*
Statistical code: 0000000000
Company registry number: 0000000
Represented by (name of the company's official representative): xxxxx

Contact person

Name: xxxxxx
E-mail: xxxxxxxxxxxx
Phone: 00000000000*

Address of the internship placement: xxxxxxxxxxxx

Internship supervisor

Name: xxxxxxxxxxxx
Position: xxxxxxxxxxxx
E-mail: xxxxxxxxxxxx
Phone: 00000000000*

Student's position/duties: xxxxxxxxxxxx

Internship salary: 00

Student's daily working hours: 00*

Duration of the internship (in weeks): 12*

Internship period:
05.07.2018 23.07.2018

Tasks expected of student by supervisor:: xxxxxxxxxxxx

Submission of Report on the Internship

Previous

Next

Submit request

Suspend filling in

Assign document

Back