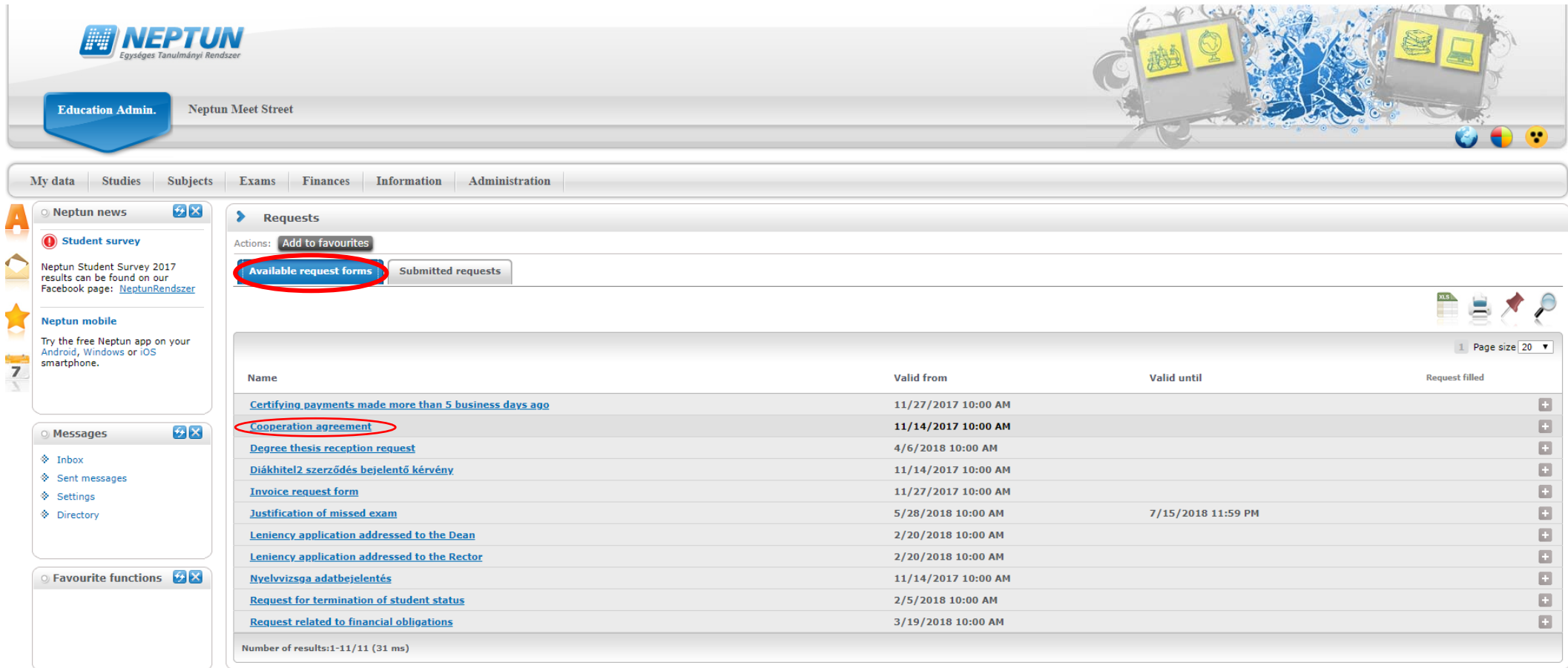


# HOW TO SUBMIT THE COOPERATION AGREEMENT STEP-BY-STEP

## 1. NEPTUN/Administration/Requests/Available request forms/Cooperation Agreement



The screenshot displays the NEPTUN web application interface. At the top left is the NEPTUN logo with the text "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 main content area is titled "Requests" and includes an "Actions:" menu with "Add to favourites" and "Submitted requests" options. A red circle highlights the "Available request forms" link. Below this is a table of request forms with the following columns: Name, Valid from, Valid until, and Request filled.

Name	Valid from	Valid until	Request filled
<a href="#">Certifying payments made more than 5 business days ago</a>	11/27/2017 10:00 AM		
<a href="#">Cooperation agreement</a>	11/14/2017 10:00 AM		
<a href="#">Degree thesis reception request</a>	4/6/2018 10:00 AM		
<a href="#">Diákhitel2 szerződés bejelentő kérvény</a>	11/14/2017 10:00 AM		
<a href="#">Invoice request form</a>	11/27/2017 10:00 AM		
<a href="#">Justification of missed exam</a>	5/28/2018 10:00 AM	7/15/2018 11:59 PM	
<a href="#">Leniency application addressed to the Dean</a>	2/20/2018 10:00 AM		
<a href="#">Leniency application addressed to the Rector</a>	2/20/2018 10:00 AM		
<a href="#">Nyelvvizsga adatbejelentés</a>	11/14/2017 10:00 AM		
<a href="#">Request for termination of student status</a>	2/5/2018 10:00 AM		
<a href="#">Request related to financial obligations</a>	3/19/2018 10:00 AM		

At the bottom of the table, it states "Number of results: 1-11/11 (31 ms)".

## 2.Fill in the form and click on Next.

At the *Internship salary*, please state the monthly, gross amount.

For ART students: the *Duration of the internship* must be written in working hours!

**Request**

Please choose the type of the internship:

- 6-26 weeks salaried internship (full time or part time students)
- 5 weeks 4 days unpaid salaried internship (full time or part time students)
- 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 the Internship Essay and/or the Evaluation of Internship

[Previous](#) [Next](#) [Submit request](#) [Suspend filling in](#) [Assign document](#) [Back](#)

3. Click on Submit request.

**Request**

**Please choose the type of the internship:**  
5 weeks 4 days unpaid salaried internship (full time or part time students)

**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 the Internship Essay and/or the Evaluation of Internship**



[Previous](#) [Next](#) [Submit request](#) [Suspend filling in](#) [Assign document](#) [Back](#)

- 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.