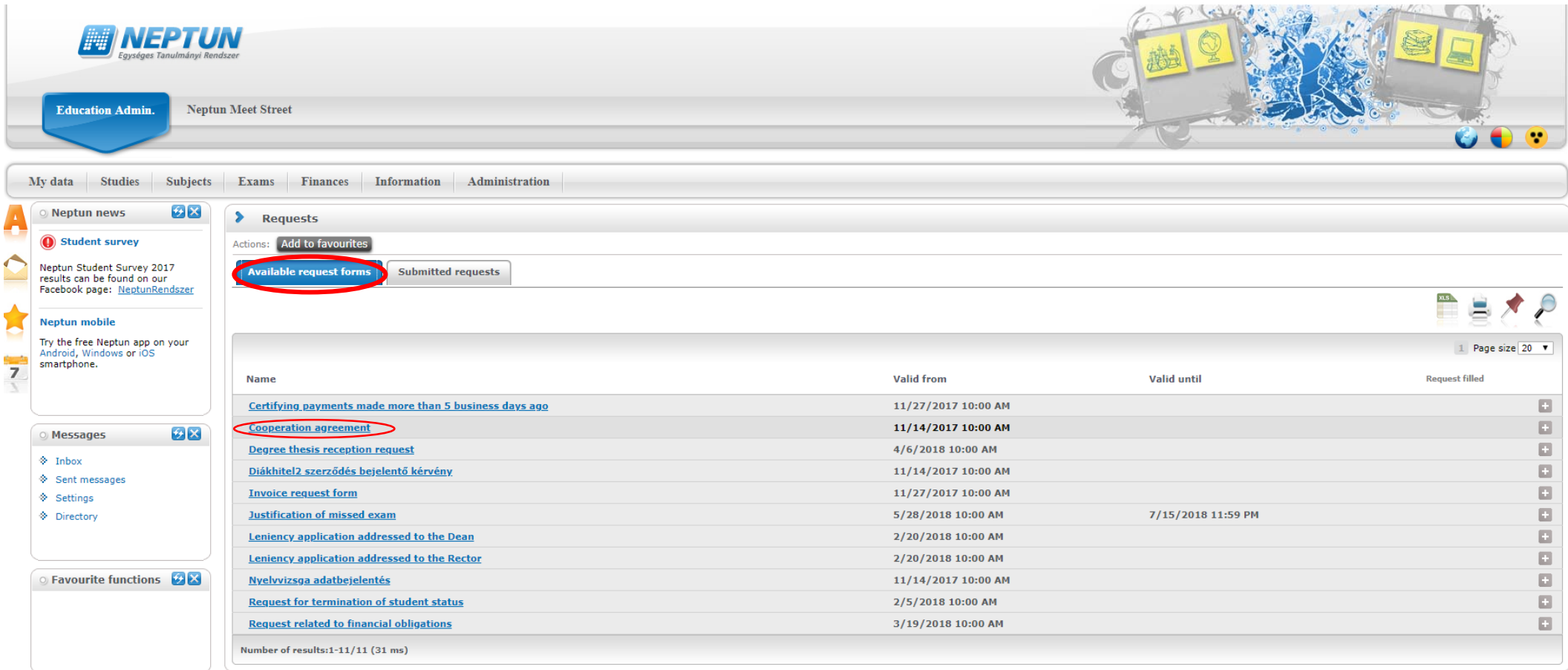


# HOW TO SUBMIT THE COOPERATION AGREEMENT STEP-BY-STEP

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



**NEPTUN**  
Egységes Tanulmányi Rendszer

Education Admin. Neptun Meet Street

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

Neptun news

- Student survey
- Neptun Student Survey 2017 results can be found on our Facebook page: [NeptunRendszer](#)
- Neptun mobile
- Try the free Neptun app on your Android, Windows or iOS smartphone.

Messages

- Inbox
- Sent messages
- Settings
- Directory

Favourite functions

### Requests

Actions: Add to favourites

**Available request forms** | Submitted requests

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		
<b><a href="#">Cooperation agreement</a></b>	<b>11/14/2017 10:00 AM</b>		
<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		

Number of results: 1-11/11 (31 ms)

**2.Fill in the form ang 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 Report on the Internship**  Attachment

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

3. Click on Submit request.

### Cooperation Agreement

  
METU

*Personal Data*

Nepisun code:	Name:
<input type="text"/>	<input type="text"/>
E-mail:	Telephone:
<input type="text"/>	<input type="text"/>
Nationality:	
<input type="text"/>	
Notification address:	
<input type="text"/>	
Training:	
<input type="text"/>	
Mode:	Level:
<input type="text"/>	<input type="text"/>

*Request*

Please choose the type of the internship:  
0-26 weeks related internship (full time or part time student)

**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


4. You can choose to print the documents by choosing **yes**. The system will download a „Request Attachments” file. You can find the Cooperation Agreement there.

**Question** 

 Do you want to print it?

Yes  No

**Success** 

 Request EGYUM/571 has been submitted.

11/14/2017 10:00 AM

If you do not print from the popup window: NEPTUN/Administration/Submitted requests/Cooperation Agreement/ + / Download as PDF

Requests

Actions: Add to favourites

Available request forms Submitted requests

View

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

Name	Identifier	Date of handing in	Status	Administrator
Cooperation agreement	EGYUM/571	6/8/2018 2:30:53 PM	Being processed	

Request attachments

Page size 20

File name	Select
METU Együttműködési megállapodás nyomtatvány HU.pdf	<input type="checkbox"/>
METU Együttműködési megállapodás nyomtatvány EN.pdf	<input checked="" type="checkbox"/>

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

Download Back

- Ask the company to sign and stamp the **2 copies** and bring them or send via post to the Career Center!
- **The CareerCenter can only accept the original copies.**
- Once the Cooperation Agreement arrived to the CareerCenter, your request will be accepted.
- For Business, Communication and Tourism Students: after the acceptance the administrator sends you back the request so that after having finished the internship you will be able to upload your „**Essay on internship**” to the NEPTUN until the deadline.