

Report submission guide of the animal husbandry summer practice

1. Log into the Neptun system, then select „Administration”/”Requests”

The screenshot displays the Neptun system interface. At the top, there is a header bar with 'Education Admin.' and 'Neptun Meet Street'. Below this is a navigation menu with tabs for 'My data', 'Studies', 'Subjects', 'Exams', 'Finances', 'Information', and 'Administration'. The 'Administration' tab is highlighted with a red box. A dropdown menu is open from the 'Administration' tab, listing various options: 'Enrollment/Registration', 'Dormitory application', 'Module selection', 'Final exams', 'Recategorization request', 'Requests', 'Request judgement', 'Student Card request', 'Questionnaires', 'Student loan request', and 'Switch studies'. The 'Requests' option is highlighted with a blue box. On the left side, there are several widgets: 'Neptun news', 'Messages' (with a list of 'Inbox (29)', 'Sent messages', 'Archived messages', 'Settings', and 'Directory'), and a calendar icon showing the number '7'. The main content area shows a 'Messages' section with a 'Filters' button and a 'Message types: All messages' dropdown. Below this is an 'Inbox' section with a 'Delete' button and a table with columns for 'Delete', 'Sender', and 'Subject'.

2. Select „Animal breeding summer practice” from the list of applications and click on it.

Requests

Actions: [Add to favourites](#)

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

Page size: 20

Name	Valid from ▼	Valid until	Request filled
Animal Breeding summer practice	5/22/2024 12:00:00 AM		

3. Start filling out the data sheet that appears. In the first step, attach the report by clicking the „Attachment” button.

Animal Breeding summer practice

Animal Breeding summer practice

Neptun code: F0UU4R

Student's name: Chuck Norris

Training code: AONÁL2BPEN-TEST

Admission semester: 2019/20/1

Start of training relationship: 2/1/2019

Name of professional internship: Animal Breeding summer practice

Identifier of the organization managing professional practice: ATEAB

Name of organization managing professional practice: Institute of Animal Husbandry, Nutrition and Laboratory Animal Science

Subject: ATEAB002EON

Semester: 2024/25/1

How many places did you do your internship?

1

2

4. In the pop-up window, click the „Upload file” button, select the appropriate file and upload it.

Upload request attachment

Language English

Description:

Upload request attachment PDF (10000kb)

+ 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 (26 ms)

Actions: Close Add existing document

Back

5. After uploading, the selected file will be visible. If the file is the correct one, press the „Back” button.

New request [Szakmai gyakorlat neve] Request attachments ? ↻ ✕





Upload request attachment

◆ Language ▼

◆ Description:

◆ Upload request attachment PDF (10000kb)

+ Upload file

Uploaded request attachments    

Actions: **Close** **Add existing document** 1 Page size ▼

Description	Request attachment type	Language	Filename	Checked	Download file	Deadline of deletion
Kérvénymelléklet		English	Vizsgalatvezeto_LAL.pdf		Download file	+

Number of results:1-1/1 (15 ms) Actions: **Close** **Add existing document**

Back

6. Returning to the application, you can already see the uploaded file next to the „Attachment” button. Select how many places you have spent your internship. In the current case it is 2, change if necessary. Then press the „Next” button.

➤ **Animal Breeding summer practice**

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Subject: ATEAB002EON

Semester: 2024/25/1

How many places did you do your internship?

1

2

7. Fill out the page that appears, then press the Next button.

Animal Breeding summer practice

1.

Site name:



Site address:

Name of practice supervisor:

Practice supervisor phone number:

Practice supervisor e-mail address:

Duration: 1 week

Start date:  

The breeding and production of the following animal species was studied:

Other:

2.

Site name:



Site address:

Name of practice supervisor:

Practice supervisor phone number:

Practice supervisor e-mail address:

Duration: 1 week

Start date:  

The breeding and production of the following animal species was studied:

8. After reviewing the summary page that appears, click the „Submit request” button.

