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## MINISTRY OF EDUCATION SPECIAL EDUCATIONAL INSTITUTIONS REGULATION

### FIRST PART

#### Purpose, Scope, Basis and Definitions

##### Goal

**ARTICLE 1 - (1)** The purpose of this Regulation is the opening of private education institutions of all degrees and types. and to regulate its procedures and principles.

##### Scope

**ARTICLE 2 - (1)** This Regulation, Private Education Institutions dated 8/2/2007 and numbered 5580. It covers the private education institutions specified in the Law.

##### Rest

**ARTICLE 3 - (1)** This Regulation, by Law No. 5580, National Education No. 652 dated 25/8/2011. 13th and 36th of the Decree Law on the Establishment and Duties of the Ministry It was prepared on the basis of.

##### Definitions

**ARTICLE 4 - (1)** In this Regulation;

- a) Evening high school: For those who do not have the right to study in secondary schools that provide daytime education. schools providing education and training opportunities,
- b) Ministry: Ministry of National Education,
- c) Other personnel: Personnel in charge of the institution other than the education and training services class,
- ç) Education personnel: Manager, teacher, expert trainer, master trainer and similar personnel,
- d) General Directorate: General Directorate of Private Education Institutions,
- e) In-service training center: National Education Basic Law No. 1739 dated 14/6/1973 official or private institution, organization or workplace in accordance with its basic principles for general and special purposes private education institutions that provide training to their staff through in-service training,
- f) Law: Law of Private Education Institutions numbered 5580,
- g) (**Change: RG-5/7 / 2014-29051**) Institution: Preschool education, primary school, secondary school, secondary education determined by the General Directorate of foreign, minority and special education schools and on the website schools whose group is determined according to published standards and Private Schools Evaluation Directive, private international education institutions, various courses, (**Additional Phrases: RG-13/1 / 2017-29947**) private education courses, distance education institutions, motor vehicle drivers courses, in-service training centers, student study training centers, special education and rehabilitation centers and similar private educational institutions,
- ğ) Institution quota: Maximum number of students or trainees to study at the same time in the institution. number,
- h) Director of the institution: Director of the private education institution,
- ı) Program: The level and duration determined in formal and non-formal private education institutions are determined. and curricula approved by the Ministry,
- i) Master tutorial: At least graduated from secondary education and studying in the field teachers who certify or hold certificates in their field,
- j) Specialist instructor: Tutors of higher education graduates in the area they will be assigned,
- k) Fee: Depending on the type of institutions, a student for a course hour or an academic year, or the fee to be collected from the trainee,
- l) (**Change: RG-5/7 / 2014-29051**) Students and trainees to be taught free of **charge** : One academic year or Students and trainees who study free of charge during the semester,
- m) Year: The 12-month period since the beginning of the transaction,
- n) (**Annex: RG-5/7 / 2014-29051**) Transformation program: As of 14/3/2014,

evaluation of the application processes of those who want to become private education institutions.  
criteria to the time that the founders will complete the transformation with the school and institution they want to transform.  
program with its commitments,

o) (**Annex: RG-5/7 / 2014-29051**) Basic High School: Transformation within the scope of temporary article 5 of the Law  
Opened by the founders of the institutions included in the program and its activities 2018-2019 education and training  
Secondary education private schools continuing until the end of the year,

ö) (**Annex: RG-8/8 / 2015-29439**) (**Change: RG-13/1 / 2017-29947**) Science group: High school by the Ministry  
In accordance with the framework program approved for equivalent school students and their graduates (Annex-15)  
determined groups,

p) (**Annex: RG-8/8 / 2015-29439**) Private education course: Science determined by the Ministry  
Education in accordance with their education levels, interests and wishes in educational environments suitable for their groups  
In accordance with their programs, their free time, where they develop their knowledge, skills, abilities and experiences,  
evaluates (**Repealed Phrases: RG-13/1 / 2017-29947**) (...) (**Amended expression: OG-5/8 / 2016-29792**) is a science  
private education institutions providing education in the group,

r) (**Annex: RG-8/8 / 2015-29439**) School year: From schools to the date on which the classes are stopped  
the time until

s) (**Annex: RG-8/8 / 2015-29439**) Personal development course: Individuals in social and cultural areas  
In appropriate educational environments determined by the Ministry, in accordance with their education levels, interests and wishes  
in line with the curriculum, free knowledge, skills, language, skills and experiences  
special education within the scope of various courses where they evaluate their time and similar trainings are given  
institutions,

ş) (**Annex: RG-8/8 / 2015-29439**) Vocational training and vocational development course:  
appropriate training determined by the Ministry in the fields of acquisition and advancement in their profession  
knowledge, skills, abilities in line with the curriculum suitable for educational levels  
and special education within the scope of various courses in which they have developed their experiences and similar trainings  
institutions,

t) (**Annex: RG-8/8 / 2015-29439**) Academic year: The date of the next academic year  
the time until the date it started,

u) (**Annex: RG-8/8 / 2015-29439**) Talent course: the Ministry of persons in artistic and sports fields  
teaching in appropriate educational environments, appropriate for their educational level, interests and wishes  
In accordance with their programs, their free time, where they develop their knowledge, skills, abilities and experiences,  
private education institutions within the scope of the various courses it evaluates,

ü) (**Annex: RG-3/7 / 2016-29761**) e-Common: **Related** to various courses and student study training centers  
computer managed by the Ministry, where information is kept electronically and business and transactions are carried out  
The software,

v) (**Annex: RG-13/1 / 2017-29947**) Special vocational qualification course: 11/6/2009 for drivers and managers  
Within the scope of Road Transport Regulation published in the Official Gazette dated 27255.  
special education that provides training, knowledge, skills and equipment related to the performance of the profession in activities  
institutions,  
express.

## SECOND PART

### Opening, Transferring, Closing and Closing the Institution

#### Opening an institution

**ARTICLE 5 - (1)** In accordance with the provision of Article 3 of the Law, private education institutions  
opening license and working license are granted with the permission to open an institution.

(2) The following documents for the establishment permission and opening of the workplace and working license  
It is desirable;

- a) Form petition (ANNEX-1).
- b) Periods specified in Article 53 of the Turkish Penal Code No. 5237 dated 26/9/2004

even if it's past; sentenced to one year or more for a deliberate crime or  
Crimes against the security of the state, even if forgiven, against the constitutional order and its functioning  
crimes, crimes against national defense, crimes against state secrets and espionage, embezzlement, extortion, bribery,  
theft, fraud, fraud, abuse of trust, fraudulent bankruptcy, tender mischief, act  
misconduct, laundering or smuggling of assets due to crime and the same  
Organized in the Sixth Section of the Second Section of the Law titled Crimes Against Sexual Immunity  
written statement that he has not been convicted of the crimes contained in the articles.

c) (**Amended: RG-13/1 / 2017-29947**) **If the** founding legal person is private education for the purposes of establishment  
If there is a legal entity between the partners and the partners regarding the statement that the company will be operated,  
legal persons where the nationals and also by the nature of the legal entity in Turkey Trade Registry Gazette  
Example of published articles of association, statute or foundation deed and any amendments.

ç) The authority of the representative of the founder to open, close, transfer, etc.  
general assembly or board of directors that it has been determined to have (**Supplementary phrase: RG-5/7 / 2014-29051**)  
copy of the decision approved by the national education directorate.

d) (**Amended: RG-5/7 / 2014-29051**) Separately for the floors or floors of the building to be opened, the school and  
There are also three buildings for the gardens of the buildings to be used as special education and rehabilitation centers.

Floor plan and CD drawn on papers of 35x50 cm or A3 size

e) The founder of schools that want to implement the regulation governing official-like schools whose written declaration wishes to practice differently from regulations governing official-like schools three copies of the institution regulation and CD prepared for the schools to be approved by the Ministry, or the regulation of the institution approved by the Ministry for another school of the founder who has previously received opening permission written statement that it will apply.

f) Various courses, special education and rehabilitation centers, motor vehicle drivers courses and Instruction and Finishing in which the education program to be implemented by in-service training centers is approved Date and number of board decision. (**Additional sentence: RG-8/8 / 2015-29439**) Also; will open private education courses to, (**Amended expression: RG-13/1 / 2017-29947**) (Appendix 15) also located drills science group and Finishing Council approved the framework program / programs by the appropriate institutions (**Amended phrase: RG-5/8 / 2016-29792**) course prepared in a science group and approved by the General Directorate program.

g) Institutions that are not officially similar or implement a trial program Curriculum approved and implemented by the Ministry and weekly course schedule for institutions that are not available; Draft of three copies of the curriculum to be approved by the Ministry, weekly syllabus and CD.

ğ) (**Change: RG-2/8 / 2013-28726**) Manager work permit proposal and the institution before starting education that work permit proposals will be made for all the necessary personnel whose qualifications are specified. written statement of the founder. Also (**Different phrase: RG-5/7 / 2014-29051**) Vocational and technical Anatolian high school If you are going to open a healthcare field, one main task for each department is monthly paid field / branch lessons. teachers' work permit offers.

h) (**Amended: RG-5/7 / 2014-29051**) If the institution building belongs to the founder, national education of the deed copy approved by the directorate; if the institution building is for rent (**abolished phrase: RG-3/7 / 2016-29761**) (...) deed As of the date of application, as much as the education period in schools, at least in other institutions, the original one-year lease agreement or certified by the national education directorate, housing in the land registry for the garden use of kindergartens to be opened in independent sections of a registered main immovable consent certificate of floor owners. (In the document, each floor owner or his representatives with the signatures of the consent, how many apartments the building is and the signatures or their representatives There is a signature of the apartment manager about the property.

ı) For private education institutions that have special features such as maritime and aviation courses, the relevant ministries proper opinion.

i) (**Change: RG-5/7 / 2014-29051**) Vocational and technical Anatolian high school health services area openers will be able to do their students' skills training / internships / summer practices; same as school Within the provincial boundaries, the distance to the school by road is not more than 30 km, with a minimum capacity of 50 beds and

According to the occupational groups that constitute the basis of the fields and branches of the school, the number of health personnel in charge to be done with the specified hospital / hospitals, at least 10 years and approved by the provincial health directorate protocol.

j) By foreign real persons and legal entities or by partnership with Turkish citizens Also, for the private international education institutions to be opened, the number 4875 dated 5/6/2003 Copy of the permission of the Council of Ministers under the Foreign Investments Law.

k) Regarding the building to be opened is sound and durable; environment and urbanism directorates, project owners of the building or authorized freelance project offices or universities Technical report (**Annex: RG-3/7 / 2016-29761**) and technical report SİM and ITB documents of which the civil engineer is still valid are requested. But; From 6/3/2007 building inspection companies according to the Regulation on Buildings to be Built in Earthquake Zones constructed as a private educational institution under the supervision of a building and with a building license. and proof that it is durable is not required.

l) The province or district concerned that the building to be opened and its environment are suitable for health report issued by the health unit.

m) According to the relevant legislation, necessary measures have been taken against the fire in the building to be opened. Report issued by the relevant fire department.

n) Other countries or countries of the program they will apply for international schools A document from the competent authority that its equivalence has been accepted by.

o) (**Annex: RG-5/7 / 2014-29051**) From the institutions included in the transformation program to the transformation program Conversion Program Acceptance Form to be arranged by the General Directorate on receipt of the certificate (Annex-14).

ö) (**Annex: RG-5/7 / 2014-29051**) In the transformation program and existing buildings or different founders applying to open schools in buildings until the end of 2018-2019 academic year buildings are determined by the General Directorate and comply with the standards published on the website. notarized conversion that will bring or transfer to another building in accordance with the standards undertaking.

p) (**Annex: RG-8/8 / 2015-29439**) In accordance with the Law No. 492 on the fees , the institution subject to licenses Certified document indicating that a fee has been paid for those who will open it.

r) (**Annex: RG-3/7 / 2016-29761**) To receive education support within the scope of article 12 of the Law will open private vocational and technical Anatolian high schools outside the organized industrial zone, students will be able to do skills training / internship / summer practice; same city borders as school

medium or large operating in the fields and branches that are decided to be supported.

at least 10 years protocol to be made with scale enterprises / enterprises,

s) (**Annex: RG-13/1 / 2017-29947**) Founder natural person who will open private motor vehicle driving course

If the founder is the founder and the legal person is the founder representative of the universities, machinery, engine, automotive, mechatronics, bus captain, transportation and traffic department and similar undergraduate or associate degree at least on a certificate of graduation from a motor vehicle or any motor vehicle driving course

document stating that he has been working as a training staff for three years.

ş) (**Annex: RG-13/1 / 2017-29947**) Founding truth in those who will open special education and rehabilitation centers

If the person is the founder, the founder is the legal person, the founder representative is from the education faculties of the universities. graduate, teacher / specialist, or any special education and training.

Certificate of working in the rehabilitation center as a training staff for at least three years.

t) (**Annex: RG-13/1 / 2017-29947**) Private student study training center or private education course

the founder is the founder of the founder, and if the founder is a legal person, the founder representative of the universities

indicating that he has graduated from education faculties or can be appointed as a teacher / specialist teacher document.

(3) Founder in real persons, founder representative in legal persons, with documents specified in the second paragraph

apply to governorates or district governorships to open institutions. To the applicant, the application

An acknowledgment document with a date is given. File on applications to district governorships, three

It is sent to the governorship with a cover letter within working days.

(4) (**Annex: RG-2/8 / 2013-28726**) (**Amended: RG-13/1 / 2017-29947**) **Ten of article 3 of the Law**

The determination of the places specified in the first paragraph by the authorities assigned by the local administrative officers

In case of administration, administrative fines in the amount specified in the Law shall be imposed by the governorship to those who establish or operate these places.

The administrative fine imposed on the concerned person according to the provisions of the Notification Law No. 7201 dated 11/2/1959

It is notified and notified to the relevant department of the Ministry of Finance for follow-up and collection. Also these places

It is closed by the governor's office.

#### **Procedures to be carried out by the Ministry and the governorship**

**ARTICLE 6 - (1) (Amended: RG-5/7 / 2014-29051)** Application made; 5th of this Regulation

According to the conditions stated in the second paragraph of the article,

determined by the General Directorate according to the type and groups and published on the website

Public Areas and Liquors published in the Official Gazette dated 3/4/2004 and numbered 25422.

Implementing Regulation on the Determination of Distances Between Places and Official or Private Education Institutions

at least (**Amended by** the provincial national education directorate to examine

**phrase: RG-13/1 / 2017-29947**) two **master** inspectors / branch manager or other deemed appropriate

personnel are assigned.

(2) (**Amended: RG-8/8 / 2015-29439**) (**Amended phrase: RG-13/1 / 2017-29947**) Provincial national education

appointment of the inspector / branch manager or other personnel deemed appropriate by the

in the examination report issued within fifteen working days at the latest from the date of approval and by the governorship

If it is stated that there is no objection to the opening of the institution, the file should be submitted within five business days.

It is sent to the Ministry. Schools that are deemed appropriate to open a workplace and work license by the Ministry

Institutions are issued by the governor's office within five working days (ANNEX-2). Institution by the governor

The license to open a workplace and work permit to the institutions for which opening permit is issued by the Ministry within fifteen business days (Annex-2 / A) regulated.

(3) (**Change: RG-8/8 / 2015-29439**) by the Ministry (**Annex** **expression: OG-3/7 / 2016-29761**) suitable

the license to open an institution within 15 working days to schools seen, and the license to open a business and work (Annex-3); and

(Annex-3 / A) is issued.

(4) Document input dates are taken into account in calculating the deadlines.

(5) In case of changes in the institution information (**abolished phrase: RG-8/8 / 2015-29439**) (...)

opening license and working license is rearranged.

(6) Opening a business place by the governorates with the permission to open an institution for courses such as maritime or aviation, and

one copy of the working license (**Amended phrase: RG-5/7 / 2014-29051**) to the relevant institutions and organizations,

an establishment permit granted to motor vehicle driver courses and a business license and a business license

the sample is sent to the provincial police headquarters.

(7) (**Annex: RG-5/7 / 2014-29051**) Groups of schools, the building determined by the General Directorate

According to the standards (**Amended phrase: RG-23/7 / 2015-29423**) Determined for a temporary period of three years, the institution

It is indicated in the opening permit (Annex-3 / A). (**Amended phrase: RG-23/7 / 2015-29423**) General in three years period

The Private Schools Evaluation Directive determined by the Directorate and published on the website

According to the General Directorate or (**Amended phrase: RG-13/1 / 2017-29947**) by the provincial national education directorate

by the inspector / branch manager or other staff deemed appropriate

in accordance with the report to be prepared as a result of the audit, taking into account the appropriate opinion of the governorship

According to the certificate prepared, the school's group is determined and the permission to open an institution (ANNEX-3 / B) is rearranged.

(8) (**Annex: RG-5/7 / 2014-29051**) In the transformation program and existing buildings or different

schools that will continue their activities until the end of 2018-2019 academic year.

They must have obtained a business license and a business license with the permission to open an institution until 1/9/2015.

(9) (**Annex: RG-5/7 / 2014-29051**) From the institutions included in the transformation program (**Different phrase: RG-**

**8/8 / 2015-29439**) opening a business and working with the permission to open an institution for the institution it was transformed into

opening and working a business with the permission of the existing institutions to open institutions as of the date of obtaining the license

licenses are canceled.

(10) **(Annex: RG-12/4 / 2016-29682)** If the institution will open or take over, the founder is the legal entity about company partners or founding representative; application for opening an institution or taking over Law on Money Laundering No. 5549 dated 11/10/2006 and / or Crimes Committed Against Constitutional Order

If there is a judicial or administrative investigation, these investigations / investigations have been concluded. After that, with the permission to open the institution, opening a workplace and working license is issued.

#### **Naming**

**ARTICLE 7 - (1) (Amendment: RG-21/8 / 2014-29095)** Turkish to the institutions specified in Law No. 1739 in accordance with the general and special objectives and basic principles of national education, suitable for the curriculum and level, with a certain meaning, except minority, foreign and international schools It is given in Turkish. Minority to other institutions, excluding foreign and international schools **(Additional phrase: RG-13/1 / 2017-29947)** continent, country, nation, foreign institution and organization names cannot be given.

(2) The names of the institutions are given with the permission to open the institution and the opening and working license. Names of institutions, opening a workplace and working with the permission to open an institution provided that it complies with the first paragraph. can be changed with the approval of the authority that issued the license.

(3) In the use of institutions' names and titles by other institutions, 29/6/1956 Turkish Commercial Code No. 6762 dated, Protection of Competition No. 4054 dated 7/12/1994 Law No. 556 of 24/6/1995 on the Protection of Trademarks The decree and other relevant legislation provisions apply.

(4) **(Annex: RG-12/4 / 2016-29682)** Institutions; signage, advertisement, advertisement and all kinds of works and transactions uses the name of the institution included in the license to open a business and work license only with the permission to open an institution. **(Additional sentence: RG-13/1 / 2017-29947)** With the permission of schools to open institutions, opening a business and working licenses, college phrase can be used in advertisements and announcements.

#### **Ataturk corner**

**ARTICLE 8 - (1)** At the entrance of the institutions, clean, tidy and in the most convenient place to be seen easily Ataturk corner is created.

#### **With the permission to open an institution, opening a business and canceling the working license and administrative fines**

#### **ARTICLE 9 - (Different with title: RG-13/1 / 2017-29947)**

(1) Processed in the event that the conditions specified in the provisions of Article 7 of the Law occur administrative fines are imposed on the institution according to the verb or the establishment and working license with the permission to open an institution is canceled.

(2) At the end of the transformation process, the formal education institution they request to transform Opening a business and working with the permission of institutions that cannot meet the conditions that they should have its license is canceled and its activities are terminated.

(3) The acts specified in the provisions of the second paragraph of Article 7 of the Law Administrative money in the amounts specified in the Law in case it is detected as a result of examination / investigation / audit. the penalty is given by the authority authorized to give permission to open the institution. The administrative fine imposed is real the person is to the founder; If it is a legal entity, it is notified to its founding representative by the governorship according to the Law of Notification, For follow-up and collection, it is notified to the relevant department of the Ministry of Finance.

(4) Unrealistic in exams related to measuring the success of students at schools In the event that it is determined that the grade is given, the act specified in the subparagraph (d) of the second paragraph of Article 7 of the Law. An administrative fine imposed on.

#### **Institutions with a foreign partner**

#### **ARTICLE 9 / A - (Annex: RG-13/1 / 2017-29947)**

(1) The institution, the foreign partners among its partners and legal persons among the partners if any, natural or legal person (s) among foreign partners If it is determined as a result of examination / investigation / audit, administrative penalty in the amount specified in the article, the authority authorized to give permission to open the institution given by. With the administrative penalty imposed, foreign natural or legal person partnership the fact that it must be terminated within the working day, and the real person to the founder; the legal entity is the founder its representative is notified by the governorship according to the Notification Law, and for the follow-up and collection of the Ministry of Finance It is reported to the relevant unit in the province.

(2) The founder's partnership with foreign national or legal person within the given time or a second real or legal personality of foreign nationality in the institution. In case it is determined as a result of examination / investigation / audit,

the opening and working license of the workplace is canceled by the authority authorized to issue.

(3) The provisions of this article to the institutions within the scope of the provisions of Article 5 of the Law It does not apply. "

**Interrupting education and training activities upon the request of the founder**

**ARTICLE 9 / B - (Annex: RG-13/1 / 2017-29947)**

(1) Founder or founder representative; absence of students / trainees in the institution, staff the authority granting permission to open the institution and to open the institution except the appointment of the institution. Provided that the excuse is deemed appropriate, at most two schools, In institutions, it can interrupt education and training activities for a maximum of one year.

(2) By the founder or the founder's representative at the end of the given period or before the period ends the institution is ready for education in the request to start education and the examination to be made If it is determined by the governorship, activity is allowed.

(3) Education year in primary, secondary and secondary schools whose activity is permitted again At the beginning, education and training activities begin on the first working day of the following month in other institutions.

(4) Opening a workplace with the institution's permission to open an institution that does not start education at the end of the given period, and the working license is canceled by the authority authorized to issue.

(5) Minority schools, regardless of the periods specified in this article, with the permission of the Ministry, he may interrupt the teaching activity. "

**ARTICLE 7 - "(Annex-4)"** in the tenth paragraph of the 10th article of the same Regulation is changed to "(Annex-15)".

**ARTICLE 8 - Sub-clause (1) of subparagraph (c) of the first paragraph of article 11 of the same Regulation paragraph has been changed as follows, second clause below sentence and same article below jokes have been added.**

"(1) The building permit with a garden / building permit has been obtained as a school building. direct passage of the same building, which is used as a school, in buildings or in the garden pre-school education, primary school, secondary school and up to three secondary schools in different non-departments, "

"However, in institutions other than schools with departments on the ground floor of the building, people with disabilities accessibility and related departments and other needs for the disabled If the services are provided on this floor, the condition of disabled accessibility is not required for other floors. "

"(3) In case the entire institution building belongs to the founder or the entire lease is, floors or sections that are not / are not ready for use by the institution disabled access is not sought for these floors. However, the 5th information about the floors in question The second paragraph of the article must be in the content of the documents listed in subparagraphs (k), (l) and (m). These floors and sections cannot be used for any purpose and activities cannot be carried out.

(4) At least fifteen days in schools, with garden entrance and building doors as priority. A security camera system is installed to store video recordings. However, classrooms and lessons departments, teachers' room, manager and other study / rest rooms, guidance room, library, to see inside the gym, swimming pool, toilet basin, place of worship and similar units security cameras cannot be placed.

**Annual work schedule and working hours**

**ARTICLE 10 - (1)** It is essential to apply the annual work schedule prepared for official schools in schools. However, a separate working calendar can be arranged if accepted by the governorship.

(2) **(Repealed: RG-5/7 / 2014-29051)**

(3) **(Change: RG-5/7 / 2014-29051) Teaching in the evening high schools after 17.00 on weekdays makes.** In case of teaching activities on Saturdays at school, weekly study related to this The charts showing the hours are applied with the permission of the governorship.

(4) **(Change: RG-5/7 / 2014-29051) Private student study training centers, courses, in-service training centers and distance education institutions have annual work schedules and weekly work sends the schedules showing the hours and the list of the education staff to the governorship.**

(5) **(Amendment: RG-5/7 / 2014-29051) In the transformation program and existing buildings or in different buildings until the end of 2018-2019 academic year, continued their activities (Amended phrase: RG-21/8 / 2014-29095) normal education is provided in all schools except basic high schools and education According to the level, the application of the hours of teaching in equivalent public schools is taken as basis. Suitable by the Ministry If it is seen, different applications can be made.**

(6) Daily work in institutions other than schools is carried out between 07.00 and 23.00. Lesson The duration of the watch is 45 minutes. Applied lessons can be done in blocks in 90 minutes. **(Additional sentence: RG-8/8 / 2015-29439)** However; in programs attending students of compulsory education age trainings are held between 07.00 and 19.00.

(7) About National Holidays and General Holidays, numbered 2429, dated 17/3/1981 in institutions Education and training are not carried out on general holidays specified in the law. Health and other compulsory states equivalent private education to the holiday decision of the institutions taken by the Ministry or the governorship institutions must also comply.

(8) It is mandatory to attend courses and in-service training centers. Course specified in the program

Trainees who do not continue more than 1/5 of their duration will not be admitted to the exam.

(9) (**Annex: RG-8/8 / 2015-29439**) At least three times a week for each program in private education courses, Up to eight hours of lessons can be taught. Annual work schedule in private education courses; academic year It is planned to be at least eighteen and at most thirty-six weeks.

(10) (**Annex: RG-8/8 / 2015-29439**) **Science in** (Annex-4) for high school and equivalent school graduates In basic high schools that want to apply their group programs; Only weeks with the permission of the General Directorate trainings can be given between 07.00 and 19.00 at the end of the week.

#### **Institution buildings**

**ARTICLE 11 - (1)** The buildings to be opened shall be specified in the article 4 of the Law.

According to the conditions and type of institution, it must meet the following conditions.

a) Preschool education institution garden; all in school buildings or the garden of the building in the adjacent apartments of the ground floor or in the adjacent garden floor of the adjacent buildings in the apartments or on the garden floor of the building and on the upper or lower back floors of the garden floor opened.

b) (**Change: RG-5/7 / 2014-29051**) Primary school, secondary school, secondary school and special education school The entire right of use is opened in the garden of the school and in individual buildings.

c) (**Change: RG-5/7 / 2014-29051**) Schools,

1) The building license / building occupancy permit with the garden is detached as a school building. the same building, which is used entirely as a school in buildings or in a garden, preschool education in different blocks, primary school, middle school, science and social sciences high schools and other only one of the secondary education institutions,

2) In detached buildings with a garden; preschool education, primary and secondary school or secondary school and (**Supplementary phrase: RG-5/8 / 2016-29792**) maximum two secondary schools or more than one secondary education school (**Abolished phrase: RG-17/1 / 2015-29239**) (...) together,

3) It is determined by the General Directorate and in accordance with the standards published on the website. Preschool education without a garden, only one of primary, secondary or Anatolian high schools In detached buildings with 250 m2 garden,

4) Activities from institutions included in the transformation program 2018-2019 academic year pre-school education, which will continue until the end, is only in primary, secondary and basic high school types. one in their existing buildings or different buildings

opened. Schools are grouped according to their standard fields considering the above conditions.

ç) (**Change: RG-8/8 / 2015-29439**) Private education and rehabilitation centers with garden and detached buildings; special education courses (**Additional phrase: RG-5/8 / 2016-29792**) , student etude training centers (**Additional phrase: RG-3/7 / 2016-29761**) and independent motor vehicle drivers courses entrances and all units of the same building adjacent to each other or adjacent lower and upper floors or in buildings belonging to the institution in the same garden; all units of other institutions are the same adjacent apartments or adjacent lower and upper floors of the building or interconnected adjacent buildings

it must be on the same floors or in the buildings of the institution, all within the same garden.

(2) (**Annex: RG-5/7 / 2014-29051**) **The building** has more than one floor outside the ground floor elevator in institutions or buildings to be opened outside the ground floor of the building (**Additional phrase: RG-23/7 / 2015-29423**) or transport and transmission systems that provide accessibility for disabled people must. The elevator complies with the standards set by the Turkish Standards Institute for the disabled. It is mandatory.

#### **Institutions that can coexist**

**ARTICLE 12 - (1)** (**Amended phrase: RG-5/7 / 2014-29051**) **Taken into the** transformation program and available school building, excluding schools opened in different buildings or pre-school education institutions and the same or different grade or type of school belonging to two different founders cannot be found within the buildings.

(2) (**Change: RG-5/8 / 2016-29792**) Only schools from the institutions of the same founder are selected sections can be used together. To open schools of different levels in the same building by the same founder if requested; entrance-exit, stairs, playground, student toilets and sinks for each school

It is organized separately. However, pre-school, primary and secondary or secondary schools and secondary schools

In case of being asked to open in the building; toilets and sinks for students

Regulated. International schools cannot be located in the same building as other schools. The same founder in the same building founder or founder representative, second article of the 5th

shall apply with the documents specified in paragraphs (a), (d), (e), (g), (ğ) and (i) of the paragraph. Article 6

According to the applications of the schools that are deemed appropriate to be opened by the governor's office,

together with the permission to open an institution, it is sent to the Ministry to open a business and work license.

To schools that are deemed appropriate to be opened by the Ministry, within fifteen business days,

opening and working license is given. This time, the entry of the governor's proposal to the General Directorate documents

Calculated from.

(3) By using certain parts of institutions other than schools together, another in the same building

institution It can not be opened. (**Additional phrase: RG-8/8 / 2015-29439**) (**Repealed phrase: RG-13/1 / 2017-29947**) (...)

drop (**Amended expression: OG-13/1 / 2017-29947**) attending special training courses that high school and vocational school

Science classrooms where students and graduates are trained on separate floors (**Additional phrase: RG-5/8 / 2016-29792**) or in different blocks within the same building.

#### **Adding a program**

**ARTICLE 13 - (1) (Amended: RG-5/7 / 2014-29051) Who wish to add a program to their institution**  
founder or founder representative;

- a) Petition,
- b) Three 35x50 cm or A3 sized papers showing the last settlement of the institution floor plan and CD,
- c) Instructions and Discipline in which the curriculum to be added to institutions other than schools is approved Date and number of the Board's decision, **(Additional phrase: RG-8/8 / 2015-29439)** also; will open private education courses In accordance with the framework curriculum **(s)** for special education courses **(Amended phrase: RG-5/8 / 2016-29792)** for a science group, prepared by the institution and approved by the General Directorate curriculum,
- ç) List of tools and equipment belonging to the program,
- d) At least four classrooms and application classrooms for each program to be added to schools, **(Annex phrase: RG-8/8 / 2015-29439)** for high school and equivalent school graduates **(Different phrase: RG-13/1 / 2017-29947)** (Annex-15) in the basic high schools that want to implement the science group programs; each classrooms for the science group that meet the requirements for science classrooms whose standards are determined by the Ministry,
- e) Proposal for work permit proposals regarding the training personnel to be assigned apply to the governorship with the written statement of the founder.

**(2) (Amended: RG-12/4 / 2016-29682) Examination to be made by the provincial national education directorate** Authority granting a business license and opening a workplace with the permission to open an institution if deemed appropriate. Program is added by. However, M, A1, A2, A and B1 certificate class curriculum to any motor vehicle drivers course that has obtained permission for any of these teaching programs. to be added or C1, C1E, C, CE, D1, D1E, D and DE certificate class curriculum

to any motor vehicle drivers course that has obtained permission for any of these teaching programs.  
to be added or in the same group in Annex-4 **(Annex phrase: RG-13/1 / 2017-29947)**  
Of the courses that have been granted permission to apply the curriculums included in the program, the ( specified **phrase: RG-13/1 / 2017-29947)** apply to add other education programs in the same group  
in the institution **(Amended phrase: RG-13/1 / 2017-29947)** assigned by the provincial directorate of national education  
No inspections are made by the supervisor / branch manager or other personnel deemed appropriate.

**(3) (Amendment: RG-8/8 / 2015-29439) Disadvantage in the** addition of the program as a result of the examination.  
In case it is stated that there is no one, the governor's office within fifteen working days to institutions other than schools  
The program opening permission (EK-2) is rearranged by adding the program. The file prepared in schools  
will be sent to the Ministry within five working days. Permission to open institutions by the Ministry within fifteen working days (Annex-3 / B) rearranged.

**(4) (Annex: RG-8/8 / 2015-29439) Science in (Annex 4) for high school and equivalent graduates**  
basic high schools who want to apply their group programs;

- a) Unless the duration and content of the education programs are approved by the General Directorate, institutions It cannot be changed by.
- b) Schedule **(Repealed: RG-5/8 / 2016-29792)** (...) applications for changes are made every July  
It is done until the first working day. Approvals for applications for changes made after this date  
valid from the school year.
- c) Changes in the framework program in the relevant science group approved by the Ministry  
for the approval of the new program prepared by the institution within six months from the date of change.  
application is made. Not approving the curriculum prepared on the amendment within the time  
the program of institutions is canceled.
- ç) Program samples approved by the General Directorate of high school and equivalent school graduates in the institution  
is kept in a place where it can be seen and on the corporate website.
- d) Being in its category within the institution **(Amended phrase: RG-5/8 / 2016-**  
**The program of a science group is allowed.**

**(5) (Annex: RG-8/8 / 2015-29439) Of private education courses;**

- a) Unless the duration and content of the education programs are approved by the General Directorate, institutions  
It cannot be changed by.
- b) Schedule **(Repealed: RG-5/8 / 2016-29792)** (...) applications for changes are made every July  
It is done until the first working day. Approvals for applications for changes made after this date  
valid from the school year.
- c) Change in framework programs / programs in the relevant science group approved by the Ministry  
new program prepared by the institution within six months from the date of change.  
submitted to the General Directorate through the governorship for approval. Change over time  
The relevant program of institutions that do not apply or whose programs are not approved is canceled.
- ç) Program samples approved by the General Directorate can be seen by the trainees in the institution.  
are kept constantly on the website of the institution.
- d) Being in its category within the institution **(Amended phrase: RG-5/8 / 2016-**  
**The program of a science group is allowed.**
- e) **(Annex: RG-13/1 / 2017-29947) A special program that applies to high school and equivalent school students**  
the addition of a program for graduates to be added to teaching courses or for graduates  
Addition of curriculum for high school and equivalent school students to special education courses  
If it is added; education inspector / branch manager appointed by the provincial directorate of national education



or by other staff deemed appropriate, related to the addition of the program.  
it should be noted that the regulation complies with the third paragraph of Article 12.

#### **Transfer and founder representative change**

**ARTICLE 14 - (1)** To another real or legal personality that meets the founding conditions of the institution.  
to be transferred;

a) If the new founder is a real person, this regulation of the founder and the legal representative of the founder 5  
Documents listed in th article,

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b) Training staff and other staff's appointment proposals and renewed employment contracts,  
c) The institution's debts and receivables, including those that are not due,  
notarized, which indicates that it has been undertaken by the natural person or legal person who has taken over or transferred  
issued ticker,  
ç) If the institution building belongs to the founder, a copy of the deed deed approved by the national education directorate; institution  
If the building is for rent (**Additional phrase: RG-8/8 / 2015-29439**) (**Repealed phrase: RG-3/7 / 2016-29761**) (...) title deed  
As of the date of application, at least one year in other institutions as well as the education period in schools.  
the original of the lease or the copy approved by the national education directorate,  
d) In the transfer of any of the institutions that exist together, the General Directorate of each institution  
all sections specified in the standards published on the website  
In the transfer of the institutions that are more than two together, one of the institutions that are not transferred  
settlement plan indicating that it meets the conditions of operation in between.  
completed and applied to the governorship.  
(2) Transfer of the institution, if the above mentioned documents are deemed appropriate (**Amended  
phrase: RG-13/1 / 2017-29947**) workplace with permission to open an institution without **issuing** any inspection report  
with the permission of the authority granting opening and working license (**Amended phrase: RG-8/8 / 2015-29439**) fifteen jobs  
is done on.  
(3) (**Change: RG-8/8 / 2015-29439**) However; The application of the institution in the examination made by the governorship  
Proposal for the temporary closure of the institution in the inspections or inspections before  
If it is found, after the application of this proposal is deemed appropriate; (**Different phrase: RG-  
12/4 / 2016-29682**) Law No. 5549 on the Prevention of Laundering Proceeds of Crime  
or the crime falling under the jurisdiction of the Criminal Investigation Bureau Against the Constitutional Order, or  
If there is a judicial or administrative investigation due to crimes, these investigations / investigations  
After completion, the transfer process is carried out. Institutions with constant closure proposals  
transferable.  
(4) (**Amended: RG-5/8 / 2016-29792**) Changing the type of company that is the founder of the institution and this  
The changes still to be released in Turkey Trade Registry Gazette of the founding representative of Turkey Trade  
Sicili Newspaper applies to the governorship with the decision of the board of directors that the change has been made.  
(5) Authority to transfer the institution, permission to open an institution, and to open a workplace and work license.  
The institution is not deemed transferred unless it is finalized by.  
(6) Change of founder representative in institutions whose founder is legal entity;  
a) (**Change: RG-5/7 / 2014-29051**) General assembly or management of the founder representative change  
board decision,  
b) Documents listed in the 5th article of this Regulation belonging to the founder representative  
together with the national education directorate. Founding representative change institution  
by the authority giving the license to open a business and work permit (**Amended phrase: RG-8/8 / 2015-29439**) on  
done within five working days.  
(7) Founder representation change procedures, permission to open an institution and opening a business and working license  
Unless it is finalized by the issuing authority, the founder's representative change is not considered complete.  
(8) (**Repealed: RG-5/7 / 2014-29051**) (**Reorganization: RG-13/1 / 2017-29947**) Founder foundation  
or transfer of the institution, which is an association, to the economic enterprise of the foundation or association is not required.  
However, along with the notarized board decision and other documents specified in the first paragraph,  
apply.

#### **Transformation of institutions**

**ARTICLE 15 - (1)** Having previously obtained a business license and working license with the permission to open an institution  
in the event that the founders of the institutions want to turn their existing institution into another institution; this  
The second paragraph of Article 5 of the Regulation is listed in subparagraphs (a), (d), (e), (f), (g), (ğ), (h), (i) and (i).  
together with the documents determined by the General Directorate and in the standards published on the website.  
He / she applies to the governorship by fulfilling the specified conditions. The institution wanted to be turned into a school  
In the case of the same paragraph (k), (l) and (m) subparagraphs are also requested documents. To be built by the governorship  
3 months waiting period in the article 20 of this Regulation

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fifteen jobs in case of meeting the conditions other than **(Amended phrase: RG-8/8 / 2015-29439)**

Within the day, the old institution is closed and opening a business and working with the permission of opening an institution to the new institution. license **(Amended phrase: RG-5/7 / 2014-29051)** (ANNEX-2) and (ANNEX-2 / A) or (ANNEX-3), (ANNEX-3 / A) and (ANNEX-3 / B) editing is achieved.

(2) In school type transformations, the school which is desired to be opened in its place by closing the existing school gradually. type is granted to gradually open institutions. Schools that gradually closed and opened due to the transformation their total quota cannot exceed the building quota.

(3) **(Annex: RG-8/8 / 2015-29439)** For the institutions that apply to become another institution, In the inspections or inspections made before the application date,

In case of an offer, after the application of this offer is deemed appropriate; **(Different phrase: RG-12/4 / 2016-29682)** Law No. 5549 on the Prevention of Laundering Proceeds of Crime or the crime falling under the jurisdiction of the Criminal Investigation Bureau Against the Constitutional Order, or If there is a judicial or administrative investigation due to crimes, these investigations / investigations After the conclusion, the conversion request is evaluated.

#### **Institution transplant**

**ARTICLE 16 - (1)** The founder or the founder representative will transfer his institution to another building. Documents specified in subparagraphs (d), (h), (i), (k), (l) and (m) of the second paragraph of Article 5 of the Regulation and move the tools and equipment from the existing building to the new building and complete the missing tools and equipment together with the founder's written statement, informs the district governorship or governorship. The building to be transferred; this As a result of the examination of the report to be prepared in accordance with Article 6 of the Regulation, 5 Seeing that the institution listed in the article is in compliance with the conditions related to the building, vehicle and equipment to be opened , the authority that grants the license to open an establishment and work license with the permission to open an institution. by **(Amended expression: OG-8/8 / 2015-29439)** allowed five working days to transfer within the institution. This period is calculated from the date of entry of the documents to the General Directorate documents for schools. This permission Teaching cannot be started in new buildings or buildings and students cannot be registered until the process is completed.

(2) **(Change: RG-7/9 / 2013-28758)** Fire, earthquake, flood, health reasons and evacuation decision the institutions that have to leave the building suddenly due to situations; sturdy and durable education applied in the institution without seeking any other transfer conditions except for the report. with the permission of the governor's office in another building suitable for the number of students or trainees enrolled in their programs can continue its activities for a maximum of one year. At the end of one year, the conditions are not transferred to the appropriate building The Ministry may be granted a temporary permit for one more year by the Ministry for those whose excuses are deemed appropriate. **(Different phrase: RG-3/7 / 2016-29761)** Temporary transport permits issued by the governorships to the institutions are notified to the Ministry. At the end of the given period, the institutions that do not receive a transfer permit with the appropriate building conditions, opening and working license is canceled.

(3) Institutions cannot be transported between provinces.

#### **Placement and quota change**

**ARTICLE 17 - (1)** To add building, block or floor to the founder or its representative institution Article 5 of this Regulation to change the quota or layout plan by means of District Governorate with the documents specified in the subparagraphs (d), (h), (i), (k), (l) and (m) of the second paragraph, or applies to the governorship. According to the 6th article of this Regulation, only by looking at the changing parts of the building As a result of the examination of the report to be issued, the institution listed in article 5 of this Regulation opening a workplace with the permission to open an institution if it is deemed to comply with the conditions related to the building to be opened, and The institution is permitted by the authority granting the working license within ten working days. This time, the paperwork It is calculated from the date of entry into the documents of the relevant authority.

(2) **(Change: RG-13/1 / 2017-29947)** Founder or founder representative change in existing building (d), (i), (k), (l) of the second paragraph of the article 5 to make the quota change It applies to the district governor's office or governorate with the documents specified in subparagraphs (m). Article 6 The institution listed in articles 5 and 11 as a result of the examination of the report to be prepared in accordance with opening a workplace with the permission to open an institution if it is deemed to comply with the conditions related to the building to be opened, and The institution is permitted by the authority giving the working license within fifteen working days. This time, the paperwork It is calculated from the date of entry into the documents of the relevant authority. However, adding blocks or floors to the building

to the carrier elements of the building such as curtains, columns, beams and flooring inside and outside the building areas already in place without intervention; lightweight like plasterboard, aluminum, tempered glass and dividing by dividing with solid materials, removing the same material and growing If there are amendments, standards determined by the General Directorate and published on the website Ministry inspectors / branch managers appointed by the provincial directorate of national education, or only the changing departments and the common areas of the institution by other personnel deemed appropriate According to the report to be issued based on whether it is sufficient or not, opening a business with permission to open an institution and permitted by the authority granting a work license.

(3) Changes to the layout plan affecting the general quota without any change in the building, Considering the standards published on the website determined by the General Directorate **(Amended phrase: RG-13/1 / 2017-29947)** education inspector / branch appointed by the provincial directorate of national education

manager or other personnel deemed appropriate. (Abolished phrase: RG-13/1 / 2017-29947) (1)

According to the report, it is permitted by the authority granting the establishment and working license with the permission to open an institution.

(4) General quota only on condition that no changes are made in classrooms and laboratories. other institutions of the institution determined by the authority granting the license to open a business and opening a business and working license. floor plan changes to be made between the departments, determined by the General Directorate and internet. It is performed by the directorate of the institution, taking into account the standards published on its page. Made to change. One example of the floor plan is to the authority, which grants the license to open a business and open a business and work license. Sent.

#### Loss of founding right

**ARTICLE 18 - (1)** The founder who is a real person, the second paragraph of the article 5 of this Regulation. If it is determined that it has lost the founding conditions specified in (b), it shall transfer the institution. and the end of the school year in schools to cut off its relationship with the institution (**Amended phrase: RG-8/8 / 2015-29439**), and other institutions are given three months. Transfer within given time

In case it is not realized, necessary measures are taken by the governorship until the institution is transferred. education is interrupted. Failure of the transfer of the institution whose education was interrupted within one year. In the event of opening an institution, the license to open a business and work license is canceled.

(2) In case of the death of the founder who is the real person, the legal heirs stated in the inheritance. a notarized power of attorney in the schools until the end of the school year (**Amended phrase: RG-8/8 / 2015-29439**) and within three months in other institutions they must demonstrate as founders. In case the new founder proposal is not made within the given period. Until this offer is made, the necessary measures are taken by the governorship and the education is interrupted. Search for teaching. In case the new founder proposal is not made within one year, the institution granted the permission the license to open the place and work is canceled.

(3) In institutions whose founder is a legal person; of the founding representative of article 5 of this Regulation. If the founding conditions in paragraph (b) of the second paragraph are lost or died, another representative of the school carrying the end of the school year (**Amended phrase: RG-8/8 / 2015-Up to 29439**), and in other institutions within three months, it must be duly selected and reported. This time. Necessary measures by the governorate about institutions that do not fulfill their obligation to report. The license to open a business and to open a workplace and to work permit is canceled by the authorizing authority.

(4) Founder or founder representative of the founder or founder representative in more than one institution. In the event that above, the above provisions apply to other institutions.

(5) (**Annex: RG-8/8 / 2015-29439**) (**Amended: RG-13/1 / 2017-29947**) Law stated conditions opening a workplace and working with permission to open an institution as a result of an investigation with those who closed their institution without complying about the founder whose license has been revoked, within the framework of the sixth paragraph of the article 7 of the Law makes.

#### Use of institution buildings

##### **ARTICLE 19 - (Change: RG-5/7 / 2014-29051)**

(1) Institution buildings, other than education and training services essential to their organizations, cannot be used for purposes. However, when education and training activities are not performed, paid or free, short-term temporary and educational activities that are not covered by the Law

It can be done with permission from the district governorship or governorship.

##### **Founder closes the institution and cancels the program**

**ARTICLE 20 - (1)** The founder of a school; to the Ministry through the national education directorate, other in institutions, the education directorate, the education staff and other staff and students or opening a workplace with permission to open an institution, with the condition of notifying trainees in writing at least three months ago and schools approved by the working license, at the end of the academic year. institutions can close at the end of the period.

(2) The institution, the student studying at the institution as a result of the examination by the governorship or absence of trainees, in terms of personal and similar rights of education staff and other staff and the authority granting a work license to open a business and work permit, If deemed appropriate, it may also be closed before the end of the school year or the end of the term.

(3) For the cancellation of one of the programs implemented in institutions at the request of the founder; province national. There are no students or trainees registered in that program by the education directorates and it is OK to cancel. According to the report to be issued regarding the absence of the company, the authorization of opening an institution and opening a workplace and working license. The program is canceled by the authority.

(4) (**Annex: RG-3/7 / 2016-29761**) Within two years of the programs implemented in the institution. If it is not opened, the program is canceled by the governor's office and entered into the MEBBIS module. Same as a year later the program is not added to the same institution.

##### **Gradually closing schools**

**ARTICLE 21 - (1) (Amended: RG-5/7 / 2014-29051)** Gradual of the founder or founder representative the school, which has been decided to close gradually by the Ministry or upon the request for closure, The school is available starting from the school year following the date of issue and starting from the first year. until their students graduate within the normal period or leave due to transport and other reasons. It is closed gradually.

(2) (**Amended: RG-5/7 / 2014-29051**) The school which has been decided to gradually close by the Ministry, Students can be admitted to their unclosed classes.

(3) (**Annex: RG-5/7 / 2014-29051**) About the schools that have been decided to close permanently by the Ministry

gradual closure is not applicable.

#### **Improper shutdown**

**ARTICLE 22 - (1)** Its institution without complying with the conditions stated in the article 20 of this Regulation. opening the institution again or transferring an institution or becoming a partner before 5 years passes by the founder permission is not given. In this case, according to the general provisions against the founders of the students, trainees or their parents Students taken in that academic year or semester, provided that their lawsuits are reserved. Fees received from trainees are returned in accordance with the provisions of Article 56 of this Regulation.

#### **Delivery of stamps and documents**

**ARTICLE 23 - (1)** Mint and Stamp Printing House only from school directorates from institutions The seal prepared by the General Directorate is used. Separate schools for each school seal is kept.

(2) (**Amended: RG-13/1 / 2017-29947**) Founder of the institution that was closed or closed; education staff and other staff, all books, files and other information about students or trainees the document; schools also seal their seals to the provincial or district national education directorate within one month at the latest. it has to transfer and deliver. To the founder who avoids the transfer and delivery, administrative fines are imposed by the governorship. If the administrative fine imposed on the real person is to the founder; legal personality The founder representative is notified by the governorship according to the Law of Notification, and for the follow-up and collection, the Finance It is reported to the relevant unit of the Ministry in the province.

(3) Regarding the documents to be given and applications to be made on the applications related to the closed institution all measures are taken by the provincial national education directorates.

### **THIRD PART**

#### **Qualifications, Duties, Powers and Responsibilities of Education Staff**

##### **Institutions management**

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**ARTICLE 24 - (1) (Amended: RG-5/7 / 2014-29051) Managing** each institution by a manager It is essential. However, located in the same building or campus of a founder (included in the Transformation program and activities in existing buildings or different buildings until the end of 2018-2019 academic year. excluding schools);

- a) Preschool education institution and primary and secondary schools,
- b) Secondary and high school,
- c) Multiple secondary schools

can be managed by a manager. For each institution or department in schools whose administrations are merged assistant managers are assigned separately. Schools within the same city limits of a founder according to the need by the founder for management and organization planning outside education and training staff can be assigned.

(2) Educational staff and other staff in institutions in terms of their duties, powers and responsibilities it is subject to the provisions set forth in this Regulation and regulations governing equivalent official institutions.

(3) The director of the institution in charge of the institutions gets his / her permission from the founder or its representative. Institution training in the institution that will act as the deputy of the director during his leave of absence. personnel are notified to the national education directorate in advance.

(4) (**Amended: RG-5/7 / 2014-29051**) Founder with more than one institution, among its institutions coordination and maintaining education and training in institutions with high quality, To be trained well, at least a bachelor's degree and two in the public or private sector. General Manager and General Manager of those who have served as managers for less than a year. assistant can assign. Other than foreign schools and private international educational institutions Republic of Turkey appointed general manager and assistant general managers in organizations must be a citizen. General manager and assistant general managers are responsible for all is responsible for the operations together with the director of the institution.

#### **Staff to be employed in institutions**

**ARTICLE 25 - (1)** The following personnel are assigned in the institutions.

- a) In schools;
  - 1) Institution Manager,
  - 2) (**Change: RG-5/7 / 2014-29051**) Other than schools located in the same building or campus

Deputy principal on demand in schools,

- 3) Class and field teacher suitable for the grade and type of the school,

4) (**Amended: RG-3/7 / 2016-29761**) Regardless of quota in special education schools, primary schools the number of students enrolled is 250 and more, the number of students enrolled in secondary and secondary schools 150 and the ones who are more guide teachers,

5) (**Change: RG-3/7 / 2016-29761**) Registered students in primary, secondary and secondary schools if the number is 500 or more, second counselor,

6) (**Change: RG-3/7 / 2016-29761**) Expert tutorial and also assessment and evaluation service staff, lecturer, master trainer and other staff at boarding schools on demand

Appointed.

- b) In various courses;

- 1) The director of the institution,

- 2) Teacher, expert instructor or master instructor suitable for the course program, (**Abolished phrase: RG-**

13/1 / 2017-29947) (...)

- 3) Deputy principal and other personnel on request are optional.  
Appointed.  
c) **(Repealed: RG-5/7 / 2014-29051)**  
c) In special student study and training centers;  
1) The director of the institution,  
2) Teacher,  
3) **(Change: RG-5/7 / 2014-29051)** Social, cultural, artistic or  
Individual teacher, expert instructor and / or master instructor for each sporting area,

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- 4) Other staff can optionally  
Appointed.  
d) In in-service training centers;  
1) The director of the institution,  
2) Teacher, expert instructor or master instructor suitable for the program of the center,  
3) Deputy manager and other staff are available upon request.  
Appointed.  
e) Distance education;  
1) The director of the institution,  
2) Teacher, expert instructor or master instructor suitable for the applied program,  
3) Technical staff,  
4) Other staff can optionally  
Appointed.  
f) **(Annex: RG-13/1 / 2017-29947)** In private education courses;  
1) The director of the institution,  
2) Teacher or expert tutor suitable for the relevant science group program,  
3) Deputy manager and other staff are available upon request.  
Appointed.

**commission**

**ARTICLE 26** - (1) Work permit offers of educational staff;

- a) Founders or founder representatives for the general manager, assistant general manager and managers,  
b) Manager for educational personnel other than managers  
done by.

(2) Transactions related to the work permits of foreign nationals whose preliminary permit is issued by the Ministry,

Law No. 4817 on Work Permits of Foreigners dated 27/2/2003 and dated 29/8/2003 and

Implementation of the Law on Work Permits of Foreigners, published in the Official Gazette No. 25214

It is executed according to the provisions of the Regulation.

(3) Training personnel who are asked to be given a work permit by the directorate of the institution **(Additional phrase: RG-5/7 / 2014-29051)** and other personnel to complete the documents essential for this permission

The documents are delivered to the national education directorate to which the institution is directly connected. Qualification and Work permit is issued by the governor's office within 10 days after the application is approved.

Personnel cannot be recruited without obtaining a work permit from the governor's office.

(4) **(Amended: RG-5/7 / 2014-29051)** With teachers working in schools **(Abolished phrase: RG-12/4 / 2016-29682)** (...) specialist tutors 20 hours per week maximum per week, 20 hours tuition per hour hours of courses up to 40 hours in total. **(Repealed sentence: RG-13/1 / 2017-29947)**

(...) Preschool education institutions with less than three classrooms from preschool education institutions

The school principal, who graduated from the faculties that serve as a source for his teaching, can study for a full day.

(5) Education staff in institutions other than schools, up to a maximum of 40 hours per week  
You can read it.

(6) **(Change: RG-5/7 / 2014-29051)** School administrators working 6 hours a week, 6 months a week  
12 hours of tuition hours per hour, and managers working in other institutions per week  
A total of 12 hours of classes can be taught.

(7) **(Amendment: RG-5/7 / 2014-29051)** **Employment in** institutions by the method of service purchase among the crimes stated in the paragraph (b) of the second paragraph of the article 5 of this Regulation.  
the condition of not being sentenced is sought. Employed in the institution by the business where the service was purchased  
The documents of the personnel are delivered to the management of the institution within three days at the latest.  
Stored.

**Extension approval of work permits**

**ARTICLE 27** - (1) List of those who will continue their duties by the education director by the institution director

Contracts that have been reorganized together with the contract, at least 30 days before the expiry date of the previous contract.

extension of the work permits is given to the national education directorates for collective approval. National in a way that the victimization of the institution and education personnel by the education directorates Extension of work permits is granted at the end of the old contract.

**Assignment in foreign and minority schools**

**ARTICLE 28** - (1) The appointment of administrators and teachers in foreign schools is as follows: made according to:

a) Schools teaching other languages than Turkish and opened by foreigners  
The founders of the directors, nationals of the Republic of Turkey, Turkish or Turkish culture courses teaching working as one of the chief assistants of the Turkish director who has the quality of making and who knows the language of instruction. he suggests the permission to the governorship to be issued. If approved by the Governorship, a work permit is issued.

b) Other administrators and teachers to be assigned in schools, management in other schools and It is selected from those who meet the conditions of teaching.

c) School principal; the proposal of the founder or its founder representative and other administrators are the principal and The Turkish director is appointed by the governor's office with the joint offers of the deputy chief.

(2) The assignment of managers and teachers in minority schools is carried out according to the following principles:

a) (**Change: RG-4/7 / 2015-29406**) Turkish and Turkish culture lesson teachers, dated 20/5/1955  
Law No. 6581 on Minority Schools Turkish and Turkish Culture Courses Teachers

According to the provisions, the proposal of the school principal is assigned for a maximum of 5 years with the approval of the governorship.

The term of office of these teachers can be extended with the proposal of the school directorate. One of them is school The opinion of the directorate is taken by the governor and appointed as the deputy chief.

b) In some minority schools as per cultural agreements or on the basis of reciprocity  
The duty of foreign teachers is provided that the documents are examined and approved by the Ministry. mentioned.

c) Other administrators and teachers to be assigned in schools, similar official schools  
It is selected from those who meet the conditions of teaching.

**Preparing a preliminary permit document for foreign education staff**

**ARTICLE 29** - (1) In the preparation of a preliminary permit document for foreign national education personnel:

a) Those who will be appointed as administrators in foreign schools and international institutions;

1) A diploma or diploma substitute for a graduate in the field and  
If the field has not been specified in the diploma, the notary of the original document with the Turkish translation of the document showing the field approved samples,

2) Demonstrates that he has gained the right to be a teacher in his country.  
Formation "with the Turkish translation of the document, a notarized copy of the original,

3) The document issued by the official authorities showing that he has taught in the field for at least two years.  
Notarized copy of the original with its Turkish translation,

4) Copy of passport,  
b) For those who will be assigned as teachers;  
1) A diploma or diploma substitute for a graduate in the field and

If the field has not been specified in the diploma, the notary of the original document with the Turkish translation of the document showing the field approved samples,

2) Demonstrates that he has gained the right to be a teacher in his country.  
Formation "with a Turkish translation of the original notarized copy of the original or at least two years with the Turkish translation of the document issued by the official authorities indicating that he was a teacher.  
notarized copy,

3) Copy of passport,  
c) Those who will be assigned as expert instructors;  
1) Originally certified by the Turkish translation of the document showing that he has a bachelor's degree in his field.  
example,

2) Copy of passport,  
ç) For those who will be assigned as master trainers;  
1) (**Amended: RG-5/7 / 2014-29051**) **Accepted** by the Ministry for training in the field

or its certificate and its original translation, the Turkish translation of the document indicating that it is a bachelor's degree.  
Examples

2) In the fields of sports and arts, it is stated that he is at least a middle school graduate in his field.  
notarized copies of the original with the Turkish translation of the certificate and the certificate valid in the field,  
3) A copy of the passport is requested.

(2) (**Amended: RG-5/7 / 2014-29051**) Documents required for the preliminary permit document are sent to the education directorate. Pre-authorization within five working days of those who are found to be eligible for the governorates requests are sent to the Ministry. Preliminary permit document within five working days for those who meet the requirements of the Ministry is issued and sent to the relevant governorships. Foreign teachers and specialist teachers from abroad

related to the equivalence of the undergraduate and graduate diploma or diploma substitutes. A document received from the Higher Education Council is requested. However, one of the official authorities of the country of the teacher Notarized copies of the original document in Turkish translation of being a teacher In the event of an equivalence certificate from the Higher Education Council is not required. To foreign master instructor documents that replace the diploma or diploma belonging to the Higher Education Board by the General Directorate. information on whether or not the higher education institution the related person graduated from was recognized It is requested.

(3) (**Amended: RG-5/7 / 2014-29051**) The foreign master's teacher has a diploma In case the higher education institution is reported not recognized by the Higher Education Council, The Ministry notifies the Ministry of Labor and Social Security to cancel the work permit. also As required, it is requested from the relevant governorship.

(4) An example of a work permit issued by the Ministry of Labor and Social Security, the institution will be sent to the national education directorate. Foreign national education by the national education directorate The information of the personnel is entered into the Private Education Institutions Module.

(5) Religious and national acknowledged by their own state to foreign nationals working in institutions on the condition that the education and training is not disrupted, the permission of the governors with the proposal of the institution managers mentioned.

(6) (**Annex: RG-5/7 / 2014-29051**) Only one of the students who meet the requirements of foreign national education staff assigned in the field and an institution. (**Additional sentence: RG-3/7 / 2016-29761**) In foreign schools The personnel to be assigned is not considered within this scope.

#### **Qualifications of managers**

**ARTICLE 30** - (1) The following conditions for those who will be appointed to institutions as manager and vice manager. Sought:

a) the international organizations with the exception of the Republic of Turkey will be appointed in foreign schools be a citizen.

b) (**Repealed: RG-2/8 / 2013-28726**)

c) (**Change: RG-3/7 / 2016-29761**) In private schools; at least two in public or private educational institutions Having worked as a principal officer for the year or at least two The main task of the year is to serve as a specialist tutorial.

c) Being a graduate degree in institutions other than schools.

#### **Duties, powers and responsibilities of the founder or founder representative**

**ARTICLE 31** - (1) Founder or founder representative; provision of educational environment in the institution, necessary preparation of material facilities, employment of sufficient personnel, supply of tools and equipment, building of the institution to be made available, education staff and other staff's monthly and wages on time payment, insurance and tax-related works in a proper and timely manner is primarily responsible.

(2) The founder or founder representative, who does not have the duty of a director, and cannot be involved in management affairs related to them.

#### **Duties, powers and responsibilities of the director and deputy director of the institution**

**ARTICLE 32** - (1) The duties of the director of the institution are as follows:

a) Executing the programs in accordance with the purpose, increasing the success, quality of education to take the necessary precautions to be maintained,

b) If the institution is a member of the chamber, foundations, associations, unions and similar non-governmental organizations, to represent its institution in private and official institutions and organizations,

c) To make training staff's work permit and work permit extension approval proposals in time,

c) To make the necessary preparations before the academic year, to plan the activities, the personnel sharing the task between, getting the necessary permissions for extracurricular activities,

d) On the condition that it does not interfere with the management duty, it is optional in its field. giving more than 12 hours of lectures,

e) Regarding regulations and private education institutions to which official equivalent institutions are subject. performing other duties assigned by legislation.

(2) The director of the institution, from the management of the institution, for the purpose of the institution, student or education and training activities and guidance services from planning and execution to the founder or its representative, if any, to the general manager, the Ministry and is responsible to other official authorities.

(3) When the director of the institution is also the founder or the founder's representative, He is also responsible for his work.

(4) Deputy director of the institution performs the tasks to be given by the director of the institution. Manager's leave or he acts as the attorney during the reporting period.

#### **Duties, powers and responsibilities of education staff**

**ARTICLE 33** - (1) The teacher in charge at the school, expert tutor and master trainer, equivalent official duties specified in the regulations governing schools and other duties to be given by the principal It makes.

(2) The success of educational staff, students or trainees working in institutions other than schools carries out the necessary studies to increase and train them in the best way in line with the programs and performs other duties assigned by the director of the institution.

**Duties of the measurement and evaluation unit****ARTICLE 34 - (Change: RG-8/8 / 2015-29439)**

(1) In institutions, measurement and evaluation optionally under the responsibility of measurement and evaluation specialist. evaluation unit can be established. The unit shows the general success level of students / trainees, private identifying talented or learning-impaired individuals and learning disabilities takes necessary improvement measures in cooperation with other education personnel.

**Other staff**

**ARTICLE 35 - (1)** Other personnel are specified in the legislation to which equivalent official institutions are subject. performs tasks. Duties in this Regulation and in the legislation to which equivalent official institutions are subject the unspecified staff perform the duties to be given by the director of the institution and the deputies.

**On-the-job training of training staff**

**ARTICLE 36 - (1)** Institutions take the necessary measures to train training personnel. also ensures that the training personnel benefit from the in-service training activities opened by the Ministry.

(2) The founder and all members of the institutions, associations, unions or foundations, In-service training activities can be organized by informing the staff and the governorship of the institutions. Institutions, It can also purchase services from private in-service training centers that have obtained permission from the Ministry.

**Field teacher**

**ARTICLE 37 - (1) (Amended: RG-5/7 / 2014-29051)** While primary school teaching is essential together, field teachers can also be appointed for courses that require special knowledge, skills and abilities. On the condition that there are classroom teachers in the fourth grades of primary school, the field teachers are also appointed.

(2) **(Change: RG-21/7 / 2012-28360)** Preschool teaching in preschool education institutions field teachers for lessons that require special knowledge, skills and abilities. appointed.

(3) **(Repealed: RG-5/7 / 2014-29051)****Expert tutorials and master tutorials****ARTICLE 38 - (Change: RG-2/8 / 2013-28726)**

(1) Specialist instructor and master instructor in fields needed by institutions, according to the characteristics of the course appointed.

(2) **(Amended: RG-5/7 / 2014-29051)** Master appointed in preschool education institutions tutorials **(Additional phrase: RG-23/7 / 2015-29423)** and specialized tutorials and other schools **(Abolished phrase: RG-3/7 / 2016-29761)** (...) appointed specialist tutors can enter the course independently. in schools The master trainers assigned to the class together with the teacher of the course up to 40 hours a week May enter.

(3) Governorate of those who are known for their success in the field of national and international arts and sports. if deemed appropriate, in private educational institutions, to be appointed as master trainers no education requirement is required.

**Documents to be requested from those who will be assigned in institutions****ARTICLE 39 - (1)** From the training staff whose work permit will be issued;

a) Labor contract,

b) **(Amended: RG-5/7 / 2014-29051)** Second paragraph of article 5 of this Regulation (b) written statement that he has not been convicted of the crimes contained in

c) Service that shows the previous duties in the service class, except for those who will be assigned for the first time. certificate,

ç) Those who previously worked as educational staff in public or private educational institutions document showing the last departure from his post,

d) The original of the document replacing the diploma or diploma or approved by the national education directorate example,

e) Those who will be assigned as teachers, master education in secondary education without thesis or the original or certified copy of the pedagogical formation program achievement certificate is requested.

(2) Those who previously worked in another private educational institution in the same province in the same area, Documents listed in subparagraphs (c), (d) and (e) of the first paragraph are not required.

(3) Among other personnel to be appointed by the Authority;

a) **(Amended: RG-5/7 / 2014-29051)** Second paragraph of article 5 of this Regulation (b) written statement that he has not been convicted of the crimes contained in

b) The original document showing that he is a graduate of at least primary school **(abolished phrase: RG-5/7 / 2014-29051)** (...) or a copy approved by the national education directorate is requested by the institution.

**Paid course task****ARTICLE 40 - (1)** In the same province;

a) Except for administrators, guidance teachers and prospective teachers in official schools teachers can be given paid lessons only in schools according to the 8th article of the Law.

b) **(Amended: RG-5/7 / 2014-29051)** Manager and guidance teacher working in institutions Education personnel outside of the school can be paid for a paid hour in other institutions. Education

The total number of hours of the staff cannot exceed 40 hours in institutions. **(Repealed: RG-17/1 / 2015-**

**29239)** (...) in the pre-school education institutions, the total number of weekly class hours of education personnel

the main officer is in the formal formal or non-formal education institution equivalent to the institution where he works for a monthly fee.

It cannot exceed the number of hours of training staff can take.



c) (**Amendment: RG-5/7 / 2014-29051**) Qualifications and conditions of working as educational staff and 40 hours per week in working with institutions in any institution, **abolished expression: OG 17/1 / 2015-29239**) (...) in preschool education institutions, equivalent official school teachers per week It can be given as a fee for the course hours it can enter. Education staff qualifications and conditions paid lessons not to exceed ten hours per week with the permission of the workplaces for those carrying and working in the private sector task can be given.

ç) Educational staff without obtaining a work permit from the governorship (**Abolished phrase: RG-5/7 / 2014-29051**) (...) institutions do not work for a paid hour.

**Documents to be requested for the paid course task**

**ARTICLE 41** - (1) From the training staff whose work permit will be issued as paid tutor;

a) Labor contract,

b) Consent to be given by the institution he / she is working with and shows the number of hours he / she has taken certificate,

c) (**Amended: RG-5/7 / 2014-29051**) Second paragraph of article 5 of this Regulation (b) written statement that he has not been convicted of the crimes contained in

ç) Original copy of the diploma or diploma substitute or approved by the national education directorate example,

d) Those who will be assigned as teachers, master education in secondary education without thesis or an example of pedagogical formation program achievement certificate,

e) The original or certified copy of the certificate is requested by the national education directorate.

(2) Employed in an official or private education institution, additional tuition hours are paid in institutions. from the training personnel who want to take part in the paragraphs (c), (ç), (d) and (e) of the first paragraph. documents are not required.

(3) Official or private education institution and hours based on certificate outside the field Training personnel who want to work for a fee, in paragraphs (c), (ç) and (d) of the first paragraph the specified documents are not requested.

**Personal rights**

**ARTICLE 42** - (1) Education personnel and other personnel working in institutions, provisions of the Law Without prejudice, in terms of social security and personal rights, numbered 5510 dated 31/5/2006 It is subject to the provisions of the Insurance and General Health Insurance Law and the Labor Law No. 4857.

**Contract**

**ARTICLE 43** - (1) Founder or founder representatives according to the provisions of Labor Law No. 4857 employment contracts between education personnel, the contract form attached to this Regulation (Annex-5) Based on the basis, at least one year, three copies are issued and signed by the parties. This a copy of contracts, a copy of the founding authority, or

remains in the representative of the founder, the other copy is given to the personnel who are parties to the contract. But;

a) To be appointed in place of those who have left their posts due to their excuses. education staff,

b) Education personnel working in the transferred institutions before being transferred,

c) Training staff to be charged for lesson hours

Employment contracts with less than one year can also be signed with.

(2) In contracts, voluntary or compulsory social insurance related benefits restricting benefits, endangering and violating the legislation, injurious provisions cannot be found.

(3) (**Repealed: RG-5/7 / 2014-29051**)

(4) Additional payments within the scope of social assistance, official school teachers with budget laws and It is paid to school teachers and staff, in line with the rights granted to their staff. Social Income tax is not deducted from additional payments under the aid.

(5) (**Change: RG-21/7 / 2012-28360**) Additional tuition fee in institutions, determined for official schools cannot be less than the amount. However, the additional amount to be given to those charged from public schools and institutions. The amount of the tuition fee cannot exceed twice the additional tuition fee for official schools.

(6) Contract start date, work permit (**abolished phrase: RG-5/7 / 2014-29051**) (...)

It is history. The starting date of the duty can be determined within 30 days following this date.

(7) Employment contracts with other personnel to be assigned in institutions, Social No 5510

It is made in accordance with the provisions of the Insurance and General Health Insurance Law and Labor Law No. 4857.

**Leaving work**

**ARTICLE 44** - (1) Those whose contract period has expired, in accordance with the provisions of the Labor Law No. 4857 those whose contracts are mutually or unilaterally terminated and before the contract expires,

To those who notify this request in writing to the other party within the period determined by the relevant provisions,

approval of departure is issued. (**Additional sentence: RG-5/7 / 2014-29051**) (**Different sentence: RG-3/7 / 2016-29761**) Contract with different titles / duties / branches with contract term expired

Except for the renewed ones, those who have left the departure confirmation will work in the same institution within six months.

not allowed.

(2) During the academic year in formal education institutions for various reasons, during the semester in other institutions Instead of educational staff who will disrupt their education and training activities by leaving their jobs, ten The training staff is offered to be appointed by the institution's management within the day and the relevant authority work permit is issued by.

(3) **(Amended: RG-5/7 / 2014-29051)** In case the directorate is vacated due to compulsory reasons, the founder Considering the proposal, the directorate or manager in the institution until the new director's proposal is made A person who has the qualifications and conditions of assisting is appointed by the governor's office by proxy. Proxy its duration cannot exceed three months and this period cannot be extended. Those who are appointed by proxy, who they represent they can attend classes as much as the class hours the staff can attend per week.

(4) Leaving the institution with the departure of the education personnel from their duties the applications of those who want to be directly connected by the institution officer within five working days at the latest. it is reported to the national education directorate. In accordance with the reasons of the departure of the concerned, seven from the governorship Approvals to leave the office within one business day. National education on the status of the staff leaving their duties Legal action is taken against the authorities of the institutions that do not notify their directorate.

(5) Those who quit their duty in contradiction with the provisions of this article for a period of one year. institutions are not assigned.

#### Personal file

**ARTICLE 45** - (1) Personal file of the education personnel working in the institutions, national education kept by their directorate. Education staff working in another institution, leaving their duties The personal file is requested from the national education directorate, where he has served, within one month.

### SECTION FOUR

#### Education and Training

##### Curriculum, course schedules and evaluation of success

**ARTICLE 46** - (1) Schools that will practice differently than equivalent official schools will they apply the applications in the regulations of the institution after the permission of the Ministry.

(2) **(Repealed: RG-29/5 / 2014-29014)**

(3) **(Change: RG-8/8 / 2015-29439)** Teaching programs approved by the Ministry in institutions It applied. Personal development in vocational and professional development courses, talent courses, courses and in-service training centers, **(Annex expression: OG-13/1 / 2017-29947)** institutions of education suitable for the program offered, excluding the course activity that does not exceed twenty lesson hours supporting the program Programs of other activities can be implemented if found appropriate by the national education directorate.

(4) **(Change: RG-5/7 / 2014-29051)** Courses, distance education institutions and in-service training The principles regarding the determination of student and trainee success in the centers are determined by the Ministry. Courses, for those who succeed in exams in distance education institutions and in-service training centers Course Completion Certificate issued in the Ministry of Education Information Systems (MEBBİS) (ANNEX-6) is regulated.

(5) **(Repealed: RG-5/7 / 2014-29051)**

(6) **(Repealed: RG-5/7 / 2014-29051)**

(7) **(Annex: RG-5/7 / 2014-29051)** Except the hours specified in the weekly course schedule in schools and / or **(Amended phrase: RG-23/7 / 2015-29423)** over the weekend, with the permission of the governor's office for his students reinforcement courses can be opened. **(Additional sentence: RG-8/8 / 2015-29439)** For high school and equivalent school graduates (Appendix-4) In the basic high schools that implement the science group programs in; governor's leave for their students reinforcement courses only on weekdays, except the hours specified in the weekly course schedule opened.

(8) **(Annex: RG-5/7 / 2014-29051)** Development levels of students in student study education centers, at least fifty percent of their weekly education, taking into account their interests, social, cultural, artistic or sportive given in the fields.

(9) **(Annex: RG-8/8 / 2015-29439)** **(Change: RG-13/1 / 2017-29947)** Registered in private education courses achievements in the curriculum approved by the General Directorate for trainees

free level determination and trial exams with open-ended questions to measure it can only be done in institution buildings. Placement exams are determined by institutions, in order to follow its development, it is carried out at the beginning, middle and end of the training period. As a result of the exams, trainees' success analysis is made according to the topics and feedback to the trainees It is given. Trainees' personal information and their success, e-pervasive module and persons authorized to audit Cannot be shared outside. Science group in (Annex-15) for high school and equivalent school graduates to the registered trainees in basic high schools implementing their programs in line with the provisions of this paragraph.

Level determination and trial exams are conducted.

**Unions, boards and commissions to be created in schools**

**ARTICLE 47 - (1)** Unions, boards and commissions formed in official equivalent schools in schools and if needed, similar ones are established by the school administration.

(2) (**Amended: RG-21/7 / 2012-28360**) in the Official Gazette dated 9/2/2012 and numbered 28199 Private primary school, secondary school according to the provisions of the Ministry of National Education School-Family Union Regulation published and a school-family union is established in secondary schools. In preschool education institutions, parents or It is established upon the request of school administrations. Located by the same founder and on the same building or campus A single-school parent association can be established for schools. If authorized by the institution's management, It also carries out the leasing, operation, student service and similar duties of its departments.

**Creating class sizes and groups**

**ARTICLE 48 - (1)** (**Amended: RG-5/7 / 2014-29051**) Classrooms available in schools; in pre-school education 20 in vocational and technical Anatolian high schools opened in organized industrial zones, and 30 in other schools It cannot be more than 24. (**Additional sentence: RG-8/8 / 2015-29439**) However; high school and equivalent school graduates for (**Amended expression: RG-13/1 / 2017-29947**) (Appendix 15), the ground field applied science group programs Class sizes of these programs of basic high schools are arranged so as not to exceed sixteen people.

(2) Classrooms in institutions other than schools should not exceed 30 students or trainees. Regulated. According to the characteristics of the institution, in the formation of groups; age of student or trainee, education and knowledge level and other educational approaches are taken into account. (**Additional sentence: RG-8/8 / 2015-29439**) However; special Classrooms are arranged so as not to exceed sixteen trainees. Private education Trainee groups are created according to the level of education specified in the curriculum.

(3) (**Annex: RG-5/7 / 2014-29051**) Education and training support within the scope of the additional article of the Law At least 12 students must be registered in the e-school in that classroom.

**Teaching language**

**ARTICLE 49 - (1)** The language of instruction in the institutions is Turkish. Opened by foreigners and from Turkish Existing schools that are allowed to teach in another language have their own status they continue their education. However, these are international schools where foreign children will continue is beyond the provision.

(2) (**Annex: RG-5/7 / 2014-29051**) Turkish determined by the decision of the Council of Ministers in private schools education and training in different languages and dialects traditionally used by citizens teaching can be done. In these schools:

- a) The courses to be taught in different languages and dialects are determined by the Ministry.
- b) According to the level of the school, weekly lessons approved by the Ministry and curriculums distribution charts are applied.

**Minority schools**

**ARTICLE 50 - (1)** Lessons taught in minority schools in official schools according to their level and It is essential to apply the schedules and weekly course distribution schedules.

(2) In these schools, taking into consideration the corresponding legislation and practices in the respective countries. The Ministry decides which of the courses can be taught in a language other than Turkish. The types and programs of these courses can be changed in the same way.

(3) Weekly class hours to be allocated to the courses allowed for the teaching of a language other than Turkish. The time and number of the courses to be taught in Turkish are determined by the Ministry.

**Student or trainee registration and transfer procedures**

**ARTICLE 51 - (1)** (**Amended: RG-5/7 / 2014-29051**) **Equivalent from** schools, except for the registration area requirement

They will apply the provisions of the regulations to which the official schools are subject, and also the regulations of the institution. editable. Registration and transfer of students to secondary schools in order of priority It is made according to the score based on secondary education placement.

(2) (**Amended paragraph: RG-5/7 / 2014-29051**) Regulation to which **equivalent** official schools are subject schools that want to practice differently from their provisions, the institution approved by the Ministry They perform the registration and transfer operations according to their regulations. Secondary schools are primarily the same graduates of founder's secondary school, application priority or placement in secondary education are placed according to their main scores. It will be prepared by the schools in this situation and presented to the Ministry. institution draft regulations;

- a) Age limit in official schools, not exercising the right to education in secondary schools conditions and generality and equality principles,
- b) (**Amended: RG-21/7 / 2012-28360**) **In the** evening high schools, secondary or imam-hatip secondary school and have completed the age of 18 or left formal secondary education institutions by using their right to read provisions are included.
- c) (**Change: RG-5/7 / 2014-29051**) **In the** field of health services of vocational and technical Anatolian high schools the number of students at each grade level is specified in the paragraph (i) of the second paragraph of Article 5 of this Regulation. The number of health personnel according to the occupational groups working in the hospital in the specified protocol cannot exceed half. In addition, each principal is ninth for the monthly paid field / branch lesson teacher. Students can enroll in a maximum of two branches except classes.
- d) (**Annex: RG-5/7 / 2014-29051**) Ninth grade of basic high schools, secondary school or imam-orator Those who have completed secondary school are registered. The same or different program for the ninth and other classes Student transfers and transitions are made from secondary schools. (**Additional sentence: RG-3/7 / 2016-**

**29761)** While the year-end success of the student who came to these schools by transfer is determined Secondary school achievement score (s) in the previous school year are accepted as they are.

(3) The level of foreign language knowledge and Turkish lessons of the students enrolled in the preparatory class, within the first week of school opening with the school year end date by the commission formed by the school management Written and oral proficiency exam to be held on a date to be determined. Preparatory class parents, so that their students can take this exam, as reported. For students enrolled in the preparatory class, a maximum of two proficiency exams can be held.

(4) Registration of students who will attend school, specified in the working calendar for each academic year renewed between dates. **(Additional sentence: RG-5/7 / 2014-29051)** Opened under the transformation program The total quota for the number of students enrolled in each grade level of basic schools with secondary schools **(Amended phrase: RG-8/8 / 2015-29439)** may not exceed forty percent. **(Additional sentence: RG-5/7 / 2014-29051)** Total at school the number of students cannot exceed the quota of the institution.

(5) Foreign students visiting the school considering the quota of the institution. but these students cannot receive a diploma. The lessons they have seen and those who leave the school A document issued by the school administration regarding the grades they receive is given.

**(6) (Repealed: RG-5/7 / 2014-29051)**

(7) Courses from the trainees during registration; TR identification number, **(Additional phrase: RG-13/1 / 2017-Enrollment** in the programs specified in the course group for open education students in **29947)** (Annex-4) Learning document and education indicating that they are registered in the relevant open education program Other documents are requested according to the features of the program. Trainees cannot be transferred between courses.

(8) From the participants during the registration at the in-service training centers; TR identification number, name, The list prepared by the institution, institution or workplace indicating the surname, education status is requested.

(9) **(Change: RG-8/8 / 2015-29439)** Primary and secondary schools for student study education centers students can register. In the registration of students; TR identity number and student certificate are requested.

(10) **(Change: RG-8/8 / 2015-29439)** To schools, various courses, **(Additional phrase: RG-13/1 / 2017-29947)** private education courses, motor vehicle drivers courses, in-service training centers and in the registration of foreign students to student study training centers;

- a) It is required that they have obtained a passport and education visa in accordance with the procedure.
- b) Study visa from foreigners with an unknown country or asylum seeker / refugee

not required. At least six months of residence permits issued by law enforcement officials in this situation they are registered with sufficient qualifications.

c) not allowed to work in Turkey and prompted the residence of the foreign student visa.

But; that the person to study or the mother, father or guardian has received a work permit or at least six months they must certify that they have residence permits.

d) working in foreign missions or international organizations in conducting missions in Turkey

The staff is required to have duly obtained a passport for their children's records.

d) it has been awarded the citizenship of the Republic of Turkey from the Turkish Council of Ministers later of people who acquired a foreign state citizenship by obtaining permission to get out of their citizenship and their their children are registered.

e) Registration and admission conditions of the schools are sought in the registration.

f) For issues that are not subject to this Regulation, Official Gazette dated 14/11/2002 and numbered 24936

Regulation on the Education of Migrant Workers' Children published in the Newspaper and dated 5/3/2004

The provisions of the Regulation on Equivalence of the Ministry of National Education, published in the Official Gazette No. 25393 It applied.

(11) **(Annex: RG-5/7 / 2014-29051)** Student and trainee registrations of private education institutions

It is done through electronic modules created in MEBBIS.

(12) **(Annex: RG-8/8 / 2015-29439)** High school and equivalent school students' school hours on weekdays

they can attend private education courses on Saturday and / or on weekends. Relationship with school

The high school and equivalent school student is also dismissed from the private education course. Compulsory education

MEBBIS records of trainees of age are associated with e-School. Trainees, education / class only

they can continue their programs according to their level.

(13) **(Annex: RG-13/1 / 2017-29947)** Transfer and transition application in private schools, parents' request

In line with the e-School system, it is done regardless of time.

(14) **(Annex: RG-13/1 / 2017-29947)** For the health fields of private vocational and technical Anatolian high schools; 9

Transfer from other secondary education institutions in the 8th grade continuously and in the 10th grade until the end of September and can be switched.

**Central common exams (Different title: RG-5/7 / 2014-29051)**

**ARTICLE 52 - (1) (Repealed: RG-5/7 / 2014-29051)**

(2) **(Annex: RG-7/9 / 2013-28758)** Central common exams held by the Ministry in private schools is also done. Students who study in private schools also take these exams.

## CHAPTER FIVE

### Determination, Announcement and Collection of Wages

#### Wage fixing

**ARTICLE 53 - (1) (Amended: RG-5/7 / 2014-29051)** Institutions are included in article 12 of the Law student and trainee fees in accordance with the provisions; by the Ministry to do with parents or trainees

and determined in special contracts published on the website of the General Directorate  
 investments and services that will enable them to develop and develop their education and training opportunities, and other  
 determine according to operating expenses. **(Different sentence: RG-3/7 / 2016-29761)** But look for schools  
 The education fee of the classes is announced in the previous academic year and the students attending the school  
 If the tuition fee is higher than the rate of education fee  $(Y.-PPI + CPI) / 2$ ,  
 It is determined by increasing 5%. **(Additional sentence: RG-3/7 / 2016-29761) (Different sentence: RG-13/1 / 2017-29947)** Registration fees for the students enrolled in the course year are registered for the following year.  
 over the education fee announced for the year; Discount conditions for the year in which they are studying disappeared  
 The tuition fees of the students for the next year are based on the education fee announced for the following year.  
 determinable

(2) Institutions, student and trainee fee determinations, if requested, to the competent authorities.  
 They certification.

(3) After opening the time for the announcement of the wages, opening a business place with the permission to open the institution and  
 The student and trainee fee of the institutions that are given a work license is the same type of institution

it cannot be lower than the lowest rate they declared.

#### Announcement of wages

**ARTICLE 54** - (1) Fees are announced on the basis set out below.

a) The education and other fees of the institutions are determined by the institutions every year and they will be  
 is announced until the end of May. In these announcements, together with the course year or course hour fee,  
 advance or term payments and other discounts to be determined by the institution are indicated. Student and  
 trainees; **(Different phrase: RG-5/7 / 2014-29051)** reinforcement course, meal, service, board, study and  
 institutions that will provide similar services, and the fees they will receive for these services also on the same dates  
 they identify and announce. **(Additional sentence: RG-8/8 / 2015-29439)** Basic high schools weekend high school and equivalent school  
 The fees they will pay for the science group that they will provide education for their graduates are also on the same dates.  
 they identify and announce.

b) Including donations and aid from students and trainees other than those specified in this Regulation.  
 No fee can be charged under any name.

c) Institutions cannot collect fees from students and trainees before declaring their fees.

ç) Institutions notify their wages to the Information Systems (MEBBİS) program of the Ministry of National Education.  
 national education to which they are directly linked within the duration of an example of the output by processing  
 until the end of the specified period and hangs to a place that parents can see.

The institutions opened after May are one month from the date when they get permission to open this transaction.  
 they do it in.

d) Institutions can register with a fee below the announced rates, however,  
 they cannot charge more than the fee.

(2) Institutions that do not declare a fee within the period will receive the fee of the previous year.

#### How fees are charged

**ARTICLE 55** - (1) Student and trainee fees;

a) **(Change: RG-21/7 / 2012-28360)** In private pre-primary education institutions, primary school, secondary school, private  
 annually in all classes of education and secondary schools and private student study education centers,

b) If a boarding service is provided in schools, annually,

c) **(Repealed: RG-5/7 / 2014-29051)** (...) courses, in-service training centers and special education  
 in parts of their schools outside the primary education program and in special education and rehabilitation centers  
 course hour fee,

ç) Theoretical courses of motor vehicle drivers courses and course hours of application courses  
 separately  
 calculated as.

(2) **(Changed: RG-12/4 / 2016-29682)** Schools are the students whose payments are not paid at the end of the academic year.  
 may not renew their records. Registration of the child of the parent / guardian who insists on not paying the fee **(Amended  
 phrase: RG-13/1 / 2017-29947)** education inspector / branch appointed by the provincial directorate of national education  
 as a result of the examination to be carried out by the manager or other personnel deemed appropriate and  
 relevant legislative provisions to which governmental agencies are subject through the placement commission  
 Within the framework of the appropriate formal or open high school.

(3) **(Annex: RG-5/7 / 2014-29051)** Training fee for institutions is opened to the Ministry and the governorship.  
 It is deposited into the bank account number reported and collected. Student by private educational institutions  
 and the tuition fees received from the trainees are entered into the electronic modules created in MEBBİS.

(4) **(Annex: RG-12/4 / 2016-29682)** Skill education / internship / summer from students and their parents  
 application name or within the framework of Article 54, excluding fees determined and announced  
 no fee can be charged.

#### Refunds of wages

**ARTICLE 56** - (1) **(Amended: RG-5/7 / 2014-29051)** For one of the reasons listed below, or  
 in the event that a few of them occur, the amount specified in the invoice issued to those leaving the institution  
 Paid fees corresponding to days and hours after departure are refunded.

(2) In order for the fees to be returned;

a) **(Repealed: RG-5/7 / 2014-29051)**

- b) Students and trainees leave the institution due to health by obtaining a health report,
- c) Closure of the institution,
- ç) Failure to open the period,
- d) The educational and training environment of the institution has changed negatively (**Amended phrase: RG-5/7 / 2014-29051**) to be determined by the inspectors of education,
- e) If the trainee or guardian of the student cannot register the student or trainee in the institution official documentation of the fall (**RG-13/1 / 2017-29947**) must.
- (3) (**Repealed phrase: RG-13/1 / 2017-29947**) (...) to institutions (**Repealed phrase: RG-12/4 / 2016-29682**) (...) from students and trainees enrolled;
- a) (**Change: RG-21/7 / 2012-28360**) Preschool education that determines the tuition fee annually institution, primary school, secondary school, special education school, secondary schools and student etude education Those who leave their centers before the beginning of the academic year shall be returned, except for ten percent of the annual fee. According to the days when they study with ten percent of the annual fee to those who leave after the academic year begins. part of the calculated amount is returned.
- b) In institutions that determine the tuition fee as the course hourly fee,  
The portion of the education fee other than ten percent of the tuition fee is returned to those who leave. After the semester begins It is calculated according to the number of lessons spent with ten percent of the tuition fee. part of the amount is returned.
- c) The fee to be collected from the students or trainees who leave after starting education cannot exceed the tuition fee.

## CHAPTER SIX

### Students and Trainees to Study for Free or Scholarship

#### Proportion and distribution of students and trainees to be taught free of charge

- ARTICLE 57 - (1) (Amended: RG-5/7 / 2014-29051)** Institutions have the right to read in the institution. First and middle of the winners who are deemed to be disabled as war or duty disabled in article 13 of the Law. to children of school age and children whose protection, care or accommodation decisions are made priority is given.
- (2) The application of those listed in the first paragraph to the same institution is free reading of the institution. In case of more than the quota, the placement is made by the governorship. The student listed in the first paragraph or In the absence of an application to the institution from the trainees, all three percent are registered students and trainees are benefited.
- (3) (**Amended: RG-5/7 / 2014-29051**) Students who are obliged to teach free of charge In the event that there are no trainee applications or the number of applicants is less than the quota, Applications provided by those who comply with Article 58 are benefited from free of charge. If this is not possible, the students and trainees who will read it free of charge determines.
- (4) In case the institution's application to one department is low, it is made for other departments. The quota for students and trainees to be taught free of charge is completed.
- (5) When determining the number of students and trainees to be taught free of charge, 0.5 or more fractional numbers are rounded up to an upper integer.

#### Application for free students and trainees

- ARTICLE 58 - (1) (Amended: RG-5/7 / 2014-29051)** Free in institutions (**Abolished phrase: RG-3/7 / 2016-29761**) From the students and trainees who will apply to read (...), they will read for free in schools. Primary and secondary education of those who are deemed to be disabled as war or duty specified in article 13 of the Law except children whose age is decided to protect, care or shelter Students are required to have passed the previous class and have a full behavioral grade.
- (2) (**Amendment: RG-5/7 / 2014-29051**) War or duty specified in article 13 of the Law protection, care or shelter for children with disabilities in primary and secondary school age of the children whose decisions have been given, as well as the disability of war or duty specified in article 13 of the Law.

A document indicating that there is a war or duty disability to be obtained from the institution to which the counted members belong. It is requested.

- (3) Students or trainees who want to study free of charge at the institution each academic year or semester During the registration of the institution to the institution, "Students who will read Free in Private Education Institutions and Filling in the Application Form for the Trainees (ANNEX-7).

(4) The right of students and trainees who have been found to report unrealistic, free of charge or scholarship is canceled by the institution directorate. Read free to the students and trainees or receive a scholarship. Fees pertaining to the periods are paid together with the legal interest in accordance with the provisions of the relevant legislation.

(5) If the number of applicants to read for free is less than the quota, their status Applications provided by those who comply with the first paragraph shall be exercised for free reading.

#### **Evaluation board**

**ARTICLE 59 - (1)** In order to evaluate the applications made for free reading in institutions an evaluation board is created.

(2) The evaluation board consists of two educational staff, chaired by the director of the institution.

(3) The evaluation board meets before the start of the semester and says "Free in Private Education Institutions Students and Trainees to Read Applications According to the Evaluation Form (ANNEX-8) It determines and announces the students and trainees who will read and read them for free.

(4) (**Annex: RG-5/7 / 2014-29051**) Students who have the right to read free in private education institutions and trainees are processed into electronic modules created in MEBBİS.

#### **Refunds of students and trainees who will read for free**

**ARTICLE 60 - (1)** Taken from students and trainees whose free readings are approved fees, (**Amended phrase: RG-5/7 / 2014-29051**) within two months after the start of education in schools; and in other institutions within a month by the management of the institution, provided that it does not remain after the end of the period. paid. (**Repealed sentence: RG-5/7 / 2014-29051**) (...)

(2) Students and trainees must submit the invoices and receipts for the fees they have paid before. they must return their originals to the institution.

#### **Free reading time**

**ARTICLE 61 - (1)** These rights of students and trainees who have the right to read free of charge valid for the academic year or semester. (**Additional sentences: RG-3/7 / 2016-29761**) Special education and special education and rehabilitation opened within rehabilitation centers and special education schools Unpaid reading period of the disabled person who received support education in the units until the dismissal from the institution continues. Another disabled to be determined by the institution for the month in which the disabled individual does not attend the institution. the individual is entitled to free reading.

(2) (**Amended: RG-5/7 / 2014-29051**) Schools are 13th of the Law, which gains the right to read free of charge. with the children of primary and secondary school age who are deemed to be disabled as war or duty disabled in the article children who have been decided to protect, care or shelter free of charge during school education It read.

#### **Scholarship conditions and rate**

**ARTICLE 62 - (1)** Achievements in courses or exams or science, culture, art, sports and so on due to their success or financial difficulties in the fields, scholarships can be granted free of charge. Examinations for institutions, students and trainees In case they want to do, they cannot take exam fee from these exams.

(2) Institutions, scholarship conditions, amount of the scholarship, duration of the scholarship and the student they will give scholarship and determine the number of trainees and in which cases the scholarship will be issued and inform the provincial national education directorate. giving and applying.

(3) (**Amended: RG-5/7 / 2014-29051**) Scholarship is given to those who are entitled to study with a scholarship. Any document that will bring material liability to the student / trainee with a scholarship can not be edited.

(4) The rate or number of students and trainees to be taught with a scholarship is determined by the institution. Scholarship The proportion of students and trainees to be taught is excluded from the proportion of those to be taught free of charge.

(5) (**Annex: RG-5/7 / 2014-29051**) A student who is taught with a scholarship during his education, or

The trainees benefit from this right as long as their success continues. Any way from the institution No fee can be charged from the scholarship students for the time they study.

(6) (**Annex: RG-12/4 / 2016-29682**) Authorities' permissions from the governorships under this article In January, February and March for the determination of students and trainees to be awarded scholarships can make an exam. (**Different sentence: RG-13/1 / 2017-29947**) Institutions, with the permission of the governorship, the scholarship exams can make its advertisement and announcement within the framework of the provisions of additional article 4.

(7) (**Annex: RG-12/4 / 2016-29682**) About Prevention of Laundering Crime Revenues No. 5549 Crime falling under the jurisdiction of the Criminal Investigation Bureau Against the Law or Constitutional Order or institutions with judicial or administrative investigations about crimes due to crimes they cannot do it, they cannot organize research, competitions and social events.

#### **Scholarship awarded and duration**

**ARTICLE 63 - (1)** To students in schools;

- a) Some or all of the annual tuition fee is covered,
  - b) To pay the tuition fee during its education,
  - c) Covering one-year stationery expenses,
  - ç) At least as much as the amount of scholarship determined by the Ministry for official school students
- Scholarships can be awarded in similar ways.

(2) To students or trainees by institutions other than schools;

- a) Payment of the tuition fee,
- b) Covering the stationery expenses,

c) At least the amount of scholarship determined by the Ministry for official school students. Scholarships can be awarded in similar ways.

(3) **(Amended: RG-5/7 / 2014-29051)** Having the right to study with a scholarship in private education institutions students and trainees are processed into electronic modules created in MEBBİS.

## CHAPTER SEVEN Miscellaneous and Final Provisions

### Disguise and dress

#### ARTICLE 64 - (Change: RG-5/7 / 2014-29051)

(1) Disguise of educational staff, other staff, students and trainees in private educational institutions and their clothes must be plain and clean.

### ID card

**ARTICLE 65 - (1)** This Regulation shall be applied to education personnel and other personnel working in institutions. prepared by the institution's management in accordance with the (Annex-9) annexed by the national education directorate. ID card approved with a cold seal is issued. Identity card of the staff leaving the office will be returned to the provincial or district national education directorate.

### Storing documents

**ARTICLE 66 - (1)** In the storage of documents used in institutions, dated 16/5/1988 and numbered 19816 The provisions of the Regulation on State Archive Services published in the Official Gazette apply.

### Audit

**ARTICLE 67 - (1)** Institutions, **(Abolished phrase: RG-5/7 / 2014-29051) (...)** **(Different phrase: RG-13/1 / 2017-29947)** Ministry ministry inspectors / Ministry ministry inspector assistants or provincial national It is audited by the branch manager appointed by the education directorate and other authorized persons. Modules prepared by the Ministry and other electronic devices can also be used.

(2) **(Annex: RG-5/7 / 2014-29051)** Private education institutions, opening a business and working with permission to open an institution the license is inspected within 1 year at the latest as of the date of receipt. This audit is at the opening of the institution. by the provincial national education directorate, which **issued the** examination report **(Amended phrase: RG-13/1 / 2017-29947)** commissioned inspector / branch manager or other appropriate personnel cannot be done by.

(3) **(Annex: RG-5/7 / 2014-29051)** Audits conducted according to the Private Schools Evaluation Directive

The groups of schools determined to have a change in their status,  
Replaced.

(4) **(Annex: RG-5/7 / 2014-29051)** Schools and other private education included in the transformation program institutions **(Amended phrase: RG-13/1 / 2017-29947)** Ministry ministry inspectors / Ministry ministry inspector their assistants or the branch manager appointed by the provincial directorate of national education are audited annually.

### Issues related to administrative fines

#### ARTICLE 67 / A - (Annex: RG-13/1 / 2017-29947)

(1) Except for the verbs stated in subparagraphs (b), (e) and (f) of the second paragraph of Article 7 of the Law Establishing issues that are contrary to the relevant legislation during the audits carried out in institutions such as by those authorized to audit the situation in question until the end of the audit requested to be eliminated. If the necessary arrangements are not made until the end of the audit, the act proposal for the implementation of the administrative fine stipulated in article 7 of the Law, notified to the authority authorized to impose the administrative fine.

(2) Administrative fines specified in the law, on the day the penalty is imposed by the competent authority. determined by the gross minimum wage in force.

(3) Administrative fines to the tax offices of the founders of institutions through their tax numbers Reported. Administrative fines to be imposed in accordance with the fourth paragraph of Article 5 of this Regulation If there is no tax identification number of the persons concerned, the Ministry of Finance will be issued over the TR identification numbers. It is reported to the relevant unit in the province.

(4) Administrative fines are entered into the MEBBİS system. Whether the same verbs are repeated or not MEBBİS It is also checked from the records.

### Institution renovation

#### ARTICLE 67 / B - (Annex: RG-13/1 / 2017-29947)

(1) National education before institutions make changes to the floor plan, including renovation gives information to the directorate in writing. Education changes in the institution, renovation or layout changes takes the necessary precautions to prevent disruption.

(2) Required modification or layout plan within three months from notification. performs its change. If it is deemed appropriate by the national education directorate at the end of the period, a Up to three months can be extended for once.

### Other legislation to be applied

**ARTICLE 68 - (1)** For matters not included in this Regulation, official similar institutions legislation provisions are applied.

### Accuracy of statements

**ARTICLE 69 - (1)** The accuracy of the declarations made in accordance with this Regulation,



it is determined by the relevant authority before it is finalized, No right to false statement they cannot request. In addition, about the persons who have been found to make false statements To apply the relevant provisions of the Turkish Penal Code No. 5237 dated 26/9/2004, the Republic A criminal complaint is filed with the prosecutor's office.

#### Legislation repealed

**ARTICLE 70 - (1)** The following regulations have been repealed.

- a) Ministry of National Education, published in the Official Gazette No. 25292 dated 17/11/2003 Evening High Schools Regulation.
- b) Ministry of National Education, published in the Official Gazette dated 8/3/2008 and numbered 26810. Educational Institutions Regulation.
- c) Private Education Institutions published in the Official Gazette dated 11/2/2009 and numbered 27138. Student and Trainee Fees Determination and Collection Regulation.
- ç) In Private Education Institutions published in the Official Gazette dated 11/2/2009 and numbered 27138 Regulation on Students and Trainees to be Enrolled for Free or Scholarship.
- d) Ministry of National Education, published in the Official Gazette dated 21/10/2009 and numbered 27383. Classrooms Regulation.

- e) Ministry of National Education, published in the Official Gazette dated 23/10/2009 and numbered 27385. In-Service Training Centers Regulation.
- f) Ministry of National Education, published in the Official Gazette dated 6/2/2010 and numbered 27485 Courses Regulation.
- g) Ministry of National Education, published in the Official Gazette dated 26/2/2011 and numbered 27858 Schools Framework Regulation.
- ğ) Ministry of National Education, published in the Official Gazette dated 24/6/2011 and numbered 27974 Student Survey Education Centers Regulation.

#### Education and training support

##### **ADDITIONAL ARTICLE 1 - (Addendum: RG-23/10 / 2012-28450)**

(1) Except for students to be taught free of charge according to the Law to private vocational and technical education schools, for each student studying;

- a) **(Change: RG-3/7 / 2016-29761) Within the** organized industrial zone of the school or 21/3/2016 Organized Industrial Zones put into effect with the Cabinet Decision dated 2016 and numbered 2016/8660 Education for Students Studying in Private Vocational and Technical Education Schools To be implemented as of 2016-2017 academic year within the scope of the Decision on Support to be opened outside the organized industrial zone,
  - b) **(Supplementary phrase: RG-3/7 / 2016-29761)** Private vocational opened within the organized industrial zone and Technique in Anatolian high schools **(Additional phrase: RG-8/8 / 2015-29439)** Reinforcement courses, food, service, pension Except for the services, none of the students, whether within the scope of education and training support or not. no tuition fee,
  - c) The duration of education and training support for each student is the duration of the school not exceeding the remaining education period of the school for the students who come by transfer,
  - ç) The student must attend the school within thirty days at the latest after the start of that academic year. enrolled or transported from schools other than those with education and training support,
  - d) The student is attending school
  - e) **(Annex: RG-3/7 / 2016-29761)** Private professional and technical to be opened outside the organized industrial zone The population of the province or district where the school is opened in Anatolian high schools is 20.000 or above,
  - f) **(Annex: RG-3/7 / 2016-29761)** Special professional and technical services opened outside the organized industrial zone In Anatolian high schools, excluding reinforcement courses, food, service, boarding services, education and education determined in the fields / branches to be supported in the communiqué from students within the scope of teaching support education tuition fee as much as the amount of education support education and training support can be provided.
- (2) Education and training support will be provided for each student with the kind, field and branches of the school. the amount of education and training support depends on the school type, field, and field of a student studying in official schools. According to the branch, based on the data of the previous year, not exceeding one and a half times the cost to the State. every year **(Amended phrase: RG-5/7 / 2014-29051)** by Ministry of Finance and Ministry in July determined in the communiqué to be prepared jointly.
- (3) Development in determining the type of school, fields and branches to support education and training. Plan objectives and labor needs analyzes are also taken into account.
- (4) **(Change: RG-5/7 / 2014-29051)** Education and training to be given for an academic year 35% of the support is paid to the school in November, 35% in February and 30% in June.
- (5) Work accident, vocational training of vocational students diseases and sickness insurance premiums, article 25 of Vocational Education Law No. 3308 It is paid by the institution according to the provisions of the fourth paragraph.
- (6) To evaluate the quality of education and success by the Ministry measurement and evaluation applications, education support within the scope of this article applies to schools to be paid.
- (7) **(Annex: RG-3/7 / 2016-29761) Benefiting** from educational support under this article The students are supported by education support within the scope of the additional article 2 of this Regulation.

not benefit.

**Education and training support within the scope of Article 1 of the Law**

**ADDITIONAL ARTICLE 2 - (Addendum: RG-5/7 / 2014-29051)**

(1) According to the Article 1 of the Law, jointly with the Ministry of Finance every year in July The types of schools included in the communiqué to be prepared for the number of students determined according to the provinces (Annex-10) Education and training support can be given according to and groups. Communiqué; can be given for each student the amount of education support provided for a student studying in public schools, pre-school, primary school, data of the previous year not exceeding one and a half times the cost to the State in secondary and high schools determined on the basis of.

(2) Education and training support, from students studying in pre-school education institutions for a maximum of one academic year between 48-66 months of age, while in other schools given up to the school's teaching time. Education and training support for students arriving by transport the duration cannot exceed the remaining education period of the school.

(3) **(Change: RG-23/7 / 2015-29423)** Schools that want to benefit from education and training support and students through the module created on MEBBİS and e-Okul in August. they apply. The main students, who will be given education and training support, are given to Annex-12 in September. It is determined according to. Schools and students who will benefit from education and training support Announced on the website.

(4) **(Change: RG-23/7 / 2015-29423)** Students who will benefit from education and training support, e- It is placed in the school according to the preferences via the module created in the school. Education and training support Students who benefited from support within the scope of their transfer to another school in September they lose their right to education and training support.

(5) **(Amendment: RG-23/7 / 2015-29423)** Students can benefit from education and training support. to the application and placement calendar specified in the Education and Training Support Application E-Guide According to the school registration or transfer must be done in September. Education separated by In case of not using the whole number of students who will receive teaching support, General Directorate provinces can arrange the quota distribution between.

(6) Health report that the student who will be given education and training support is receiving long-term treatment. They should not have repeated the class in their class except for those certified by.

(7) **(Amendment: RG-23/7 / 2015-29423)** Education and education within the scope of the Annex-1 article of this Regulation. teaching support **(Amended phrase: RG-13/1 / 2017-29947)** students and free or declared institution Education and training support for students who are taught with a scholarship of 51% or more of the annual fee not allowed.

(8) The student who can be given education and training support according to the classrooms of the determined schools numbers are registered in classrooms on the placement dates of the school **(Amended phrase: RG-12/4 / 2016-29682)** are determined based on the number of students.

(9) **(Change: RG-23/7 / 2015-29423)** Equality in the evaluation to be made according to the form in Annex-12 first, the year-end success score of the previous year is high and equality does not deteriorate. In case of absence without apology, they are placed with less. If the equality does not deteriorate again, the age is young student is placed.

(10) In a false statement from those who offer and benefit from the said education and training support. Appendix-1 of the Law on those who cause overpayment provisions apply.

(11) 35% of the education and training support to be provided for a school year is November, 35% It is paid to the school in February and 30% in June.

(12) **(Annex: RG-23/7 / 2015-29423)** Investigation investigation within the scope of education and training support The private education institutions that have been sentenced for the second time and the scope of education and training support for a year excluded.

(13) **(Annex: RG-12/4 / 2016-29682)** About Prevention of Laundering Crime Revenues No. 5549 Crime falling under the jurisdiction of the Criminal Investigation Bureau Against the Law or Constitutional Order or institutions that have criminal or administrative investigations about crimes support is not covered.

**Production in private vocational and technical Anatolian high schools**

**ADDITIONAL ARTICLE 3 - (Addendum: RG-13/1 / 2017-29947)**

(1) Private vocational and technical Anatolian high schools, professional achievements of students and staff

development in production, contribution to the country's industry, active use of workshop equipment and equipment they can engage in production activities for the purpose of. Schools that will engage in production activities it notifies its requests to the Ministry through the national education directorate. In schools approved by the Ministry production activities can be done.

(2) Students engaged in the production activities of private vocational and technical Anatolian high schools, education staff, manager, deputy managers and other staff; National No. 2429 of 17/3/1981

National, official, religious holidays and general holidays, which are listed in the Law on Holidays and Public Holidays, Except on Sundays,

- a) Maximum 3 hours a day on weekdays and outside of education hours,
  - b) Maximum 8 hours on Saturdays,
  - c) Maximum 8 hours a day, maximum 40 hours a week, excluding Sundays during the semester and summer holidays,
- It can work.

(3) Apart from the training hours of production activities, the issues mentioned in the second paragraph shall be taken into consideration. can be done between 08.00 and 21.00.

(4) Workshops, equipment and accessories to be produced are required in terms of occupational health and safety. carries the conditions.

(5) The workshop, whose production activity has standards and equipment determined by the Ministry, laboratories, in the field / branches specified in the institution permit.

(6) To the production activity; education personnel, manager, assistant managers and guardian related to production Students of that field, who have been given written consent by, participate voluntarily.

(7) Dividing the gross minimum wage in force at the date of production to 160. training staff, manager, manager who participate in the production activity The wages obtained by multiplying their aides and students' monthly working hours are determined as the share of participation in production. From the share of production participation; Social in line with the relevant legislation Remaining after deducting premiums, taxes, duties and fees to be paid to the Security Authority the amount shall be made within 10 working days of the month following the month in which the production activity is carried out to the bank account of the relevant person It is deposited. The payment to be made under this paragraph is more than the fee determined as the share of participation in production. may be more.

(8) Accounts related to the business of the school and financial accounts related to production activities kept separate. Works and processes related to production activity, founder / founder in line with general provisions executed by the representative.

(9) School principal or assistant principals management at school during production activities they participate in production in order to organize their activities, they receive from the shares specified in the seventh paragraph.

(10) Production of school principal or assistant principal, student and educational staff Production activity cannot be performed during the hours when it is not in operation.

(11) Trade of any finished or semi-finished goods not included in production activity at school cannot be traded for purpose.

(12) Other works and procedures regarding the application of this article are determined by the General Directorate. It is determined by the Directive published on the website.

#### **Advertisement and announcements**

#### **ADDITIONAL ARTICLE 4 - (Addendum: RG-13/1 / 2017-29947)**

(1) Student pictures and names and advertisements in student advertisements and announcements information is not available.

#### **Working staff**

**PROVISIONAL ARTICLE 1 -** (1) Those who do not meet the qualifications and conditions specified in this Regulation, but This is one of those who work as educational staff in institutions at the date when the regulation comes into force. The conditions in the regulation are not sought.

#### **Coexistent institutions**

**PROVISIONAL ARTICLE 2 -** (1) Founders of other institutions other than schools that coexist, Until 8/3/2013, it is determined by the General Directorate and in the standards published on the website. They have to turn their institutions into independent institutions in accordance with the specified conditions. Granted Institutions that are not turned into independent institutions within the period are closed.

#### **Notification and duration**

#### **PROVISIONAL ARTICLE 3 - (Annex: RG-23/10 / 2012-28450)**

(1) The type of school that will receive education and training support in the academic year 2012-2013, area and The communiqué, which includes the amounts to be paid related to the branches, is jointly prepared by the Ministry of Finance and the Ministry. is prepared and published in 2012.

(2) In the 2012-2013 academic year, in the first (clause) of the first paragraph of the Article 1 of the Annex the specified period is applied as the sixtieth day.

(3) 75% of the education and training support fee to be paid for the 2012-2013 academic year In February 2013, 25% is paid in June.

#### **Existing private Anatolian health vocational high schools**

#### **PROVISIONAL ARTICLE 4 - (Abolished: RG-5/7 / 2014-29051)**

#### **Application to the transformation program, evaluation, program entry, exclusion**

#### **PROVISIONAL ARTICLE 5 - (Annex: RG-5/7 / 2014-29051)**

(1) One of the founders of classrooms and student study training centers active on 14/3/2014

Those who wish can apply to the transformation program.

(2) Applications are submitted by the Ministry by the founder / founder representative as of 2/6/2014.

Transformation Program created in MEBBİS until 1/9/2015 in the specified periods

It is done through the module. Activity in the same city and without being a branch of another classroom

on behalf of the corporate entity established by the founders of more than one classroom.

the representative of the founding representative authorized by the authorized general assembly or the board of directors applies.

(3) Applications approved through the module, the examination created in the General Directorate and

According to the Conversion Program Evaluation Form (Annex-13) by the evaluation commission

Conversion Program Evaluation Score is created for each institution. In the same province

and more than one classroom operating without a branch office of another classroom.

Transformation of the application made on behalf of the corporate legal entity established by the founder of the company

Program Evaluation Score is the score of the highest of the institutions that constitute the new legal entity.

As a result of the examination made by the General Directorate, it was found suitable and taken into the transformation program

Transformation Program Acceptance Form (Annex-14) is prepared for institutions.

(4) During the application from the founder / founder representatives of the institutions included in the Transformation Program

filed a criminal complaint with the Public Prosecutor's Office about those who were found to present unreal information and documents

You are. These institutions are excluded from the transformation program. To the founders of these institutions before 5 years

it is not permitted to open an institution again, to transfer an institution, or to become a partner.

(5) Application to the transformation program and other works and transactions numbered 5580 published by the Ministry.

Within the scope of the Law, on the 14th of March, 2014, the Active Classes and Student Study Education Centers

The transformation is determined in the Application and Implementation Guide.

(6) To apply for the transformation program by coming together and creating a new company legal entity.

more than one operating in the same province and without being a branch of another classroom

provision for the founders of the classroom in the first sentence of the first paragraph of Article 22

It does not apply.

(7) The institution to which the institutions applying for the transformation program undertake to transform is formal

If it is not an educational institution, it cannot benefit from the supports stipulated in the Law.

(8) (Annex: RG-17/1 / 2015-29239) The founders of the private **teaching** institutions included in the transformation program until the date of 1/9/2015, if he wants to turn his institutions into school in his existing buildings.

Notarized letter of undertaking to make it compatible with the Educational Institutions Standards Directive,

second article of the Regulation with a temporary settlement plan and at least one year lease agreement

apply to the Governorate with the documents listed in paragraphs (a), (b), (c), (ç), (e), (k) and (o) of the paragraph.

The quota of the school is determined through the temporary settlement plan.

(9) (Annex: RG-17/1 / 2015-29239) **Requesting the** institution to be turned into a school in different buildings

In the event, the documents in the second paragraph of Article 5 of the Regulation are requested.

(10) (Annex: RG-17/1 / 2015-29239) 2015-2016 training from the private teaching institutions included in the transformation program

before 30/5/2015 from those who will turn into a private school that they promised since the academic year

opening and working in a workplace with permission to open an institution as a school in existing buildings or in different buildings

institutions that are licensed may continue their activities until 1/9/2015 at the same time.

**TEMPORARY ARTICLE 6 - (Annex: RG-5/7 / 2014-29051)**

(1) The registration of the institution and the fees are collected before the regulation comes into force.

The provision of the third paragraph of the article 55 does not apply to the students who are admitted.

**PROVISIONAL ARTICLE 7 - (Annex: RG-5/7 / 2014-29051)**

(1) Opening and working place of business with permission to open an institution before the regulation comes into force

the institutions that have obtained the license do not have any application requiring a change of quota.

In the event that the paragraph (c) of the second paragraph of Article 51 is not applied.

**PROVISIONAL ARTICLE 8 - (Annex: RG-5/7 / 2014-29051)**

(1) In schools, with the permission of the governor's office for students on Sundays in the 2014-2015 academic year.

reinforcement courses can be opened for classes.

**PROVISIONAL ARTICLE 9 - (Annex: RG-24/9 / 2014-29129)**

(1) Opening a workplace with the permission to open an institution for the private school before the regulation comes into force

and the founder, who obtained a work license, is the same in different buildings that meet the necessary conditions within the same city limits.

Increasing its quota by name, and applying to operate until 1/9/2015

the quota is determined again by organizing a workplace opening and working license with permission to open an institution.

However, the workplace with the permission of opening these institutions separately at the end of the specified period for the schools of these schools in each building.

opening and working license is issued and their quotas are determined again.

**PROVISIONAL ARTICLE 10 - (Annex: RG-8/8 / 2015-29439)**

(1) By taking the transformation program in line with the provisional article 5 of this Regulation, 2015

In the private education courses transformed into existing buildings until the end of the year, 2018-2019 academic year

to the end of the first paragraph of article 11 of this Regulation (ç) subparagraph

building entrance condition is not required.

**PROVISIONAL ARTICLE 11 - (Annex: RG-8/8 / 2015-29439)**

(1) The institutions that will implement science group programs in the 2015-2016 academic year will

They approve by the end of 2015.

**PROVISIONAL ARTICLE 12 - (Annex: RG-3/7 / 2016-29761)**

(1) About to open a private motor vehicle driving course before the entry into force of this article

11th in private motor vehicle driving courses applied for at the national education directorates independent building entrance condition in the subparagraph (ç) of the first paragraph of the article is not required.

**PROVISIONAL ARTICLE 13 - (Annex: RG-3/7 / 2016-29761)**

(1) Opening and working of a workplace with the permission to open an institution before the effective date of this article.

license and having the conditions in the additional article 1 of this Regulation,

private vocational and technical Anatolian high schools opened outside the organized industrial zone,

By making a protocol with the workplaces in accordance with the conditions specified in the (r) clause of the first paragraph of the Article

They deliver to the national education directorate to be sent to the General Directorate.

**PROVISIONAL ARTICLE 14 - (Annex: RG-5/8 / 2016-29792)**

(1) Operating as a private education course at the date of entry into force of this article

the founders of institutions, (Amended phrase: RG-13/1 / 2017-29947) until the date of 1/8/2017

make them suitable to operate in the science group, and permission to open institutions accordingly

regulated. (Different sentence: RG-13/1 / 2017-29947) In a science group no later than 4/8/2017

about private education courses that do not have permission to open institutions to operate.

closing process is applied

(2) Before the entry into force of this article, 5th student to open a study center

six months to receive any of the documents in subparagraphs (l) or (m) of the second paragraph of the article

Application to open institutions from applicants or national education directorates

Independent entry condition in paragraph (ç) of the first paragraph of Article 11 is not sought.

(3) At the date of entry into force of this article, the student was operating as a study center.

11th article of the institutions for the addition of buildings, blocks, floors and quota changes and transfer applications.

The independent entry condition in paragraph (ç) of the first paragraph is sought.

(4) In schools that obtain a business license and work license with the permission to open an institution before 1/1/2015

Sub-clause (1) of subparagraph (c) of the first paragraph of Article 11 is not applied.

**TEMPORARY ARTICLE 15 - (Annex: RG-13/1 / 2017-29947)**

(1) Special motor vehicle drivers operating on the date of entry into force of this article

courses, private student study training centers, private education courses and special education and rehabilitation

The conditions stated in this Regulation are not sought for the existing founding real persons of their centers. Legal

and the founders' representatives in compliance with the conditions specified in this Regulation until 1/8/2018.

determines as.

(2) Private motor vehicle drivers courses, special students at the date of entry into force of this article

to open study training centers, private education courses and special education and rehabilitation centers

Six to receive any of the documents in subparagraphs (l) or (m) of the second paragraph of Article 5

Application to open an institution from the applicants or national education directorates up to a month ago

the provisions in the second paragraph of the article 5 (s), (ş) and (t) about those found

It is not applied in the stage. However, the provisions of the first paragraph of this article are also valid for these institutions.

(3) Special professional and technical services opened outside the organized industrial zone before 2/9/2016

Anatolian high schools until 1/9/2018, the implementation of the Standard Directive of Private Education Institutions

without seeking standards regarding workshop and application laboratories; specified in the relevant legislation

in the fields / branches to be supported in the communiqué within the scope of Article 1 of Annex provided that other conditions are met.

Education and training support is provided for students studying.

(4) Schools operating on the date of entry into force of this article,

make the security cameras specified in the fourth paragraph ready for use until 1/8/2017

It brings.

**Force**

**ARTICLE 71 - (Change: RG-5/7 / 2014-29051)**

(1) Fourth and seventh paragraphs of article 46 of this Regulation, ten of article 51

the first paragraph, the third paragraph of the article 55, the fourth paragraph of the article 59 and the 63th article

article's third paragraph enters into force on 1/9/2014 and other articles on the date of its publication.

**Executive**

**ARTICLE 72 - (Change: RG-23/10 / 2012-28450)**

(1) Additional Article 1 and Temporary Article 3 of this Regulation and the Minister of Finance

The other provisions of the Minister are executed by the Minister of Education.

[Click to see the annexes of the regulation](#)

<b>The Official Gazette in which the Regulation was published</b>		
	<b>Historical</b>	<b>Number</b>
	20/03/2012	28239
<b>Official that the Regulations Amending the Regulation are Published the newspapers</b>		
	<b>Historical</b>	<b>Number</b>
one	21/07/2012	28360
2nd	10/23/2012	28450
3	02/08/2013	28 726
4	09/07/2013	28 758
5	05/29/2014	29014
6	07/05/2014	29 051
7	21/08/2014	29095
8	09/24/2014	29 129
9	01/17/2015	29 239
10	04/07/2015	29 406
11th	07/23/2015	29 423
12	08/08/2015	29439
13	12/04/2016	29 682
14	07/03/2016	29761
15	08/05/2016	29 792
16	01/13/2017	29 947

(Change: RG-13/1 / 2017-29947) ANNEX-1

(Provincial Directorate of National Education)

The information about the private education institution I have given below has been filled in completely and correctly by me.  
I want to open a business and get a work license with the permission to open an institution.  
I supply your requirement.

Founder or Founder's Representative  
Name, Surname, Date, Signature

**APPLICATION FORM FOR PEOPLE OF SPECIAL EDUCATION INSTITUTIONS**

Special Education Institution Will Open		Legal entity	Real person
INFORMATION OF THE LEGAL PERSON			
Name of Legal Entity		INFORMATION FOR THE REAL PERSON	
Tax Office Name-Tax Number		TC Identification number	
Founder's Representative Name and surname		Tax Office-Tax Number	
TC Identification number		Name and surname	
Father name	Mother name	Father name	Mother name
Place of birth	Date of birth	Place of birth	Birth
			Historical
<b>Type of Institution</b>			
<b>Name of the Institution</b>			
<b>Program to be Applied</b>			
<b>Duration of the Program</b>			
<b>address</b>			
<b>Address Code</b>			
<b>Phone / Fax No / e-mail</b>			
<b>Institution Building</b>		<b>own</b>	<b>For rent</b>
<b>Age Group Addressed by the Institution</b>		<b>Student</b>	<b>Adult</b>
<b>Teaching Method</b>		<b>Boarding</b>	<b>Gündüzlü</b>
<b>Boarding Status</b>		<b>Girl</b>	<b>Male</b>

**ATTACHMENTS:**

- 1- Criminal record declaration
- 2- The founding legal person, on the other hand, stated that the private education institution will be operated within the objectives of the establishment and the partners and If legal entity from partners that also where the nationality of legal persons and legal entities according to the nature Turkey Trade Registry An example of the articles of association, charter or foundation deed published in the newspaper and any amendments, if any.
- 3- Founder representative; it also has the authority to open, close, transfer, and so on.
- 4- copy of the decision of the board of directors approved by the national education directorate. (In legal entities)
- 4- Technical report about the building's strength and durability.
- 5- Report on the health of the building and its surroundings.
- 6- Report received from the fire department regarding the necessary measures against fire in the building.
- 7- Four floor plans drawn on papers of 35x50 cm or A3 size.
- 8- CD of the institution regulation draft prepared for the approval of the Ministry for private schools that want to do different applications. (3 Teams).
- 9- For institutions that will implement an informal curriculum and weekly lesson schedule; To be approved by the Ministry curriculum and weekly course schedule CD. (3 Teams).
- 10- The science group framework in Annex 15 for high school and equivalent school graduates who will open private education courses for basic high schools implementing their programs; Curriculum prepared by the institution to be approved by the General Directorate and CD. (3 Teams).
- 11- The manager's work permit proposal and the institution regarding all the necessary personnel whose qualifications are stated before starting education. written statement of the founder that work permit offers will be made.
- 12- If the institution building belongs to the founder, an example of deed; If the institution building is for rent, the application date of the building with the title deed As of the education period in schools, at least one year rental contract in other institutions or by the national education directorate. approved sample.
- 13- Appropriate opinion letter of the relevant ministry for institutions that have special features such as maritime course and aviation course.
- 14- The Decision of the Council of Ministers for international institutions to be opened by foreign nationals.
- 15- Vocational and technical Anatolian High School will open the field of health services, students in the hospital where the school will be opened Protocol with the hospital management regarding that they will do their internships in accordance with the field they are going to study.
- 16- Certified document indicating that a fee has been paid for those who will open an institution whose license is subject to the fee pursuant to the Law No. 162 of the Charges.
- 17- They will open private vocational and technical Anatolian high schools (except for the health services field) outside the organized industrial zone, with the medium or large enterprises in the province where the school where the students will be trained in accordance with their field of education will be opened. protocol.
- 18- Photograph of the founding natural person or its representative.

19- Photocopy of the tax plate.

20- If the founder is a real person, the founder's representative, if the founder is a legal person, the learning document and service chart of the founder representative.

**Annex 2  
(Amended: OG-3/7 / 2016-29761)**

**TC  
..... GOVERNOR  
Provincial National Education Directorate**

Number :

Subject: Permission to Open Institution

..... ..

Relevance: An article dated ..... .. and numbered .....

6th and 8th of Private Education Institutions Law No. 5580 whose name and status are given below  
Article 3 of the same Law to the private education institution, where work permits are issued for educational personnel,  
According to the article, permission to open an institution is given.  
I request the information and requirements.

..... ..  
Governor

**ATTACHMENTS**

- one-
- 2nd-

	Current state	Changes
Corporate code		
Company Name		
Province / District		
Corporate Address		



founder  
 Founder Representative  
 Turkish Identity Number  
 Tax Administration  
 Tax number  
 Building Quota

**PROGRAM NAME TO BE APPLIED**  
 (If Available, TTKB Decision and Number)

**START**      **PROGRAM**  
**HISTORICAL**      **QUOTAS of**

Page 41

EK-2 /  
 (Annex: RG-5/7 / 2014-29051) (Change: RG-3/7 / 2016-29761)

TC  
**MINISTRY OF EDUCATION**  
 General Directorate of Private Education Institutions

Number:

Topic: Opening a Business and Working License

TO ..... GOVERNORATE  
 (Provincial Directorate of National Education)

Relevance: An article dated ..... and numbered .....

6th and 8th of Private Education Institutions Law No. 5580 whose name and status are given below  
 In accordance with the articles, a special work permit was issued for the education personnel and the institution was given permission to open an institution.  
 The educational institution has been granted a license to open a workplace and work according to Article 3 of the same Law.  
 I request the information and requirements.

.....  
 Minister a.  
 General manager

**ATTACHMENTS**

one-  
 2nd-

**Corporate code**  
 Company Name

Province:

Town:

Corporate Address  
 founder  
 Founder Tax Office Name  
 and Tax Number  
 Building Quota

**ANNEX 3  
(Amended: RG-5/7 / 2014-29051)**

**TC  
MINISTRY OF EDUCATION  
General Directorate of Private Education Institutions**

Number :

Subject: Permission to Open Institution  
(Temporary)

**TO ..... GOVERNORATE  
(Provincial Directorate of National Education)**

Relevance: An article dated ..... and numbered .....

The name of the Private Education Institutions Law No. 5580  
According to the article 3, permission to open an institution is given (Temporary).

In accordance with the 6th and 8th articles of the same Law, the education personnel of the said institution will  
work permit needs to be issued.

I request the information and requirements.

.....  
Minister a.  
General manager

**ATTACHMENTS**

one-  
2nd-

Corporate code group  
Company Name

Province: Town:

Corporate Address  
founder

Founder Representative  
Turkish Identity Number  
Tax Administration  
Tax number  
Building Quota  
Boarding Quota

**PROGRAM TO BE IMPLEMENTED**

**START PROGRAM  
HISTORICAL QUOTAS of**

**EK-3 / A**  
**(Appendix RG-5/7 / 2014-29051)**  
**(Amended: OG-3/7 / 2016-29761)**

**TC**  
**MINISTRY OF EDUCATION**  
**General Directorate of Private Education Institutions**

Number :

Topic: Opening a Business and Working License

**TO ..... GOVERNORATE**  
**(Provincial Directorate of National Education)**

Relevance: An article dated ..... and numbered .....

The name of the Private Education Institutions Law No. 5580  
According to the 3rd article, the license to open a business and work is given.  
I request the information and requirements.

.....  
Minister a.  
General manager

**ATTACHMENTS**

one-  
2nd-

**Corporate code**

Company Name

Province:

Town:

Corporate Address

founder

Founder Tax Office Name

and Tax Number

Building Quota

Boarding Quota

**EK-3 / B**  
**(Annex: RG-5/7 / 2014-29051) (Change: RG-8/8 / 2015-29439)**

**TC**  
**MINISTRY OF EDUCATION**  
**General Directorate of Private Education Institutions**

Number:

Subject: Permission to Open Institution

**TO ..... GOVERNORATE**  
**(Provincial Directorate of National Education)**

Relevance: An article dated ..... and numbered .....

The name of the Private Education Institutions Law No. 5580  
According to the article 3, permission to open an institution is given.  
I request the information and requirements.

.....  
Minister a.  
General manager

**ATTACHMENTS**

one-  
2nd-

	Current state	Changes
Corporate code		
Company Name		
Province / District		
Corporate Address		
founder		
Founder Representative		
Turkish Identity Number		
Tax Administration		
Tax number		
Building Quota		
Boarding Quota		

**PROGRAM TO BE IMPLEMENTED**

**START**      **PROGRAM**  
**HISTORICAL**      **QUOTAS of**

**EK-4**  
**(Amended: RG-13/1 / 2017-29947)**

**VARIOUS COURSE TEACHING PROGRAMS SHOW CATEGORIES AND GROUPS**

CATEGORY	GROUP	PROGRAM NAME
Self-improvement Courses	Foreign Language Course Group	English, French, German, Arabic, Italian, Spanish, Russian, Japanese, Dutch, Turkish for Hebrew Foreigners and so on.
	Course for Open Education Students group	Mathematics, Statistics, Economics, Business, Marketing and so on.
	Public Personnel Selection Exam Preparation Course	Group A KPSS Field Information Preparation Course Program, Group B KPSS Educational Sciences Preparatory Course Program, Group A KPSS Area Information Preparation Course Program, Group B KPSS Educational Science Preparation Course Program and KPSS General Culture-General Talent Preparation Course Program
	Computer Course Group	Computer Literacy, Business Administration, Utility Programmer, Programmer, Analyst Programmer, Web Design, Graphic Design and so on.
	Accounting Course Group	Computerized Accounting, Accounting Applications, Accounting.
	Beauty and Skin Care Group	<b>Note: The condition of being a Computer Laboratory is sought in the opening.</b> Hair Removal, Professional Makeup, Hand and Foot Care, Skin Care and Beauty, Esthetician, Hairdressing, Massage and so on.
	Modeling and Stylist Group	Clothing Designer, Computer Modeling, Computer Aided Modelist Moldmaking, Stylist, Fashion Marketing, Textile, Sewing - Sewing and like.
	Tourism and Hospitality Course Group	Service - Bar, Housekeeping, Kitchen, Front Desk, Professional Tour Operator, Tourist Guidance, Travel Agency Management, Communication Tourism Office Services, English Weighted Tourism Management and Hotel Management and so on.
	Human Resources and Secretariat group	Human Resources, Public Relations, Executive Secretariat, In Public Speaking, Speed Reading and so on.
	Television, Radio, Speaker Course Group	Cameraman Training, Radio Program, Announcer, Editing Training, TV - Radio Communication and so on.
Real estate, Advertising, Insurance Course Groups	Real Estate, Advertising, Insurance Courses	
		Mobile Dock Crane Operator Raising, Container Trailer Winch Training Operator, Training Cotton Picking Machine Operator,

Profession  
Acquisition and  
Vocational  
evolution  
Courses

Business Machine (Operator) Certificate  
Course Group

Ginning Machine Operator Training, Surface Scraping Construction Machinery  
Training Operator, Mobile Fuel Tanker Supply Machine  
Raising Operator, Lifting, Carrying Rail System Ceiling Crane, Gravel  
Rearing Machine Operator For Spreader Construction Machinery, Harvesting Peas  
Machine Operator Training, Scraping-Loading-Leveling (Dozer) Work  
Machine Operator, Scraping-Loading-Leveling (Excavator) Construction Machine  
Operator, Scraping-Loading-Leveling (Grayder) Construction Machine Operator,  
Scraping-Loading-Leveling (Loader) Construction Machine Operator, Scraping-  
Loading-Leveling (Beko-Loder) Construction Machine Operator, Gallery and Tunnel  
Opening Machine Operator Modular, Laying-Compression (Cylinder) Work  
Machine Operator, Paving-Compaction (Paver) Construction Machine Operator,  
Lifting-Loading-Stacking (Forklif) Construction Machine Operator, Lifting-  
Loading (Mobile Crane) Construction Machine Operator, Self Propelled Silage  
Machine Operator, Self Propelled Sugar Beet Harvesting Machine  
Training Operator, Self Propelled Plant Protection Machine Operator,  
Self Propelled Feed Wagon Machine Operator Training, Lifting  
Training (Lifting and Lifting) Operator Raising, Lifting  
Raising Loading (Tower Crane) Operator, Lifting Transport Rail  
Raising System Bridge Crane Operator, Concrete Transport / Mixing  
(Transmixer) Work Truck Operator Training, Concrete Pumping Work  
Training Truck Operator, Work Truck (Vehicle Rescue-Towing-  
Transport) Machinery Operator Training, Work Truck (Fire Truck)  
Training Operator, Work Truck (Snow Fighting Vehicle) Operator  
Rearing, Concrete Spraying Machines Operator Rearing, Concrete  
Power Plant Operator Training, Crushing and Screening Plant (Crusher) Operator  
Cultivation, Digger-Ground Drilling Hole Drilling (Drilling) Operator

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Ability Music Course Group  
Courses Dance and Ballet Course Group  
Outside of the Above Teaching Programs

Cultivation, Ground, Road Sweeping and Cleaning Machines Operator  
Cultivation, Terminal Tractor Operator Cultivation, Tomato Harvest  
Machine Operator, Work Truck (Rock-Earthmoving Truck) Operator  
Cultivation, Work Truck (Asphalt Maintenance Distributor) Operator  
Rearing, Work Truck (Rail Moving on Rail and Land  
Maintenance & Repair Vehicles) Training Operator, Work Truck (Solid Waste  
Compaction and Transport Machinery) Operator Training, Work Truck  
Raising the Operator (Sewage-Sewer Cleaning Machine),  
Asphalt Plant Operator Training, Off-Road (Personnel and Baggage-Load  
Transport) Raising Tool Operator, Self Propelled Mower  
Training Operator, Combine Harvester Training, Airports  
Ground Service Vehicles High Loader (High-Main Deck Loader)  
Training Machines Operator, Airports Ground Service Vehicles  
Aircraft Towing and Pushing Vehicle (Tow-Car) Machinery Operator Training,  
Airports Ground Service Vehicles Conveyor Machines Operator  
Cultivation, Airports Ground Service Vehicles Icing Prevention and  
Ice Cleaning Tool (De Icing-Anti Icing) Construction Machine Operator  
Rearing, Airports Ground Service Vehicles Passenger Ladder  
Raising Motor / Towable Machine Operator, Heavy Duty With Traction Drive  
Rearing Transport (Low-Bed) Construction Machine Operator, Self  
Driven Motorized Carrier (SPMT) Heavy Transport (Low-Bed) Construction Machine  
Training Operators, Port Field Stacking (Full and Empty Container) Work  
Training Machinery Operator, Port Crane (RTG and SSG) Operator  
Training, Serdümen- Sapancı Operator Training Courses  
Piano, Organ, Guitar, Violin, Baglama, Flute and so on.  
Ballet, World Community Dances and so on.  
In the program, only the theoretical subjects and application class  
other courses not needed

**Note: The category and group of the programs not listed above are determined by the Ministry and the Head Office internet published on the site.**