

SPECIFICATIONS FOR LEARNERS

1. The Institute Istanbul İSMEK, which is affiliated to the Istanbul Metropolitan Municipality Human Resources and Education Department, Lifelong Learning Directorate, provides the training services free of charge. Learners are responsible for providing their own training materials and equipment.
2. Learners can apply to more than one program at the Institute Istanbul İSMEK, provided that the course start & end dates do not coincide with each other. The applications of learners having received a Ministry of National Education (MoNE) Certificate / Certificate / Certificate of Participation from a program before, will not be accepted into the same program. In case the learner candidates apply for a program for which they have received a document before, they will be placed on the waiting list and the applications will be become definite only if the quotas are available. A new MoNE Certificate / Certificate / Certificate of Participation will not be issued to the learners who continue the course after their registrations become definite.
3. It is compulsory to participate in a program that has been applied for. If a learner is absent for over 1/5 of course hours, with or without excuse, they will be accepted as "absentee".
4. Institute Istanbul İSMEK, an adult education institution, monitors the attendance status of the learners to issue MoNE Certificates / Certificates / Certificates of Participation. Learners who leave the class without asking for permission before the lesson ends, are marked as "absent" in the attendance sheet. Institute Istanbul ISMEK cannot be held responsible for the negativities faced by the learners who do not attend the class or leave the training centre. The learners who make it a habit to be late for the lesson, set the training back, bring children to the education centre, disrupt the normal flow of the lesson, are dismissed from the training centre, and cannot attend the further trainings of the Institute Istanbul İSMEK.
5. A learner whose registration is cancelled due to absenteeism in the same training period cannot register for the following training period.
6. At the end of the education period, each learner, who completes the training hours determined by the Ministry of National Education and is successful, is given a "MoNE Certificate" approved by the Ministry of National Education General Directorate of Lifelong Learning. Each learner, who completes the training hours determined by the Institute Istanbul İSMEK and is successful, is given a "Certificate of Participation - Certificate". The learner, whose registration is cancelled due to the absenteeism and indiscipline, loses the right to receive a certificate.
7. If a learner damages a third person or course centre supplies and equipment, they will be held responsible for the cost of their damages. Should they fail obligation, they will be cut ties with. If the learners cause any damage to third parties or the fixtures of the centre where they receive training, they are obliged to cover the said damage. Those who do not fulfil their obligations are dismissed from the training.
8. No guest trainees will ever be accepted for the trainings.
9. Institute Istanbul ISMEK holds local, national, and international arts and crafts exhibitions during or after semesters. Learners are obligated to provide their artworks for these exhibitions upon request. Institute Istanbul İSMEK has the right to include or not to include the products of the trainees that it deems appropriate for exhibition in the said exhibitions.
10. Institute Istanbul ISMEK has the right to use:
 - the audio/camera-video/photo recordings taken and recorded during the training of the learners,
 - audio/camera-video/photo recordings taken and recorded during the production and exhibition of the works produced by the learners,

-audio/camera-video/photo recordings of the training, seminars, symposiums, workshops, online trainings, and audio/camera-video/photo recordings taken and recorded in Institute Istanbul İSMEK training centres in all kinds of publications and social media for the purpose of promoting İSMEK and Istanbul Metropolitan Municipality, and also has the right to share it with Istanbul Metropolitan Municipality, its affiliates both national and international media if deemed necessary.

11. It is forbidden to share the following with others in the schools and the centres where the trainings are provided in the fields of Food and Beverage Services and Food Technology:
 - Materials with the name and logo of Institute Istanbul İSMEK before, during or after the training,
 - An image recording of someone else and someone else's work taken during the training,
 - Learning materials and recipes
12. In some programs it is obligatory for the learners to wear aprons in order to ensure the hygiene rules.
13. Official and general holidays at the Institute Istanbul İSMEK are January 1, Semester Holiday, MoNE Midterm Holidays, April 23, May 1, May 19, July 15, August 30, October 29 and days that coincide with religious holidays. In addition, on the days when the Ministry of National Education and/or the Governorship of Istanbul suspends the education in secondary schools due to snow, flood, and storm, the trainings will also be suspended at the Institute Istanbul İSMEK training centres. Institute Istanbul İSMEK is not obliged to call the learners and inform them on these holidays.
14. Learners should not leave their personal belongings in training centres, otherwise Institute Istanbul ISMEK does not accept any responsibilities for the losses that may arise.
15. Learners preferring to participate in Institute Istanbul İSMEK folk-dance trainings, will make a personal statement by filling out the health questionnaire form before the start of the training. The "Report for Declaring the Disability" will be requested from the learners with disabilities and their applications will become definite according to the degree of their disabilities. The learners participating in the folk-dance trainings are responsible for any health problems that may arise in the programs, for incorrect and incomplete information in the health questionnaire form. The learners can attend the folk-dance trainings during the session and under the supervision of the trainer. Learners are to be aware of risks such as injury and death that may occur in folk dance trainings; and should such a situation occur, learners and/or their attorneys/inheritors accept and declare that Istanbul Metropolitan Municipality, training centre staff, and the Management Team of Institute Istanbul ISMEK hold no legal nor criminal responsibilities.
16. It is obligatory to declare with the HES code at the entrance to the course centres.
17. Institute Istanbul ISMEK reserves the right to change program dates or cancel them without stating reason.
18. During the pandemic, the learners are required to comply with the rules accepted by the Institute Istanbul İSMEK Management and the Istanbul Governorship Provincial Hygiene Board. The learners who do not follow the mask, physical distance and hygiene rules will not be accepted to the course.
19. Learners undertake that they do not have Covid-19 disease and have no symptoms when they register for the trainings. The learners undertake that they will not continue the course in the required time by informing the course management if they show any signs of Covid-19 disease during the training or if there is a person diagnosed with Covid-19 among the people living in the same house.
20. According to the circular issued by the Ministry of Interior Affairs, it is obligatory to declare a vaccination certificate or PCR test results at the entrances of areas such as events, culture,

arts, and sports halls. Our learners who will receive training at the Institute Istanbul İSMEK are required to have a vaccination certificate or PCR test results.

21. In the event that face-to-face trainings are disrupted due to pandemic conditions, the remaining part of the trainings with a "Certificate of Participation/Certificate" can continue with the "distance education" method if deemed appropriate by Institute Istanbul İSMEK Management.
22. Learners accept and declare that they will abide by all the rules in this specification, as well as any written rules posted in the training centres and verbal notifications given to them.
23. I irrevocably accept, declare and undertake that I have read and will abide by the general rules stated above, that the information I give is true and accurate; that if it is found out that the information I provided does not reflect the truth I will be prevented to benefit from the Institute Istanbul ISMEK training centres; that I will bear all kinds of financial and moral consequences that may arise from a chronic illness and disability that I have not declared; and that the Istanbul Metropolitan Municipality, Institute Istanbul ISMEK and its staff will not accept any legal nor criminal responsibilities.

SPECIFICATIONS FOR REGISTRATION

1. Learners will be able to apply for more than one program at the Institute Istanbul İSMEK, provided that the course start & end dates do not coincide with one another. They can withdraw from the registered program before the start date of the program.
2. All candidate learners are required to provide an e-mail address and GSM telephone number that accepts bulk SMS. (Institute Istanbul ISMEK will not be responsible if the candidate learners cannot receive the SMS since their GSM numbers are closed to bulk SMS or closed due to debt).
3. Applications that candidate learners make online are considered "**pre-registration**".
4. For pre-registrations to become definite, candidate learners must submit a photocopy of their national ID card to the training centre administration on the start day of the program. Otherwise, their enrolment will not be finalised.
5. **Finalised enrolments** will be determined based on application order. When the quota is full, applicants will be given the option of joining the waiting list. Those on the waiting list will only be accepted into the program if candidate applicants in the main list do not finalise their enrolments.
6. Candidate learners whose pre-registration has not become definite, may apply for programs at the other training centres or the ones that start at a later date.
7. Candidate learners may apply for pre-registration to a course 21 days before the start date.
8. Some training programs require preliminary qualifications (detailed information may be found via <https://enstitü.ibb.istanbul/>). These qualification documents must be provided during application.
9. Institute Istanbul ISMEK Specialty Schools provide employment-focused trainings. Candidate learners who carry the required preliminary qualification, who have turned 16 and successful in the entrance exam/interview will be accepted. Hepatitis A / Hepatitis B test and Lung X-ray are requested from the learners in the specialty schools where training programs are delivered in the field of Food and Beverage / Food Technologies.
10. Since the learners are expected to transform their acquired skills into products during the Workshop / Production classes, the learners will be determined by the exam/interview method. Detailed information about the workshop / production classes can be found on the website <https://enstitü.ibb.istanbul/>.
11. Only learners with disabilities can apply for our training programs designed for the disabled learners.
12. Learners with disabilities must primarily choose our "Training Centre for Disabled Learners". If their disability status and rate will not affect their training process in the other centres, they may also choose them. Applications of learners with disabilities to the centres that are not the "Training Centre for Disabled Learners" will be re-evaluated by the administration, regarding their level of disability, and their enrolment will become definite accordingly.
13. Foreign national learners must present their IDs starting with 98 and 99 numbers in order to be able to register.
14. The applications of learners having received a Ministry of National Education (MoNE) Certificate / Certificate of Participation from a program before, will not be accepted into the same program. In case the learner candidates apply for a program for which they have received a document before, they will be placed on the waiting list and the applications will be become definite only if the quotas are available.

NOTE: You may browse the [Help](#) page for assistance with your online application.

EXPLICIT CONSENT TEXT

EXPLICIT CONSENT TEXT REGARDING THE PROCESSING OF PERSONAL DATA AND SPECIAL CATEGORIES OF PERSONAL DATA WITHIN THE SCOPE OF INSTITUTE ISTANBUL ISMEK ACTIVITIES

As the data supervisor, it has been declared by the Istanbul Metropolitan Municipality (IMM) that photos and videos are taken within the scope of trainings, events, exhibitions, seminars, symposiums, and related activities organised by the Istanbul Metropolitan Municipality within the body of the Institute Istanbul İSMEK. In case I give my consent, my audio-visual recordings can be included in any media channels (website, social media account, etc.) and promotions for the purpose of promoting the activities of IMM and Institute Istanbul İSMEK, in order to carry out the registration process for the training programs, to provide the appropriate training environment and support services for disabled people, as well as to provide other services for the disabled people within the scope of the Municipality Law. It has been reported that my disability-related health data (including physical disability status, and disability information) will be processed. I have been informed by the IMM of my rights and requests, as stated in the Law on The Protection of Personal Data article 11, with the “**Institute Istanbul ISMEK Activities Clarification Letter**”, presented to me in print and/or through https://kursiyer.ibb.istanbul/dokuman/AydinlatmaMetni_2021-2022.pdf, I have understood the matters of this information, and learned my detailed rights regarding the aforementioned recordings, and that I may retract or make changes to the terms of my consent at any time;