Course Syllabus

Code - Course Title	**ADL206U - Regulation of Clerk of Court Office**
Course Type	IV. SEMESTER
Laboratory + Practice	0+0
ECTS	**5.0**
Language of Instruction	Türkçe
Course Type	Elective Courses
Course Instructor(s)	LECTURER DR. ÖZGE ÖZTÜRK

Mode of Delivery	Distance Education
Prerequisites	There is no prerequisite or co-requisite for this course.
Courses Recomended	There is no recommended optional programme component for this course.
Work Placement	Not Applicable

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Weeks	Learning Outcomes	Topics	Teaching Methods
Week - 1		Turkish Judicial Organization in General	
Week - 2		Registry Services and Registrar's Staff in General	
Week - 3		Registry Procedures of Courts of First Instance in Civil Procedure	
Week - 4		Registry Procedures of Enforcement and Bankruptcy Offices and Enforcement Courts	
Week - 5		Midterm Exam Preparation - Question Solution	
Week - 6		Midterm Exam Preparation - Question Solution	
Week - 7		Midterm Exam	
Week - 8		Registry Procedures in Criminal Trial	
Week - 9		Registry in the Administrative Courts of First Instance Courts and Application Procedures	
Week - 10		Registry Procedures in Regional Courts of Appeal (Appeal)	
Week - 11		Registry Procedure in the Supreme Court and the Council of State	
Week - 12		Preparation for the Final Exam - Question Solution	
Week - 13		Preparation for the Final Exam - Question Solution	
Week - 14		Final Exam	

Learning Outcomes

#	Learning Outcome
1	Recognize the duties of different items and institutions and the relevant legislation.
2	Dosya hazırlama ve çalışma usulleri ile UYAP konusunu kavrarlar
3	Resmi yazışma usulünü kavrarlar
4	Hukuk ve Ceza mahkemeleri ile Cumhuriyet Başsavcılıklarının çalışma ilkelerini çözümlerler

Sustainable Development Goals

No content has been provided.

Course Theme

No content has been provided.

AKTS Workload

Activity	Duration (Hour)	Count	Workload
Teorik Derse Katılım	0	0	0
Sınıf Dışı Çalışma (Ön Hazırlık & Pekiştirme Amaçlı)	0	0	0
Ödevler	0	0	0
Proje - Rapor - Sunum Hazırlama	0	0	0
Ara Sınav Hazırlığı (sınav süresi dahil)	0	0	0
Final Sınavı Hazırlığı (sınav süresi dahil)	0	0	0
Uygulama (Laboratuvar, Müzik/Enstrüman Uygulaması, Atölye/Saha Çalışması vb.)	0	0	0
Staj Uygulaması	0	0	0
		Calculated ECTS	**0**

Assessment Method and Passing Requirements

No content has been provided.

Assessment Method and Passing Requirements	Quamtity	Percentage (%)
1.Midterm Exam	1	30
Final Exam	1	70
	Sum (%)	**100**