

**SYLLABUS**  
**Vocational School**  
**Court Office Services Program**

| Course Unit Code                                        | Course Title                                                                                                                                                                                                                                                                                                                |                                                                                                          | Credits             | ECTS Value                                 |                  |
|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------|------------------|
| MBH105                                                  | Notification Law Knowledge                                                                                                                                                                                                                                                                                                  |                                                                                                          | (2-0-2) 2           | 5                                          |                  |
| Prerequisite Courses:                                   | -                                                                                                                                                                                                                                                                                                                           |                                                                                                          |                     |                                            |                  |
| Language of Instruction:                                | Turkish                                                                                                                                                                                                                                                                                                                     | Lesson Teaching Style:                                                                                   | Face to face        |                                            |                  |
| Course Type and Level:                                  | Elective                                                                                                                                                                                                                                                                                                                    |                                                                                                          |                     |                                            |                  |
| Title, Name and Surname of the Instructor of the Course |                                                                                                                                                                                                                                                                                                                             | Course Hours                                                                                             | Office Hours        | Communication                              |                  |
| Asst. Prof. Yunus Anıl AY                               |                                                                                                                                                                                                                                                                                                                             | Up-to-date program information should be followed on the web page.                                       | Tuesday 11.00-14.00 | yunusanilay@cag.edu.tr                     |                  |
| Course Coordinator:                                     | Asst. Prof. Yunus Anıl AY                                                                                                                                                                                                                                                                                                   |                                                                                                          |                     |                                            |                  |
| Objectives of the Course                                |                                                                                                                                                                                                                                                                                                                             |                                                                                                          |                     |                                            |                  |
| Course Learning Outcomes                                | Upon successful completion of this course, the student will be able to:                                                                                                                                                                                                                                                     |                                                                                                          |                     | Relations                                  |                  |
|                                                         |                                                                                                                                                                                                                                                                                                                             |                                                                                                          |                     | Program Outcomes                           | Net Contribution |
|                                                         | 1                                                                                                                                                                                                                                                                                                                           | Define the general concepts of notification.                                                             | 1,2,3,4             | 5,5,5,5                                    |                  |
|                                                         | 2                                                                                                                                                                                                                                                                                                                           | Explain the sources of the Notification Law and related legislation.                                     | 1,2,3,4             | 5,5,5,5                                    |                  |
|                                                         | 3                                                                                                                                                                                                                                                                                                                           | Discuss the problems that arise during the stages of notification.                                       | 1,2,3,4             | 5,5,5,5                                    |                  |
|                                                         | 4                                                                                                                                                                                                                                                                                                                           | Explain how the notification will be served in accordance with the provisions of the law and regulation. | 1,2,3,4             | 5,5,5,5                                    |                  |
| Course Description:                                     | The importance and function of notification, types of notification, persons to whom notification can be made, notification to legal persons, failure to make notification, the consequences of announced notification and irregular notification, legislation and judicial practices constitute the content of this course. |                                                                                                          |                     |                                            |                  |
| Course Contents: (Weekly Lesson Plan)                   |                                                                                                                                                                                                                                                                                                                             |                                                                                                          |                     |                                            |                  |
| Week                                                    | Topic                                                                                                                                                                                                                                                                                                                       |                                                                                                          | Preparation         | Teaching Methods and Techniques            |                  |
| 1                                                       | Meaning of Notification and Relevant Legislation, The Importance of the Notification, Its Legal Nature and the Fact that the Notification Rules Are Complied with by the Relevant Authority                                                                                                                                 |                                                                                                          | Textbook            | Lecture, case analysis, legislation review |                  |
| 2                                                       | Type of Notification According to the Authorities Issuing the Notification Document, Authorities to Issue the Notification                                                                                                                                                                                                  |                                                                                                          | Textbook            | Lecture, case analysis, legislation review |                  |
| 3                                                       | Issuance of the Notification Document, Submission to PTT, Examination and Acceptance by PTT, Use of Private Vehicles and Notification Through Officer                                                                                                                                                                       |                                                                                                          | Textbook            | Lecture, case analysis, legislation review |                  |

|    |                                                                                                            |          |                                                        |
|----|------------------------------------------------------------------------------------------------------------|----------|--------------------------------------------------------|
| 4  | Notification to the Addressee, Legal Entity and Attorney, Place of Notification, Time of Notification      | Textbook | Lecture, case analysis, legislation review             |
| 5  | Notification to Persons Authorized to Notify Instead of the Addressee                                      | Textbook | Lecture, case analysis, legislation review             |
| 6  | Making and Documenting the Notification, Failure to Make the Notification and Refraining from Notification | Textbook | Lecture, case analysis, legislation review             |
| 7  | Absence of Notification and Irregular Notification                                                         | Textbook | Lecture, case analysis, legislation review             |
| 8  | Midterm Exam                                                                                               |          |                                                        |
| 9  | Midterm Exam                                                                                               |          |                                                        |
| 10 | Notification by Announcement                                                                               | Textbook | Lecture, case analysis, legislation review             |
| 11 | Electronic Notification                                                                                    | Textbook | Lecture, case analysis, legislation review             |
| 12 | Obligation to Notify the Changed Address and Notification in Case of Non-Compliance with This Obligation   | Textbook | Lecture, case analysis, legislation review             |
| 13 | Notification with Foreign Elements                                                                         | Textbook | Lecture, case analysis, legislation review             |
| 14 | Notification Crimes and Failure to Notify on Time                                                          | Textbook | Lecture, case analysis, legislation review             |
| 15 | General Evaluation of the Provisions Regarding Notification in Other Laws                                  | Textbook | Lecture, case analysis, legislative review negotiation |
| 16 | GENERAL REVIEW Q&A                                                                                         | Textbook | Lecture, case analysis, legislative review negotiation |
| 17 | Final Exam                                                                                                 |          |                                                        |
| 18 | Final Exam                                                                                                 |          |                                                        |

#### Course Resources

|                             |                                                                                                                                                                             |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Textbook:</b>            | Murat Atalı, İbrahim Ermenek, S. Hilal Third: Basic Law Series - Notification Law, 7th edition, Seçkin Publications, 2024.                                                  |
| <b>Recommended Reading:</b> | Meriç, Nedim/Arslanpınar Tat, Tuğçe/Işık, Melih/Korkmaz, D.Nurdan/Özkan Kızıllı, Barçın, Notification Law with Events, On İki Levha Publishing, İstanbul, 3. Edition, 2023. |

#### Course Assessment and Evaluation

| Events                                | Number | Contribution | Notes                                |
|---------------------------------------|--------|--------------|--------------------------------------|
| Midterm Exam                          | 1      | 40%          | It is done in a multiple-choice way. |
| Project                               | 0      |              |                                      |
| Homework                              | 0      |              |                                      |
| Presentation                          | 0      |              |                                      |
| Participation / In-process activities |        |              |                                      |
| Finale                                | 1      | 60%          | It is done in a multiple-choice way. |

#### ECTS Table

| Content           | Number | Hour | Sum |
|-------------------|--------|------|-----|
| Course duration   | 14     | 2    | 28  |
| Out-of-Class Work | 14     | 5    | 70  |

|                                                                 |   |    |                           |
|-----------------------------------------------------------------|---|----|---------------------------|
| Assignments                                                     | 0 |    |                           |
| Presentation                                                    | 0 |    |                           |
| Participation / In-process activities                           | 0 |    |                           |
| Midterm Exam (Midterm Exam Duration + Midterm Exam Preparation) | 1 | 20 | 20                        |
| Final Exam (Final Exam Duration + Final Exam Preparation)       | 1 | 30 | 30                        |
| <b>Sum:</b>                                                     |   |    | 148                       |
| <b>Total of 30:</b>                                             |   |    | $148 \div 30 \approx 4,9$ |
| <b>AKTS Credits:</b>                                            |   |    | 5                         |

| Past Achievements |  |
|-------------------|--|
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