

SYLLABUS

Vocational School

Course Code	Course Title		Credits	ECTS Value
MBH106	Court Registry Legislation and Judicial Organization		3-0-3	6
Prerequisite Courses:	None			
Course Language:	Turkish	Course Delivery Mode:	Face to face	
Course Type and Level:	Compulsory/ 1.Year / Spring Semester			
Instructor's Title, Name, and Surname		Course Hours	Office Hours	Contact
Instructor Benay KESKİN İŞOĞLU		Monday 13:25-15:45	Everyday 12:50 - 13:30	benayisoglu@cag.edu.tr
Course Objectives				
Course Learning Outcomes	Upon successful completion of this course, the student will be able to;		Relations	
			Program Outcomes	Net Contribution
	1	Defines the basic principles of judicial registry legislation.	1,3	5,4
	2	Gains basic theoretical and practical knowledge of the judicial organization.	3,8	5,5
	3	Recognizes judicial officers.	1,3,8,9	5,4,5,5
	4	Has sufficient legal language knowledge to follow practices in the field.	9,11,13	5,4
Course Content:	This course covers judicial function and court concepts, types of jurisdiction, and their establishment, operation, and authorities. Principles dominating trials, judicial officers, courts, prosecution offices, regional court registries, their functions, working procedures, and the records kept are examined.			
Course Schedule (Weekly Plan)				
Week	Topic	Preparation	Teaching Methods and Techniques	
1	The Role and Features of the Registry System in the Judicial Organization	Students introduce themselves and their expectations	Lecture	
2	Clerical Staff and Their Duties – Duties of Judicial First Instance Court Clerks	Textbook, lecturer's notes	Lecture, legislation review	
3	Administrative Jurisdiction and Duties of Regional Court of Justice Registry Offices	Textbook, lecturer's notes	Lecture, Q&A	
4	Civil First Instance Court Procedures and Registry Practices	Textbook, lecturer's notes	Lecture, Q&A	
5	Records to be Kept in Judicial First Instance Civil Courts	Textbook, lecturer's notes	Lecture, Legislation review	
6	Non-Contentious Jurisdiction: Sealing, Registration in Ledgers and Preparation of Oath Minutes – Fees in Civil Proceedings	Textbook, lecturer's notes	Lecture, Legislation review	
7	Review Session	Study previous notes	Educational Game, Practice Questions	
8	Midterm Exam			
9	Midterm Exam			

10	Registry Procedures in Criminal Justice and Their Practice	Textbook, lecturer's notes	Lecture, Q&A
11	Records to be Kept in Public Prosecutor's Offices	Research a case law example	Lecture, Case study
12	Administrative Courts' Registry Procedures and Practices	Textbook, lecturer's notes	Lecture
13	Practices in Higher Courts and Records in Regional Courts of Justice	Textbook, lecturer's notes	Lecture, Legislation review
14	Records Required to be Kept in Higher Court	Textbook, lecturer's notes	Lecture, Discussion
15	Official and Judicial Correspondence Rules	Students will prepare judicial correspondence based on given topics	Lecture, Presentation
16	General Review	Study all lecture notes	Educational Game, Practice Questions
17	Final Exam		
18	Final Exam		

Course Resources

Textbook:

Recommended References:

Course Assessment and Evaluation

Activities	Number	Percentile	Notes
Midterm Exam	1	%30	Multiple-choice written exam
Participation&Inclass activities	14	%10	Active engagement in discussions and activities
Final	1	%60	Multiple-choice written exam

ECTS Table

Content	Number	Hours	Total
Course Duration	14	3	42
Out-of-Class Study	14	3	42
Assignment	7	2	14
In-Class Participation	14	1	14
Midterm Exam (Midterm Exam Duration + Midterm Exam Preparation)	1	21	21
Final Exam (Final Exam Duration + Final Exam Preparation)	1	32	32
Total:			165
Total / 30:			5,5
ECTS Credit:			6

Past Term Achievements

2024-2025 Spring Semester
MBH 106 Court Registry Legislation and
Judicial Organization

