ECTS

Program Information Package

Program: Dept of Law Department | Total ECTS: 120 | Date of Issue: 19.11.2026

Program Information

Program Name	Dept of Law Department
Education Level	Pre Bachelor
Language of Instruction	Turkish
Program Duration	4 Semesters
Maximum Duration	8 Semesters
Head of Program	Dr. Öğr. Üyesi İlyas SAĞLAM
Internship	Not Required
Total ECTS	120

Admission and Registration Requirements

Antalya Bilim University Vocational School of Applied Sciences admits students to its Court Office Services Program through the Central Placement Exam administered by the Student Selection and Placement Center (ÖSYM). In the Central Placement, candidates are placed in the Court Office Services Program by ÖSYM based on their TYT scores, their preferences for higher education programs, and the quotas and conditions of these programs. The registration of students placed in the Vocational School Court Office Services Program is carried out by the ABÜ Student Affairs Directorate within the calendar determined by ÖSYM.

Graduation Requirements

According to Article 40 of the Antalya Bilim University Associate Degree and Bachelor's Degree Education and Teaching Regulations;“Students who successfully complete all courses in the curriculum of two-year vocational schools, have a minimum GPA of 2.00 and a minimum of 120 ECTS credits, and fulfill the internship and similar obligations determined by the relevant unit are eligible to receive an associate degree diploma.”In this case, the student must have passed all courses in the Vocational School Court Office Services Program and must not have received an F, FX, or U grade. In this program, the student must also earn a minimum of 120 ECTS credits and have a minimum GPA of 2.00 out of 4.00.

Occupational Profiles of Graduates

Graduates of the Court Office Services Program at the Vocational School can be employed in relevant fields at all public institutions and organizations as social sciences graduates. In particular, they can work in various positions at enforcement directorates within the Ministry of Justice and at the administrative offices of the judiciary. Additionally, employment opportunities are available at notary offices, law firms, or with lawyers.

About the Program

The Court Office Services program at Antalya Bilim University Vocational School aims to train qualified graduates who possess basic legal knowledge and respect human rights, as required by a democratic and social state governed by the rule of law, striving to ensure that justice is administered promptly and effectively. In addition to theoretical courses such as Basic Law, Constitutional Law, Civil Law, Law of Obligations, Enforcement and Bankruptcy Law, Administrative Law, and Criminal Law, students also take an applied course called Keyboard Skills to enhance their knowledge base. Students in the Court Office Services program can work in many public institutions outside the Ministry of Justice, notary offices, or the private sector with the basic legal knowledge they acquire. The Court Office Services program embraces the values of its community with its structure that perceives differences as richness and its qualified academic staff, follows scientific and social developments, and contributes to them. The community and club activities within our university include clubs where students can organize various events and projects. With education and research services that contribute to the development of the individual and society, students have the opportunity to contribute to society with the education they receive.

Exams, Assessment and Evaluation

Exams in the Court Office Services Program at ABÜ Vocational School are organized in accordance with the Antalya Bilim University Undergraduate and Associate Degree Education, Teaching, and Examination Regulations.Within this scope, exams at our university consist of midterm exams, final exams, make-up exams, exemption exams, supplementary course exams, supplementary exams, and single-course exams. Exams are prepared by our Vocational School and conducted according to the announced schedule. Students must present their student ID cards to take exams. Our university does not have a make-up exam system, but a summer school program is available.A midterm exam is an exam taken during the semester by a student enrolled in the associate degree program package of your Vocational School. At least one midterm exam is held per semester for each course, or projects and similar work completed during the course may be used in lieu of a midterm exam. The final exam is an exam held at the end of the semester in which the course is offered, on the dates specified in the academic calendar. To be eligible to take the final exams, students must have attended at least 70% of the classes.Letter grades and their equivalents are given in the table below:

Program Educational Objectives

The educational purpose of the Court Office Services program at Antalya Bilim University Vocational School is to educate qualified graduates who respect human rights, as required by a democratic and social state governed by the rule of law, and who possess basic legal knowledge and strive to ensure that justice is administered promptly and effectively. With the basic legal knowledge they acquire in the Court Office Services program, students can work in many private and public institutions. Antalya Bilim University Vocational School - Court Office Services program embraces the values of its community with its structure that perceives differences as richness and its qualified academic staff, follows scientific and social developments, and contributes to them. It provides education and research services that contribute to the development of the individual and society. The education provided enables students to think critically, creatively, and scientifically. As a highly recognized and reputable university, it aims to continuously improve and develop in order to meet the needs and expectations of internal and external stakeholders.

Recognition of Prior Learning

Students enrolled in the Court Office Services Program at ABÜ Vocational School may be exempt from certain courses under specific regulations. If the content of a course taken at another institution is equivalent to the content of a course offered in the Court Office Services Program at ABÜ Vocational School and is approved by ABÜ Vocational School, the student may be exempt from that course.

Transition to Higher Degree Programs

Graduates of the program are eligible to transfer to the Public Relations and Advertising, Business Administration, Public Administration, and Political Science and Public Administration departments of four-year universities through the Vertical Transfer Exam (DGS).

Program Outcomes

PÇ-1 Having basic knowledge in professional practices, being able to analyze information, evaluate data and know current developments.

PÇ-2 To know in the field of occupational health and safety, environmental awareness, and quality

PÇ-3 To follow current developments in science and technology for the sake of the profession, to use them effectively, and to constantly renew oneself.

PÇ-4 Effectively using information technology tools and techniques related to the profession

PÇ-5 To evaluate professional issues and problems from an analytical and critical perspective and develop original and applicable solution suggestions.

PÇ-6 Ability to communicate effectively using verbal, written, and visual methods, write reports, and make presentations.

PÇ-7 Ability to solve complex problems related to the profession through teamwork

PÇ-8 Having sector knowledge, lifelong learning, and career planning awarenes

PÇ-9 To act by scientific, moral, and ethical responsibility principles in professional practices.

PÇ-10 To be able to use a foreign language, follow current information about the profession and have the ability to communicate with colleagues.

PÇ-11 To have general knowledge of basic legal concepts and Turkish legal legislation.

PÇ-12 To be able to make the necessary official correspondence and prepare documents for courts, prosecutors' offices and enforcement offices.

PÇ-13 Ability to organize and archive court and follow-up files

PÇ-14 Communicate effectively with judges, prosecutors, enforcement officers, citizens and other stakeholders in courts, prosecutors' offices and enforcement offices.

PÇ-15 To have the ability to monitor the processes related to the field of law in public and private sector institutions and organizations and to make the necessary applications.

PÇ-16 Having the necessary knowledge about information and communication technology in the justice system

NQF Matrix

Subject Area Level 5 (Associate Degree)	No	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Bilgi	1	x	–	x	–	–	–	–	–	–	–	x	x	x	x	x	–
	2	–	–	–	–	–	x	–	–	–	–	x	–	–	–	x	–
	3	–	–	–	–	x	–	–	–	–	–	–	x	x	–	x	–
Beceriler	1	x	–	x	–	x	–	–	–	–	–	x	x	x	x	x	–
	2	–	–	–	–	–	x	–	–	–	–	x	–	–	–	x	–
	3	–	–	–	–	x	–	–	–	–	–	–	x	x	–	x	–
Bağımsız Çalışabilme ve Sorumluluk Alabilme Yetkinliği	1	x	x	x	x	x	–	x	x	–	–	–	–	–	–	x	–
	2	x	–	x	–	–	–	x	–	–	–	–	–	x	–	–	–
	3	–	–	x	–	–	–	x	–	x	–	–	–	x	x	–	–
Öğrenme Yetkinliği	1	x	–	–	–	x	–	–	–	–	–	–	–	–	–	x	–
	2	–	–	x	–	x	–	x	x	–	–	–	x	x	x	x	–
	3	x	–	x	–	x	–	x	x	–	–	–	–	–	–	–	–
İletişim ve Sosyal Yetkinlik	1	x	–	–	x	x	x	–	–	–	–	–	x	x	x	x	–
	2	x	–	x	–	x	x	x	–	–	–	–	x	x	x	x	–
	3	x	–	–	x	x	x	–	–	–	x	x	x	x	x	x	–
	4	–	–	x	x	–	x	–	–	–	–	–	x	x	–	x	x
Alana Özgü Yetkinlik	1	x	–	–	–	–	–	–	–	–	x	x	–	–	–	x	–
	2	–	x	–	–	–	–	–	–	x	–	x	x	x	–	–	–

Course Plan

2026 Mahkeme Büro Hizmetleri

Semester 1

Code	Course Name	L	P	Lab	Credit	ECTS	Language
MBH 1009	Keyboard Usage I	2	1	0	3	4	Turkish
MBH 1011	Fundamentals of Information Technologies	3	0	0	3	4	Turkish
MBH 1013	Law Office Management and Secretarial	3	0	0	3	4	Turkish
MBH 1005	Civil Law	3	0	0	3	5	Turkish
MBH 1001	Basic Law	3	0	0	3	4	Turkish
MBH 1003	Constitutional Law	3	0	0	3	4	Turkish
MBH 1007	Civil Procedure Law	3	0	0	3	5	Turkish

Semester 2

Code	Course Name	L	P	Lab	Credit	ECTS	Language
MBH 1004	Enforcement and Bankruptcy Law	3	0	0	3	4	Turkish
MBH 1002	Criminal and Criminal Procedure Law	2	0	0	3	5	Turkish
MBH 1014	Commercial Law	3	0	0	3	3	Turkish
MBH 1006	Regulation of Clerk of Court Office and Judicial Correspondence	3	0	0	3	3	Turkish
MBH 1008	Administrative and Administrative Jurisdiction Law	3	0	0	3	5	Turkish
MBH 1012	Keyboard Usage II	2	1	0	3	4	Turkish
MBH 1010	Law of Obligations	3	0	0	3	3	Turkish
MBH 1016	Individual Labour Law	3	0	0	3	3	Turkish

Semester 3

Code	Course Name	L	P	Lab	Credit	ECTS	Language
ATA 101	Atatürk's Principles and Revolutionary History I	2	0	0	2	2	Turkish

Code	Course Name	L	P	Lab	Credit	ECTS	Language
TR 101	Turkish Language I	2	0	0	2	2	Turkish
İNGO 101	English I	2	0	0	2	2	English
MBH 2XX1	Alan İçi Seçmeli Ders I	0	0	0	0	4	-
MBH 2XX3	Alan İçi Seçmeli Ders I	0	0	0	0	4	-
MBH 2XX5	Alan İçi Seçmeli Ders I	0	0	0	0	4	-
MBH 2XX7	Alan İçi Seçmeli Ders I	0	0	0	0	4	-
MBH 2XX9	Alan İçi Seçmeli Ders I	0	0	0	0	4	-
MBH 2X11	Alan İçi Seçmeli Ders I	0	0	0	0	4	-

Semester 4

Code	Course Name	L	P	Lab	Credit	ECTS	Language
İNGO 102	English II	2	0	0	2	2	English
TR 102	Turkish Language II	2	0	0	2	2	Turkish
ATA 102	Atatürk's Principles and Revolutionary History II	2	0	0	2	2	Turkish
KPL 101	Career Planning	1	0	0	1	2	Turkish
MBH 2XX2	Alan İçi Seçmeli Ders I	0	0	0	0	4	-
MBH 2XX4	Alan İçi Seçmeli Ders I	0	0	0	0	4	-
MBH 2XX6	Alan İçi Seçmeli Ders I	0	0	0	0	4	-
MBH 2XX8	Alan İçi Seçmeli Ders I	0	0	0	0	4	-
UNI 1000	University Elective Courses	0	0	0	0	3	-
UNI 1000	University Elective Courses	0	0	0	0	3	-

Semester 5

Code	Course Name	L	P	Lab	Credit	ECTS	Language
No course information found for this semester.							

Semester 6

Code	Course Name	L	P	Lab	Credit	ECTS	Language
No course information found for this semester.							

Semester 7

Code	Course Name	L	P	Lab	Credit	ECTS	Language
No course information found for this semester.							

Semester 8

Code	Course Name	L	P	Lab	Credit	ECTS	Language
No course information found for this semester.							

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