



İZMİR UNIVERSITY OF ECONOMICS

Faculty of Law
Law (%30 English)
HUK 300 - Law of Notaries

COURSE INTRODUCTION AND APPLICATION INFORMATION

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| Course Name | Law of Notaries |
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| Code | Semester | Theory (hour/week) | Application/Laboratory (hour/week) | Local Credits | ECTS |
|-------------|-----------------|-------------------------------|---|--------------------------|-------------|
| HUK 300 | Fall/Spring | 3 | 0 | 3 | 4 |

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| Prerequisites | None |
| Course Language | Turkish |
| Course Type | Service Course |
| Course Level | First Cycle |
| Mode of Delivery | - |
| Teaching Methods and Techniques | - |
| Course Coordinator | * <u>Doç. Dr. Esra KATIMAN</u> |
| Course Lecturer(s) | * <u>Doç. Dr. Esra KATIMAN</u> |
| Course Assistants | * <u>Araş. Gör. Ezgi ARSLAN</u> |

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| Course Objectives | The aim of this course is to introduce the notary profession, the legal regulations related to the profession, especially the Notary Law, the Law of Civil Procedure and the relevant provisions of the Turkish Penal Code, together with the basic principles and rules to be informed about the field. |
| Course Learning Outcomes | The students who succeeded in this course; * Explain the quality of the profession, the meaning and importance of the profession, * Identify the powers of notaries with the admission to the Notary profession and how they will be carried out, * Compare the responsibilities of the profession, legal, criminal and disciplinary responsibilities |

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| | <ul style="list-style-type: none"> * Evaluate the relationship and the difference with other professions, * Classify notary operations by the provisions of the legislation. |
| Course Description | In this course, the qualification of the notary profession, the rights and powers of notaries; its obligations and responsibilities shall be examined in terms of its legal, criminal and disciplinary dimensions and its relations with the professional organization and its rights and obligations in this context shall also be evaluated. |

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| Course Category | Core Courses | |
| | Major Area Courses | |
| | Supportive Courses | |
| | Media and Management Skills Courses | |
| | Transferable Skill Courses | |

WEEKLY SUBJECTS AND RELATED PREPARATION STUDIES

| Week16 | Subjects | Related Materials |
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| 1 | The Definition and Legal Quality of Notaryship | It is mandatory to introduce a Notary Law in the courses. In addition, HMK and CK may need to be brought to the extent required. |
| 2 | Establishment, classification of notaryship public and authority environment | It is mandatory to introduce a Notary Law in the courses. In addition, HMK and CK may need to be brought to the extent required. |
| 3 | Features of Notaryship | It is mandatory to introduce a Notary Law in the courses. In addition, HMK and CK may need to be brought to the extent required. |
| 4 | Requirements for Admission to The Profession and Entry to The Profession | It is mandatory to introduce a Notary Law in the courses. In addition, HMK and CK may need to be brought to the extent required. |

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| 5 | Appointment to a notaryship and inauguration of appointed notaryship | It is mandatory to introduce a Notary Law in the courses. In addition, HMK and CK may need to be brought to the extent required. |
| 6 | End of notaryship | It is mandatory to introduce a Notary Law in the courses. In addition, HMK and CK may need to be brought to the extent required. |
| 7 | Professional organization in terms of notaryship | It is mandatory to introduce a Notary Law in the courses. In addition, HMK and CK may need to be brought to the extent required. |
| 8 | Midterm | |
| 9 | The notary office and the books to be kept there | It is mandatory to introduce a Notary Law in the courses. In addition, HMK and CK may need to be brought to the extent required. |
| 10 | Notary office employees and their status, notary publics | It is mandatory to introduce a Notary Law in the courses. In addition, HMK and CK may need to be brought to the extent required. |
| 11 | The transfer and discharge of the notaryship | It is mandatory to introduce a Notary Law in the courses. In addition, HMK and CK may need to be brought to the extent required. |
| 12 | The structure and functioning of the notary association | It is mandatory to introduce a Notary Law in the courses. In addition, HMK and CK may need to be brought to the extent required. |
| 13 | Union of Notaries and its bodies | It is mandatory to introduce a Notary Law in the courses. In addition, HMK and CK may need to be brought to the extent required. |

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| 14 | Union of Notaries and its bodies | It is mandatory to introduce a Notary Law in the courses. In addition, HMK and CK may need to be brought to the extent required. |
| 15 | Review of the semester | |
| 16 | Final Exam | |

SOURCES

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| Course Notes / Textbooks | |
| Suggested Readings/Materials | |

EVALUATION SYSTEM

| Semester Activities | Number | Percentage of Grade |
|--------------------------|----------|---------------------|
| Participation | - | - |
| Laboratory / Application | - | - |
| Field Work | - | - |
| Quiz/Studio Critic | 1 | 10 |
| Portfolio | - | - |
| Homework Assignment | 1 | 10 |
| Presentation/Jury | - | - |
| Project | - | - |
| Seminar/Workshop | - | - |
| Oral Exam | - | - |
| Midterm | 1 | 30 |
| Final | 1 | 50 |
| Total | 4 | 100 |

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| WEIGHTING OF SEMESTER ACTIVITIES ON THE FINAL GRADE | 3 | 50 |
| WEIGHTING OF END-OF-SEMESTER ACTIVITIES ON THE FINAL GRADE | 1 | 50 |
| Total | 4 | 100 |

ECTS / WORKLOAD TABLE

| Semester Activities | Number | Duration (Hours) | Total Workload |
|--|--------|-----------------------|----------------|
| Course Hours (Including Exam Week: 16 x Total Hours) | 16 | 3 | 48 |
| Laboratory / Application Hours | 16 | - | - |
| Study Hours Out of Class | - | - | - |
| Field Work | - | - | - |
| Quiz / Studio Critique | 1 | 11 | 11 |
| Portfolio | - | - | - |
| Homework / Assignment | 1 | 11 | 11 |
| Presentation / Jury | - | - | - |
| Project | - | - | - |
| Seminar / Workshop | - | - | - |
| Oral Exam | - | - | - |
| Midterm | 1 | 20 | 20 |
| Final | 1 | 30 | 30 |
| | | Total Workload | 120 |

THE RELATIONSHIP BETWEEN COURSE LEARNING OUTCOMES AND PROGRAM QUALIFICATIONS

| # | Program Qualifications / Outcomes | * Level of Contribution | | | | |
|----|--|-------------------------|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 1 | To be able to possess the knowledge in legal terminology, concepts and principles. | | | | | |
| 2 | To be able to solve the legal problems with an analytic and integral point of view. | | | | | |
| 3 | To be able to evaluate the legal knowledge and abilities obtained with a critical approach. | | | | | |
| 4 | To be able to evaluate the developments in legal theory and practice by monitoring local, international and interdisciplinary dimensions. | | | | | |
| 5 | To be able to have awareness of social, professional and scientific principles of ethic behaviour. | | | | | |
| 6 | To be able to take responsibility in solving problems by creative and innovative thinking. | | | | | |
| 7 | To be able to interpret the legal norms with a sense of justice respectful to human rights and in the light of principles of democratic, secular and social state of law. | | | | | |
| 8 | Working efficiently and effectively, learning how to be a team member, taking responsibilities, being open minded, constructive, open to criticism and having self confidence | | | | | |
| 9 | To be able to use the daily scientific sources and court judgments in the framework of life time learning approach. | | | | | |
| 10 | To be able to inform the related persons and institutions about legal matters both verbally and in written. | | | | | |
| 11 | To be able to monitor the daily legal information/court decisions and interacts with the colleagues in a foreign language ("European Language Portfolio Global Scale" Level B1) . | | | | | |
| 12 | To be able to use the information and communication technology together with the computer programs in a level required by the area of law ("European Computer Driving Licence, Advanced Level"). | | | | | |

*1 Lowest, 2 Low, 3 Average, 4 High, 5 Highest