

# COURT OFFICE SERVICES

Istanbul Gelisim University  
Istanbul Gelisim Vocational School

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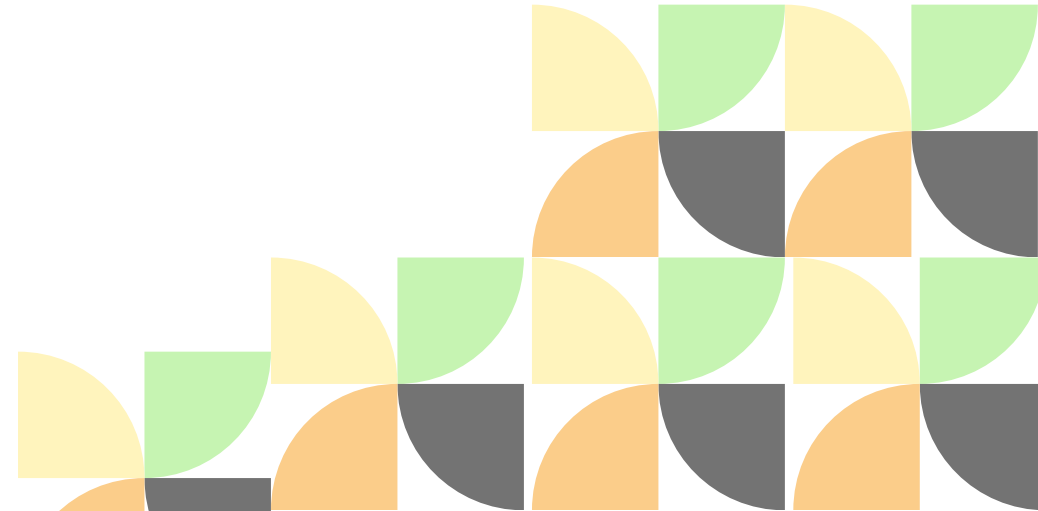
*In our rapidly developing and updating legal system, the need for trained and well-equipped courthouse officers is increasing in our justice palaces where judicial activities are carried out.*”

*Lect. Buğrahan ERGÜN*

*Head of the Court Office Services Program*



**Istanbul Gelisim**  
Meslek Yüksekokulu





## Aim of the Program

Court Office Services Program serves the purpose of training the personnel needed by the judicial system.

— “ —————

*We provide education to our students with our expert academic staff in order to train the personnel who will serve in the field of courthouse.*

————— ” —



## Future of the Program

The most important area where students who graduate from the program can find the most job opportunities in practice is the courthouse clerk. Courthouse clerks can basically be categorized as clerks, minutes clerks and bailiffs. It is possible for students to be included in these professional groups that have important roles in the courthouse system.



## Curriculum Information

The normal education period to complete the Istanbul Gelişim University, Istanbul Gelişim Vocational School Logistics Program is two academic years, and the total minimum credit amount to be completed depending on the student workload is 120 ECTS.

In the first two semesters, our students take common courses at our vocational school and basic introduction courses to the field in a professional sense. Starting from the third semester, the focus is on vocational courses and our students begin to take elective courses in addition to the compulsory courses that are required in the professional sense.



## Academic Staff



**Lect.**  
**Buğrahan ERGÜN**  
Court Office Services  
Head of the Program



**Assist. Prof.**  
**Şeyda ŞANLI**  
Court Office Services



**Lect.**  
**Ahenk Çiçek SÜZEN**  
Court Office Services



**Lect.**  
**Gizem ALTUNTAŞ**  
Court Office Services



**Lect.**  
**Gözde Canan TURAN**  
Court Office Services



**Lect.**  
**Gül Güler BİNKANAT**  
Court Office Services



**Lect.**  
**Onur KORU**  
Court Office Services



**Lect.**  
**Sinan KARANFİL**  
Court Office Services



## Sectoral Collaborations

Our university attaches great importance to cooperation with the public, private sector and non-governmental organizations in its pursuit of excellence in education and research. These collaborations enable us to build a stronger future by sharing our knowledge and resources and working together to achieve common goals.



## Internship

At the end of the second or fourth semester, our students progress in their career journey by doing 30-day summer internships in order to graduate.



## Career Opportunities

Career opportunities are available in many areas where legal affairs are carried out, such as being a clerk or assistant clerk to assist judges and prosecutors in courthouses, being a manager and assistant manager in bailiff offices provided that they are successful in the exams, being a civil servant in execution institutions, following up enforcement and courthouse affairs alongside lawyers in banks and private companies.

## Activities

Our university and our program contribute not only to gaining knowledge and skills, but also to progressing towards becoming an individual who will make his/her own difference and benefit the society. Our students have the opportunity to develop their skills in various workshops, learn by having fun at festivals, raise awareness in social responsibility projects and participate in unforgettable events, and have the chance to show themselves in competitions. Our activities develop cooperation and team skills. They also offer career opportunities.

The activities carried out are as follows:

- Workshops
- Festivals
- Trips
- Seminars
- Symposiums
- Exhibitions
- Social Responsibility Projects
- Interviews
- Sustainable Events



## Double Major Opportunities

The purpose of the double major program is to enable students who have successfully completed their major program to study in a second major program free of charge. Students who have a cumulative grade point average of 2.90 out of 4.00 in their major program and who are in the top 20% of their undergraduate/graduate program can start the second major diploma program free of charge.



## Erasmus+ Program

With Erasmus+, the European Union's (EU) grant program in education, youth, and sports opportunities, our students can access various opportunities such as education, training, internship, professional development, non-formal learning-based youth activities abroad.



## Research Centers

Innovative, technological and sociological studies are carried out in many different branches with 20 different application and research centers within our university. In addition, thematic research groups carry out studies that will contribute to science in 10 different fields from food to construction, automotive to health.

IGU listens to all students who say “I have a project” and provides all kinds of opportunities to realize these projects. IGU also has a Technology Transfer Office to provide the necessary information and guidance for academicians, researchers, students and graduates to start their own initiatives and to create the necessary collaborations for this purpose.

## Research Projects

**Project Type:** Scientific Research Project

**Project Name:** A Sample Study on  
Determining Clothing Problems and  
Clothing Preferences of Children with  
Down Syndrome Caused by Clothing and  
Producing Functional Design Clothes for  
Children with Down Syndrome

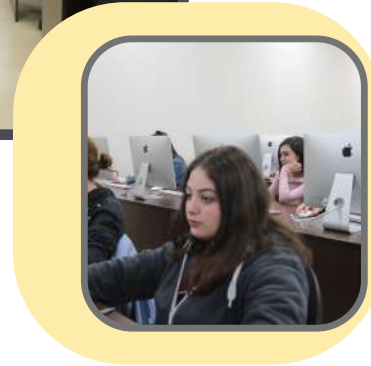
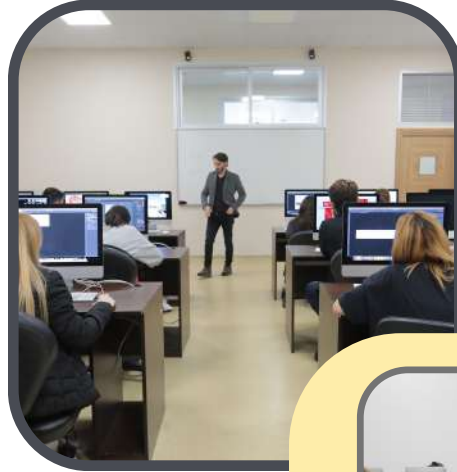
**Principal Investigator:** Assist. Prof. Ekrem  
SÜZEN

**Researcher(s):** Lect. Sultan ÇETİNKAYA,  
Lect. Gül GÜLER BİNKANAT

**Researcher Students:** Betül AYDIN,  
Zeynep KAHRAMAN, Kübra ALDEMİR,  
Sümeyra ÇELENK, Ömer Talha VARDAR,  
Selin BAŞ, Rümeysa YILDIRIM, Neslişah  
TAŞ, Melda ZURNACIOĞLU

## Workshops, Laboratories and Studios

- 6 PC Computer Laboratories
- 1 MAC Computer Laboratory





## DGS Course

Istanbul Gelisim Vocational School organizes the Vertical Transfer Examination (DGS) Course for our students free of charge every year. In the course, topics for DGS, especially basic mathematics and geometry, are covered.

Our students can register for our course organized for second year students of our vocational school by applying on the announced dates and prepare for DGS free of charge.



## English Course

Istanbul Gelisim Vocational School, which operates with the aim of increasing the human skills of our students within the framework of its vision of continuous development, opens professional English courses for our students. The aim of the courses is to provide education based on social sciences and natural sciences. In the lessons, our students' basic English knowledge is reinforced by studying field-specific English texts.

Our English courses are completely free and contribute to increasing the human skills of our students.



## IGU from Alumni Perspective



**Derya KAYHAN**

Court Office Services  
Program Graduate

Although part of our student period took place in the form of distance education due to the Covid-19 pandemic; we got the most efficient result from this process with the efforts of our professors and our efforts. With the hybrid education that followed, we quickly adapted to the lessons. In addition to increasing my practical knowledge in my applied courses, I have realized my socialization process with my school friends. I tried to benefit from the academic and social services provided by the school as much as I could. I would like to express my thanks and respect to all my teachers who contributed to me throughout my education.



Let's Learn  
Together

Let's  
Discover  
Together

Let's Connect  
to the World!

# COURT OFFICE SERVICES PROGRAM

**For more information, please contact  
the head of the program:**

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## CONTACT:



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