

Ministry of Higher Education and Scientific Research
Scientific Supervision and Scientific Evaluation Apparatus
Directorate of Quality Assurance and Academic Accreditation
Accreditation Department



Academic Program and Course Description Guide

2024

:Introduction

The educational program is a well-planned set of courses that include procedures and experiences arranged in the form of an academic syllabus. Its main goal is to improve and build graduates' skills so they are ready for the job market. The program is reviewed and evaluated every year through internal or external audit procedures and programs like the External Examiner .Program

The academic program description is a short summary of the main features of the program and its courses. It shows what skills students are working to develop based on the program's goals. This description is very important because it is the main part of getting the program accredited, and it is written by the teaching staff together under the supervision of scientific committees in .the scientific departments

This guide, in its second version, includes a description of the academic program after updating the subjects and paragraphs of the previous guide in light of the updates and developments of the educational system in Iraq, which included the description of the academic program in its traditional form (annual, quarterly), as well as the adoption of the academic program description circulated according to the letter of the Department of Studies T

3/2906 on 3/5/2023 regarding the programs that adopt the Bologna Process
.as the basis for their work

In this regard, we can only emphasize the importance of writing an academic programs and course description to ensure the proper functioning of the educational process.

:Concepts and terminology

Academic Program Description: The academic program description_ provides a brief summary of its vision, mission and objectives, including an accurate description of the targeted learning outcomes according to specific .learning strategies

Course Description: Provides a brief summary of the most important characteristics of the course and the learning outcomes expected of the students to achieve, proving whether they have made the most of the .available learning opportunities. It is derived from the program description

Program Vision: An ambitious picture for the future of the academic .program to be sophisticated, inspiring, stimulating, realistic and applicable

Program Mission: Briefly outlines the objectives and activities necessary to .achieve them and defines the program's development paths and directions

Program Objectives: They are statements that describe what the academic program intends to achieve within a specific period of time and .are measurable and observable

Curriculum Structure: All courses / subjects included in the academic program according to the approved learning system (quarterly, annual, Bologna Process) whether it is a requirement (ministry, university, college .and scientific department) with the number of credit hours

Learning Outcomes: A compatible set of knowledge, skills and values acquired by students after the successful completion of the academic program and must determine the learning outcomes of each course in a way .that achieves the objectives of the program

Teaching and learning strategies: They are the strategies used by the faculty members to develop students' teaching and learning, and they are plans that are followed to reach the learning goals. They describe all classroom and extra-curricular activities to achieve the learning outcomes of .the program

Academic Program Description Form

.University Name: Southern Technical University

Faculty/Institute: Nasiriyah Technical Institut

Scientific Department: Legal Management Techniques

:Academic or Professional Program Name

Final Certificate Name: Diploma in Legal Management Techniques

Academic System: annual

Description Preparation Date: 12-4-2025

File Completion Date: 12-4-2025

Signature:

Head of Department Name:

Date:12-4-2025

Signature:

Scientific Associate Name:

Date:12-4-2025

The file is checked by: The file is

Department of Quality Assurance and University Performance

:Director of the Quality Assurance and University Performance Department

:Date

:Signature

Approval of the Dean

Program Vision .1

The Legal Administration Department seeks to achieve a distinguished position that qualifies it to be at the forefront of corresponding departments at the local, regional and international levels through the academic program it adopts that aims to spread the legal culture among members of society on a large scale, and work to spread legal awareness and provide society with cadres capable of understanding the pillars of justice. Equality in a civil society ruled by law

Program Mission .2

The department aspires to spread the legal culture among society and . provide the labor market with qualified human cadres, cognitively and technically, to keep pace with local and regional developments in the labor market in a way that meets the private sector's need for these cadres, especially in the legal field, as the department attaches the utmost importance to scientific sobriety with regard to the subjects included in the curriculum. Teaching, which is part of the general mission of the educational institution to which the department belongs, which seeks to build new generations of graduates capable of leading the community .movement in various fields and contributing to the development process

Program Objectives .3

The objectives of the Department of Legal Management Technologies represent part of the overall objectives that the educational institution to which the department belongs seeks to achieve. On the other hand, the department is unique with some objectives that are appropriate to its :specificity, and the most important of these objectives are Working to achieve a scientific, academic and technical level that -1 rises to compete with similar scientific institutions, whether at the level of Iraq or the world

Continuous development and improvement of the department's -2
curricula and courses in consultation with the institution and the
ministry to keep pace with academic and scientific developments
and developments, and to benefit the academic performance of the
.department and the institution

Transferring the cognitive and academic experiences accumulated -3
by the department's teachers to students to enhance and develop
their capabilities in the field of specialization in a way that
contributes to their involvement in the available labor market in a
positive and effective manner, and in a way that meets the
.community's need for legal personnel

Training students and developing their skills in computer science -4
and the English language, which opens new horizons for graduates
of the department that can enhance their chances of competing for
.jobs with international standards

Working to enhance students' scientific and legal research -5
capabilities and develop their research skills, and urging them to
use solid and modern academic sources and references in
preparation for completing graduate studies in a way that meets the
.need for academic education in the public and private sectors

Involving students in scientific, artistic and scientific workshops to -6
develop their cognitive and academic abilities and involving them in

extracurricular activities with social dimensions that strengthen the
 .bonds of social solidarity and achieve social justice

Program Accreditation .4

Does the program have program accreditation? And from which agency:
 :There is no reliability

Other external influences .5

The need of departments and institutions-1
 Labor market requirements-2

Program Structure .6

Program Structure	Number of Courses	Credit hours	Percentage	*Reviews
Institution Requirements		90	100%	Acourse
College Requirements	nothing			

Department Requirements				
Summer Training	nothing	days 60		
Other				

.This can include notes whether the course is basic or optional *

Program Description .7				
Year/Level 2022-20 23	Course Code	Course Name	Credit Hours	
			Theoretical	practical
The first stage, the first semester		Theory of right	1	2
Second semester		corresponence	1	3
The Second stage, the first semester		Implementation law	2	3
Second semester		peoof	2	3

Expected learning outcomes of the program .8

Knowledge

Learning Outcomes 1	Providing the graduate with legal knowledge that keeps pace with academic and cognitive developments in the field of law .Writing scientific reports -2
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Skills

Learning Outcomes 2	Expanding the graduate’s legal skills and enabling him to serve the community in the public and private sector
Learning Outcomes 3	Developing students’ abilities to share ideas-1 Urging students to deal ethically with each other on campus -2 Working within one team and spreading the spirit of cooperation -3

Teaching and Learning Strategies .9

Theoretical lectures-1 Practical lectures -2 Linking well-known critical ideas with students’ critical opinions -3 Scientific visits -4 Daily exams -5
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Project -6

Evaluation methods .10

altaqyim alyawmiu ,aliakhtibarat al'usbueiat , kitabat altaqarir ,
walamtihanat alfasliat wamtihan nihayat alsana

Faculty .11

Faculty Members

Academic Rank	Specialization		Special Requirements/Skill (s (if applicable		Number of the teaching staff	
	General	Special			Staff	Lecturer
D. ASEEL KAMEL	General		sanctions		Teaching staff	
D.Samer Hamid Safar	General		Administrative Law		Teaching staff	
D.Aseel Kamel	General		Penal principles		Teaching staff	

M. Iyad Kazem Saadoun	Private		Theory of truth		Teaching staff	
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Professional Development
Mentoring new faculty members
<p>Orienting new faculty members</p> <p>teaching methods courses 1</p> <p>specialized courses 2-</p> <p>Developing legal skills 3-</p>
Professional development of faculty members
<p>Professional development for faculty members</p> <p>Scientific seminars -1</p> <p>Workshops and seminars 2</p> <p>Supervising students in the practical aspect of courts and judicial departments-3</p>

Acceptance Criterion .12
Central admission - scientific and literary branches) for morning studies -1

.Depending on the rate and competition 2

The most important sources of information about the program .13

.Websites of Iraqi universities - 1

Workshops held by the Ministry of Higher Education and Scientific -2-

..Research

Holding internal courses and workshops scheduled by the deanship -3

.and the department

.Virtual library -4

.Central Public Library -5

Program Development Plan .14

Work on developing the curriculum and the teaching methods and methods used to suit developments in the field of administration

Contemporary legal and labor market needs with a focus on the quality of
.technical education

		English language	assistant												
			assistant												

.Please tick the boxes corresponding to the individual program learning outcomes under evaluation

Course Description Form

:Course Name .1
Correspondence Editing
:Course Code .2
:Semester / Year .3
Annual
:Description Preparation Date .4
12-4-2025
:Available Attendance Forms .5
Weekly
(Number of Credit Hours (Total) / Number of Units (Total) .6
3h-season- Weekly 45
(Course administrator's name (mention all, if more than one name) .7
Name: m0hammed ali
:Email

Course Objectives .8					
Course Objectives		General objectives: - To enable the student to form a legal mentality that believes in the importance of law and its existenceto regulate social ties in the English language			
Teaching and Learning Strategies .9					
Strategy	<p style="text-align: center;">strategy</p> <p>.Education strategy collaborative concept planning-1</p> <p>.Brainstorming education strategy -2</p> <p>Education Strategy Notes Series -3</p>				
Course Structure .10					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1-2 4-3		<p>the concept of law, Definition of Law, Religion, and morals</p>		<p>Explanation of the theoretical material and the legal texts related to it</p>	<p>Weekly, monthly, daily, written exams, and the</p>

6-5		the purpose and importance of law, Law and society			end-of-year exam
10-7		the legal Rule, the characterizes of legal rule			
		general, abstract, attendance			
13-11		Sources of law			
		,Direct sources			
15-14		legislation,			
		custom, Islamic			
20-16		view and principles of justice			
		Indirect sources			
		Historic opinions			
		and Judicial decisions			
25-12		Classification of law			
		Public law and Private law			
30-26		branches of Public law			
		Constitutional law, Administrative			

		<p>v, public international law, criminal law and criminal Procedures, Financial law</p> <p>anches of Private law</p> <p>rsonal statuses v, Civil law, Commercial law</p> <p>ecutive law, Civil Procedures</p> <p>terpretation of w, Definition, The ed of interpretation, nds of interpretation</p> <p>efinition of Legal ght, Kinds of Legal Rights</p> <p>ements of Right, ources of a Right, Events, Acts</p>			
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Course Evaluation .11					
<p>General and qualifying transferable skills (other skills related to employability and .(personal development</p> <p>Encouraging students to be creative and creating a spirit of perseverance and -1 self-denial in them through continuous encouragement of the necessity of cooperation</p> <p>.Joint and active among them to fulfill their academic requirements</p> <p>They were provided with the university's website related to the availability of future -2 .opportunities for recruitment and employment</p> <p>Giving them knowledge of the importance of developing their abilities through -3 .self-education by acquainting themselves with various knowledge</p> <p>Emphasis on developing students' personal talents, such as sports and arts of all -4 kinds in their free time</p>					
Learning and Teaching Resources .12					
quired textbooks (curricular books, (if any			/References M. Goady, Introduction to the study of law, .London, 1985		
(Main references (sources			/.D. Liyod, The idea of law, 1982		

<p>Recommended books and references (scientific journals, (...reports</p>	<p>M. Goady, Introduction to the study of law, .London, 1985 /</p>
<p>Electronic References, Websites</p>	<p>cess to the latest opinions, judicial rulings, d jurisprudential jurisprudence in aspects ated to reading laws at the criminal, civil, or administrative level</p>