

**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: ..Al nahrain University.....

Faculty/Institute: ...College of Law.....

Scientific Department:Law....

Academic or Professional Program Name:Law.....

Final Certificate Name:Law.....

Academic System:.....

Description Preparation Date: 3/2024

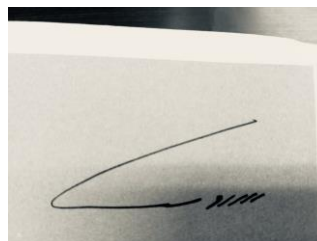
File Completion Date:3/2024

Signature:



Head of
DepartmentName:D. Raad
Hashem Amin
Date:

Signature:



Scientific Associate Name:
D. Salma Talal
Date:

The file is checked by:

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department: L.

Zahraa Naser

Date: 3/2024

Signature:



Approval of the Dean

1. Program Vision

Serving the legal profession and legal consultations by providing distinguished legal education, based on the practical approach to legal rules and their application to various types of problems and issues, and contributing to serving society and preserving rights among its members.

2. Program Mission

. Preparing and graduating a specialized legal cadre, deepening practical research in various legal specializations, consolidating the concept of the rule of law in the state, spreading the culture of justice and protecting the rights and legal centers of individuals, and strengthening cultural and scientific ties with scientific institutions in order to reach the accreditation required for the quality of higher education.

3. Program Objectives

- Developing the capabilities of faculty members by participating in conferences, seminars and specialized courses.
- Developing scientific and cognitive relations with other corresponding colleges at home and abroad.
- Keeping pace with developments with scientific research that addresses contemporary challenges to raise the level of legal knowledge.
- Strengthening scientific twinning with corresponding colleges and specialized local, regional and international organizations.

4. Program Accreditation

no

5. Other external influences

no

6. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements	44	96		
College Requirements				
Department Requirements				
Summer Training				
Other				

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

7. Program Description

Year/Level	Course Code	Course Name	Credit Hours	
second	NLU-202	Administrative Law	theoretical	practical
			\	

8. Expected learning outcomes of the program

Knowledge

Teaching the student the general principles and foundations of administrative law and accustoming him to using administrative terminology according to the modern method. This helps the law student understand administrative law and how it develops while following up on

Discussions

the most important facts on the ground.	
Skills	
Enabling the student to distinguish between theories of administrative law	Discussions
Empowering the student is one of the most important principles of public service	Daily oral and written tests
Ethics	
Enabling the student to know what administrative contracts are and how they develop	Monthly tests
Enabling the student to understand administrative decisions and their types	Monthly tests

9. Teaching and Learning Strategies
Detailed explanation Writing weekly reports

10. Evaluation methods
Daily written test Daily oral test Monthly written test Duties

11. Faculty			
Faculty Members			
Academic Rank	Specialization	Special Requirements/Skills	Number of the teaching staff

			(if applicable)			
	General	Special			Staff	Lecturer
Ph.D	Public law	Administrative Law			\	

Professional Development

Mentoring new faculty members

Participating in courses, holding seminars and workshops, and following up with the department head

Professional development of faculty members

Follow up with the deanship and the department presidency, ongoing courses, holding meetings, and questionnaires

12. Acceptance Criterion

Central admission (general channel, private education channel)

13. The most important sources of information about the program

- . – A methodical book
 - Public sources
 - PowerPoint lectures
 - Internet sources

14. Program Development Plan

Updating the academic material by developing the version of the operational and applied programs that are explained

Program Skills Outline															
				Required program Learning outcomes											
Year/Level	Course Code	Course Name	Basic or optional	Knowledge				Skills				Ethics			
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4
second		Administrative Law	basic												

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

Course Description Form

1. Course Name:	
Administrative Law	
2. Course Code:	
3. Semester / Year:	
The second course 2023-2024	
4. Description Preparation Date:	
12-3-2024	
5. Available Attendance Forms:	
immanence	
6. Number of Credit Hours (Total) / Number of Units (Total)	
3 hours-3 units	
7. Course administrator's name (mention all, if more than one name)	
Name: M. Dr. Rasha Abdullah+ Prof. Dr. Rana Muhammad Email:	
8. Course Objectives	
Objectives of the study subject	<ul style="list-style-type: none"> • • Introducing the student to importance of administrative law • Introducing the student to public employee and its most important elements • Teaching the student administrative decisions and administrative contracts • Follow up on developments affecting administrative law. •
9. Teaching and Learning Strategies	
Strategy	Theoretical explanation Weekly reports

Oral and written tests

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
First week	3		Public employee	Student discussion Educational seminars	Share Oral and written tests Quarterly exams
second week	3		What are the elements of a public employee and most important positive and negative duties	Student discussion Educational seminars	Share Oral and written tests Quarterly exams
third week	3		Penalties that may be imposed on the employee	Student discussion Educational seminars	Share Oral and written tests Quarterly exams
fourth week	3		Disciplinary authorities	Student discussion Educational seminars	Share Oral and written tests Quarterly exams
Fifth week	3		Termination of functional association	Student discussion Educational seminars	Share Oral and written tests Quarterly exams

Sixth week	3		Resignation and its types	Student discussion Educational seminars	Share Oral and written tests Quarterly exams
Seventh week	3		Administrative decision definition and elements	Student discussion Educational seminars	Share Oral and written tests Quarterly exams
Eighth week	3		Pillars of administrative decision	Student discussion Educational seminars	Share Oral and written tests Quarterly exams
Ninth week	3		Cancellation or withdrawal of the administrative decision	Student discussion Educational seminars	Share Oral and written tests Quarterly exams
Tenth week	3		End of administrative decision	Student discussion Educational seminars	Share Oral and written tests Quarterly Exams
Eleven weeks	3		Public funds	Student discussion Educational seminars	Share Oral and written tests Quarterly Exams

Twelve weeks	3		Administrative contracts	Student discussion Educational seminars	Share Oral and written tests Quarterly Exams
The thirteen week	3		The most important elements of administrative contract and their types	Student discussion Educational seminars	Share Oral and written tests Quarterly Exams
The fourteenth week	3		How to terminate administrative contract	Student discussion Educational seminars	Share Oral and written tests Quarterly Exams
The fifteenth week	3		Comprehensive review with final exam	Student discussion Educational seminars	Share Oral and written tests Quarterly Exams

11. Course Evaluation

30 marks for the written exam - 10 marks for the surprise exam, making the annual endeavor 40 marks
60 marks for the final exam

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	By the author Dr. Issam Al-Barza and others
Main references (sources)	
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	