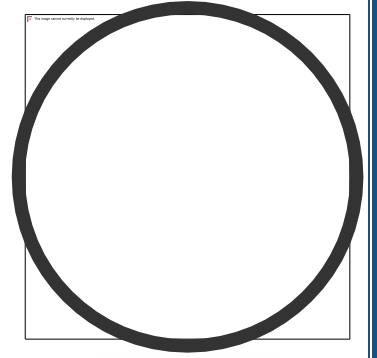


**Ministry of Higher Education and Scientific Research  
Scientific Supervision and Scientific Evaluation Apparatus  
Directorate of Quality Assurance and Academic Accreditation  
Accreditation Department**



# **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:** Private Law Department

**Academic or Professional Program Name:** Introduction to study law +  
New Headway Plus

**Final Certificate Name:** Bachelor in Law

**Academic System:** Courses/ Second course 2023–2024

**Description Preparation Date:** 3/2024

**File Completion Date:** 3/2024

**Signature:**



**Head of Department**

**Name:** Raad Hashim

**Date:** 3/2024

**Signature:**



**Scientific Associate**

**Name:** Salma Talal

**Date:** 3/2024

**The file is checked by:** Zahraa Naser

**Department of Quality Assurance and University Performance**

**Director of the Quality Assurance and University Performance Department:**

**Date:** 3/2024

**Signature:**



**Approval of the Dean**

## 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

### 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	
			theoretical	practical
The first level	NLU-113	the Arabic language	√	

### 8. Expected learning outcomes of the program

#### Knowledge

Teaching the student to be familiar with the basic rules of the Arabic language.

#### Skills

Enabling students to obtain knowledge and understanding in writing pleadings and legal cases	Discussions
Enabling students to know and understand language vocabulary	Application and testing
<b>Ethics</b>	
Enabling the student to learn the principles of correct wording	Monthly duties
Correct spelling	Practical projects

## 9. Teaching and Learning Strategies

- Practical explanation
- Practical application by the student
- Practical projects

## 10. Evaluation methods

- Daily exams
- Brainstorming
- Monthly exam
- Assignments

## 11. Faculty

### Faculty Members

Academic Rank	Specialization	Special Requirements/Skills (if applicable)	Number of the teaching staff



	General	Special		Staff	Lecturer
Master's degree/Arabic language		√		√	

## 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

-Lieutenant

- PowerPoint lectures

- Internet sources

## 14. Program Development Plan

Updating the academic material by developing vocabulary that suits the nature of the specialization

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
The first level	the Arabic language		basic												

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

## Course Description Form

<b>1. Course Name:</b>					
the Arabic language					
<b>2. Course Code:</b>					
<b>3. Semester / Year:</b>					
The first and second courses for the academic year 2023–2024					
<b>4. Description Preparation Date:</b>					
3/2024					
<b>5. Available Attendance Forms:</b>					
Attendance in classrooms					
<b>6. Number of Credit Hours (Total) / Number of Units (Total)</b>					
1 hours - 1 units					
<b>7. Course administrator's name (mention all, if more than one name)</b>					
Name: Assistant Lecturer: Wurood Khaled Abbas Email : <a href="mailto:waroud.khaled@nahrainuniv.edu.iq">:waroud.khaled@nahrainuniv.edu.iq</a>					
<b>8. Course Objectives</b>					
<b>Course Objectives</b>		<ul style="list-style-type: none"> <li>• • Introducing students to the important provisions of Arabic language and the necessary rules in this regard.</li> <li>• • Refine their Arabic language properly and in a way that suits the necessities of their work in the legal profession</li> <li>• • Developing their language skills in accordance with their specialization</li> </ul>			
<b>9. Teaching and Learning Strategies</b>					
<b>Strategy</b>	Theoretical explanation - Theoretical application by the student				
<b>10–Course Structure: First semester – Assistant Lecturer: Wurood Khaled Abbas</b>					
<b>Week</b>	<b>Hours</b>	<b>Required Learning Outcomes</b>	<b>Unit or subject name</b>	<b>Learning method</b>	<b>Evaluation method</b>

1	1	knowledge and understanding	Spelling errors	Theoretical lecture	Written oral exam
2	1	knowledge and understanding	Writing hamza	Theoretical lecture	Written oral exam
3	1	knowledge and understanding	Writing the	Theoretical lecture	Written oral exam
4	1	knowledge and understanding	Writing the letters Dha and Dhaa	Theoretical lecture	Written oral exam
5	1	knowledge and understanding	Speech and its parts	Theoretical lecture	Written oral exam
6	1	knowledge and understanding	Between Arabic language and the law	Theoretical lecture	Written oral exam
7	1	knowledge and understanding	Legal language and usage skills	Theoretical lecture	Written oral exam
8	1	knowledge and understanding	The language of legislation and features	Theoretical lecture	Written oral exam
9	1	knowledge and understanding	The language of the judiciary and its features	Theoretical lecture	Written oral exam
10	1	knowledge and understanding	The language of law and advantages	Theoretical lecture	Written oral exam
11	1	knowledge and understanding	Nominative and nominative	Theoretical lecture	Written oral exam
12	1	knowledge and understanding	The beginning and the news	Theoretical lecture	Written oral exam
13	1	knowledge and understanding	Exam	Theoretical lecture	Written oral exam
14	1	knowledge and understanding	Fundamentals of drafting	Theoretical lecture	Written oral exam

15	1	knowledge and understanding	General Review	Theoretical lecture	Written oral exam
<b>Course Structure: Second Semester – Assistant Lecturer: Wurood Khaled Abba</b>					
1	1	knowledge and understanding	punctuation marks	Theoretical lecture	Written oral exam
2	1	knowledge and understanding	Rules writing alif al-fariqa	Theoretical lecture	Written oral exam
3	1	knowledge and understanding	The emergence national poetry	Theoretical lecture	Written oral exam
4	1	knowledge and understanding	Ahmed Shawqi, greatest national poet	Theoretical lecture	Written oral exam
5	1	knowledge and understanding	Legal act	Theoretical lecture	Written oral exam
6	1	knowledge and understanding	Legal act time	Theoretical lecture	Written oral exam
7	1	knowledge and understanding	Legal actor	Theoretical lecture	Written oral exam
8	1	knowledge and understanding	Types of legal actor	Theoretical lecture	Written oral exam
9	1	knowledge and understanding	Exam	Theoretical lecture	Written oral exam
10	1	knowledge and understanding	The impact language drafting legal material	Theoretical lecture	Written oral exam
11	1	knowledge and understanding	Common grammatical errors	Theoretical lecture	Written oral exam
12	1	knowledge and understanding	Grammatical errors	Theoretical lecture	Written oral exam
13	1	knowledge and understanding	Legal drafting	Theoretical lecture	Written oral exam

		understand	principles		
14	1	knowledg and understand	Legal literature	Theoret lecture	Written oral exam
15	1	knowledg and understand	General Review	Theoret lecture	Written oral exam

#### 10. Course Evaluation

30 marks for theory, 10 marks for attendance and daily tests, so that the annual endeavor becomes 40 and 60 marks for the final exam.

#### 11. Learning and Teaching Resources

Required textbooks (curricular books, if any)	- Al-Wajeez in the Arabic language non-specialists
Main references (sources)	- Principles of legal drafting
Recommended books and references (scientific journals, reports...)	
Electronic References, Websites	