

**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:

Faculty/Institute:

Scientific Department:

Academic or Professional Program Name:

Final Certificate Name:

Academic System:

Description Preparation Date:

File Completion Date:

Signature:

Head of Department Name:

Date:

Signature:

Scientific Associate Name:

Date:

The file is checked by:

Department of Quality Assurance and University Performance

Director of the Quality Assurance and University Performance Department:

Date:

Signature:

Approval of the Dean

1. Program Vision
Program vision is written here as stated in the university's catalogue and website.

Introducing students to legal research methodologies through the topics covered in the principles of legal research and providing them with the knowledge to write legal research papers in the upcoming year and subsequent years after graduation.

2. Program Mission

Program mission is written here as stated in the university's catalogue and website.

Providing the student with the necessary legal knowledge to become a successful legal researcher in the coming years.

3. Program Objectives

General statements describing what the program or institution intends to achieve.

Teaching students the principles of scientific research and how to write legal research papers.

4. Program Accreditation

Does the program have program accreditation? And from which agency?

5. Other external influences

Is there a sponsor for the program?

6. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements	1	1		
College Requirements	1	1		
Department Requirements	1	1		
Summer Training	1	1		

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

7. Program Description				
Year/Level	Course Code	Course Name	Credit Hours	
"2023–2024 / Third		"Legal Research Principles"	theoretical	practical
			1	

8. Expected learning outcomes of the program	
Knowledge	
Learning Outcomes 1	Learning Outcomes Statement 1–Student understanding of how to choose a research topic
Skills	
Learning Outcomes 2	Learning Outcomes Statement 2–Student learning how to write a research plan
Learning Outcomes 3	Learning Outcomes Statement 3–Student education on gathering legal sources
Ethics	
Learning Outcomes 4	Learning Outcomes Statement 4–Encouragement of students to acquire knowledge and embody ethical values
Learning Outcomes 5	Learning Outcomes Statement 5–Student understanding of the importance of being a legal researche

9. Teaching and Learning Strategies
Teaching and learning strategies and methods adopted in the implementation of the program in general.

1–Lecture 2–Discussion Session 3–Brainstorming through Guiding Final Question

10. Evaluation methods

Implemented at all stages of the program in general.

1–Written Exam

2–Oral Exam

11. Faculty

Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
1–Assistant Professor	"Administrative				yes	
2–Associate Professor		"civil"				

Professional Development

Mentoring new faculty members

Briefly describes the process used to mentor new, visiting, full-time, and part-time faculty at the institution and department level.

Professional development of faculty members

Briefly describe the academic and professional development plan and arrangements for faculty such as teaching and learning strategies, assessment of learning outcomes, professional development, etc.

12. Acceptance Criterion

(Setting regulations related to enrollment in the college or institute, whether central admission or others)

*Central Acceptance"

13. The most important sources of information about the program
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State briefly the sources of information about the program.

1-Seminars

2-Conferences

14. Program Development Plan

"Coordinating with law faculties in Iraqi government and private universities for twinning purposes."

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

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

Course Description Form

1. Course Name:	
Legal Research Principles	
2. Course Code:	
3. Semester / Year:	
Third / 2023-2024	
4. Description Preparation Date:	
18/2/2024	
5. Available Attendance Forms:	
In-person / Daily	
6. Number of Credit Hours (Total) / Number of Units (Total)	
1 hour per week, 30 hours tota	
7. Course administrator's name (mention all, if more than one name)	
<p>Name: Assoc. Prof. Ali Najib Email: Ali.najeb.hamza@qu.edu.iq</p> <p>Name: Asst. Prof. Heba Abdulameer Email: hiba.abdulameer@qu.edu.iq Email:</p>	
8. Course Objectives	
<p>Course Objectives *Teaching the subject of Legal Research Principles. *Educating students on the principles of legal research. *Instructing students on how to write legal research papers.</p>	<p>Teach the subject of Legal Research Principles. Educate students on the principles of legal research. Instruct students on how to write legal research papers.</p>
9. Teaching and Learning Strategies	
<p>Strategy</p>	<p>Interactive Closure through Guiding Closing Questions</p>

10. Course Structure

week	hours	Required Learning Outcomes	Unit or Subject Name	Learning Method	Evaluation Method
First	1	Selecting the legal issue	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
Second	1	Directives for identifying the legal issue	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
Third	1	Ways to choose the legal issue	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
Fourth	1	Criteria for selecting the legal issue	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
Fifth	1	Legal research methodologies	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
Sixth	1	Gathering legal research material	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
Seventh	1	Auxiliary sources in legal research	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
Eighth	1	Organizing information	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
Ninth	1	Drafting a legal research plan	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
Tenth	1	Balance and coordination in the research plan	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
Eleventh	1	Researcher's selection of the legal issue	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
Twelfth	1	Statement of the research plan's content	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
Thirteenth	1	Initial preparation of the sources and references list	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
Fourteenth	1	Writing the legal research	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
Fifteenth	1	Commentary on judicial rulings	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
		The second course			
First	1	Reports	Fundamentals	Lecture	Oral and

			of Research	and Discussion	Written Examination
Second	1	Articles	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
Third	1	Significant cases during research writing	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
Fourth	1	Legal	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
Fifth	1	Methods of margin numbering	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
Sixth	1	Margin writing cases	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
Seventh	1	Rules for referencing sources and references for the first time	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
Eighth	1	Rules for referencing sources and references for the second time	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
Ninth	1	Finalizing the list of references and sources	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
Tenth	1	Printing the legal research	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
Eleventh	1	Print publication of legal research	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
Twelfth	1	Electronic publication of legal research	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
Thirteenth	1	Author's obligations in electronic publishing contracts	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
Fourteenth	1	Evaluation and discussion of legal research	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
Fifteenth	1	Evaluation of legal research from an objective perspective	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination
	1	Evaluation of legal research from a formal perspective	Fundamentals of Research	Lecture and Discussion	Oral and Written Examination

11. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports etc

Midterm: 25%

Second Quarter: 15%

Oral: 10%

Final: 50%

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)

Dr. Asmaa Abdel
Mageed, Principles of
Legal Research

Main references (sources)

Dr. Ammar Abbas Al-
Husseini, Methodology
of Legal Research

Recommended books and references (scientific
journals, reports...)

All references on the
Principles of Legal
Research

Electronic References, Websites

<https://youtu.be/kVAjGEJHvxU?si=5b08BKdRyCVnKjeo>
https://youtu.be/3Hh25mwtwqU?si=Qm0WVAHoMa6V_jqK
https://youtu.be/TstcOF5G68I?si=ZAGJ5Z_e-ckyR_wX