Academic Program and Course Description Guide

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-qadisiyah
Faculty/Institute: College of Law
Scientific Department: Public Law
Academic or Professional Program Name: Administrative Law
Final Certificate Name: ....
Academic System: yearly
Description Preparation Date: 18 / 2/ 2024
File Completion Date: 18 / 2/2024

Signature:

Signature:

Head of Department Name:

Scientific Associate Name:

Date:

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.

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

3. **Program Objectives**
General statements describing what the program or institution intends to achieve.

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				
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**	
2023 - 2024			theoretical	practical

8. Expected learning outcomes of the program	
Knowledge	
Learning Outcomes 1	Learning Outcomes Statement 1
Skills	
Learning Outcomes 2	Learning Outcomes Statement 2
Learning Outcomes 3	Learning Outcomes Statement 3
Ethics	
Learning Outcomes 4	Learning Outcomes Statement 4
Learning Outcomes 5	Learning Outcomes Statement 5

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

10. Evaluation methods
Implemented at all stages of the program in general.

11. Faculty					
Faculty Members					
Academic Rank	**Specialization**		**Special Requirements/Skills (if applicable)**	**Number of the teaching staff**	
	General	**Special**		**Staff**	**Lecturer**

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)

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

14. Program Development Plan

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
2023-2024	-	International law	-	X	X	X	X	X	X	X	X	X	X	X	X

- **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:
2023-2024

4. Description Preparation Date:
18 / 2/ 2024

5. Available Attendance Forms:
Attendance inside the class

6. Number of Credit Hours (Total) / Number of Units (Total)
2 hour weekly

7. Course administrator's name (mention all, if more than one name)
Name:Ali Najeeb Hamza Email: Name: zainab kareem swadi Email: zainab.kareem @qu.edu.iq

8. Course Objectives

Course Objectives	Understanding the Origin and Development of Administrative Law: Recognizing the historical background and origins of administrative law. Tracing the evolution and development of administrative law principles and concepts. Familiarizing with Theories of Administrative Law: Identifying and comprehending various theoretical frameworks proposed in administrative law. Analyzing the contributions of different scholars and schools of thought to the field of administrative law. Acquiring Knowledge of Administrative Methods and Activities: Exploring the means and techniques utilized in public administration. Understanding the scope and nature of administrative activities, including planning, organizing, directing, controlling, and evaluating. Understanding Administrative Functions, including Decisions and Administrative Contracts Recognizing the different types of administrative decisions and their significance in governance. Exploring the nature, characteristics, and legal implications of administrative contracts. Analyzing the role of administrative decisions and contracts in the functioning of public administration

9. Teaching and Learning Strategies

Strategy	1- Daily preparation for students 2- Brainstorming 3- Quiz 4- Assigning students assignments on specific topics related to the subject from sources other than the curriculum

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method

1.	2	As mentioned above	**Introduction of administrative law**	**Present, explain, argument**	**General questions and discussion**
2.	2	As mentioned above	**The meaning of administrative law**	**Present, explain, argument**	**General questions and discussion**
3.	2	As mentioned above	**Public administration organization**	**Present, explain, argument**	**General questions and discussion**
4.	2	As mentioned above	**The legal system of legal personality**	**Present, explain, argument**	**General questions and discussion**
5.	2	As mentioned above	**Organization of public administrations**	**Present, explain, argument**	**General questions and discussion**
6.	2	As mentioned above	**Administrative of the organization according to governorates law No. 21 of 2008**	**Present, explain, argument**	**General questions and discussion**
7.	2	As mentioned above	**Administrative activity**	**Present, explain, argument**	**General questions and discussion**
8.	2	As mentioned above	**Administrative control**	**Present, explain, argument**	**General questions and discussion**
9.	2	As mentioned above	**Types of administrative facilities**	**Present, explain, argument**	**General questions and discussion**
10.	2	As mentioned above	**Theory of public facilities**	**Present, explain, argument**	**General questions and discussion**
11.	2	As mentioned above	**Meaning of public administrative**	**Present, explain, argument**	**General questions and discussion**
12.	2	As mentioned above	**Public services**	**Present, explain, argument**	**General questions and discussion**
13.	2	As mentioned above	**Conditions of public services**	**Present, explain, argument**	**General questions and discussion**
14.	2	As mentioned above	**Conditions of public services**	**Present, explain, argument**	**General questions and discussion**
15.	2	As mentioned above	**Disciplinary system**	**Present, explain, argument**	**General questions and discussion**
16.	2	As mentioned above	**Public Funds**	**Present, explain, argument**	**General questions and discussion**

17.	2	As mentioned above	Routine administrative tasks	Present, explain, argument	General questions and discussion
18.	2	As mentioned above	**Material Activates**	**Present, explain, argument**	**General questions and discussion**
19.	2	As mentioned above	**Form and jurisdiction**	**Present, explain, argument**	**General questions and discussion**
20.	2	As mentioned above	**Purpose of administrative decisions**	**Present, explain, argument**	**General questions and discussion**
21.	2	As mentioned above	**Types of administrative decisions**	**Present, explain, argument**	**General questions and discussion**
22.	2	As mentioned above	**Conclusion of administrative decisions**	**Present, explain, argument**	**General questions and discussion**
23.	2	As mentioned above	**Withdrawal and Annulment of Administrative decisions**	**Present, explain, argument**	**General questions and discussion**
24.	2	As mentioned above	**End of Administrative decisions**	**Present, explain, argument**	**General questions and discussion**
25.	2	As mentioned above	**Administrative contracts**	**Present, explain, argument**	**General questions and discussion**
26.	2	As mentioned above	**Introduction of Administrative contracts**	**Present, explain, argument**	**General questions and discussion**
27.	2	As mentioned above	**Types of Administrative contracts**	**Present, explain, argument**	**General questions and discussion**
28.	2	As mentioned above	**Authority of administrative in the field of administrative contracts**	**Present, explain, argument**	**General questions and discussion**
29.	2	As mentioned above	**Theories on administrative contracts and their conclusion**	**Present, explain, argument**	**General questions and discussion**
30.	2	As mentioned above	**Jurisdiction of ICJ and its decisions**	**Present, explain, argument**	**General questions and discussion**

1. Course Evaluation

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

2. Learning and Teaching Resources

Required textbook (curricular books, if any	Isam Al-Barazanji, Yassin Al-salami, Ali Mohammed Al-bde Principles of Administrative Law
Main references (source	• Maher Saleh Alawi Al-Jbori, Principles of Administrative Law

	• Hussain Othman, shortcomings of Administrative Law • Slah Aldean fawzi, the general Principles of Administrative Law
Recommended books and references (scientific journals, reports...)	The scientific journals and articles
Electronic Reference Websites	Online articles and webpages