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-Qadisiyah**

Faculty/Institute: **the law**

Scientific Department: . private law

Academic or Professional Program Name: the law

Final Certificate Name: the law

Academic System: annual

Description Preparation Date: 22–2–2024

File Completion Date: 22–2–2024

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.
Achieving justice and the rule of law by striving to raise the legal and judicial level

of graduate students

2. Program Mission

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

Achieving legal integration between the law faculties that teach this course and achieving judicial integration with the judicial institutions that implement the law that we teach in this course.

3. Program Objectives

General statements describing what the program or institution intends to achieve. The program aims to develop students' abilities in the field of judicial work and acquire legal expertise in the field of practicing the legal profession in order to provide the requirements for legal work.

4. Program Accreditation

Does the program have program accreditation? And from which agency? no

5. Other external influences

Is there a sponsor for the program?no

6. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements	3	3	100%	

College Requirements	3	3	100%	
Department Requirements	3	3	100%	
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**	
Third Year		Civil litigation	theoretical	practical
			3	nothing

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.

1- Divide the students into small groups so that each group writes a lawsuit petition or writes a response list that includes the most important legal defenses.

2- In cooperation with the College's Legal Clinic Unit, legal seminars and workshops are held regarding training in litigation procedures.

10. Evaluation methods

Implemented at all stages of the program in general.

1- Daily and quarterly written exams

2- Conduct an applied simulation among students.

3- Daily preparation.

11. Faculty

Faculty Members

Academic Rank	Specialization		Special Requirements/Skills (if applicable)		Number of the teaching staff	
	General	Special			Staff	Lecturer
Professor assistant teacher		private private	Former Director of Legal Affairs Department		Staff Staff	

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.

Reliance on the practical aspect in teaching this course.

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.

Developing the capacity and efficiency of faculty members through participation in legal conferences and specialized seminars that support legal research.

12. Acceptance Criterion

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

Central admission from the Ministry

13. **The most important sources of information about the program**
State briefly the sources of information about the program. 1- Studies in the Civil Procedure Law – Judge Rahim Hassan Al-Ukaili 2- The Art of Pleading and the Principles of Law – Dr. Abdul Qadir Al-Qaisi

14. Program Development Plan
Making an accurate legal comparison between the curriculum and modern and developed law curricula.

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
		Law of Civil Procedure , Evidence and Advocacy	Basic			*					*			*	

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

Course Description Form

1. Course Name: Civil litigation, evidence and advocacy
2. Course Code:
3. Semester / Year: annual
4. Description Preparation Date:2024-2-22
5. Available Attendance Forms: The presence of students in the lecture hall
6. Number of Credit Hours (90) / Number of Units (90)
7. Course administrator's name (mention all, if more than one name)

Name: Asad Fadel Mandil
Email: assad.aljiashi@qu.edu.iq

ARaslan Abbas Jaber
Arslaanabbas6@gmail.com

8. Course Objectives	
Course Objectives	• Developing students' legal skills….. • Strengthening their legal personality in pleading….. • Training them on writing lawsui regulations…..

9. Teaching and Learning Strategies	
Strategy	Achieving a blend between the theoretical and practi aspects in teaching this course

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1	3	Learning or the suit	Claim theo	Theoreti teaching	the exam
2	3	Learning or	Claim theo	Theoreti teaching	the exam
3		defenses	Claim theo	Theoreti teaching	the exam
4	3	Learning about the	Judgment theory	Theoreti teaching	the exam
5	3	incident ca	Judgment theory	practical training	the exam
6	3	Interim decisions		practical training	the exam
		Introductio to the provisions		practical training	the exam
		Appealing judicial rulings			

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

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Dr. Adam Wahib Al-Nadawi - Wajeez in Civil Litigation
Main references (sources)	Dr. Abbas Al-Aboudi - Explanati of the provisions of ci proceedings
Recommended books and references (scientific journals, reports…)	Al-Qadisiyah Journal of Law a Political Science
Electronic References, Websites	https://youtube.com/@assad-law?si=ZEmtS070WJTYrfu2