

**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**

## **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:**

**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**

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

<b>2. Program Mission</b>
Program mission is written here as stated in the university's catalogue and website.

<b>3. Program Objectives</b>
General statements describing what the program or institution intends to achieve.

<b>4. Program Accreditation</b>
Does the program have program accreditation? And from which agency?

<b>5. Other external influences</b>
Is there a sponsor for the program?

<b>6. Program Structure</b>				
Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
<b>Institution Requirements</b>	1	1		
<b>College Requirements</b>				
<b>Department Requirements</b>				
<b>Summer Training</b>				
<b>Other</b>				

\* 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	
<b>Knowledge</b>	
Learning Outcomes 1	Learning Outcomes Statement 1
<b>Skills</b>	
Learning Outcomes 2	Learning Outcomes Statement 2
Learning Outcomes 3	Learning Outcomes Statement 3
<b>Ethics</b>	
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
<b>Mentoring new faculty members</b>
Briefly describes the process used to mentor new, visiting, full-time, and part-time faculty at the institution and department level.
<b>Professional development of faculty members</b>
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

<b>1. Course Name:</b>					
Constitutional law					
<b>2. Course Code:</b>					
-					
<b>3. Semester / Year:</b>					
2023-2024					
<b>4. Description Preparation Date:</b>					
1/9/2023					
<b>5. Available Attendance Forms:</b>					
Attendance inside the class					
<b>6. Number of Credit Hours (Total) / Number of Units (Total)</b>					
3 hour weekly					
<b>7. Course administrator's name (mention all, if more than one name)</b>					
Name: Ghanim Abed Dahash Al-shibany					
<b>8. Course Objectives</b>					
<b>Course Objectives</b>		Study, research and analysis of the general principles and theories of constitutional law. Study, research and analysis of the political and constitutional reality and its development in Iraq under its successive constitutions. Explaining the concept of state theory and constitution theory, then studying the Iraqi constitutional system.			
<b>9. Teaching and Learning Strategies</b>					
<b>Strategy</b>		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			
<b>10. Course Structure</b>					
Week	Hours	Required Learning Outcomes	Unit or subject name	Learning method	Evaluation method
1.	3	<b>As mentioned above</b>	Definition of the legal rule and its characteristics. Introduction to constitutional law and its development.	<b>Present, explain, argument</b>	<b>General questions and discussion</b>
2.	3	<b>As mentioned above</b>	State theory: The origin of the state	<b>Present, explain, argument</b>	<b>General questions and discussion</b>
3.	3	<b>As mentioned above</b>	The state and its pillars	<b>Present, explain, argument</b>	<b>General questions and discussion</b>



4.	3	As mentioned above	State characteristics	Present, explain, argument	General questions and discussion
5.	3	As mentioned above	Means of assigning authority (Inheritance, self-selection, seizure by force).	Present, explain, argument	General questions and discussion
6.	3	As mentioned above	Means of assigning power (election).	Present, explain, argument	General questions and discussion
7.	3	As mentioned above	Types of countries: Unified State / Composite State (Personal Union - Actual Union - Treaty Union).	Present, explain, argument	General questions and discussion
8.	3	As mentioned above	Types of states: Federal Union	Present, explain, argument	General questions and discussion
9.	3	As mentioned above	Constitution theory: Sources of the constitutional rule: written constitutional rules.	Present, explain, argument	General questions and discussion
10.	3	As mentioned above	Constitutional custom	Present, explain, argument	General questions and discussion
11.	3	As mentioned above	Constitutional custom	Present, explain, argument	General questions and discussion
12.	3	As mentioned above	Types of constitutions: Types of constitutions in terms of codification. Types of constitutions in terms of the method of amendment.	Present, explain, argument	General questions and discussion
13.	3	As mentioned above	The principle of the supremacy of the constitution.	Present, explain, argument	General questions and discussion
14.	3	As mentioned above	Control of the constitutionality of laws: Political control of the constitutionality of laws. Judicial control of the constitutionality of laws.	Present, explain, argument	General questions and discussion
15.	3	As mentioned above	Disrupting and ending the constitutional rule	Present, explain, argument	General questions and discussion
16.	3	As mentioned above	The constitutional situation in Iraq before the issuance of the 1925 Constitution.	Present, explain, argument	General questions and discussion
17.	3	As mentioned above	Constitution of 1925: How to establish a constitution. The content of this constitution and it's characteristics.	Present, explain, argument	General questions and discussion
18.	3	As mentioned above	Organs of the authority in accordance with the provisions of the 1925 Constitution: The King - the legislative	Present, explain, argument	General questions and discussion

			authority.		
19.	3	As mentioned above	Organs of the authority in accordance with the provisions of the 1925 Constitution: Ministry - Judicial Authority. Constitutional and political reality.	Present, explain, argument	General questions and discussion
20.	3	As mentioned above	Constitution of 1958	Present, explain, argument	General questions and discussion
21.	3	As mentioned above	Constitution of 4 April 1963	Present, explain, argument	General questions and discussion
22.	3	As mentioned above	Constitution of 29 April 1964	Present, explain, argument	General questions and discussion
23.	3	As mentioned above	Constitution of 21 September 1968	Present, explain, argument	General questions and discussion
24.	3	As mentioned above	Constitution of 16 July 1970	Present, explain, argument	General questions and discussion
25.	3	As mentioned above	The constitutional and political system in Iraq after 4/9/2003	Present, explain, argument	General questions and discussion
26.	3	As mentioned above	The Iraqi State Administration Law for the Transitional Period of 2004: Content - method of accommodation - characteristics	Present, explain, argument	General questions and discussion
27.	3	As mentioned above	The Iraqi State Administration Law for the Transitional Period of 2004: Governance bodies	Present, explain, argument	General questions and discussion
28.	3	As mentioned above	Constitution of the Republic of Iraq of 2005: Content - method of accommodation - characteristics	Present, explain, argument	General questions and discussion
29.	3	As mentioned above	Constitution of the Republic of Iraq of 2005: Federal authorities	Present, explain, argument	General questions and discussion
30.	3	As mentioned above	Constitution of the Republic of Iraq of 2005: Regions and governorates not organized into a region	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 textbo (curricular books, if any)	Dr. Hamid Hanoun Khaled, Principles of Constitutional Law and the Development of Political System in Iraq, First Edition, Al-Sanhouri Library, Baghdad, 2012.
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Main references (sources)	Dr. Ihsan Hamid Al-Mufarji, and Dr. Katran Zaghir Nehme, Dr. Raad Naji Al-Jeddah, The General Theory of Constitutional Law, University of Baghdad, 1990. Dr. Sajid Muhammad Al-Zamili, Principles of Constitutional Law and the Constitutional System in Iraq, Nibour Printing and Publishing House, Al-Diwaniyah, 2014.
Recommended books and references (scientific journals, reports...)	Dr. Ismail Marza, Principles of Constitutional Law and Political Science, General Theory of Constitutions, second edition, Jordanian Ward Publishing and Distribution House, Amman, 2011.
Electronic Websites	Online articles and webpages