

**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

the introduction:

The educational program is considered a coordinated and organized package of academic courses that includes procedures and experiences organized in the form of academic vocabulary, the main purpose of which is to build and refine the skills of graduates, making them qualified to meet the requirements of the labor market. It is reviewed and evaluated annually through internal or external audit procedures and programs such as the external examiner program.

The description of the academic program provides a brief summary of the main features of the program and its courses, indicating the skills that students are working to acquire based on the objectives of the academic program. The importance of this description is evident because it represents the cornerstone of obtaining program accreditation, and the teaching staff participates in writing it under the supervision of the scientific committees in the scientific departments.

This guide, in its second edition, includes a description of the academic program after updating the vocabulary and paragraphs of the previous guide in light of the latest developments in the educational system in Iraq, which included a description of the academic program in its traditional form (annual, quarterly), in addition to adopting the description of the academic program circulated according to the study department book.T3/2906 dated 5/3/2023 regarding programs that adopt the Bologna Process as a basis for their work.

In this area, we can only emphasize the importance of writing descriptions of academic programs and courses To ensure the smooth running of the educational process.

Concepts and terminology:

a descriptionthe programAcademic:The academic program description is concise and conciseBased on its vision, mission and objectives, including an accurate description of the targeted learning outcomes according to specific learning strategies.

a descriptionThe decision:It provides a necessary summary of the most important characteristics of the course and the learning outcomes that the student is expected to achieve, demonstrating whether he has made the most of the learning opportunities available.And it is derived fromProgram description.

Program vision:An ambitious picture for the future of the academic program to be an advanced, inspiring, motivating, realistic and applicable program.

Program message:It briefly explains the objectives and activities necessary to achieve them, and also identifies the program's development paths and directions.

Program Goals: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/study subjects included in the academic program according to the approved learning system (semester, annual, Bologna track), whether it is a requirement (ministry, university, college, or scientific department), along with the number of study units.

Learning Outcomes:A compatible set of knowledge, skills, and values that the student has acquired after successfully completing the academic program. The learning outcomes for each course must be determined in a way that achieves the program objectives.

Education strategies And learning: They are the strategies used by a faculty member to develop student teaching and learning, and they are plans that are followed to reach learning goals. i.e. TDescribe all activitiesSafiya And extracurricularsTo achieve learning outcomesFor the program.

Academic program description form

University name: University

TotalE/Institute: College

scientific department: to divide

Name of the academic or professional program: Bachelor's degree.....

Name of final degree: Bachelor's in.....

School system:

Description preparation date:

Fill dateFile:

the signature:
Name of scientific
assistant:
aFor a date:

the signature:
Name of department
head:
aFor a date:

Check the file before

SectionEnsuring quality and university performance

Manager nameSectionquality assuranceAnd university performance:
the date

the signature

Authentication of the Dean

See the program .1

to remember Vision of the program as stated in the university's bulletin and website.

Program message .2

to remember The program's mission is as stated in the university's bulletin and website.

Program Goals .3

General statements that describe what the program or institution intends to achieve.

Program accreditation .4

Does the program have program accreditation? From which side?

Other external influences .5

Is there a sponsor for the program?

Program structure .6

comments *	percentage	Study unit	Number of courses	Program structure
				Enterprise requirements
				College requirements
				Department requirements
				summer training

				Other
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* Notes may include whether the course is core or elective.

Program description .7				
Credit hours		Name of the course or course	Course or course code	Year/level
practical	theoretical			

Expected learning outcomes of the programme .8	
Knowledge	
Statement of learning outcomes 1	Learning outcomes 1
Skills	
Statement of learning outcomes 2	Learning outcomes 2
Statement of learning outcomes 3	Learning outcomes 3
Value	
Statement of learning outcomes 4	Learning outcomes 4
Statement of learning outcomes 5	Learning outcomes 5

Teaching and learning strategies .9
Teaching and learning strategies and methods adopted in implementing the program in general.

Evaluation methods .10
Implementing it in all stages of the program in general.

education institution .11			
Faculty members			
Preparing the teaching staff	Special	Specialization	Scientific rank

		requirements/skills (if any)				
lecturer	angel			private	general	

Professional development
Orienting new faculty members
Briefly describes the process used to orient new, visiting, full-time, and part-time faculty at the institution and department levels.
Professional development for faculty members
Briefly describe the academic and professional development plan and arrangements for faculty members such as teaching and learning strategies, assessment of learning outcomes, professional development, etc.

Acceptance standard .12
(Developing regulations related to admission to the college or institute, whether central admission or others mentioned)

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

Program development plan .14

Course description form

Course Name .1					
Research Methodology					
CodeThe decision .2					
the chapter /the year .3					
First course 2023/2024					
Date this was preparedthe description .4					
7-2-2024					
aAttendance forms available .5					
My presence					
Number of study hours (total)/number of units (total) .6					
30 -2 hours					
Name of the course administrator(If more than one name is .7 mentioned)					
Name: Prof. Dr. Abdul Jalil Dhari Atallah Prof. Dr. Nasser Marouf Nasser Fatima Al-Zahraa Ali Abdel-Email:fatmealzeri@gmail.com					
Course objectives .8					
Producing the student to the concept of science and the scientific method of research Identifying the problems facing the researcher in writing the research Establishing hypotheses, criteria, and how to organize research			Objectives of the study subject		
Teaching and learning strategies .9					
Lectures Dialogue and discussion				The strategy	
Course structure .10					
Evaluation method	Learning method	Name of the unit or topic	Required learning outcomes	hours	the week
Dialogue and	to	Concepts and			1

testing	explain	terminology			2
		the basic			3
		concept of			4
		scientific research			5
		scientific			6
		research methods			7
		components			8
		the basic			9
		scientific			10
		research			11
		methodology			12
		techniques			13
		Scientific			14
		research method			15
		exam of the			
		month			
		the first			
		techniques			
		Research			
		Methodology			
		Scientific			
		(descriptive			
		method).			
		established			
		curriculum)			
		data collection			
		sources			
		Primary			
		data collection			
		sources			
		high school			
		Techniques			
		Data			
		collection			
		second month exam			
		display and analyze			
		data			
		display and analyze			
		data			
		methods of writing			
		scientific research			
		steps for writing			
		scientific research			
		how to write a			
		research plan			
		Scientific			

Course evaluation .11	
Distribution of the grade out of 100 according to the tasks assigned to the student, such as daily preparation, daily, oral, monthly, written exams, reports, etc. 40 degree questadditionUp to 60 marks for the final exam	
Learning and teaching resources .12	
	Required textbooks (methodology, if any)
.. Muhammad Sarhan Ali Al Mahmoudi	Main references (sources)
Dr.. Mohamed Badawi Mohamed's campus	Recommended supporting books and references (scientific journals, reports....)
	Electronic references, Internet sites