

Ministry of Higher Education and Scientific Research
Scientific Supervision and Evaluation Authority
Quality Assurance and Academic Accreditation Department
Accreditation Section
Technical Management Techniques Section



Guide to the Description of The Academic Program and Course For The Department of Legal Management Technologies

2026

THE INTRODUCTION:

The educational program is a structured and organized package of courses that includes procedures and experiences organized into course content. Its primary purpose is to build and refine graduates' skills, making them qualified to meet the demands of the labor market. It is reviewed and evaluated annually through internal and external audit procedures and programs, such as the external examiner program.

The academic program description provides a concise summary of the program's main features and courses, outlining the skills students are designed to acquire, based on the program's objectives. The importance of this description lies in its role as the cornerstone for obtaining program accreditation. It is written collaboratively by faculty members under the supervision of the academic committees in the academic departments.

This second edition of the guide includes an updated academic program description, reflecting the changes and developments in the Iraqi education system. It includes the traditional academic program description (annual or semester-based) and adopts the standardized academic program description outlined in the Department of Studies' letter T M3/2906 dated May 3, 2023, for programs that follow the Bologna Process. In this regard, we cannot but emphasize the importance of writing descriptions of academic programs and courses to ensure the smooth running of the educational process.

CONCEPTS AND TERMINOLOGY:

Academic Program Description: The academic program description provides a concise summary of its vision, mission, and objectives, including a precise description of the targeted learning outcomes according to specific learning strategies.

Course Description: This provides a concise summary of the course's key characteristics and the learning outcomes expected of the student, demonstrating whether they have made the most of the available learning opportunities. It is derived from the program description.

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

Program Mission: This outlines the objectives and activities necessary to achieve them concisely, and defines the program's development paths and directions.

Program Objectives: These are statements describing what the academic program intends to achieve within a specific timeframe and are measurable and observable.

Curriculum Structure: All courses/studies included in the academic program, according to the approved learning system (semester, annual, Bologna Process), whether required by the Ministry, University, College, or Department, along with the number of credit hours.

Learning Outcomes: A coherent set of knowledge, skills, and values acquired by the student upon successful completion of the academic program. Learning outcomes for each course must be defined in a way that achieves the program's objectives.

Teaching and Learning Strategies: These are the strategies used by faculty members to enhance student teaching and learning. They are plans followed to achieve learning objectives. They describe all classroom and extracurricular activities aimed at achieving the program's learning outcomes.

Signature:

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Assistant Dean for Scientific Affairs: Dr. Salah Mahdi Saleh

Date: /3/2026

Reviewed by:

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Date: /3/2026

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Dean's Approval

Prof. Dr. Haider Hassan Abdul Hussein



This academic program description provides a concise overview of the program's key features and expected learning outcomes, demonstrating whether students have made the most of the available opportunities. It is accompanied by a description of each course within the program.

1. Educational Institution	Technical Institute / Najaf
2. Academic Department	Legal Management Techniques
3. Name of Academic or Professional Program	Technical Diploma in Legal Management Techniques
4. Name of Final Degree	Legal Management Technician
5. Study System: Annual/Courses/Other	Annual
6. Accredited Accreditation Program	Law College Programs
7. Other External Factors	None
8. Date of Description Preparation	/3/2026
9. Date of Description Completion	/3/2026
10. Academic Program Objectives	
<p>(1) Preparing qualified technical personnel to conduct criminal investigations.</p> <p>(2) Completing the legal, procedural, and administrative tasks required in the judicial field and in other state institutions and the private sector.</p> <p>(3) Following up on legal procedures in the judicial and legal departments within state institutions and the private sector.</p> <p>4) Training students to write various legal reports, such as seizure reports, inspection reports, and reports on the receipt and delivery of funds, etc.</p>	
11. Required program outcomes, teaching and learning methods, and assessment	
A- Cognitive Objectives	
<p>A1- Introduction to the Study of Law and the Theory of Obligation</p> <p>A2- Procedural Rules and Regulations of Criminal Investigation</p> <p>A3- Principles of Administration and the Fundamentals of Administrative Correspondence, Mail, Archiving, and Government Accounting</p> <p>A4- Rules of Pleadings and Judgments, Principles of Execution, and Real Estate Registration</p> <p>A5- The Code of Ja'fari Sharia Rulings (Inheritance, Wills, Divorce, Marriage, etc).</p> <p>A6- The Practical and Applied Aspects of the Field of Specialization</p>	
B- Program-Specific Skills Objectives:	
<p>B1- Working in the field of criminal investigation under the supervision of investigating judges</p> <p>B2- Completing administrative tasks required by judicial and legal institutions and other state institutions</p> <p>B3- Following up on legal procedures in the judicial and legal departments within state institutions and the private sector</p>	
Assessment methods	

Written and practical tests (textual, multiple choice), research projects, reports and essays, classroom discussions and presentations, continuous formative assessment, self-assessment or peer assessment, summative (final) assessment, e-assessment (to provide instant interactive tests).

C. Affective and Value-Based Objectives:

- C1. The ability to conduct criminal investigations and understand related legal procedures.
- C2. Judicial and legal procedures in civil and criminal matters within various judicial departments.
- C3. Providing legal consultations to resolve civil and criminal legal disputes and personal status issues.

D. General and Transferable Skills (Other skills related to employability and personal development)

- D1. Acquiring skills in preparing and organizing legal documents and papers.
- D2. Providing the student with basic knowledge and correct English conversation skills used in the legal field.
- D3. Using computers and modern software in administrative and legal work.

Teaching and learning methods

- Field-Based Technical Training: Focuses on practical skills and the application of legal knowledge in real-world work environments (such as notary public offices, courts, and law firms.)
- Theoretical and Practical Lectures: Provides a comprehensive understanding of administrative and legal matters, with an emphasis on drafting official reports, contracts, and internal regulations.
- Simulated Criminal Investigation: Training in criminal investigation procedures and arrest reports under the supervision of judges or specialists.
- Use of Legal Technology: Integrates computer programs and digital systems into the management and documentation of legal transactions.
- Self-Learning and Continuous Training: Allocates training hours for self-learning, alongside synchronous in-person and online lectures.
- Training in Government Departments: Aligns the curriculum with the needs of judicial and legal departments, allowing students to directly interact with employee files and legal units.

Assessment methods

- Academic Assessments:
 - ☼Written Examinations: Including multiple-choice questions (MCQs) and short-answer essay questions (SAQs) to assess comprehension.
 - ☼Oral Examinations: To assess the ability to debate and present direct legal arguments.
- Continuous Assessment and Classroom Activities:
 - ☼Discussion Groups: Discussing controversial legal issues and administrative decisions.
 - ☼Direct Questioning: Posing questions to students to ensure interaction during lectures.
- Practical Assessment and Skills Brainstorming:
 - ☼Mock Trials: Training students in the roles of judges and lawyers in

administrative cases.

☀ Legal Case Analysis: Drafting legal briefs and analyzing facts.

☀ Report Writing and Research: Assigning students to write research or comparative legal reports.

• Modern Assessment Tools:

☀ Student Portfolio: Compiling the student's work throughout the year.

☀ Self-Assessment and Peer Assessment

11. Program Structure

First academic stage

<i>Course code</i>	<i>Course Name</i>	<i>Credit Hours</i>	
		<i>Theoretical</i>	<i>Practical</i>
Atu 100	Introduction to the Study of Law	1	2
Atu 101	Personal Status Law and the Jaafari Code of Jurisprudence	2	3
Atu 102	Penal Law (General Section)	1	3
Atu 103	Principles of Administration	1	2
Atu 104	Correspondence, Mailing, and Archiving	1	3
Atu 105	Legal Readings in English	1	3
Atu 106	Civil Service Administration	1	2
Atu 107	Computer Applications	1	2
Atu 108	Human Rights and Democracy	2	0
Atu 109	English Language	2	0
Atu 110	Arabic Language	2	0

Second academic stage

Atu 200	Real Estate Execution and Registration	2	3
Atu 201	Criminal Procedure Code	2	3
Atu 202	Civil Procedure Code	2	3
Atu 203	Administrative Law	1	2
Atu 204	Legal Readings in English	2	1
Atu 205	Government Accounting	2	2
Atu 206	Computer Applications	1	2
Atu 207	English Language	2	0
Atu 208	Arabic Language	2	0
Atu 209	Baath Party Crimes	1	0
Atu 210	Research Project	2	0

12. Personal Development Planning

Personal development planning in legal management is a professional roadmap for enhancing knowledge and skills, aiming to transform a legal advisor from a consultant to a strategic business partner. This includes developing Individual Development Plans (IDPs), ongoing training in

investigations and contract drafting, and adopting modern legal technologies (Legal Tech).

•Steps for Planning Legal Personal Development:

•Developing an Individual Development Plan (IDP): Define long-term goals and the skills required to achieve them, aligning them with organizational objectives.

•Developing Hard Skills:

☀Administrative Investigations: Enhance the ability to manage investigations, draft memoranda, and handle administrative decisions.

☀Contract Drafting: Improve the drafting of contracts and agreements to ensure legal accuracy.

☀Legal Analysis: Develop research and risk assessment skills.

•Enhancing Soft Skills:

☀Effective Communication: Explain complex concepts simply and demonstrate the ability to negotiate and persuade.

☀Crisis Management: Work effectively under pressure and within tight deadlines.

•Adopting Legal Technology: Utilize case management software and artificial intelligence to analyze data and increase efficiency.

• Continuous Learning: Commit to Continuous Learning (CLE) courses to ensure familiarity with the latest legal updates.

13. Admission Criteria (Establishing Regulations Related to College or Institute Enrollment)

Student admission to Iraqi colleges and institutes is subject to the central admission mechanism determined by the Ministry of Higher Education and Scientific Research, based on preparatory school averages (scientific, literary, vocational), student preference, and geographical location. The required averages are determined annually according to the Ministry's policy and competitive conditions.

•Central Admission: Students' grades in preparatory school exams are the primary factor.

•Study Type: Graduates of preparatory school (scientific, literary, vocational/commercial)

•Competitive Average: A minimum admission average is required, which varies depending on the department and college.

• Geographical Distribution: The impact of the student's geographical location on admission.

14. Key sources of information about the program

•Almohami (The Lawyer) System: Provides details on archiving decisions, contracts, and complaints.

- Legal-Technical Articles and Blogs:

Websites such as Ozone Digital Solutions offer explanations of the features and systems for managing law firms.

- Blogs that compare ELM (Enterprise Legal Management) programs based on firm size and budget.

- Academic and Training Resources:

Lectures from the Legal Management Techniques department provide educational materials on legal principles and transaction management.

- Legal Consulting Reports:

Websites such as Sahl for Law explain the essential legal management competencies that any program should cover.

Curriculum Skills Outline

Please check the boxes corresponding to the individual learning outcomes from the program that are being assessed.

Learning outcomes required from the program

Course	code	Course Name	Essential or optional	Cognitive objectives				Program-specific skills objectives				Affective and value-based goals				General and transferable skills (Other skills related to employability and personal development)		
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4	D1	D2	D3
01 requirements	Section	Personal Status Law	essential															
00 Department requirements	Real Estate Enforcement and Registration	essential																

Course description template

Course Description

This course description provides a concise summary of the course's key features and the expected learning outcomes for students, demonstrating whether they have made the most of the available learning opportunities. It must be linked to the program description.

1. Educational Institution	Middle Euphrates Technical University / Technical Institute / Najaf
2. Academic Department	Legal Administration Techniques
3. Course Name/Code	ATU 101 Personal Status Law and the Jaafari Code of Jurisprudence
4. Available Attendance Forms	In-person
5. Semester/Year	First Year
6. Total Credit Hours	150 hours
7. Date of Preparation of this Description	1/2/2026

8. Course Objectives

- .1The student will learn the meaning of personal status law.
- .2The student will understand the rules of engagement in a marriage contract and its implications.
- .3The student will be able to identify the essential elements of a marriage contract.
- .4The student will understand marital rights and their rulings.
- .5The student will learn the formal requirements of a marriage contract.
- .6The student will be able to identify the legal capacity required for a marriage contract.
- .7The student will distinguish between the types of marriage contracts and their conditions.
- .8The student will be informed about the prohibited categories of women.
- .9The student will understand the legal ruling regarding a Muslim man marrying a woman of the People of the Book (Christian or Jewish.)
- .10The student will be able to understand guardianship in a marriage contract.
- .11The student will learn about the procedures for divorce and its various types.
- .12The student will be familiar with the rules of judicial separation.
- .13The student will distinguish between divorce and annulment of a marriage contract.
- .14The student will understand the meaning of the waiting period ('iddah) and its underlying purpose.
15. The student learns about the different types of spontaneous abortions.
16. The student learns about childbirth and its consequences.

9. Course outcomes, teaching and learning methods, and assessment

A. Cognitive Objectives

- A1. The student understands the meaning of a marriage contract and its essential elements.
- A2. The student distinguishes between the substantive and formal conditions of a marriage contract.
- A3. The student is able to know how to prove a marriage contract.
- A4. The student understands how a divorce is effected and its conditions.
- A5. The student is able to understand birth and its consequences, including lineage,

custody, and breastfeeding.

B. Course-Specific Skills Objectives

B1. The student will distinguish between engagement and marriage, and the consequences of each.

B2. The student will understand the penalties for violating the terms and conditions of the marriage contract.

B3. The student will compare divorce, separation, and annulment within the context of marriage.

B4. The student will learn how to establish lineage.

Assessment methods

- Recognition test.
- Role-playing test (mock court)
- Open-ended essay test.
- Quizzes.
- Final exam.

C. Affective and Value-Based Objectives {Thinking Skills}

A1. Providing legal advice to resolve legal disputes related to personal status matters.

A2. Resolving inheritance issues, distributing shares, and preparing legally binding inheritance certificates.

A3. Promoting the values of justice, family responsibility, and understanding marital rights and duties.

A4. Instilling respect for the constitution and the principles of Islamic law to achieve social stability.

A5. Focusing on developing positive attitudes towards protecting the family, caring for children, and sincerely applying the laws to achieve fairness.

Teaching and learning methods

- Simulation-based learning (mock trials, training in drafting minutes, contracts, and complaints)
- Case study method
- Analytical thinking and application of legal texts
- Field and applied training
- E-learning and technology
- Interactive lectures and discussions

Assessment methods

- Legal Key Performance Indicators (KPIs)
- Efficiency and Productivity Measurement
- Legal Tech Assessment
- Risk Management and Compliance (Measuring the ability to mitigate legal risks)
- Operational and Strategic Assessment
- Self-Assessment and Learning.

D. General and Transferable Skills (Other skills related to employability and personal development.)

D1. Ability to distinguish between legal and Sharia inheritance certificates.

D2. Ability to organize court records, such as records of transfers and trusts.

D3. Knowledge of how to calculate court fees for Sharia court transactions.

10. Course Structure

Week	Hours	Required Learning Outcomes	Unit/Topic Name	Teaching Method	Assessment Method
2 + 1	10	Understanding the administrative organization of personal status courts and the types of cases that fall within their territorial and functional jurisdiction.	The nature of work in personal status courts, court departments and divisions, their functional and territorial jurisdiction	Lecture method Discussion method Problem-solving method Brainstorming strategy Conceptual modification strategy	Oral tests, written tests, midterm exams, final exams, daily assessment
4 + 3	10	Training the student on how to formally conduct a marriage contract	Definition of a marriage contract, its pillars, conditions, and prohibitions; permission to enter into a marriage contract; legal requirements for registering a marriage contract.	Lecture method Discussion method Problem-solving method Brainstorming strategy Conceptual modification strategy	Oral tests, written tests, midterm exams, final exams, daily assessment
6 + 5	10	Understanding the wife's financial rights over her husband and the circumstances under which she is entitled to the full or half of the dowry.	Dowry, its types and entitlement.	Lecture method Discussion method Problem-solving method Brainstorming strategy Conceptual modification strategy	Oral tests, written tests, midterm exams, final exams, daily assessment
8 + 7	10	Understanding the cases in which a wife is entitled to alimony and the procedures for issuing a temporary and ongoing	Spousal support, its conditions and components	Lecture method Discussion method Problem-solving method Brainstorming	Oral tests, written tests, midterm exams, final exams, daily

		alimony decision for the wife and children		strategy Conceptual modification strategy	assessment
10 + 9	10	Understanding court procedures before a divorce is finalized, and procedures for registering a divorce and judicial separation.	Divorce, its pillars, types, and rulings, and the legal consequences of each type.	Lecture method Discussion method Problem-solving method Brainstorming strategy Conceptual modification strategy	Oral tests, written tests, midterm exams, final exams, daily assessment
12 + 11	10	Recognizing the importance of the marriage contract, as the legislator has specified other procedures before terminating the contract, including the role of the public prosecutor and the role of social research.	The role of the Public Prosecution in Personal Status Courts, the role of social research in divorce and abandonment cases, the forms prepared for this purpose and how to organize them.	Lecture method Discussion method Problem-solving method Brainstorming strategy Conceptual modification strategy	Oral tests, written tests, midterm exams, final exams, daily assessment
14 + 13	10	Reviewing the reasons that lead to judicial separation, as mentioned in the texts of the Personal Status Law	Judicial separation	Lecture method Discussion method Problem-solving method Brainstorming strategy Conceptual modification strategy	Oral tests, written tests, midterm exams, final exams, daily assessment
16 + 15	10	Understanding the types of waiting periods and the obligations of a woman observing the waiting period.	The waiting period and its types	Lecture method Discussion method Problem-solving method Brainstorming	Oral tests, written tests, midterm exams, final exams, daily

				strategy Conceptual modification strategy	assessment
18 + 17	10	To familiarize students with the legal and jurisprudential rules governing lineage issues and to train them on the procedures for acknowledging marriage and lineage.	Lineage and its rules	Lecture method Discussion method Problem-solving method Brainstorming strategy Conceptual modification strategy	Oral tests, written tests, midterm exams, final exams, daily assessment
20 + 19	10	Reviewing the legal and jurisprudential rules that govern custody and training the student on the procedures for handing over and seeing the child in custody	Custody, its conditions, and custody fees	Lecture method Discussion method Problem-solving method Brainstorming strategy Conceptual modification strategy	Oral tests, written tests, midterm exams, final exams, daily assessment
22 + 21	10	Training the student on how to organize alimony claims of all types	Spouse, parental, and child support	Lecture method Discussion method Problem-solving method Brainstorming strategy Conceptual modification strategy	Oral tests, written tests, midterm exams, final exams, daily assessment
24 + 23	10	Understanding the legal and jurisprudential rules that govern wills and guardianship	Wills and their rulings	Lecture method Discussion method Problem-solving method Brainstorming strategy Conceptual modification strategy	Oral tests, written tests, midterm exams, final exams, daily assessment

26 + 25	10	Training the student on the procedures for issuing a guardianship support document	Guardianship, its division, and the limits of the guardian's authority	Lecture method Discussion method Problem-solving method Brainstorming strategy Conceptual modification strategy	Oral tests, written tests, midterm exams, final exams, daily assessment
28 + 27	10	Training the student on how to organize the guardian's argument	Guardianship, application form for appointing a guardian, and proof of guardianship appointment.	Lecture method Discussion method Problem-solving method Brainstorming strategy Conceptual modification strategy	Oral tests, written tests, midterm exams, final exams, daily assessment
30 + 29	10	Understanding the cases in which a wife is entitled to alimony and the procedures for issuing a temporary and ongoing alimony decision for the wife and children	Guardianship, application form for appointing a guardian, and proof of guardianship appointment.	Lecture method Discussion method Problem-solving method Brainstorming strategy Conceptual modification strategy	Oral tests, written tests, midterm exams, final exams, daily assessment

11. Infrastructure

1- Required textbooks:	The academic portfolio prepared by the instructor for the course
2- Main references (sources)	
a) Recommended books and references (scientific journals, reports, etc.)	<ul style="list-style-type: none"> ✓ A Concise Explanation of the Personal Status Law and its Amendments, Part One: Marriage, Divorce, and Their Effects / by Dr. Ahmed Al-Kubaisi. Second Edition. Baghdad: Al-Maktaba Al-Qanuniyya, [2006[✓ Explanation of the Personal Status Law, by Judge Muhammad Hassan Kashkoul, Baghdad: Al-Maktaba Al-

	<p>Qanuniyya, 2011.</p> <ul style="list-style-type: none"> ✓ Practical Procedures for Personal Status Cases, by Judge Adnan Mayeh Bader, Al-Maktaba Al-Qanuniyya, 2025. ✓ Personal Status Law: Reality and Aspirations (A Study of Iraqi Law No. 188 of 1959.(✓ Provisions of Personal Status in Islamic Law (Available at Al-Maktaba Al-Shamila).
b) Electronic references, websites,.....	The Iraqi National Library and Archives http://www.iraqnl.gov.iq/opac/index.php?
<i>Curriculum Development Plan</i>	
.1A field visit by students to a personal status court to observe the practical application of the studied material.	
2. Establishment of a fully equipped laboratory to simulate personal status and primary court cases.	

Course description template

Course Description

This course description provides a concise summary of the course's key features and the expected learning outcomes for students, demonstrating whether they have made the most of the available learning opportunities. It must be linked to the program description.

1. Educational Institution	Middle Euphrates Technical University / Technical Institute / Najaf
2. Academic Department	Legal Management Techniques
3. Course Name/Code	ATU 203 Administrative Law
4. Available Attendance Forms	On-site
5. Semester/Year	Second Year
6. Total Credit Hours	90 Hours
7. Date of Preparation of this Description	1/2/2026

19. Course Objectives

(1Understanding Principles and Foundations: Introducing students to the concepts of administrative law, its characteristics (as a judicial and flexible law), its sources, and methods of administrative organization (centralization and decentralization.)

(2Applying Rules to Administrative Activity: Enabling students to understand how administrative authorities exercise their powers, implement laws and regulations, and regulate administrative activity.

(3Legal Administration Skills: Qualifying students to perform legal and administrative tasks, such as drafting minutes, administrative control decisions, dealing with administrative decisions, and procedures for appealing them.

(4Administrative Oversight and Litigation: Equipping students with knowledge of the mechanisms of judicial oversight (the Board of Grievances/Administrative Court) over administrative actions and the resolution of administrative disputes.

(5Achieving Balance: Establishing the concept of reconciling the public interest of the state with the protection of individual rights and freedoms.

6) Analysis and Application to Reality: Developing the ability to analyze real-world administrative problems and apply theoretical knowledge to them, and cultivating legal reasoning.

20. Course outcomes, teaching and learning methods, and assessment

A. Cognitive Objectives

A1) Understanding the Nature of Administrative Law: Identifying the characteristics of administrative law (flexible, judicial, uncodified) and its foundations.

Understanding Administrative Organization: Understanding the concept of legal personality, its types, and distinguishing between methods of administrative organization (centralization and decentralization.)

A2) Understanding Administrative Activity: Studying public utilities, administrative control, and the means of public administration (administrative decisions,

administrative contracts, and the civil service.(

A3) The Principle of Legality and Oversight: Understanding the principle of the administration's subjection to the law and becoming familiar with claims for annulment and compensation before the administrative judiciary.

A4) Comprehending Sources: Identifying the sources of administrative law, whether written (constitution, legislation) or unwritten (custom, general principles of law.(

A5) Developing Analytical Skills: Building a knowledge base that enables the student to analyze legal texts and administrative decisions and connect them to practical reality.

B- Course-Specific Skills Objectives

B1) Analysis of Administrative Decisions and Disputes: The ability to examine administrative decisions tainted by invalidity, analyze administrative dispute cases, and understand the mechanisms of appeal for annulment.

B2) Drafting Legal Documents: Acquiring the skill to prepare and write administrative contracts, legal memoranda, and regulations accurately and legally.

B3) Interpretation and Application of Texts: The ability to interpret legal texts and apply them to practical realities in the field of public service and public utilities.

B4) Litigation and Litigation: Qualifying students to litigate before administrative courts and committees with judicial jurisdiction, and to prepare pleadings.

B5) Effective Legal Research: Developing research skills in written (constitution, legislation) and unwritten (custom, general principles) sources of administrative law.

B6) Providing Legal Consultations: The ability to provide specialized legal opinions and consultations on issues related to administrative activity and control, as explained by Euromatic Training and Consulting.

Evaluation methods

•Case Study: Analyzing real or hypothetical administrative cases to assess the student's ability to apply legal texts to real-life situations, such as disputes over administrative decisions or administrative liability.

•Mock Trials: Simulating administrative court sessions, where students role-play as lawyers and judges, thus developing their advocacy and legal analysis skills.

•Legal Research and Reports: Assigning students research papers on contemporary administrative topics (such as administrative contracts and expropriation) to assess their research and analytical abilities, as indicated by the College of Law at Al-Nahrain University.

•Oral Exams and Questions: Engaging students directly during lectures to assess their quick thinking and deep understanding of administrative concepts.

•Continuous and Formative Assessment: Using short quizzes and discussion sessions to monitor student performance and development throughout the semester.

• Legal Debates: Raising controversial administrative issues and guiding students to adopt opposing legal viewpoints.

C. Affective and Value-Based Objectives {Thinking Skills}

✓ Promoting Respect for Legality: Establishing the value of the "rule of law" and adhering to it in all administrative actions.

✓ Developing Awareness of Job Responsibility: Appreciating the importance of the role the administration plays in serving the public interest, and demonstrating honesty and integrity.

✓ Instilling Values of Justice and Fairness: Ensuring fairness in administrative decisions and avoiding arbitrariness or abuse of power.

✓ Objectivity and Impartiality: Committing to impartiality and objectivity when

evaluating administrative decisions and analyzing conflicts.

- ✓ Respecting Individual Rights: Appreciating the importance of preserving individual rights and freedoms, and guaranteeing their right to appeal and seek judicial recourse.
- ✓ Developing Critical Thinking Skills: Building critical and analytical thinking skills regarding legal principles, and the ability to distinguish strengths and weaknesses.

Teaching and learning methods

- Simulation-based learning (mock trials, training in drafting minutes, contracts, and complaints)
- Case study method
- Analytical thinking and application of legal texts
- Field and applied training
- E-learning and technology
- Interactive lectures and discussions

Evaluation methods

Legal Key Performance Indicators (KPIs)

- Efficiency and Productivity Measurement
- Legal Tech Assessment
- Risk Management and Compliance (Measuring the ability to mitigate legal risks)
- Operational and Strategic Assessment
- Self-Assessment and Learning.

D. General and Transferable Skills (Other skills related to employability and personal development)

.1Analytical and Applied Skills:

- Connecting Texts to Reality: The ability to apply legal texts and regulations to practical and professional situations.
- Understanding Administrative Texts: Enabling the student to understand and analyze administrative legislation and decisions.
- Legal Comparison: The skill of comparing the texts of administrative legislation in different countries.
- Administrative Investigation: Acquiring administrative investigation skills and working in the field of administrative control.

.2Professional Skills:

- Teamwork and Research: Participating in the preparation of joint reports and research, and developing a spirit of cooperation.
- Time Management and Interpersonal Skills: The skill of managing time and completing tasks, and adopting diplomacy and flexibility.

- Intellectual Independence: Building an independent legal personality capable of expressing legal opinions and working independently.

.3Communication Skills:

- Debate and Participation: The ability to speak in public, engage in discussions, and express legal opinions.

- 4Technical and cognitive skills:

- Keeping up with developments: Keeping up with administrative, legal and technical developments in administrative work.

21. Course Structure

Weeks	Hours	Required Learning Outcomes	Unit/Topic Name	Teaching Method	Assessment Method
1 + 2	6	To enable the student to recognize the concept of administrative law and the scope of the administration's work, and to know the specific definition of administrative law, while also providing a special definition related to administrative law.	Introduction to State Intervention Contemporary State Action and the Expansion of its Administrative Functions... Definition of Administrative Law	The lecture method The discussion method The problem-solving method The brainstorming strategy The conceptual modification strategy.	Oral tests, written tests, midterm exams, final exams, daily assessment
3 + 4	6	Explaining the foundations of administrative law, its origins, and scope of application. Introducing the student to the stages of the emergence and development of administrative law.	The basis of administrative law and its scope of application... The emergence and development of administrative law.	The lecture method The discussion method The problem-solving method The brainstorming strategy The conceptual modification strategy	Oral tests, written tests, midterm exams, final exams, daily assessment

		ve law according to historical periods in France, Egypt, and Iraq.			
5 + 6	6	To enable the student to understand the concept of a legal entity, its classifications, and the legal framework governing legal entities.	The nature and classifications of legal entities. The legal framework governing legal entities.	The lecture method The discussion method The problem-solving method The brainstorming strategy The conceptual modification strategy	Oral tests, written tests, midterm exams, final exams, daily assessment
7 + 8	6	To enable the student to understand administrative centralization and its main characteristics. The student will learn about regional administrative decentralization as an administrative system followed by the administration in managing its facilities.	Administrative centralization. Regional administrative decentralization.	The lecture method The discussion method The problem-solving method The brainstorming strategy The conceptual modification strategy	Oral tests, written tests, midterm exams, final exams, daily assessment
9 + 10	6	To enable and inform the student about the historical development of the public administration system in Iraq. To	The historical development of the public administration system in Iraq: Defining administrative control and identifying its purposes.	The lecture method The discussion method The problem-solving method The brainstorming strategy The conceptual modification strategy	Oral tests, written tests, midterm exams, final exams, daily assessment

		understand the concept of administrative control, its types, and its purposes in maintaining public order.			
1 1 + 1 2	6	To enable students to understand the limitations on administrative discretion and the exceptions to these limitations. To introduce the concept of the theory of exceptional circumstances and its applications in Iraqi legislation.	Restrictions on the freedom of administrative control: Applications of the theory of exceptional circumstances in Iraqi legislation.	The lecture method The discussion method The problem-solving method The brainstorming strategy The conceptual modification strategy	Oral tests, written tests, midterm exams, final exams, daily assessment
1 3 + 1 4	6	Understanding the concept and definition of public facilities and their classifications... Enabling the student to know the means by which public facilities are governed	What are public utilities? ... Principles that govern public utilities.	The lecture method The discussion method The problem-solving method The brainstorming strategy The conceptual modification strategy	Oral tests, written tests, midterm exams, final exams, daily assessment
1 5 + 1 6	6	To enable the student to understand the methods of public administration in managing	Public administration methods.... The concept of public service.	The lecture method The discussion method The problem-solving method The brainstorming strategy The conceptual modification strategy	Oral tests, written tests, midterm exams, final exams, daily assessment

		<p>public facilities.</p> <p>To enable the student to understand the concept of public service and the definition of a public employee.</p>			
17+18	6	<p>A statement of the most important methods by which public office is assumed and public employees are selected.</p>	<p>Methods of assuming public office... How to select employees</p>	<p>The lecture method The discussion method The problem-solving method The brainstorming strategy The conceptual modification strategy</p>	<p>Oral tests, written tests, midterm exams, final exams, daily assessment</p>
19+20	6	<p>Clarifying the most important rights that accrue to a public employee through the performance of their public duties, and enabling the student to understand the disciplinary system of public service, what violations are prohibited, and the disciplinary penalties that the administration can impose on an employee in the event of their violation of the imposed</p>	<p>Employee rights... Disciplinary regulations for public service.</p>	<p>The lecture method The discussion method The problem-solving method The brainstorming strategy The conceptual modification strategy</p>	<p>Oral tests, written tests, midterm exams, final exams, daily assessment</p>

		obligations.			
2 1 +	6	<p>A statement of the circumstances under which the employment relationship between an employee and management is terminated.</p> <p>A statement of the main sources of public funds.</p>	Termination of the employment relationship... Sources of public funds.	<p>The lecture method</p> <p>The discussion method</p> <p>The problem-solving method</p> <p>The brainstorming strategy</p> <p>The conceptual modification strategy</p>	Oral tests, written tests, midterm exams, final exams, daily assessment
2 3 +	6	<p>Understanding the legal framework governing public funds and how they are managed.</p> <p>Enabling students to define administrative decisions and identify their components</p>	The legal system of public funds.... Definition of the administrative decision and its elements.	<p>The lecture method</p> <p>The discussion method</p> <p>The problem-solving method</p> <p>The brainstorming strategy</p> <p>The conceptual modification strategy</p>	Oral tests, written tests, midterm exams, final exams, daily assessment
2 5 +	6	<p>This course aims to enable students to understand administrative decisions, differentiate between them, and assess their impact. Students will learn about the methods used to implement administrative decisions and the</p>	Types of administrative decisions... How to implement an administrative decision.	<p>The lecture method</p> <p>The discussion method</p> <p>The problem-solving method</p> <p>The brainstorming strategy</p> <p>The conceptual modification strategy</p>	Oral tests, written tests, midterm exams, final exams, daily assessment

		main obstacles to their implementation.			
27+28	6	To enable the student to understand the circumstances under which an administrative decision ends. To enable the student to understand the concept of an administrative contract, its definition, and its types.	The end of the administrative decision... Defining the administrative contract and its types.	The lecture method The discussion method The problem-solving method The brainstorming strategy The conceptual modification strategy	Oral tests, written tests, midterm exams, final exams, daily assessment
29+30	6	Knowledge of the general provisions for executing administrative contracts and the methods by which these contracts can be executed. Enabling the student to understand the normal termination of administrative contracts and other circumstances under which these contracts may terminate.	General provisions for the execution of administrative contracts... Termination of administrative contracts...	The lecture method The discussion method The problem-solving method The brainstorming strategy The conceptual modification strategy	Oral tests, written tests, midterm exams, final exams, daily assessment

22. Infrastructure

1. Required Textbooks

The course materials prepared by the instructor:

2. Main References (Sources)	☀ Principles of Administrative Law: (A Comparative Study) / by Dr. Maher Saleh Alawi Al-Jubouri. Mosul [Iraq]: Dar Al-Kutub for Printing and Publishing, 1996.
a) Recommended Books and References (Scientific Journals, Reports, etc.)	<ul style="list-style-type: none"> ✓ Principles and Provisions of Administrative Law / by Dr. Ali Muhammad Badir, Dr. Issam Abdul Wahab Al-Barzanji, Dr. Mahdi Yassin Al-Salami. Baghdad [Iraq]: Al-Sanhuri Library, 2008. ✓ Principles of Administrative Law and Administrative Organization in Iraq, Hussein, Maysoun Taha, Al-Khaqati, Ghani Zughair, Iraqi Administrative Law / Administrative Bodies, Iraqi Laws and Legislation 2019
b) Electronic Resources, Websites, etc.	<p style="text-align: center;">1)</p> <p>https://l.facebook.com/l.php?u=http%3A%2F%2Fwww.mediafire.com%2Ffile%2Fhzb40o9rt2w5bpw%2F%2525D9%252585%2525D8%2525A8%2525D8%2525A7%2525D8%2525AF%2525D8%2525A6_%2525D8%2525A7%2525D8%2525AF%2525D8%2525A7%252</p>
Curriculum Development Plan	
<ul style="list-style-type: none"> ☀ Incorporating emerging topics in administrative law, such as e-government and smart administrative contracts. ☀ Keeping abreast of legal amendments related to public service and administrative investigations. ☀ Focusing on comparative administrative law and its judicial applications. ☀ Bridging the gap between theoretical concepts and the practical realities of legal affairs departments. ☀ Emphasizing contract drafting skills and administrative investigation memoranda. ☀ Simulating administrative courts (mock trials) to apply judicial procedures. 	