

**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

Academic Program Description Form

University Name: **Northern Technical University**

Faculty/Institute: **Al-Dour Technical Institute**

Scientific Department: **Department of Legal Administration**

Academic or Professional Program Name: **Diploma in Legal Administration**

Final Certificate Name: **Diploma in Legal Administration**

Academic System: **Course-based**

Description Preparation Date: **01/09/2024**

File Completion Date: **3/09/2024**

Signature:



Head of Department Name:

Asst. Prof. Dr. Shaimaa Ibrahim Taha

Date:

Signature:



Scientific Associate Name:

Prof. Dr. Hanan Shihab Ahmed

Date:

Quality Assurance and University Performance Division

Name of the Head of Quality Assurance and University Performance Division: Asst.

Lecturer Haider Ali Mohsen

Date:

Signature:



Approval of the Dean

Asst. Prof. Dr. Maha Altaif Jasem

1.Program vision

Striving to improve the administrative and legal reality in a way that contributes to serving society and preserving legal values and the principles of justice and equality.

2.Program message

Preparing qualified graduates to perform administrative and legal procedural work required for work in the judicial field and in public and private sector institutions.

3.Program objectives

Preparing cadres that keep pace with the labor market and work to complete the administrative and legal work required for work in the judicial field.

4.Program accreditation

nothing

5.Other external influences

It was nonduty to Advisory Council In the section It includes a select group of faculty members and representatives from the labor market, in order to enhance integration between the academic and professional aspects. This council is concerned with providing scientific and technical advice, and contributing to the development of academic programs and curricula, in line with the requirements of the labor market and the needs of society.

6.Program structure

comments *	percentag e	Study unit	Number of courses	Program structure
9 mandatories 1 optional	10%	20	10	requirements the university
3 mandatory, 1 optional	16%	12	4	College requirements
18 mandatory, 2 optional	74%	70	20	Department requirements

			Complete	Summer training
			nothing	Other

7.Program description				
Credit hours		Course name	Course code	Year/Level
practical	theoretical			
	2	Democracy and human rights	NTU100	2024-2025 Level 1
	2	the language English	NTU101	
1	1	computer	NTU102	
	2	Arabic	NTU103	
1	1	Sports	NTU104	
2	1	Principles of Statistics	TIN100	
2	1	Management principles	TIN101	
2	1	Introduction to the Study of Law 1	LMT100	
2	1	Personal Status Law 1	LMT101	
2	2	Penal Code (General Section)	LMT103	
2	2	Sources of Obligation 1	LMT102	
2	1	Intellectual property protection	LMT108	
2	1	Introduction to the Study of Law 2	LMT104	
2	1	Personal Status 2	LMT105	
2	2	Penal Code (Special Section)	LMT107	
2	2	Sources of Obligation 2	LMT106	
Credit hours		Course name	Course code	Year/Level

	2	English language	NTU200	2024-2025 Level 2
	2	Arabic	NTU202	
	2	Baath regime crimes in Iraq	NTU203	
1	1	computer	NTU201	
	2	Professional ethics	NTU204	
2	1	E-business management	TIN200	
2	1	Principles of Economics	TIN201	
3	2	Code of Criminal Procedure	LMT205	
3	1	Civil Procedure Law	LMT202	
2	2	Administrative Law	LMT203	
2	1	Enforcement Law	LMT200	
2	2	Sales contract	LMT210	
2	1	Commercial Law	LMT201	
2	1	Real Estate Registration Law	LMT204	
2	2	Administrative judiciary	LMT208	
2	1	Law of Evidence	LMT206	
2	1	Legal Readings in English	LMT207	
2	1	Research project	LMT209	

8.Expected learning outcomes of the program
knowledge
<p>The cognitive learning outcomes of the Legal Management program focus on developing students' understanding of theoretical, legal, and administrative aspects, analyzing legal and administrative problems, and making informed decisions based on the acquired knowledge. The outcomes include the following:</p> <p>1-memory: that the student will be able to identify basic legal and administrative concepts, such as definitions of general and special laws, and organizational principles in management.</p> <p>2- Understanding: The student should be able to explain the relationship between legal and</p>

administrative systems, such as explaining the mechanism of work of the legislative and executive authorities and their impact on public administration.

3-Application: that the student will be able to apply relevant laws and regulations in practical legal and administrative situations, such as preparing legal reports or organizing an administrative structure in accordance with the law.

4-Analysis: that the student will be able to analyze legal and administrative problems, such as explaining the reasons for the conflict between administrative regulations and general legislation.

5-Evaluation: that the student will be able to evaluate the effectiveness of legal and regulatory policies, and judge the extent to which institutions comply with applicable legal systems.

6-Formation (composition): that the student will be able to devise new legal and administrative solutions to contemporary problems, or design legal and regulatory proposals based on the acquired knowledge.

Skills

The student in the Legal Administration Department acquires a set of skills. Upon completion of the program, the student will acquire the practical, intellectual, and communication skills necessary to perform legal and administrative tasks efficiently. They reflect the student's ability to implement what they have learned in real-world work environments. And such as:

1.**practical skills:** Such as the ability to prepare a legal document or draft a contract in accordance with legal frameworks.

2.**intellectual skills:** Such as the ability to analyze a legal situation and provide a legal opinion supported by evidence.

3.**communication skills:** Such as the ability to write a legal management report, or speak tactfully in a legal work environment.

The importance of skill learning outcomes:

1.**Enhancing professional competence:** The student is able to perform his legal and administrative duties efficiently.

2.**Readiness for the labor market** It provides the student with the skills required in legal and administrative institutions.

3.**Improving personal performance:** Enhances thinking, analysis, and professional communication skills.

4.**Link to practical application:** Ensures the transformation of theoretical knowledge into applicable skills.

These skill outcomes can be achieved through:

1. Practical training in legal and administrative institutions.

2. Assigning students practical projects that simulate legal reality.

3. Use of problem-based teaching methods and case studies.

4. Providing continuous feedback to develop skill performance.

5. Enhancing teamwork, discussion, presentation and communication skills.

values

1-Working in the field of criminal investigation under the supervision of investigating judges.

2- Following up on legal procedures in judicial and legal departments within state institutions and the private sector. 3- Carrying out administrative work required by the duties of judicial institutions and other state institutions. 4- Writing various legal reports, such as seizure reports, inspection reports, receipt and delivery reports of funds, etc. 5- Carrying out legal support work in law firms, legal consulting firms, and offices.

-6 Understanding laws and regulations, interpreting legal systems, and applying legal principles.

-7 Analyzing legal contracts, drafting legal documents, and effective legal communication. -8

Developing a positive attitude toward compliance with laws, adopting values of integrity, and

professional responsibility.

9. Teaching and learning strategies

- 1-Group discussions: To analyze legal issues and exchange views.
- 2 Case study: Study of real legal cases to apply laws and regulations.
- 3 Virtual Court: To develop legal advocacy and negotiation skills.
- 4 Workshops: To enhance contract drafting and legal consulting skills.
- 5 Legal research: Encouraging students to conduct independent research into laws and legal developments.

10. Methods Evaluation

- 1- Written tests:** short exams (Quiz), Essay and analytical questions to measure deep understanding
- 2- Presentations:** Students present legal topics or research projects orally.
- 3-Reports and research:** Writing legal reports or field research on specific issues
- 4 -Participation Safiya:** Interact in discussions, ask questions, and give responses.
- 5- Case study:** Analyzing real issues and providing legal solutions
- 6-Tests oral:** Discussing a specific topic with the student orally
- 7-Practical or field evaluation:** Field training in legal or administrative institutions

11. Faculty

Faculty members						
Faculty preparation		Special requirements/s kills (if any)		Specialization		them Scientific rank
lecturer	Staffing			private	general	
	1			Islamic Jurisprudence & Its Fundamentals	Islamic Jurispruden	Assistant Professor

					ce (Fiqh)	
	1			Organization and Organizational Behavior	Business Administration	Assistant Lecturer
	1			Private International Law	Private Law	Assistant Lecturer
	1			Personal Status Law	Private Law	Assistant Lecturer
	1			Code of Civil Procedure (Pleadings)	Private Law	Assistant Lecturer
	1			Administrative Law	Private Law	Assistant Lecturer

Professional development

Orientation of new faculty members

The Department of Legal Administration is committed to supporting the professional development of new faculty members by providing a stimulating and integrated learning environment aimed at enhancing their academic and teaching competencies. The department encourages attendance at courses to develop teaching skills and interact with students, in addition to benefiting from the expertise of experienced professors, which positively impacts the quality of education provided.

In this context, the department organized more than 15 seminars, workshops and specialized training courses in the field of legal administration, aimed at preparing new professors and focusing on aspects related to With Effective teaching and learning methods, along with developing research skills. Topics covered at these events varied, including course design skills, modern assessment methods, and student engagement strategies. Additionally, courses were held on how to prepare and publish scientific research in peer-reviewed journals, in line with international academic standards.

Professional development for faculty members

- 1- Publishing research in reputable journals
- 2- Participation in various courses and workshops.

12.Acceptance criteria

The student is accepted according to the central admission within the Ministry's plan, the student's branch in the preparatory school, his average and his desire.

13.The most important sources of information about the program

- Basic textbooks** Approved in each course, which are selected based on the course content and updated regularly.

- Specialized legal references** Issued by reliable academic publishing houses, including books on legal jurisprudence, legal systems, and public administration.
- Official legislation and regulations** Issued by government agencies (such as judicial systems, labor regulations, and administrative laws)
- Electronic legal databases**, like, Westlaw-Hein Online-LexisNexis)
- Peer-reviewed scientific research and articles published in accredited legal journals, whether local or international.
- Notes and lectures prepared by faculty members, which are designed according to the learning outcomes required for each course.
- Presentations and classroom activity files that help clarify theoretical concepts and practical applications.
- Legal projects and case studies used by the department to strengthen students' practical skills.

14. Program Development Plan

- 1-Working to update curricula and syllabuses to keep pace with labor market requirements and reflect recent developments in legal and administrative systems.
- 2-Continuously review learning outcomes to ensure they align with the skills and knowledge graduates need in the legal work environment.
- 3-Developing the department's educational laboratories by providing them with tools and technologies that simulate the legal professional reality, such as judicial simulation halls and practical training in legal drafting.
- 4- Enhancing the link between the theoretical and practical aspects of the courses, by introducing real-life case studies and legal analysis exercises.
- 5 Cooperating with external professional and legal entities to provide field training opportunities that contribute to preparing students for the labor market.
- 6 Developing program evaluation mechanisms by measuring the satisfaction of students, employers, and graduates, and utilizing the results to improve the curriculum.
- 7-Encourage faculty members to use innovative teaching strategies, with an emphasis on active learning and problem-based learning.

Program Skills Map															
Required learning outcomes of the program															
values				Skills				knowledge				Essential or optional?	Course name	Course code	year/Level
C4	C3	C2	C1	for4	for3	for2	for1	A4	A3	A2	A1				
		*	*			*	*			*	*	compulsory	Democracy and human rights	NTU100	Level 1
			*			*	*				*	compulsory	English language	NTU101	
			*				*			*	*	compulsory	computer	NTU102	
		*	*			*	*				*	compulsory	Arabic language	NTU103	
			*			*	*			*	*	optional	Sports	NTU104	
		*	*				*			*	*	compulsory	Principles of Statistics	TIN100	
			*			*	*				*	compulsory	Management principles	TIN101	
			*			*	*			*	*	compulsory	Introduction to the Study of Law 1	LMT100	
	*	*	*			*	*		*	*	*	compulsory	Personal Status Law 1	LMT101	
		*	*			*	*		*	*	*	compulsory	Penal Code (General Section)	LMT103	

			*			*	*			*	*	compulsory	Sources of Obligation 1	LMT102	
	*	*	*				*				*	optional	Intellectual property protection	LMT108	
		*	*			*	*			*	*	compulsory	Introduction to the Study of Law 2	LMT104	
		*	*				*			*	*	compulsory	Personal Status 2	LMT105	
	*	*	*			*	*			*	*	compulsory	Penal Code (Special Section)	LMT107	
		*	*		*	*	*			*	*	compulsory	Sources of Obligation 2	LMT106	
			*				*				*	compulsory	English language	NTU200	Level 2
		*	*				*			*	*	compulsory	Arabic language	NTU202	
			*			*	*			*	*	compulsory	Baath regime crimes in Iraq	NTU203	
		*	*			*	*				*	compulsory	computer	NTU201	
			*				*			*	*	compulsory	Professional ethics	NTU204	
			*			*	*			*	*	compulsory	E-business management	TIN200	
		*	*			*	*				*	optional	Principles of Economics	TIN201	

		*	*		*	*	*		*	*	*	compulsory	Code of Criminal Procedure	LMT205	
		*	*			*	*			*	*	compulsory	Civil Procedure Law	LMT202	
			*			*	*			*	*	compulsory	Administrative Law	LMT203	
		*	*				*			*	*	compulsory	Enforcement Law	LMT200	
		*	*			*	*				*	optional	Sales contract	LMT210	
			*			*	*			*	*	compulsory	Commercial Law	LMT201	
		*	*			*	*		*	*	*	compulsory	Real Estate Registration Law	LMT204	
		*	*				*			*	*	compulsory	Administrative judiciary	LMT208	
			*			*	*		*	*	*	compulsory	Law of Evidence	LMT206	
		*	*			*	*				*	compulsory	Legal Readings in English	LMT207	
		*	*			*	*				*	compulsory	Research project	LMT209	