

**Ministry of Higher Education & Scientific Research**

**Supervision and Scientific Evaluation Directorate**

**Quality Assurance and Academic Accreditation**

## **Academic Program Specification Form for the Academic**

**University: Northern Technical**

**College: Nineveh Technical Institute**

**Department: Legal management techniques**

**Date of Form Completion**

**Dean 's Name**

**Dean 's Assistant**

**Head of Department**

**Date :    /    /**

**Date :    /    /**

**Date :    /    /**

**Signature**

**Signature**

**Signature**

**Quality Assurance And University Performance Manager**

**Date :    /    /**

**Signature**

## HIGHER EDUCATION PERFORMANCE REVIEW: PROGRAMME REVIEW

### PROGRAMME SPECIFICATION

This description of the academic program provides a necessary summary of the most important characteristics of the program and the learning outcomes expected of the student to achieve, demonstrating whether he has made the most of the available opportunities. It is accompanied by a description of each course within the program

.١ Teaching Institution	<b>Northern Technical University</b>
.٢ University Department/Centre	<b>Nineveh Technical Institute</b>
.٣ Programme Title	<b>Legal management techniques</b>
.٤ Title of Final Award	Diploma
.٥ Modes of Attendance offered	Courses
.٦ Accreditation	
.٧ Other external influences	Coordination with the labor market for the purpose of developing curricula due to the linkage of the outputs of the scientific department with the labor market

. ^Date of production/revision of this specification	۲۰۲۲/ ۱۱ / ۲۲
. ۹Aims of the Programme	
Preparing qualified technical cadres to carry out criminal investigation work and the procedural and administrative legal work required by work in the judicial field and in other state institutions and the private sector.	

## .) • Learning Outcomes, Teaching, Learning and Assessment Methods

### A. Knowledge and Understanding

A<sup>1</sup> - Introduction to the study of law and the theory of commitment

A<sup>2</sup> - The procedural rules and controls of the criminal investigation

A<sup>3</sup> - Principles of administration and rules of correspondence, mail, preservation and government accounting

A<sup>4</sup> - Rules of pleadings, judgments, principles of execution and real estate registration

A<sup>5</sup> - The Personal Status Law and inheritance provisions

A<sup>6</sup> - the practical and applied aspect in the field of specialization

### B. Subject-specific skills

B<sup>1</sup> - Work in the field of criminal investigation under the supervision of investigative judges

B<sup>2</sup> - Carrying out the administrative work required by the tasks of the judicial and judicial institutions and other state institutions

B<sup>3</sup> - Follow up on legal procedures in the judicial and legal departments within state institutions and the private sector

### Teaching and Learning Methods

Lectures, laboratory (practical courts), summer training

### Assessment methods

Oral and written paper tests, semester exams, reports, daily exams, daily interaction in lectures, scientific student activities outside the scope of lectures.

### C. Thinking Skills

C<sup>1</sup> - The ability to conduct criminal investigations and related legal controls

C<sup>2</sup> - Judicial and legal procedures in the civil and penal fields and in the various judicial departments

C<sup>3</sup> - Provide legal advice to resolve civil and criminal legal disputes and personal status issues

### Teaching and Learning Methods

Lectures, laboratory (practical courts), summer training

### Assessment methods

Electronic and paper oral and written tests, semester exams, reports, daily exams, daily interaction in lectures, scientific student activities outside the scope of lectures.

### D. General and Transferable Skills (other skills relevant to employability and personal development)

D<sup>1</sup> - The student acquires skills in the field of preparing and organizing legal records

represented by papers and documents

D<sup>۲</sup> - Provide the student with basic knowledge and correct English conversation used in the legal field

D<sup>۳</sup> - Using the computer and its modern software in the field of administrative and legal work.

### Teaching and Learning Methods

Lecture, laboratory, summer training

### Assessment Methods

Electronic and paper oral and written tests, semester exams, reports, daily exams, daily interaction in lectures, scientific student activities outside the scope of lectures.

## Course Description Form

### Reviewing the performance of higher education institutions (Academic Program Review)

#### Course description

This course description provides a necessary summary of the most important characteristics of the course and the learning outcomes expected of the student to achieve, demonstrating whether he has made the most of the available learning opportunities.

The educational institution	Northern Technical University
The university department/centre	Legal management techniques
Course name/code	Personal Status Law
programs that are included in it	
Attendance forms available	Attended lectures
season/year	The first

Study hours (total)	۱۵۰
The date this description was prepared	۲۰۲۲/ ۱۱ / ۲۲
Course objectives	
Familiarizing the student with the firmness of the family, the marriage contract, its objective and formal conditions, the provisions of alimony, the dowry, divorce and separation, and their implications in terms of custody and lineage.	



١. Learning outcomes and methods of teaching, learning and assessment

A- Knowledge and understanding

A١- Identify the substantive and formal legal rules necessary for each of the marriage contract, divorce and judicial separation

A٢- Identify the legal and Sharia rules that govern the material and moral rights of the spouses

A٣- Knowing the role of the Public Prosecutor and the social researcher in personal status cases

A٤- Enabling the student to organize the legitimate and legal divisions and how to distribute the legitimate shares to those who are entitled to it.

b- Subject-specific skills

B١- Training on how to organize a petition in matters of divorce, separation, alimony and compliance

B٢- Enabling the student to acquire practical skills in organizing the legal forms adopted in the formal procedures followed by the personal status courts (Sharia courts.)

B٣ - Pleading and litigation procedures in personal status courts (Sharia courts)

B٤- Training on how to organize legal arguments

B٥- Procedures for issuing Sharia oaths.

**Methods of teaching and learning**

Electronic lecture and simultaneous interaction, electronic laboratory based on electronic models for practical application, summer training

Evaluation modalities

Oral exams, written exams, semester exams, final exams, daily evaluation

C- thinking skills

C\ - Providing legal advice to resolve legal disputes related to personal status issues

C ʎ - Resolving inheritance issues, distributing shares, and preparing legal divisions .

D - general and transferable skills (other skills related to employability and personal development).

D\ - The ability to distinguish between the legal division and the legal division

Dʁ - The ability to organize legal records, such as the transfer and trust records

Dʁ - Knowing how to calculate the legal fees for Sharia court transactions - ٤٣

### ١. Course structure

the week	hours	required learning outcomes	Name of the unit/course or topic	education method	Evaluation method
the first	٥	Familiarize yourself with the administrative organization of personal status courts and the case that falls within its spatial and functional jurisdiction	The nature of the work in the personal status courts, the court's departments and divisions, its functional and . spatial jurisdiction	lecture Summer lab and training	Oral exams, written exams, exam semester exams, final exams, daily evaluation
The second	٥	Training the student on how to conduct a formal marriage contract	Definition of marriage contract, marriage its elements, conditions and taboos, permission to contract marriage, legal conditions for registering a marriage contract	lecture Summer lab and training	Oral exams, written exams, semester exams, final exams, daily evaluation

Third	◦	Identifying the wife's financial rights' over her husband and cases of entitlement to the whole or half of the dowry	Dowry, its types ,and entitlement	lecture Summer lab and training	Oral exams, written exams, semester exams, final exams, daily evaluation
the fourth	◦	Identifying the cases of the wife's entitlement to alimony and the procedures for issuing a decision on temporary and permanent for current alimony for the wife and children	Spousal alimony and its conditions .and elements	lecture Summer lab and training	Oral exams, written exams, semester exams, final exams, daily evaluation
Fifth	◦	Familiarize with court yourself with procedures prior to the occurrence of divorce, divorce registration procedures, and judicial separation	Divorce, its elements, types and rulings, and the legal implications .of each type	lecture Summer lab and training	Oral exams, written exams, semester exams, final exams, daily evaluation
Sixth	◦	Recognizing the importance of the marriage contract, as the legislator specified other procedures before terminating the contract, including the role of the public prosecution and the role of social research	The role of the prosecutor Public P in the personal status courts, the role of social research in divorce and desertion cases, and the forms prepared for this purpose and how to .organize them	lecture Summer lab and training	Oral exams, written exams, semester exams, final exams, daily evaluation

<b>Seventh</b>	◦	Examine the reasons that lead to judicial separation, which are mentioned in the provisions of the Personal Status Law	Judicial differentiation	lecture Summer lab and training	,oral exams Written tests, semester exams, final exams, daily assessment
<b>Eighth</b>	◦	Learn about the types of waiting period and the duties of the waiting period during the waiting period	and its Equipment and types	lecture Summer lab and training	Oral exams, written exams, semester exams, final exams, daily evaluation
<b>ninth</b>	◦	Familiarize yourself with the legal and jurisprudential rules that regulate the issue of lineage and train the student on procedures for acknowledging marriage and lineage	proportions and its accuracy	lecture Summer lab and training	Oral exams, written exams, semester exams, final exams, daily evaluation
<b>The tenth</b>	◦	Familiarize yourself with the legal and jurisprudential rules that regulate custody, and train the student on the procedures for	Custody, its conditions, and custody fees	lecture Summer lab and training	Oral exams, written exams, semester exams, final exams, daily evaluation

		handing over the fostered child and watching him			
eleventh	◦	Training the student on how to organize a petition for alimony of all kinds	Alimony for the wife, assets and branches	lecture Summer lab and training	Oral exams, written exams, semester exams, final exams, daily evaluation
twelveth	◦	Examine the legal and jurisprudential rules governing guardianship and trusteeship	Recommendation and commandment and its provisions	lecture Summer lab and training	xams, Oral e written exams, semester exams, final exams, daily evaluation
entfourteh	◦	Training the student on the procedures for issuing an argument supporting the state	The state and its division and the limits of the guardian's authority	lecture Summer lab and training	,Oral exams written exams, semester exams, final exams, daily evaluation
Fifteenth	◦	Training the student to organize the argument of the guardian	Guardian, guardian monument request form and guardian monument argument	lecture Summer lab and training	Oral exams, written exams, semester exams, final exams, daily evaluation
sixteen	◦	Training the student on the procedures for issuing the argument of	Values and values for disability or old age, values for the absent	lecture Summer lab and training	Oral exams, written exams, semester exams, final exams, daily

		<b>esmonumental valu</b>			<b>evaluation</b>
<b>seventeen th</b>	◦	<b>Training the student on investigation procedures and how to organize legitimate arguments</b>	<b>Investigation and declaration procedures, and examples of the curator's arguments for the missing, civilian and military</b>	<b>lecture Summer lab and training</b>	<b>Oral exams, written exams, semester exams, final exams, daily evaluation</b>
<b>eighteenth and nineteenth h</b>	◦	<b>Identify the legitimate and legal rules that regulate legal arguments</b>	<b>The argument of birth and the argument of death</b>	<b>lecture Summer lab and training</b>	<b>Oral exams, written exams, semester exams, final exams, daily evaluation</b>
<b>Twenty</b>	◦	<b>Training the student on the procedures and application of how to issue and record the birth certificate</b>	<b>Issuance of death certificate, court procedures, death . e formcertificat</b>	<b>lecture Summer lab and training</b>	<b>Oral exams, written exams, semester exams, final exams, daily evaluation</b>
<b>Twenty one</b>	◦	<b>Training the student on the procedures for issuing the Sharia oath, the relevant forms and the required documents</b>	<b>Legal divisions and ocedures for the pr organizing and codifying them</b>	<b>lecture Summer lab and training</b>	<b>Oral exams, written exams, semester exams, final exams, daily evaluation</b>
<b>twenty tow</b>	◦	<b>Learn about the Sharia and legal rules that regulate inheritance and the beneficiaries of the</b>	<b>Inheritance, its causes, and heirs, both men and . women</b>	<b>lecture mer lab Sum and training</b>	<b>Oral exams, written exams, semester exams, final</b>

		<b>inheritance</b>			<b>exams, daily evaluation</b>
<b>Twenty three</b> <b>And</b> <b>Twenty four</b>	◦	<b>Solve practical exercises for the heir share of each</b>	<b>The beneficiaries of the estate (the inheritance of the husband, wife, father, grandfather, mother, grandmother, daughter, and son's daughter, .( with examples</b>	<b>lecture</b> <b>Summer lab and training</b>	<b>Oral exams, written exams, semester exams, final ily exams, da evaluation</b>
<b>Twenty five</b>	◦	<b>Solve applied examples on the factors affecting shares, such as dependency</b>	<b>Blocking and its types</b>	<b>lecture</b> <b>Summer lab and training</b>	<b>Oral exams, written exams, semester exams, final exams, daily evaluation</b>



Twenty five	◦	Solve applied examples on the factors affecting shares, such as dependency	Blocking and its types	lecture Summer lab and training	Oral exams, written exams, semester exams, final exams, daily evaluation
-entytw sixth		Solving practical examples on the factors affecting shares, such as response	Dependency, its definition, and issues of response, . applied examples	lecture Summer lab and training	Oral exams, written exams, semester exams, final exams, daily evaluation
Twenty seven And Twenty eight	◦	Solving applied examples of copying	Copying and how to organize the inheritance issue in . one degree	lecture Summer lab and training	Oral exams, written exams, semester exams, final exams, daily evaluation
Twenty nine And Thirty	◦	Solve practical examples of graduation	Exit definition, provisions, procedures, and how to organize the inheritance issue .after graduation	lecture Summer lab and training	Oral exams, written exams, semester exams, final exams, daily evaluation