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

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:Ibn Sina University of Medical and Pharmaceutical Sciences

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Faculty/Institute: College of Dentistry

Scientific Department: Academic or Professional Program Name

Final Certificate Name:

Academic System:

Description Preparation Date: 18–11–2024

File Completion Date:

Signature: **Signature:**

Head of Department Name: **Scientific Associate Name:**

Date: **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

1. **Program Vision**

Program vision is written here as stated in the university's catalogue and website.

2. Program Mission

Program mission is written here as stated in the university's catalogue and website.

3. Program Objectives

General statements describing what the program or institution intends to achieve.

4. Program Accreditation

Does the program have program accreditation? And from which agency?

5. Other external influences

Is there a sponsor for the program?

6. Program Structure

Program Structure	Number of Courses	Credit hours	Percentage	Reviews*
Institution Requirements				
College Requirements				
Department Requirements				
Summer Training				
Other				

* This can include notes whether the course is basic or optional.

7. Program Description

Year/Level	Course Code	Course Name	Credit Hours	
			theoretical	practical

8. Expected learning outcomes of the program

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

- **Please tick the boxes corresponding to the individual program learning outcomes under evaluation.**

Course Description Form

1. Course Name:English language and medical terminology

2. Course Code:

3. Semester / Year: 1st course 2023-2024

4. Description Preparation Date:
20-3-2024

5. Available Attendance Forms:
actual attendance

6. Number of Credit Hours (Total) / Number of Units (Total)
30 hour

7. Course administrator's name (mention all, if more than one name)
Name: Widad Allawi Saddam , Ph.D. Email:dr.wedad.allawi@ibnsina.edu.iq

8. Course Objectives

Course Objectives	Developing students' proficiency in English.
	Reinforcing the information, the students tau
	in the 1st and 2nd stages.
	Enabling students to acquire the oral and wri
	forms of English.
	Introduce the most important medical terms
	inhance the student's language.

9. Teaching and Learning Strategies

Strategy	The strategy of searching and investigation through critical a creative thinking is used. Group and pair work is encouraged. Participation inside the class is evaluated.

10. Course Structure

Week	Hours	Required Learning	Unit or subject	Learning	Evaluation

		Outcomes	name	method	method
1	2	Revision of the basics of English, an introduction for the new syllabus , and parts of speech	Unite 1 it's a wonde world	An introduct lecture	Oral test
2	2	Reading passage	Workbook	Giving the lecture taking oral quizzes	Oral test
3	2	Full and Helping verb	Unite 2 get happy	Listening to stude reading	Oral test
4	2	Reading passage	Workbook	Giving the lecture taking oral quizzes	Oral test
5	2	Present simple a continuous, questic and negatives	Unite 3 telling tales	Listening to stude reading	Oral test
6	2	Reading passage	workbook	Giving the lecture taking oral quizzes	Oral test
7	2	Revision	Unite four doing right thing	Listening to stude reading	Oral test
8	2	Oral and written exar	workbook	Giving the lecture taking oral quizzes	Oral test
9	2	Passive voice	Unite five on the mo	Listening to stude reading	Oral test
10	2	Reading passage	Workbook	Giving the lecture taking oral quizzes	Oral test
11	2	Future forms	Unit 6.I just love it	Listening to stude reading	Oral test
12	2	Reading passage	Workbook	Giving the lecture taking oral quizzes	Oral test
13	2	If clause	Unit 7. The world work	Listening to stude reading	Oral test
14	2	Revision	Workbook	Exam	Endcourse exam

11. Course Evaluation

Distributing the score out of 100 according to the tasks assigned to the student such as daily preparation, daily oral, monthly, or written exams, reports .... etc
20% written exams
10% attendance
10% participation
 60% final exam

12. Learning and Teaching Resources

Required textbooks (curricular books, if any)	Headway beginner
Main references (sources)	All Dictionaries
Recommended books and references (scientific journals, reports…)	Political figures Encyclopedia
Electronic References, Websites	Wikipedia