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“MIHAI VITEAZUL”
NATIONAL INTELLIGENCE ACADEMY
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**THE QUALITY ASSURANCE SYSTEM FOR EDUCATIONAL
SERVICES OF “MIHAI VITEAZUL”
NATIONAL INTELLIGENCE ACADEMY**

Approved by the “Mihai Viteazul” National Intelligence Academy Senate during its meeting on July 6th, 2021.

-Bucharest, 2021-

LEGAL BASIS

- Law of National Education no. 1 of 2011, with subsequent amendments and additions;
- Government Emergency Ordinance no. 75/2005 on the quality assurance in education, with subsequent amendments and additions;
- Law no. 87/2006 for the approval of Government Emergency Ordinance no. 75/2005 on the quality assurance in education;
- Government Decision no. 915 of December 14, 2017 on the amendment to the Annex of the Government Decision no. 1418/2006 for the approval of the *Methodology for external evaluation, standards, reference standards and the list of performance indicators of the Romanian Agency for Quality Assurance in Higher Education*.

CHAPTER I GENERAL PROVISIONS

Art. 1. The quality of educational services represents the set of study program characteristics offered by “Mihai Viteazul” National Intelligence Academy (ANIMV) which meet the expectations of direct and indirect beneficiaries, as well as the requirements of the quality standards.

Art. 2. The quality assurance system of educational services provided by ANIMV comprises an organizational structure and quality management criteria included in a set of rules and principles that are reflected in the following components:

- a) strategies and procedures for quality assurance;
- b) procedures for initiating, monitoring, and periodical reviewing of the programs and activities being carried out;
- c) objective and transparent procedures for evaluating learning outcomes, including by students;
- d) periodic quality evaluation procedures of the teaching staff;
- e) accessibility of adequate learning resources;
- f) systematically updated database for internal quality assurance;
- g) transparency of public interest information, including those pieces of information regarding study programs and provided certificates, diplomas, and qualifications, where applicable;
- h) functionality of the structures responsible for ensuring the quality assurance in education, in accordance with the law;
- i) accuracy of the reports provided by the legislation in force.

CHAPTER II

ORGANIZATIONAL STRUCTURE OF THE QUALITY ASSURANCE SYSTEM

Art. 3. The organizational structure of the quality assurance system for educational services within ANIMV consists of:

- A. the management component;
- B. the executive component.

Art. 4. The management component of the quality assurance system of educational services includes: the Commandant (Rector) of ANIMV and his deputies, except the administrative director; the Academy Senate; the Commission for Evaluation and Quality Assurance (CEAC) of ANIMV; the Quality Assurance Office (BAC).

Art. 5. The Commandant (Rector) of ANIMV is directly responsible for the quality assurance, formulating the commitment, the assurance, and continuous improvement policy of educational service quality.

Art. 6. The Academy Senate represents the highest collective authority within ANIMV approving the main improvement measures of the quality assurance system of educational services.

Art. 7. (1) The Commission for Evaluation and Quality Assurance is responsible for coordinating and monitoring the internal evaluation, control and assurance activity, and continuous improvement of quality education within ANIMV.

(2) The CEAC composition and functions are provided for in the *Regulations on the organization and functioning of the Commission for Evaluation and Quality Assurance within “Mihai*

Viteazul” National Intelligence Academy.

(3) Each CEAC member has individual responsibilities within the quality management system.

Art. 8. The executive component of the quality assurance system of educational services includes: Faculties Deans; the Commissions for Evaluation and Quality Assurance of the Faculties; Faculties Councils; the Department Heads; the Teaching staff; the deputy administrative director; the entire staff of the Academy.

Art. 9. The Faculties Deans are responsible for managing, monitoring, reviewing and improving the quality of the educational services provided by the faculty.

Art. 10. The Faculties Councils set out measures to implement the decisions of the Academy Senate.

Art. 11. The Department Councils lay down measures to implement the activities related to the quality of educational services at department level.

Art. 12. The department heads are responsible for the quality of the educational services at department level.

Art. 13. The teaching staff is responsible for the quality of the student/trainee training process.

Art. 14. The deputy administrative director is responsible for providing the material resources of education.

Art. 15. The entire staff of the Academy are responsible for the quality of the activities they conduct according to their job description or for other activities they are engaged in.

CHAPTER III RESPONSIBILITIES IN IMPLEMENTING THE QUALITY ASSURANCE SYSTEM

Art. 16. The Commandant (Rector) of ANIMV has the following responsibilities in terms of ensuring the quality of educational services in the organization and operation of the quality assurance system of study programs provided by the Academy:

- a) is directly responsible for the quality assurance policy of the study programs;
- b) approves the proposals for measures aimed at ensuring and continuously improving the quality of education, formulated by CEAC;
- c) operatively handles the issues on the quality assurance system that do not require decisions of the Academy Senate;
- d) ensures the application of the legal provisions in force and the decisions of the Academy Senate in the field of quality assurance in education;
- e) approves the *Annual Internal Evaluation Report on the Quality of Education in ANIMV*;
- f) ensures the cooperation with the Romanian Agency for Quality Assurance in Higher Education, with other agencies, organizations or similar institutions in the country or abroad, in accordance with the law and in compliance with military regulations;
- g) represents CEAC at meetings on specialized topics with individuals, institutions or/and coordination factors outside the Academy;
- h) designates the CEAC Chairman within the Academy for the operational management of the quality assurance system;
- i) formulates the proposals for the representatives of the teaching staff to be part of CEAC;
- j) approves the decision to establish CEAC.

Art. 17. The Academy Senate has the following powers in terms of ensuring the quality of educational services within the quality assurance system of study programs:

- a) as appropriate, approves the proposals for measures aimed at ensuring and continuously improving the quality of education, formulated in CEAC;
- b) approves the organization of the quality assurance system;
- c) as a result of the proposal from the Faculty Councils, it elects by secret vote two representatives of the teaching staff who meet the criteria for obtaining the title of university lecturer, to be part of CEAC;
- d) approves the regulations and methodologies of monitoring, evaluating and improving the quality assurance system implemented at the Academy level;
- e) approves the institutional standards used as a basis for evaluating the quality of the

educational process in the Academy;

- f) approves preventive or corrective measures to eliminate or mitigate the failures of the quality assurance system;
- g) approves the criteria, standards and performance indicators proposed in the *Methodology for assuring and assessing the quality of the teaching staff within "Mihai Viteazul" National Intelligence Academy*;
- h) approves the *Regulations on the initiation, approval, monitoring, and assessing of ANIMV study programs*;
- i) approves the methodologies for evaluating students and trainees;
- j) approves the educational offer of the Academy;
- k) validates the CEAC composition;

Art.18. In addition to the powers provided for in the *Regulations on the organization and functioning of CEAC*, the CEAC Chairman also has the following responsibilities in terms of ensuring the quality of educational services:

- a) formulates and proposes the quality assurance strategy in education;
- b) proposes to the Academy Senate the measures to improve the quality of study programs;
- c) supports the ANIMV Commandant (Rector) in the operational resolution of quality assurance system issues that do not require decisions of the Academy Senate;
- d) proposes to the Senate the standards used as a basis for evaluating the quality of the educational process in the Academy;
- e) ensures the application of the legal provisions in force and the decisions of the Academy Senate in the field of quality assurance in education;
- f) aims to enforce the Academy Senate's decisions on the quality assurance in the Academy;
- g) endorses all the documents drawn up at the CEAC level which are subject to the examination and approval of the Senate;
- h) presents all the CEAC proposals aimed at improving the quality of education to the Commandant (Rector) of the Academy and submits those favorably approved by the Commandant (Rector) to the approval of the Academy Senate;
- i) ensures that the *Annual Internal Evaluation Report on the Quality of Education in ANIMV* is made available to all interested parties, in accordance with the legal provisions in force;
- j) ensures the methodological coordination of the BAC;

Art. 19. (1) Within ANIMV, CEAC is headed by a chairman representing the person delegated by the Commandant (Rector) of the Academy for the direct coordination of the quality management system.

(2) The CEAC members' responsibilities are determined in close connection with the activities they currently conduct within the Academy.

(3) The attributions on the quality assurance of CEAC educational services, the CEAC Chairman, the teaching staff representatives, the employers' representatives and the CEAC Secretary can be found in the *Regulations on the organization and functioning of CEAC within "Mihai Viteazul" National Intelligence Academy*.

Art. 20. The auxiliary and administrative staff members have the following responsibilities on the quality assurance of educational services:

- a) ensure the application of the legal provisions in force and the decisions of the Academy Senate in the field of quality assurance in education;
- b) participate in the formulation of proposals on education policy and strategy in the Academy;
- c) participate in the formulation of proposals on quality assessment in education;
- d) develop measures to continuously improve the quality of study programs, based on the results of the training process in the Academy;
- e) develop measures to continuously improve the quality of study programs, based on benchmarking practice;
- f) participate in the development of documents related to the quality management

system;

- g) participate in the development of institutional standards used as a basis in evaluating the quality of the educational process in the Academy;
- h) develop measures to continuously improve the quality of educational services based on synthetic or/and analytical indicators established at the Academy level;
- i) monitor the study programs organized by the Academy, on the responsibility activities component;
- j) constantly monitor the conformity of the quality management system with the quality standards or with the accepted models;
- k) participate in the drafting of the *Annual Internal Evaluation Report on the Quality of Education in ANIMV*.

Art. 21. The Academy Secretary has the following responsibilities on the quality assurance of educational services:

- a) elaborates analysis on the data resulting from the educational process and makes them available to CEAC;
- b) provides the CEAC members with all data relating to the educational process necessary for the elaboration of specific reports;
- c) provides the CEAC members with synthetic or/and analytical indicators established at the Academy level.

Art. 22. The BAC in the *Education Field Program* has the following responsibilities on the quality assurance of educational services:

- a) participates in the development of policies, instruments (methodologies and regulations), and procedures used at the academy level to ensure the internal quality of educational processes;
- b) participates, in collaboration with the Secretariat of the Academy, CEAC and the educational structures in the elaboration of documentation on the periodic institutional evaluation of the study programs, respectively;
- c) supports monitoring compliance with quality standards and legal provisions in the field of quality assurance in education within ANIMV;
- d) supports monitoring the compliance with the principle of student-centered education;
- e) ensures, in collaboration with CEAC, the elaboration of the documents provided by the normative framework in the field of national education on the assessment of reference standards, in relation to general and specific objectives and based on the methodologies of achievement;
- f) provides the CEAC Secretariat, according to the powers provided in the *Regulations on the organization and functioning of CEAC within "Mihai Viteazul" National Intelligence Academy*;
- g) elaborates the *Annual Internal Evaluation Report on the Quality of Education in ANIMV*, in collaboration with CEAC and with the support of the other responsible structures in ANIMV, and sends it to the endorsement/approval flow;
- h) formulates proposals for continuous improvement of processes regarding the quality of the educational services and study programs within ANIMV;
- i) points out any deficiencies found in the implementation of the normative acts' provisions in the field of quality assurance management of educational services and suggests solutions to rectify them, promotes and points out identified opportunities and good practices, respectively;
- j) ensures the interpretation of data on student feedback provided by the Distance Learning Department and prepares the Half-Yearly Report on the assessment of the teaching staff performance by students.

Art. 23. The Faculties Deans have the following responsibilities on the quality assurance of educational services:

- a) control the compliance of the activity carried out by the teaching staff with the provisions of the subjects' outlines;
- b) control the activities of the educational structures regarding compliance with the schedule;
- c) control the consistency between requirements and the structure of the education plans

or/and the structure of the subjects' outlines;

- d) ensure the application of the legal provisions in force and the decisions of the Academy Senate in the field of quality assurance in education;
- e) propose concrete measures for implementing the decisions of the Academy Senate to the Faculties Councils;
- f) monitor the progress of the established measures regarding the quality assurance of educational services of the faculty;
- g) develop measures to continuously improve the quality of study programs, based on the results of the educational process in the faculty;
- h) develop measures to continuously improve the quality of study programs, based on benchmarking practice;
- i) are responsible for the quality of the educational services provided by the faculty in relation to the Academy Senate;
- j) formulate the proposals for the representatives of the teaching staff to be part of CEAC, together with the Commandant (Rector) of ANIMV.

Art. 24. The Faculties Councils have the following responsibilities:

- a) ensure the application of the legal provisions in force and the decisions of the Academy Senate in the field of quality assurance in education;
- b) approve the measures to implement the decisions of the Academy Senate;
- c) approve the results of the evaluation process of the teaching staff of the Academy;
- d) monitor compliance with the provisions of the educational plans and the subject outlines throughout the duration of the study programs, as well as the implementation process of the quality assurance requirements for the educational services offered.

Art. 25. The department heads have the following responsibilities:

- a) ensure the application of the decisions of the Faculties Councils;
- b) evaluate the quality level of the entire educational process;
- c) propose measures aimed at improving the quality of educational services in the Academy;
- d) propose measures to improve the quality of the teaching staff in the Academy;
- e) ensure compliance with the requirements for the elaboration of the subject outlines which fall within the department's competence and support them in the endorsement and approval process;
- f) provide an interdisciplinary approach to the educational process;
- g) ensure that the educational process is carried out in accordance with institutional quality standards.

Art. 26. The teaching staff members have the following responsibilities:

- a) perform the tasks assigned by the immediate superior;
- b) meet the quality requirements, specific to the educational process, on:
 - i. the elaboration of the subject outlines;
 - ii. the consistency between the specific subject and the method of evaluation;
 - iii. the use of the latest methods, means and procedures for conducting didactic activities;
 - iv. the announcement of the criteria and requirements for student/trainee evaluation at the beginning of the study program;
 - v. the alignment of taught knowledge with the beneficiary's job description requirements;
 - vi. the constantly guaranteed consistency between the assignment planning in the subject outline and their development according to the schedule;
- c) formulate proposals for the development of publishing activity and scientific research, according to the specifics of the Academy;
- d) ensure the performance of the teaching act, according to the institutional quality standards;
- e) provide the necessary information to update the database required for the self-assessment process of the provided educational services;

- f) propose measures to continuously improve the quality of the class activity.

Art. 27. The deputy administrative director of “Mihai Viteazul” National Intelligence Academy has the following responsibilities:

- a) provides logistical support for educational services in accordance with the demands of the quality standards laid down in the national legal framework;
- b) aims at achieving the Academy’s policy of ensuring the necessary resources for the educational process, from an administrative point of view;
- c) meets the administrative requirements formulated by the students/trainees, under quality conditions;
- d) formulates proposals to continuously improve the quality of the educational material basis.

CHAPTER IV FINAL PROVISIONS

Art. 28. Regardless of their workplace, all individuals involved in the provision of educational services are responsible for assuring their quality, within the limits of delegated powers.

Art. 29. Any amendment to this Regulation is approved by the Academy Senate.

Art. 30. On the date the present Regulations enter into force, the *Quality assurance system of the ANIMV educational services no. 61447 from February 25th, 2020* and the *Regulations on the evaluation and quality assurance of education in ANIMV, 2015* edition shall be repealed.