

ROMANIA
ROMANIAN INTELLIGENCE SERVICE
"MIHAI VITEAZUL" NATIONAL
INTELLIGENCE ACADEMY

No. 311029 of 08.12.2021



REGULATIONS

**ON THE ORGANISATION AND FUNCTIONING OF THE COMMISSION FOR
EVALUATION AND QUALITY ASSURANCE WITHIN "MIHAI VITEAZUL"
NATIONAL INTELLIGENCE ACADEMY**

Approved by the Academy Senate of "Mihai Viteazul" National Intelligence Academy
in the meeting from July, 6th 2021

- Bucharest, 2021-

UNCLASSIFIED

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, amended and supplemented by Law no. 87 of April, 10th 2006 for the approval of Government Emergency Ordinance no. 75/2005 on the quality assurance in education;
- Government Decision no. 1418/2006 for the approval of *the Methodology for external evaluation, standards, reference standards, and list of performance indicators of the Romanian Agency for Quality Assurance in Higher Education*, as amended and supplemented by Government Decision no. 1512 of November, 19th 2008 and Government Decision no. 915 of December, 14th 2017.

CHAPTER I

GENERAL PROVISIONS

Art. 1. These Regulations establish the procedure for the constitution, organization, and functioning of the Commission for Evaluation and Quality Assurance, hereinafter referred to as CEAC, within "Mihai Viteazul" National Intelligence Academy (ANIMV).

Art. 2 (1) CEAC is constituted based on Article 11 of Government Emergency Ordinance no. 75/2005 on the quality assurance in education as amended and supplemented, and is the coordinating body for the activities of evaluation and quality assurance in the educational and research process of ANIMV.

(2) CEAC has the role to coordinate the activity of internal evaluation, control and continuous improvement of the quality of education in ANIMV, to promote and strengthen the culture of quality in the Academy, to create the appropriate conceptual, normative and functional internal framework to ensure the quality of education in the Academy.

(3) CEAC reviews the degree of institutional capacity for curriculum development, planning and implementation and proposes concrete ways to continuously improve the quality of education.

(4) CEAC is supported at institutional level by the Quality Assurance Office in order to carry out the activities of internal evaluation, control and quality assurance within ANIMV.

Art. 3. For the purposes set out in Article 2, paragraph (1), CEAC shall pursue the implementation of the quality assurance strategy and policy, in line with the vision and mission of ANIMV, as well as with the national, European and international dynamics in the field.

CHAPTER II

ESTABLISHMENT, ORGANIZATION, AND FUNCTIONING OF CEAC

Art. 4. CEAC shall be established by the decision of the commandant (rector) of ANIMV.

Art. 5. CEAC chairman shall be appointed by the commandant (rector) of ANIMV in order to ensure the operational management of the Commission.

Art. 6. CEAC is subordinated to the commandant (rector) of ANIMV.

Art. 7. The term of office of CEAC has the same duration as that of the commandant (rector) of ANIMV.

Art. 8. CEAC shall consist of 4 members as follows:

- a) chairman of the Commission;
- b) a representative of the teaching staff, who meets the criteria for obtaining the title of associate professor, elected by secret ballot by the Academy Senate;
- c) a representative of the students, elected by the students;
- d) a designated representative of the Romanian Intelligence Service (from the *General Directorate for Human Resources Management and Organization*, as employer.
- e) the secretary of the meeting, without the right to vote, who ensures the administrative component of CEAC, i.e. draws up the agenda and the minute of the meeting, the resolution and other documents necessary for the proper conduct of CEAC activity

Art. 9. Proposals for the faculty representative referred to in Article 8 b) shall be formulated by the deans of the faculties and submitted for voting to the members of the Academy Senate.

Art. 10. CEAC secretariat shall be ensured by a designated person from the Quality Assurance Office.

Art. 11. (1) Membership within CEAC shall cease:

- a) by right, on the date of termination of the contractual employment relationship or, for the students, on the date of graduation or on the date of losing the status of student representative;
- b) through renunciation;
- c) by revocation, for duly justified reasons;
- d) in case of promotion to an office incompatible with CEAC membership.

(2) Any member of CEAC may resign, for duly justified reasons, from CEAC membership, and the request shall be settled by the decision of the commandant (rector).

(3) The removal of CEAC members, for duly justified reasons, at the proposal of the Chairman of the Commission, shall be done by the decision of the commandant (rector), and the filling of the vacancy shall be carried out in accordance with the provisions of Articles 8 and 9 of these Regulations.

Art. 12. Incompatibilities:

(1) Members of CEAC may not hold management positions in the Academy, with the exception of the Chairman, who provides the operational leadership of the Commission.

(2) If a member of CEAC is appointed to a senior position in the Academy that person will be replaced, on the proposal of the CEAC Chairman.

(3) CEAC members cannot be part of the evaluation commissions set up at faculty level.

(4) Apart from the student representative, the term of office of CEAC members lasts 4 years, according to Article 7.

(5) The term of office of members may be renewed successively.

Art. 13

(1) If a member of CEAC is replaced in accordance with Article 12 paragraph (2), the new member shall take over the duties of the replaced person until the tasks are redistributed among the members.

(2) If the situation so requires, the Chairman of CEAC shall reassign the tasks of the members of the Commission during the first working meeting after the replacement.

Art. 14

(1) CEAC shall have quarterly meetings and whenever necessary to solve specific issues.

(2) CEAC meetings shall be convened by the Secretary of the meeting, through the care of the commandant (rector) of ANIMV or the Chairman of the Commission.

Art. 15. CEAC meetings shall be chaired by the Chairman and, in the absence of the Chairman, by one representative of the teaching staff, designated by the Chairman.

Art. 16. CEAC decisions shall be taken based on an open vote, by simple majority.

Art. 17. Proposals for measures aimed at ensuring and continuously improving the quality of education, formulated by CEAC, shall be submitted for approval to the commandant (rector) of ANIMV or, where appropriate, to the Academy Senate.

CHAPTER III**CEAC RESPONSIBILITIES****Art. 18.**

(1) CEAC has the authority to verify the implementation of ANIMV's policy and strategy in the field of internal evaluation, control and quality assurance of education.

(2) CEAC has the following tasks:

a) develops and submits to the commandant (rector) for approval the Strategy for the Evaluation and Quality Assurance in Education in ANIMV;

b) methodologically supports the development of specific regulations for the quality assurance system in ANIMV and evaluates the status of implementation, i.e. the degree of its functionality, and proposes improvements;

c) takes the necessary steps to implement the legal provisions in force regarding the quality assurance of education in ANIMV, as well as to improve the results concerning the three criteria:

ci) *Institutional capacity*, which results from the internal available organization and infrastructure and is defined by institutional, administrative, managerial structures and the material base and how to optimize its use;

c2) *Educational Effectiveness* which consists of the mobilization of resources in order to achieve the expected learning outcomes, embodied in curriculum content, learning outcomes, graduate employability and the financial resources of the organization;

- c3) *Quality management* which takes the form of strategies and procedures for quality assurance, procedures for the initiation, monitoring and periodic review of study programs, procedures for the assessment of learning outcomes, procedures for periodic evaluation of the teaching staff, accessibility of appropriate learning resources, database related to the quality assurance, transparency of public interest information, functionality of the structures for education quality assurance and accuracy of the reports provided by law;
- d) coordinates the implementation of procedures and activities for internal evaluation, control and quality assurance of education, approved by the Academy Senate, in accordance with the fields and criteria referred to in Article 18, paragraph (2), letter c);
- e) annually prepares the *Internal Evaluation Report on the Quality of Education in ANIMV* and submits it to the commandant (rector);
- f) develops and submits to the commandant (rector) for approval proposals to improve the quality of education in ANIMV and evaluates the effectiveness of the proposed measures every six months or whenever necessary;
- g) develops and submits to the Board of Trustees for approval proposals for the resources needed to design, implement, maintain and improve the quality of education in ANIMV;
- h) develops and submits for approval the internal quality assessment plan, methodologies and standards within ANIMV;
- i) coordinates the internal evaluation activity at faculty and departmental level in order to synchronize actions within this process at ANIMV level;
- j) monitors the consistency of the quality management system with the national reference standards and performance indicators for quality assurance in higher education, set by ARACIS;
- k) coordinates the elaboration and checks the specific documentation for the external regular assessment procedure of the Academy, namely that one required for obtaining the accreditation of the fields and study programs;
- l) verifies the application of the procedure for collecting and interpreting student feedback in ANIMV;
- m) draws conclusions based on the assessment of the teaching staff and presents them to the Board of Trustees;
- n) develops and periodically reviews quality assurance procedures, policies and regulations approved by the management of the university;
- o) approves the scales for operationalizing the evaluation criteria specific to the annual assessment of the teaching staff.

Art. 19. The Chairman of CEAC shall have the following duties:

- a) leads CEAC meetings;
- b) regularly informs the commandant (rector) and the Academy Senate on the work of CEAC;
- c) promotes the decisions of CEAC to the ANIMV management and the Senate;
- d) makes proposals for harmonizing the quality strategy with ANIMV's management strategy;
- e) is accountable to the commandant (rector) for CEAC activity;
- f) coordinates the development and validation of all the documents related to the activities of internal evaluation, control, quality assurance and improvement within ANIMV;
- g) represents CEAC at meetings on specialized topics with persons and representatives of institutions from outside the Academy, with responsibilities in the field of quality assurance in education.

Art. 20. The teaching staff representative in CEAC has the following responsibilities:

- a) ensures the application of the legal provisions in force and the Academy Senate's decisions in the field of quality assurance in education;
- b) formulates and submits to the CEAC Chair for approval proposals on the policy and strategy for the quality of education in the Academy;
- c) makes proposals for evaluating the quality of education;
- d) develops measures for the continuous improvement of the quality of study programs based on the results of the training process within the Academy;
- e) develops and submits for approval measures for the continuous quality improvement of the study programs, based on benchmarking practice;
- f) develops and submits for approval methodologies for the regular assessment of the students and trainees;
- g) develops and submits for approval methodologies for the regular assessment of the Academy's teaching staff;
- h) manages the database containing the information needed to draw up the self-evaluation reports of the activities within the Academy;
- i) centralizes information about the quality of study programs and the measures to improve it;
- j) participates in drafting the documents related to the quality management system;
- k) takes part in the development of institutional standards used as a basis for the quality assessment of the educational process in the Academy;
- l) continuously monitors the compliance of the quality management system with the quality standards or the accepted models;

m) participates in drafting the *Internal Evaluation Report on the Quality of Education in ANIMV*;

n) within the limits of the competence delegated by the Chair of the Commission, represents CEAC at meetings on specialized topics with persons, institutions and/or factors with responsibilities in the field of quality assurance in education outside the Academy.

Art. 21. CEAC member representing the employer performs the following roles:

- a) determines employer's requirements in relation to the level of training of the Academy's graduates;
- b) proposes measures to improve the study programs included in the educational offer of the Academy based on of the determined requirements;
- c) proposes measures for continuous improvement of the quality of study programs based on the results of the training process within the Academy;
- d) develops and submits for approval measures for continuous improvement of the quality of study programs, based on benchmarking practice;
- e) participates in drafting the documents related to the quality management system;
- f) participates in the development of institutional standards used as a basis for assessing the quality of the educational process in the Academy;
- g) continuously monitors the compliance of the quality management system with the quality standards identified within the Service or with accepted models;
- h) participates with relevant data in drafting the *Internal Evaluation Report on the Quality of Education in ANIMV*.

Art. 22. Students' representative in CEAC shall have the following duties:

- a) to attend CEAC meetings;
- b) to promote the interests of students by presenting proposals for the smooth running of the education and training process;
- c) to disseminate information among students regarding the decisions taken by CEAC;
- d) to exercise their right to vote;
- e) proposes measures to continuously improve the quality of study programs based on student feedback;
- f) participates in drafting the documents related to the quality management system;
- g) participates in the development of institutional standards used as a basis for assessing the quality of the educational process within the Academy.

Art. 23. CEAC Secretary shall have the following responsibilities:

- a) draws up the agenda for CEAC meetings and submits it to the Chair for approval;
- b) draws up the minutes of CEAC meetings and presents them for signature to the CEAC members participating in the activity;
- c) keeps track of all documents received or prepared by CEAC and manages documents, specific to the quality assurance in education within the Academy;
- d) sends to CEAC members the documents necessary for the proper conduct of the Commission's work;
- e) carries out the formalities for convening working meetings;
- f) assists the Chairman of CEAC in applying the legal provisions in force and the decisions of the Academy Senate in the field of quality assurance in education;
- g) participates in the elaboration of measures for the continuous improvement of the quality of study programs based on the results of the training process within the Academy;
- h) participates in the development of measures for the continuous improvement of the quality of study programs, based on benchmarking practice;
- i) participates in drafting the documents related to the quality management system;
- j) participates in the development of institutional standards used as a basis for assessing the quality of the educational process in the Academy.

CHAPTER IV

FINAL PROVISIONS

Art. 24. Any amendment to these Regulations shall be approved by the Academy Senate.

Art. 25. These Regulations were adopted at the Academy Senate meeting on July, 6th 2021 and enters into force on the date of adoption.

Art. 26. On the date of entry into force of these Regulations, CEAC Regulations No. 61452 of February, 25th 2020 shall be repealed.