

No. **59795** of **03.03.2022**



METHODOLOGY

FOR ALLOCATING THE ACADEMIC WORKLOAD, THE DIDACTIC AND SCIENTIFIC RESEARCH TASKS WITHIN “MIHAI VITEAZUL” NATIONAL INTELLIGENCE ACADEMY

The Methodology was approved in the Senate meeting of February 24th
, 2022 and shall be enforced in the 2022-2023 academic year

- Bucharest, 2022 -

LEGAL BASIS

- Law of National Education no. 1/2011 with subsequent amendments and additions;
- Law of Labor Code no. 53/2003 republished, with subsequent amendments and additions;
- Government Decision no. 681/2011 on approving the Code of Doctoral Studies, with subsequent amendments and additions;
- Order of the Minister of National Education no. 4750/2019 on approving the framework Methodology for organizing and registering postgraduate programs by higher education institutions.
- Order of the Minister of National Education and Research no. 3541/2006 on approving the methodologies for calculating the salary rights of the teaching staff employed on the positions included in the annexes to Government Ordinance no. 4/2006;
- Regulations for establishing the basic pay and salaries of the staff of the Romanian Intelligence Service approved by Order of the Director of the Romanian Intelligence Service;
- Academy Charter of "Mihai Viteazul" National Intelligence Academy.

CHAPTER I

GENERAL PROVISIONS

Article 1

(1) Within "Mihai Viteazul" National Intelligence Academy, the teaching activity is allocated based on the volume of didactic and scientific research tasks, resulting from the curricula of the undergraduate and postgraduate study programs approved for the following academic year, and the number of study structures.

(2) The allocation of the teaching activity is reflected in the department workload.

(3) The workload for the teaching positions provided in **Annex no.1** and the Distribution of the didactic and scientific research tasks for each teaching position, provided in **Annex no.1a**, for the following academic year are established by the didactic departments/doctoral school that manage the study programs, until June 30th each academic year.

(4) The workloads for the teaching positions are submitted for analysis and endorsement to the Faculty Council /Doctoral School Council, and the vice-rector. In July, they are submitted for approval to "Mihai Viteazul" National Intelligence Academy Senate for the following academic year.

Article 2

(1) Based on the volume of the didactic and scientific research tasks established for each teaching position, the departments formulate by June 30th annually, the *Table with the distribution of the didactic and scientific research tasks* for the following academic year, on the templates provided in **Annex no.1b**, and submit it for analysis and endorsement to the Faculty Council and vice-rector, and with the rector's approval, to "Mihai Viteazul" National Intelligence Academy Senate in July, for the following academic year.

(2) For the second semester of the academic year, after the Academy Senate validates

the results for filling vacancies, the *Table for reallocating didactic and scientific research tasks for the second semester* is elaborated, on the templates provided in **Annex no. 1c**. The table shall be submitted for analysis and endorsement to the Faculty Council and vice-rector and, on the rector's approval, to the "Mihai Viteazul National Intelligence Academy" Senate for approval annually in February.

(3) Any changes in the allocation of the didactic and scientific research tasks within the departments that need to be operated during the academic year shall be made observing the same procedures of analysis, endorsement, and approval as for the initial allocation.

(4) At the end of the first semester, the head of the department elaborates the "Periodic report on fulfilling the didactic tasks within the department" and submits it with the document provided in **Annex no. 1c** to the Faculty Council for endorsement.

Article 3

(1) In the department workload, the occupied or vacant teaching positions are listed hierarchically, specifying the corresponding didactic functions and the weekly number of conventional hours divided by number of classes, seminars, laboratories, practical works, and equivalent activities according to the curriculum.

(2) The department workloads are established by considering the following:

- a) curricula;
- b) study structures;
- c) didactic and research workloads;
- d) department workloads.

Article 4

(1) The workload of a teaching department/doctoral school is established by:

a) calculating the number of hours of the subjects of their own study programs according to the curricula of the undergraduate and postgraduate study programs, the number of groups, study cycles, and academic years;

b) subtracting the number of hours resulting from the approved order notes for which requests have been submitted to provide certain courses by another teaching department/doctoral school, or faculty;

c) adding the number of hours resulting from the approved order notes through which their own teaching department/doctoral school requests that certain subjects be conducted by other teaching departments/doctoral schools or faculty;

d) elaborating the workload observing the principle according to which each teaching position should be allocated the teaching workload established by the Academy Senate;

(2) When establishing the teaching positions chart, each teaching position shall be allocated with didactic activities in accordance with the teaching workload established by the Academy Senate, regardless of whether the position is filled, vacant, or temporary vacant.

(3) The additional positions are allocated the maximum value of the teaching workload established by the law on didactic activities.

(4) When establishing the teaching positions, the number of university professor and associate professor positions must represent a minimum of 25% and a maximum of 50% of their total.

Article 5

The workload of the teaching positions and the table with the distribution of the didactic tasks, approved by the Academy Senate, become the documents based on which the Board of Trustees establishes the list of positions of the educational structures for the following academic year. The list of positions also includes the number of additional positions approved/budgeted by the Board of Trustees for the following academic year. The additional functions in the workload of the teaching positions unapproved/unbudgeted by the Board of Trustees become redundant functions and will be used to highlight the workload exceeding the teaching workload.

Article 6

(1) Under article 287, paragraph 10 of the **Law of National Education no. 1/2011, with subsequent amendments and additions**, the Academy Senate establishes the teaching workload for each university didactic degree, for each academic year, on the proposal of the Faculty Council, with the endorsement of the vice-rector and the approval of the rector.

(2) Tenured teaching staff of the “Mihai Viteazul” National Intelligence Academy who conduct teaching activities on “hourly payment” basis will be allocated didactic tasks at the maximum value of the annual teaching workload provided for the vacant teaching position/functions in question.

(3) Teaching staff who conduct didactic activities on “hourly payment” basis from vacant, temporary vacant, or reserved positions must meet the minimum conditions established by the **Law of National Education no. 1/2011, with subsequent amendments and additions**, for the respective activity.

Article 7

(1) The table with the distribution of the didactic and scientific research tasks, approved by the Senate and the documentation justifying the volume of activities assigned to each teaching position/function, is kept by the Faculty/ Doctoral School Secretariat for control, verification, documentation, and record keeping until the end of the academic year, when it shall be archived according to applicable legislation.

(2) At the end of the academic year, until September 15, the heads of departments draw up the “Analysis report on the fulfillment of the didactic tasks per department”.

(3) Annually, the dean of the Faculty/director of the Doctoral School presents to the Faculty/Doctoral School Secretariat by September 20th the “Analysis report on the fulfillment of the didactic tasks”, based on the report regarding the analysis of didactic tasks fulfillment per department. After approval, the document is submitted to the Academy Senate.

(4) In the first meeting of the new academic year, the Academy Senate analyzes and approves the “Analysis report on didactic tasks fulfillment per department” in the previous academic year.

Article 8

(1) The didactic tasks corresponding to vacant or temporary vacant positions may be conducted with annual reconfirmation by the tenured teaching staff within the Academy and the associate teaching staff, by cumulation or hourly payment.

(2) “Mihai Viteazul” National Intelligence Academy Senate may approve to invite within the institution renowned university teaching staff from the country or from abroad, and specialists without a teaching degree from within or outside the Romanian Intelligence Service, in accordance with the professional competence area. This teaching staff shall be invited for a specified period, as visiting teaching staff on “hourly payment” basis on vacant,

temporary vacant, or reserved teaching positions.

(3) The associate and visiting teaching staff may perform didactic tasks for the following positions: teaching assistant, university lecturer/lecturer, associate and university professor, trainer, specialist trainer, main trainer, main specialist trainer.

Article 9

(1) As regards the specialists without a teaching degree, "Mihai Viteazul" National Intelligence Academy Senate shall evaluate their experience and performance, and approve, through equivalence, the corresponding didactic degree necessary to establish the salary level.

(2) The equivalence of the didactic degree is conducted according to the criteria established by applicable regulations.

CHAPTER II

STUDY STRUCTURES

Article 10

(1) "Mihai Viteazul" National Intelligence Academy Senate decides upon the study structures and their size for each academic year, based on the proposal of the Faculty Council, endorsed by the vice-rector and approved by the rector of the Academy, under the following circumstances:

a) for the bachelor's degree programs: the study group includes an average of 20 students, but no less than 10 and no more than 25 students; the study subgroup for applications and applicative drills includes at least 5 students, and also for the optional subjects, each study structure includes at least 5 students;

b) for the master's degree programs: the study structures may be smaller than those established for the bachelor's degree programs with the agreement of the Ministry of Education; the study subgroup for applications and applicative drills includes an average of 10 students but no less than 5 students, and also for the optional subjects, each study structure includes at least 5 students;

c) for the doctoral studies: the study structures for the teaching activities are organized in study groups of minimum 1 student and a maximum of 25 students; for the research activities the research structure includes minimum 1 student and maximum 10 students.

(2) Annually, until June 15, the specialized departments/the Doctoral School, based on the curricula, the subject outlines, and the number of groups/subgroups of students/trainees, shall establish the amount of teaching activities that are to be held during the following academic year.

Article 11 - The main structure for the teaching activity (course) is the academic year.

Article 12 - By exception, when the academic year includes a large number of students, it may be divided into two or more course series, each consisting of no more than 5 groups, depending on the capacity of the classrooms and on the specifics of the subjects.

Article 13 - The teaching process of the subjects that are common to more faculties is conducted in course series depending on the capacity of the classrooms.

Article 14 - The teaching process of the specialized subjects is conducted separately for each specialization.

Article 15 - The seminars, laboratory activities, training activities, and the field activities shall be conducted in groups or subgroups.

CAPITOLUL III

ACADEMIC WORKLOAD

Article 16

(1) The teaching staff of the “Mihai Viteazul” National Intelligence Academy conduct didactic activities during a 40-week academic year.

(2) The weekly academic workload includes the teaching workload of no more than 16 hours a week and the research workload of at least 24 hours a week.

(3) The weekly teaching workload shall be measured in conventional hours, according to the quantifications established by the Law of National Education no. 1/2011 with subsequent amendments and additions and by the Law no. 53/2003 on the Labor Code republished with subsequent amendments and additions.

Article 17

(1) The teaching workload within the “Mihai Viteazul” National Intelligence Academy includes:

- a) teaching activities;
- b) seminars, practical works and laboratory activities, annual projects guidance;
- c) guidance for drafting bachelor’s degree theses;
- d) guidance for drafting master’s degree dissertations;
- e) guidance for drafting PhD theses;
- f) other teaching, practical, and scientific research activities stipulated by the curricula;
- g) the coordination of the teaching, artistic or sports activities;
- h) assessment activities;
- i) tutoring, consulting, coordinating the students’ scientific circles, and guiding the students in using the transferable credits system;
- j) taking part in councils and committees for the benefit of the educational system;
- k) other professional activities within the allotted scientific field.

(2) The teaching workload is established according to the curriculum and is calculated as a weekly average irrespective of the time of the academic semester when it is conducted. To determine the weekly average workload, the number of conventional hours stipulated in the individual job description must be divided by the number of weeks mentioned in the curriculum for the teaching activity and for the seminar activity along the whole academic year.

(3) The conventional hour is the didactic hour for conducting the activities stipulated under Paragraph 1 (b), for the bachelor’s degree programs.

(4) For the bachelor’s degree programs, one didactic hour for conducting teaching activities is equivalent to two conventional hours.

(5) For the master’s degree programs and doctoral studies, one didactic hour for conducting teaching activities is equivalent to 2.5 conventional hours, and one didactic hour for conducting the activities stipulated under Paragraph 1 (b) is equivalent to 1.5 conventional hours.

(6) The activities stipulated under Paragraph 1 (c) to (k), included within the teaching workload, are quantified as conventional hours depending on each study program, each activity profile, and each specialization, so that an activity conducted for one hour is quantified with a minimum of 0.5 conventional hours, as follows:

- a) guidance for drafting bachelor’s degree theses - 1 hour is equivalent to 0.5 conventional hours;
- b) guidance for drafting master’s degree dissertations - 1 hour is equivalent to 0.5 conventional hours;

- c)** guidance for PhD thesis drafting - 1 hour is equivalent to 0.5 conventional hours;
- d)** other teaching, practical, and scientific research activities stipulated by the curricula - 1 hour is equivalent to 0.5 conventional hours;
- e)** the coordination of the teaching, artistic or sports activities - 1 hour is equivalent to 0.5 conventional hours;
- f)** assessment activities - 1 hour is equivalent to 0.5 conventional hours;
- g)** tutoring, consulting, coordinating the students' scientific circles, and guiding the students in using the transferable credits system - 1 hour is equivalent of 0.5 conventional hours;
- h)** taking part in councils and committees for the benefit of the educational system - 1 hour is equivalent to 1 conventional hour.

(7) The minimal weekly teaching workload for the activities stipulated under Paragraph 1 (a) to (f) is established as follows:

a) for a university professor: 7 conventional hours, out of which at least 4 conventional hours shall be teaching activities;

b) for an associate professor: 8 conventional hours, out of which at least 4 conventional hours shall be teaching activities;

c) for a university lecturer/theses supervisor: 10 conventional hours, out of which at least 2 conventional hours shall be teaching activities;

d) for an assistant professor: 11 conventional hours including activities stipulated under Paragraph 1 (b), (c), and (f);

e) the workload of a PhD assistant professor may also include teaching classes with the approval of "Mihai Viteazul" National Intelligence Academy Senate.

(8) By exception, the workload of the teaching staff mentioned in Paragraph 7 (a) to (c) whose academic workload does not include teaching classes, due to the specifics of the subjects, shall be increased by 2 conventional hours.

(9) The teaching workload cannot sum up more than 16 conventional hours a week.

(10) Based on the university autonomy, at the vice-rector's proposal, the Academy Senate may increase the minimum weekly teaching workload, in compliance with the quality assurance standards, without exceeding the maximum amount established under Paragraph 9.

(11) The individual teaching workload of the teaching staff that do not conduct scientific research activities or other equivalent work is higher than the minimum, without exceeding the maximum limit stipulated under Paragraph 9, according to the Faculty Council decision, at the proposal of the Department Director, or as decided by the Doctoral School Council.

(12) By exception, when the teaching workload cannot be determined according to Paragraphs 7 and 8, the difference up to the minimal teaching workload consists of scientific research activities meant to supplement the workload, with the agreement of the Faculty Council, at the proposal of the Department Director, and with the agreement of the Doctoral School Council. The reduction of the teaching workload may not be more than $\frac{1}{2}$ of that workload and the research hour supplementing the teaching workload is equivalent to 0.5 conventional hours. At the same time, the respective teacher keeps the tenure of the teaching position earned by contest.

(13) The tenured teaching staff whose workload cannot be allocated according to Paragraphs 7 – 12 may be temporarily reassigned, on their own request, a full scientific research workload in order to complete the total workload, and keep the tenure of the teaching position earned by contest. During this period, that teacher has the same duties as the higher education research staff.

(14) The Academy Senate may decide, at the proposal of the departments, with the agreement of the Faculty Council/Doctoral School Council and the Academy management, to differentiate the teaching workload depending on the field, specialization, ratio of the subjects within the specialized training of the students, and the size of the study structures.

Article 18

(1) The teaching staff holding a management position within the Academy or a guiding and control position within the Ministry of Education is entitled to a reduction of the teaching workload, with the approval of the Academy Senate, as follows:

- a) the Director of the Department /Director of the Doctoral School - a decrease of the teaching workload by 15%;
- b) the dean of the Faculty - a decrease of the teaching workload by 25%;
- c) the rector and the vice-rectors - a decrease of the teaching workload by 30%.

(2) The teaching staff who are elected or appointed in public state institutions or conduct activities that are specific to a public job within ministries or other specialized state bodies may conduct teaching activities to the amount of one teaching workload.

Article 19 – According to the internal regulation, the military trainers conduct didactic activities stipulated by the Order of the Romanian Intelligence Service Director.

Article 20

(1) The research workload is obtained by subtracting the teaching workload from the academic workload and includes the following activities:

- a) academic research, at least four hours per week;
- b) documenting/informing/preparing didactic, research, and other activities stipulated by the curricula;
- c) conduct of didactic projects for the teaching and research activities stipulated by the curricula;
- d) issue of didactic materials for seminar, laboratory, applicative, and sports activities;
- e) issue of courses or manuals;
- f) issue of workbooks, anthologies, scientific articles, research papers, and studies.

(2) The weekly research workload shall be measured in conventional hours. This type of workload is of at least 24 hours per week of the activities stipulated under paragraph (1).

(3) One research hour is equal to one conventional hour.

Article 21 – The research workload may include internships conducted within units or specialisation courses.

Article 22 – The allocation for scientific research activity shall be inscribed on the *Table for the distribution of the didactic and scientific research tasks* stipulated by the **Annex no.1a**. The track of the allocated scientific research activity shall be kept within an individual file, which shall be preserved along with the annual scientific research plan of the department.

CHAPTER IV

TEACHING WORKLOAD ALLOCATION

Article 23

(1) The teaching activities conducted within the “Mihai Viteazul” National Intelligence Academy shall be allocated according to the stipulations of the curricula and according to the number of study structures of students/trainees.

(2) Guiding activities for the bachelors’ degree, dissertation, graduation thesis, and scientific research papers shall be allocated as follows:

a) 8 conventional hours for each project for graduating master's studies programs or postgraduate studies supervised by tenured or associate teaching staff.

b) 6 conventional hours for each project of bachelors' degree thesis, supervised by tenured or associate teaching staff, holding the academic degree of professor, associate professor, lector, or assistant.

(3) The activities for guiding the Ph.D. students shall be allocated as follows:

a) the number of conventional hours resulted from the quantification of teaching activities (course, seminar) stipulated by the Ph.D. students' curriculum;

b) 0.25 conventional hours/candidate for taking part in the admission contest committee;

c) 0.5 conventional hours/week, for each Ph.D. student included in the scientific research program, conducted under the guidance of a doctoral supervisor;

d) 4 conventional hours for the analysis of an individual research project for drafting a doctoral thesis, of each scientific research report, and for the endorsement of a doctoral thesis, for each member of the guidance committee;

e) 10 conventional hours for the analysis of a doctoral thesis, for each member of the doctoral thesis public defence committee, and 5 conventional hours for the chairman of the doctoral thesis public defence committee.

(4) The activities for guiding the postdoctoral researchers shall be allocated as follows:

a) the number of conventional hours resulted from the quantification of teaching activities (course, seminar), stipulated by the curriculum of the postdoctoral study program;

b) 0.25 conventional hours/candidate for taking part in the admission contest committee;

c) 0.5 conventional hours/week for each postdoctoral researcher included in the postdoctoral study program, conducted under the guidance of a scientific supervisor;

d) 4 conventional hours for the analysis of an individual research project for drafting a scientific graduation thesis, of each scientific research report and for the endorsement of the scientific graduation thesis, for each member of the guidance committee;

e) 10 conventional working hours for the analysis of scientific graduation theses, for each member of the scientific graduation thesis public defence committee, and 5 conventional hours for the chairman of the scientific graduation thesis public defence committee.

(5) The activities for guiding the students in their documentation-research activity shall be allocated 6 conventional hours/ student/ academic year.

(6) The activities for guiding a specialized practical training shall be allocated 1 conventional hour for one hour (a period of 60 minutes), when the internship is guided by members of the teaching staff.

(7) The military training activities and meetings, other than those specific to the subject listed by the curriculum, shall be allocated 1 conventional hour for one hour (a period of 60 minutes).

(8) Conducting sports and physical training activities, other than those specific to the subject listed by the curriculum, shall be allocated 1 conventional hour for one hour (a period of 60 minutes) conducted with students within organized sports activities for physical training.

(9) The evaluation activities shall be quantified in conventional hours, as follows:

a) associate teaching staff from outside the Academy taking part in the bachelors' degree or master's study admission committee shall be allocated a number of hours equal to the actual working hours;

b) associate teaching staff from outside the Academy taking part in the bachelors' degree granting committee shall be allocated a number of hours equal to the actual working

hours;

c) 0.5 hours/project for evaluating and grading the reports, courses, or annual projects;

d) an average of 0.3 hours for an oral examination of one student;

e) 0.5 hours for each written paper/examination, in case of subjects marked as “written examination” in the curriculum.

(10) The consulting activities, the guidance activity for student scientific circles, the participation at Council and Senate meetings or in diverse committees organized for educational purposes shall be quantified as follows:

a) 0.5 conventional hour/week for learning support activity offered within each subject;

b) 1 conventional hour for the personnel taking part in the meetings of the departments, the Faculty Council, the Senate, and in didactic committees, as the case may be;

c) 4 conventional hours for taking part in the contest committee to occupy vacant teaching positions, distributed in 2 conventional hours for studying the candidate dossier and 2 conventional hours for practical examination of each candidate;

d) 0.5 conventional hour for one hour (a period of 60 minutes), for guiding the student scientific circles, only for the teaching personnel involved in such activity, as planned;

e) 2 conventional hours/semester/student for the tutoring activity;

f) 5 conventional hours for analysing the habilitation thesis, for each member of the habilitation thesis public defence committee.

Article 24

(1) All the members of the Academy teaching staff and the experts of the Service may be involved in conducting didactic activities for first cycle students – bachelor’s degree studies, according to their professional training, specialisation, and teaching degree.

(2) Only the teaching staff that have achieved a doctoral degree or are Romanian Intelligence Service military trainers and experts may conduct didactic activities for the second cycle – master’s studies. Tenured teaching staff may include teaching staff holding a university professor, associate teacher, or lector degree.

(3) For the third cycle – doctoral studies, the teaching activities stipulated by the curricula for an advanced academic training program shall be usually conducted by Academy tenured teaching staff holding a doctoral supervisor statute, and other professors and associate teachers tenured on didactic activities.

(4) For post-academic training and continuing professional development programs, the teaching activities shall be conducted by Academy tenured teaching staff, Romanian Intelligence Service military trainers or experts.

(5) The teaching activities for postgraduate training and continuing professional development programs shall be distinctively allocated and shall not be subject to article 288 of the Law of National Education No. 1/2011, with subsequent amendments and additions.

(6) The maximum number of hours conducted by a teacher and/or program supervisor teacher within post-academic training and continuing professional development programs shall be established by the Academy Senate.

Article 25

(1) For the teaching and scientific research staff retraining, and in order to solve any possible teaching workload oscillations that may occur within the departments, teaching staff officers may be sent for internships or retraining courses, conducted by other military units.

(2) For the tenured teaching staff, elected, or appointed in management positions stipulated under the article 304 of the Law of National Education, the teaching position shall be reserved within the department, for the time they occupy those positions.

Article 26

(1) Under unforeseen circumstances, such as **medical exemptions, medical leaves, missions outside the Academy ordered by higher echelons**, the didactic tasks of absent staff may be conducted through inter pares substitution or shall be rescheduled.

(2) Inter pares substitution shall be conducted according to the reciprocity principle, within departments and by cooperation within or outside the faculty, as the case may be. The hours carried out by inter pares substitution shall be allocated to the substituted teaching staff.

CHAPTER V

CONDUCTING TEACHING ACTIVITIES ON “HOURLY PAYMENT” BASIS

Article 27

(1) The didactic tasks of the vacant, reserved, or temporary vacant positions shall be performed on “hourly payment” basis, according to the following priorities: by teaching staff tenured within the Academy, associate and visiting teaching staff, under the Law of National Education no. 1/2011 with subsequent amendments and additions.

(2) Teaching staff on unpaid leave and paid leave granted under Art. 304 Paragraphs 11-16 of the Law of National Education no. 1/2011 with subsequent amendments and additions, and teaching staff on maternity leave for raising children up to the age of 2, respectively 3 years old, according to OUG no. 108/2010 for amending and supplementing Law no. 76/2002 on the unemployment insurance system and employment stimulation may not conducting teaching activities on “hourly payment” basis.

Article 28 - Tenured teaching staff within the Academy may perform teaching activities within other higher education institutions under the following conditions:

- a) based on a report approved by the commandant (rector) of the Academy;
- b) without delegation and transport allowances;
- c) with personal covering of transport and housing costs.

Article 29

(1) The following activities may be remunerated on “hourly payment” basis: translation of tests for admittance exams, admittance in higher education, within the number of hours approved by the Academy Senate.

(2) Remuneration of listed activities with “hourly payment” shall be based on the Decision of the Academy Senate and the approval of the Director of the Romanian Intelligence Service.

Article 30

(1) Teaching activities carried out on “hourly payment” basis shall be remunerated under the applicable legal provisions.

(2) Hourly payment tariffs shall be applicable for the number of conventional hours.

(3) Associate professors, lecturers, and teaching assistants who conduct classes from teaching positions superior to those for which they meet the employment requirements, shall be remunerated on hourly payment basis, with the salaries corresponding to the teaching position for which they meet the requirements regarding doctoral studies and seniority.

(4) Professors, associate professors, and lecturers who conduct teaching activities on “hourly payment” basis from teaching positions inferior to those for which they meet the employment requirements, shall be remunerated with salaries and payments corresponding to the vacant teaching position, according to their seniority in education.

Article 31 – Tenured teaching staff may perform teaching activities on “hourly payment” basis without exceeding one teaching workload. This teaching workload does not include teaching activities from postgraduate programs curricula, neither defending research reports, endorsing doctoral theses, and public defense of doctoral theses within the doctoral programs.

Article 32 – Associate teaching staff may be remunerated on “hourly payment” basis without exceeding one teaching workload, except for postgraduate programs.

Article 33

(1) At the beginning of each month, the heads of the departments and the Doctoral School draw up the documentation on carrying out the academic workload by their teaching staff in the previous month, which is made up by an account on conducting the teaching workload and research workload both on department and teaching staff levels;

(2) The specific documentation in paragraph (1) shall be made up according to the templates in **Annexes no. 2 a-d** of this Methodology.

(3) The secretariats of the academic departments and Doctoral School elaborate, on monthly basis, documents for the “hourly payment” remuneration, according to the models provided in Annexes 3 a-b, which are centralized by the Faculty/Doctoral School Secretariat. Documentation for “hourly payment” is kept for the entire academic year by the structures that made them up. The Faculty/Doctoral School Secretariat keeps the synopsis made up based on the proposals of the heads of the departments and Doctoral School.

CHAPTER VI

ALLOCATION OF EDUCATION AND SCIENTIFIC RESEARCH TASKS

Article 34 – Allocation of teaching activities and filling the form “Department workload” for tenured and associate teaching staff shall be done based on the following priorities in order to:

a) ensure the minimum number of conventional hours for courses (lectures) regulated for that teaching position, according to applicable legislation;

b) begin the allocation with course and seminar classes;

c) entirely allocate each subject within a teaching workload;

d) ensure allocation of teaching activities from other categories up to completing the base academic workload established by the Academy Senate.

Article 35

(1) The maximum number of hours planned for hourly payment shall be approved at the beginning of each academic year by the Director of the Romanian Intelligence Service, based on the report submitted by the commandant (rector) of “Mihai Viteazul” National Intelligence Academy, validated by “Mihai Viteazul” National Intelligence Academy Senate at the proposal of Faculty/Doctoral School Councils, and endorsed by the General Financial Directorate.

(2) The modification of the number of hours that can be remunerated on hourly payment basis, occurring during the academic year, shall follow the same procedures for endorsement and approval.

(3) At the beginning of each month, the heads of structures elaborate the documentation for conducting the teaching workload from the previous month by the teaching staff, namely the situation on carrying out the teaching workload at Department/Doctoral School level, based on the tables accounting for the teaching activities performed in the previous month, drawn up by each member of the teaching staff.

(4) The documentation provided in Paragraph (1) shall be elaborated according to

Annex no. 2 a-d.

(5) The secretariats of the Faculty and the structures organizing master's degree, doctoral, and postgraduate programs elaborate, monthly, the documents for the remuneration on hourly payment basis, according to the model provided in Annexes no. 3 a-b, which are centralized by the Faculty Secretariat.

(6) Monthly synopses regarding remunerating teaching activities on hourly payment basis are endorsed by:

a) the head of the Department for Legal Rights, Human Resources Services, Applied Psychology, and the head of the Department for Secretariat, Administration and Management of Study Programs in "Mihai Viteazul" National Intelligence Academy, who certify that the teaching positions remunerated on hourly payment basis are vacant, temporary vacant, or reserved;

b) the Dean of the Faculty/Head of Doctoral School, who certifies that the quantity of teaching activities approved by the Director of the Romanian Intelligence Service for hourly payment is observed;

c) the head of the Financial Department, who certifies the existence of financial resources;

d) vice-rector.

(7) Monthly synopses for remunerating teaching activities are approved by the deputy commandant of "Mihai Viteazul" National Intelligence Academy.

(8) The vice-rector coordinates and verifies the record-keeping of teaching workloads with hourly payment allocation for the following teaching activities: admittance exams for bachelor's, master's, and doctoral studies, public defense of the doctoral thesis etc.

(9) Transfer of hours between different teaching positions whose status – vacant or occupied – changes during the semesters of the academic year due to contests for filling teaching positions within the number of hours of classes approved by the Director of the Romanian Intelligence Service.

(10) For transferring didactic tasks, the heads of the departments/ the director of the Doctor School draw up reports justified by documentation and basis of calculation, which are endorsed, for the departments of the faculty, by the Dean of the Faculty, the head of the Financial Department, the head of the Department for Human Resources Management and Organization and Applied Psychology, and approved by the vice-rector.

(11) Records documenting hourly payment are kept for the entire academic year by the structures who drew them up.

(12) The synopsis formulated based on the proposals of the heads of structures is approved digitally and submitted to the Financial Department.

Art. 36

(1) Annexes 1-3b are integral to this Methodology.

(2) The Methodology for allocating the academic workload, education and research tasks within "Mihai Viteazul" National Intelligence Academy was approved in the Senate meeting of 24.02.2022 and shall be enforced in the 2022-2023 academic year.

(3) The Methodology for allocating education and research tasks within "Mihai Viteazul" National Intelligence Academy, approved in the Senate meeting of 28.09.2021 is repealed on the date this Methodology enters into force.