


| | | | |
|--|--|--------------|---------------------|
| ROMANIA ROMANIAN INTELLIGENCE SERVICE "MIHAI VITEAZUL" NATIONAL INTELLIGENCE ACADEMY  | ANIMV-RAP-02 | Edition: 1 | Copy no.: single |
| | | | Review: 2 |
| No. _____ of _____ 2022 | REGULATION ON THE PROFESSIONAL ACTIVITY OF THE MASTER'S DEGREE STUDENTS IN ANIMV | Pages: 16 | |
| | | UNCLASSIFIED | |

REGULATIONS

ON THE PROFESSIONAL ACTIVITY OF THE MASTER'S DEGREE STUDENTS IN "MIHAI VITEAZUL" NATIONAL INTELLIGENCE ACADEMY

Bucharest, 2022

LEGAL BASIS

- > Law of National Education no. 1 of 2011, with subsequent amendments and additions;
- > Law no. 80/1995 on the statute of military personnel, with subsequent amendments and additions;
- > Law no. 288/2004 on the organization of academic studies, with subsequent amendments and additions;
- > Government Decision no. 206/1995 on the reorganization of the National Intelligence Institute into „Mihai Viteazul” National Intelligence Academy, under the authority of the Romanian Intelligence Service, with subsequent amendments and additions;
- > Government Decision no. 1.418/2006 on the approval of the Methodology for external, standards and reference standards evaluation and for performance indicators list, issued by the Romanian Agency for Quality Assurance in Higher Education, with subsequent amendments and additions;
- > Government Decision no. 404/2006 on organization and conduct of master’s academic studies, with subsequent amendments and additions;
- > Government Decision no. 434/2022 on the approval of the Nomenclature of fields and specializations/ programs for academic studies and of the structure of higher education institutions for the academic year 2022-2023, subsequently amended and supplemented;
- > Government Decision no. 585/2002 on national standards on the protection for classified information in Romania, with subsequent amendments and additions;
- > Government’s Emergency Ordinance no. 75/2005 on quality assurance in education, with subsequent amendments and additions;
- > Order of the Minister of Education, Research, Youth and Sports no. 3.666/2012 on the approval of the Code of student rights and obligations, with subsequent amendments and additions;
- > Order of the Minister of Education, Research, Youth and Sports no. 4.945/2012 on the approval of master’s academic programs evaluated by the Romanian Agency for Quality Assurance in Higher Education, with subsequent amendments and additions;
- > Order of the Minister of Education, Research, Youth and Sports no. 3.955/ 2008 on the approval of the General framework for organizing internships within Bachelor’s and Master’s programs and the Framework convention on the implementation of internships within Bachelor’s and Master’s programs, with subsequent amendments and additions.
- > Order of the Minister of Education and Research no. 4.156/2020 on the approval of the framework regulation concerning study documents regime and academic documents in the higher education system, with subsequent amendments and additions.
- > Order of the Minister of Education no. 3.102/2022 on the approval of the Framework methodology for the organization of the admission to the Bachelor’s, Master’s and Doctoral programs, with subsequent amendments and additions;
- > Order of the Minister of Education no. 3.106/2022 on the approval of the Framework Methodology for the organization and conduct of the Bachelor’s Degree, Master’s Degree and dissertation examinations, with subsequent amendments and additions.
- > Order of the Minister of Education no. 3.666 of March 30th 2012 on the approval of the Code of student rights and obligations, with subsequent amendments and additions;
- > Order of the Minister of Education no. 5140/2019 on the approval of the Methodology for the students’ academic mobility, with subsequent amendments and additions.
- > Internal regulations of the Romanian Intelligence Service
- > University Charter of “Mihai Viteazul” National Intelligence Academy.
- > “Mihai Viteazul” National Intelligence Academy Senate’s decisions.

CHAPTER I GENERAL PROVISIONS

Art. 1. The current regulations are applicable to all those who have the status of students in the second cycle of academic studies within the Mihai Viteazul” National Intelligence Academy, hereafter referred to as ANIMV.

Art. 2. Master’s academic studies represent the second cycle of academic training and include programs oriented towards the training/ further study of professional or scientific research skills related to a study field.

Art. 3. The status of student in the second cycle of academic studies is granted to all people declared ”ADMITTED” at the Master’s programs organized by ANIMV.

Art. 4.

(1) Based on the main beneficiary’s needs, the Romanian Intelligence Service – hereafter named SRI, ANIMV organizes dedicated Master’s programs as follows:

a) Programs needed for the intelligence officers’ training;

b) Programs needed to enhance the security culture within the civil society.

(2) Following the admission, students of the programs mentioned at paragraph (1), letter a) become SRI officers.

Art. 5. ANIMV promotes the interdisciplinarity within the Master’s programs which it organizes.

CHAPTER II STUDENTS’ MATRICULATION

Art. 6. Matriculation of students declared ”ADMITTED” following the admission competition for Master’s programs, is being done by the Commandant (Rector’s) decision, based on the proposal submitted by the organizing faculty dean, after concluding the study contract between ANIMV and the matriculated student, with the financing terms of *with tuition* or *without tuition* – financed by the budget.

Art. 7. The draft for Master’s programs contract is developed by ANIMV and updated according to the provisions of the regulations in force. The contract is concluded in 2 (two) copies (when the positions are without tuition), respectively 3 (three) copies (when the positions are with tuition), signed at the beginning of studies by the student and the Commandant (Rector) of ANIMV.

Art. 8.

(1) At the beginning of the studies, within the Master’s programs, students are informed about their objectives, the nature of the activities they are preparing for, their rights and obligations during the program they conduct.

(2) Students attending the professional Master’s programs dedicated to the intelligence officers training sign the *Individual Fixed Term Employment Contract* and the *Study Contract* concluded with ANIMV, within 10 working days since the beginning of the program.

(3) Students attending the Master’s programs for enhancing the security culture in the civil society sign and the *Study Contract* concluded with ANIMV, within 10 working days since the program beginning.

(4) The candidates declared ”ADMITTED” following the admission competition for the professional Master’s programs dedicated to the intelligence officers training who do not come to ANIMV or do not send legally valid documents to justify their non-attendance within

5 (five) working days since the beginning date of the Master's programs, as well as those who do not sign the contracts mentioned in paragraph (2), are declared "WITHDRAWN". ANIMV immediately shares the written lists of its own candidates declared "WITHDRAWN" to the SRI units that drew up the application files for the admission competition. According to their averages, the next candidates declared "REJECTED" fill these vacant positions, during maximum 15 days since the date they were announced.

(5) The candidates declared "ADMITTED" following the admission competition for the Master's programs dedicated to enhancing the security culture who do not sign the contract mentioned in paragraph (3), are declared "WITHDRAWN". According to their averages, the next candidates declared "REJECTED" fill these vacant positions.

(6) All candidates declared "ADMITTED" must bring the Bachelor's Degree Diploma and the transcripts, certified copies, if these documents were not submitted with the candidate's file. The Bachelor's Degree Diploma, the transcripts and a true copy of the birth certificate become a student's file and are kept by the competent faculty Secretariat for the entire study period. One copy of the study contract is also included in this file.

(7) Except for the above mentioned file, the *Sector of Rights, HR and Applied Psychology*, hereafter called *SDSRUPA* within ANIMV, draws up a personal file for each student from the professional Master's programs dedicated to the intelligence officers training, a file that consists of the Individual Fixed Term Employment Contract and other specific documents. During the Master's programs, this file is completed with different specific documents as: term appreciations, psychological evaluation documents or excerpts from the Order of the Day by which the student was granted some rights or by which the student was sanctioned.

Art. 9. The academic study contract may be modified or revised based on the field legal provisions only in writing by an addendum.

Art. 10. (1) The students attending the Master's programs dedicated to enhance the security culture in the civil society are registered in the *Matriculation Register*, part of Romania's Academic Matriculation Register, hereafter named RMUR, under a sole number, available during the entire schooling period of time.

(2) Students attending the professional Master's programs dedicated to the intelligence officers training are not registered in RMUR, but only in the ANIMV's Matriculation Register.

Art. 11. After matriculation, the Master's student received the student ID, annually certified by the Dean of the faculty administrating the Master's program.

Art. 12. Students matriculated at ANIMV benefit from the rights and obligations stipulated within the national legislation if these do not contradict the rights and obligations resulting from the regulations elaborated by the authorized structures of the defense, public order and national security system.

CHAPTER III

PROCEDURES, RIGHTS AND OBLIGATIONS APPLIABLE TO THE OFFICER STUDENTS

Art. 13. This chapter applies to the students attending the programs mentioned at article 4, paragraph (1), point a).

Art. 14. During the schooling years, the students attending the professional Master's programs dedicated to the intelligence officers training have the following rights:

- a) To benefit from free education within Master's program according to the law;
- b) To use the technical material basis necessary to the education process, the libraries and reading rooms, the sports facilities, clubs and the other means existing at the Academy;
- c) To benefit, for a fee, from the dining options offered by the Academy;

- d) To benefit, on demand, from accommodation in the Academy's dorm spaces;
- e) To receive wages according to their employment position during their training;
- f) To benefit from leaves (or days off) and permissions, according to regulations in force;
- g) To benefit from healthcare within the SRI medical system;

Art. 15.

(1) Students attending the professional Master's programs dedicated to the intelligence officers training bear the responsibility for their own training and behavior and are bound to:

- a) To attend unquestioningly all the education activities (lectures, laboratories, seminars, practical applications, evaluations etc.);
- b) To comply with the Academy's timetable;
- c) To comply with the standards of confidentiality, work secrecy and division specific to the institution;
- d) To comply with the provisions of orders on managing the classified documents;
- e) To comply with the provisions of SRI Director's orders on relations with foreigners, with politically exposed people, with the business environment, media and on visits abroad;
- f) To comply with ANIMV Charter, with Academy's regulations and decisions;
- g) To attend the managing structures' meetings within the Academy as elected representatives of the students;
- h) To comply with the quality standards set by the Academy;
- i) To comply with other people's copyright;
- j) To comply with the provisions of the Academy's ethical code;
- k) To elaborate and present evaluation papers for the subjects and original graduation works;
- l) To pay the eventual damages to the material basis provided to them by the higher education institution;
- m) To report to their superiors any situation that might influence the smooth running of lectures;
- n) To use correspondingly the Academy's assets provided to them to be used during classes;
- o) To comply with the Academy's access rules;
- p) To comply with the internal measures and regulations on keeping the personal documents issued by the Academy. In case of their loss, they must announce it to the *Legal Rights, HR and Applied Psychology (SDSRUPA)*;
- q) To comply with social life norms, to respect and to be decent in their relations with the teaching and administrative staff, with colleagues and other people they come in touch with, inside or outside this institution;
- r) To prove in all circumstances moral and civic virtues, fighting spirit in order to defend democratic values and institutions, courage, boldness, trust in their own powers, sense of duty, honor, love and respect for the institution, to respect the officer's honor and dignity;
- s) Not to join nor to accede to extremist/ separatist organizations, cults/sects that are not legally recognized or initiating nature organizations;
- t) Not to join nor to accede to fascist, legionary, racist, xenophobe groups or groups promoting people guilty of genocide against humanity and of war crimes or people who are known for focusing on activities that may prejudice national security;
- u) Not to join political parties or organizations, not to resort to strikes of any type nor to other forms of collective protests, nor to join other people in such actions; not to take part in rallies, demonstrations or other claiming actions;
- v) To inform direct supervisors as soon as possible when they become aware of any problems, misconducts, difficulties or lacks during the training;
- w) Not to drink alcohol within the Academy;
- x) To comply with personal and collective hygiene rules;

- y) Not to use the SRI employee status in order to solve personal problems;
- z) To know and apply the provisions on protecting the classified and unclassified information belonging to the Service or used during the education process;
 - aa) Not to commit deeds that could endanger the Academy's security, its personnel or their own security;
 - bb) Not to give away without approval documents, equipment, materials or other goods belonging to the Academy;
 - cc) Not to commit antisocial deeds or other actions that prejudice the institution's image or reputation.

(2) According to the legal provisions in force, during the Master's programs students fully bear the material responsibility for the damages caused to the Academy's assets.

(3) In the 2nd year, officer students have the status of ANIMV personnel **posted** to the units where they conduct their practical and professional inclusion activities and benefit from all the rights and have all the obligations resulting from laws, regulations, instructions and orders in force.

Art. 16.

(1) In ANIMV attending the courses is compulsory in all forms of educations (physical, online, mixt, hybrid).

(2) Students must attend all forms of teaching activities stipulated in the curriculum (lectures, seminars, laboratories, practical applications), as well as other missions and ordered activities under the provisions of military regulations, according to the quality they have.

(3) At the beginning of every academic year, for all student groups, the person responsible to the class appoints a group chief who, together with the tutor appointed from the academic personnel/ military instructors, thus ensures the connection with the competent dean's office for all problems concerning the students' teaching and social activity.

Art. 17.

(1) Records of officer students' presence is kept daily and is recorded in the class ledger for each subject and training sessions.

(2) During online classes, records for attendances and absences are being made based on information registered on the platforms used for the teaching process.

(3) To operationalize some ways of action specific for the attendance of the students named at article (4), paragraph (1), point a), this regulation sets the following:

- a)** If a student has reasons for missing more than 50% of the classes foreseen in the curriculum of a course, he is allowed to sit the mid-term tests, written verifications, colloquiums or exams, only after undertaking a compensatory training program, approved by the Commandant (Rector).
- b)** If a student has reasons for missing between 25% to 50% of the classes foreseen in the curriculum of a course, he is allowed to sit the mid-term tests, written verifications, colloquiums or exam, only after undertaking a compensatory training program, approved by the Dean.
- c)** If a student has reasons for missing a maximum of 25% of the classes foreseen in the curriculum of a course, he is allowed to sit the mid-term tests, written verifications, colloquiums or exam only with the approval of the tenured professor.
- d)** In extraordinary circumstances, involving medical reasons that do not require that the student should be considered "unfit for military service" or determined by causes which the student cannot be held accountable for, he may pause the classes, with the approval of the Dean and notice from the competent Faculty Council and, if necessary, from the military medical commission. He may resume classes if there is a series of students and available positions in the same specialization for the year

in which he should be enrolled and if he passed all the supplementary exams arising from curriculum modifications.

- e) If the activities mentioned at letters a) and b) cannot be recovered by means of a compensatory training program, for reasons the student cannot be held accountable for, the activities may be rescheduled during the following academic year; if such the case, the student must attend the other classes as well.
- f) If the student has unmotivated absences, he will be sanctioned according to the military regulations in force.

Art.18. The ANIMV Commandant (Rector) may approve a temporary attendance exemption for student officers, based on medical documents.

Art.19.

(1) Absences from classes, seminars and practical applications may be motivated by the tenured professor of the course, based on the supporting documents presented by the student officer.

(2) Absences may be motivated in the following situations:

- a) In case of disease, based on the hospital discharge paper or the exemption issued by the ANIMV medical office. After motivation, the document will be included in the student's personal file;
- b) For leaves of absence (furloughs) granted by the Academy Commandant (Rector);
- c) For ordered of planned missions;
- d) For performing services, according to military regulations.

Art.20.

(1) Expelling student officers may be proposed by the Dean, with the endorsement of the Faculty Council, through the decision of the ANIMV Commandant (Rector).

(2) Expelling may be recommended for the following situations:

- a) students attempt to fraudulently pass exams or other forms of verification;
- b) students have repeatedly disobeyed the provisions of the military regulations, the ANIMV Charter, the Internal Rules of ANIMV, or have taken part in serious events, which resulted in the qualifications of "mediocre" or "inadequate" in the work assessment;
- c) students do not graduate the academic year, according to the stipulations of Art. 41;
- d) during the schooling years students consumed or were involved in operations with plants, substances or combinations of narcotic, psychotropic or likely psychoactive effects substances, that are under national control or are mentioned in international conventions that Romania is part of;
- e) Students have entered the campus with forbidden substances (plants and narcotic or psychotropic substances), with the purpose of personal consumption or in order to sell them;
- f) Other situations that go against military honor and dignity.

(3) Students may withdraw from the study program (expulsion upon request) for personal reasons, which involves paying the cost of tuition, circumstances in which the procedure in paragraph (1) is applied.

(4) Expelling the student for reasons he is made accountable for leads to termination of the tuition contract and collection of the cost of tuition on the expelled student's account.

CHAPTER IV PROCEDURES, RIGHTS AND OBLIGATIONS APPLIABLE TO CIVIL STUDENTS

Art. 21. This chapter refers to students attending the programs mentioned in art. 4 paragraph (1) b).

Art. 22. During the schooling years, students attending the Master's programs dedicated to enhance the security culture in the civil society benefit from the following rights:

- a)** The right to quality education;
- b)** The right to access internal and external mobility programs, and to have the received credits recognized, according to the law;
- c)** The right to protect their personal data;
- d)** The right to receive free teaching materials, in physical or electronic form, and to access all learning materials available for free in university libraries or on the faculty's website;
- e)** The right to be informed, during the first two weeks of the semester, about the analytical curriculum, the structure and the objectives of the course, the competences gained after graduating the course, as well as the examination and the evaluation procedure. Any subsequent modification in the evaluation and examination procedure may only be done with the student's consent;
- f)** The right to receive, at the beginning of the first study year, a "Study Guide", which includes information about: student rights and obligations, courses in the curriculum, services offered by the Academy, evaluation procedures, tax value, material basis of the university and faculty, procedures to access scholarships and other financing means, mobilities, as well as other facilities and grants made available.
- g)** The right to receive support from a tutor, according to the dimension of these structures, from the professors of the faculty in which the student is enrolled;
- h)** The right to participate in evaluating classes, seminars, practical activities, in evaluating the work of the professors and other educational and/or organizational aspects regarding the study program, according to art. 303 paragraph (2) of Law no. 1 of 2011, with subsequent amendments and additions. Evaluations are public information and are used to appreciate the performance of the classes, seminars, internships, study programs and professors;
- i)** Copyrights and intellectual property rights for the results of the research and development activities, artistic creation and innovation, according to the legislation in place, the university Charter and potential contracts between parties;
- j)** The right to receive free information and academic, professional, psychological and social counselling services, related to teaching activities, provided by the institution of higher education, according to the university Charter;
- k)** The right to practice according to the study program's objectives, as well as the right to material basis, transportation and meals insured according to the law;
- l)** The right to have individual practice acknowledged, after evaluating the degree to which the practice objectives have been fulfilled, in accordance with the study program;

m) The right to pause and resume studies in accordance with the university Charter and the law in force;

n) The right to an objective and non-discriminatory evaluation of the competences gained after completing a course, following the curriculum, and the right to know the scale for evaluation;

o) The right to be examined through an alternative method if the student suffers from a temporary or permanent disability, medically certified, which makes it impossible to present the knowledge gained as established by the tenured professor of the class, in such a way that the alternative method does not limit reaching the examination standards;

p) The right to contest the grades received at written exams, according to internal university regulations;

q) The right to receive, upon request, a copy of the thesis registered by the Academy and to be informed about the grade received for the paper;

r) The right to benefit from an educational process focused on the student in order to allow personal development, integration within the society, to be hired, to keep a job and to ensure mobility on the labor market;

s) The right to benefit from flexible learning ways, in accordance with. art. 123 paragraph (7) of Law no. 1/2011, with subsequent amendments and additions. This is why, the study program will include a minimum number of optional and/or non-compulsory classes out of the total classes offered by the Academy.

Art. 23. Students attending the Master's programs dedicated to enhance the security culture in the civil society have the following obligations:

a) To attend all teaching activities and fulfil all tasks as required by the educational plan and the course outline;

b) To comply with ANIMV Charter, regulations and decisions;

c) To participate in Academy's management meetings as elected representatives of the students;

d) To comply with quality standards required by the Academy;

e) To comply with copyrights of others and to acknowledge to whom information used in papers belongs;

f) To comply with ANIMV's code of ethics;

g) To elaborate and give original evaluation papers for courses and original graduation papers;

h) To complain to competent authorities about any problems in the teaching process and other associated activities;

i) to attend academic activities without being under the influence of alcoholic beverages of other forbidden substances;

j) Not to use a language or behavior inappropriate to the academic environment;

k) To appropriately use facilities and grants received, only for the established purpose.

l) To maintain the university premises clean, quiet and in order;

m) To maintain functional the material basis offered to them by the higher education institution;

n) To reimburse any damage made to the material basis offered to them by the higher education institution;

- o) To inform competent authorities about any situation that may influence the deployment of individual or general study;
- p) To fulfil the financial commitments towards the institution in which they are enrolled, following the provisions of the study contract.

Art. 24.

- (1) Records of the students' presence is kept daily and is divided between courses and preparation classes in the class ledger. Tenured professors have the obligation to verify the records for the classes, seminars and practical activities they deploy.
- (2) During online classes, records for attendances and absences are being made on information registered on the platforms used for the teaching process.

Art.25.

- (1) In order to establish specific ways of action in the case of students nominated by art. 4 paragraph. (1) b), the present regulation states the following procedures:
 - a) If a student has a maximum of 25% **explained** or **unexplained** absences of the classes foreseen in the curriculum of a course, he is allowed to sit the mid-term tests, written verifications, colloquiums or exam, only with the approval of the tenured professor;
 - b) If a student has more than 25% **unexplained** absences of the classes foreseen in the curriculum of a course, he will be expelled as per art.26.
 - c) If a student **has reasons** for missing between 25% to 50% of the classes foreseen in the curriculum of a course, he is allowed to sit the mid-term tests, written verifications, colloquiums or exam, only after undertaking a compensatory training program, approved by the Dean.
 - d) If a student **has reasons** for missing more than 50% of the classes foreseen in the curriculum of a course, he is allowed to sit the mid-term tests, written verifications, colloquiums or exam, only after undertaking a compensatory training program, approved by the Rector.
 - e) In extraordinary circumstances, the student **may pause** the classes, with notice from the Faculty Council and the approval of the Dean. He may resume classes if there is a series of students and available positions in the same specialization in the year in which he should be enrolled and if he passed all the supplementary exams arising from curricula modifications.

(2) Students may request to have their absences excused under the following circumstances: disease certified by medical institutions (hospitals, medical offices and centers), other serious reasons for which supporting documentation can be provided. The Dean decides whether to excuse the absences, based on the supportive documentation, no later than one week after the request has been submitted. The Dean will personally inform the students about his decision concerning the absences.

Art. 26. Expelling of students nominated in art.4 paragraph (1) b) is proposed by the Dean, with notice from the Faculty Council, through the decision of the Academy Commandant (Rector).

Art. 27.

- (1) Students are expelled if:
 - a) They attempt to fraudulently pass exams or other forms of verification;
 - b) They have repeatedly disobeyed the provisions of the ANIMV Charter, the Internal Rules of ANIMV or have committed other serious acts;
 - c) students do not graduate the academic year, according to the stipulations of Art. 40;

d) Students have more than 25% unexplained absences of the classes foreseen in the curriculum of a course.

e) Other situations that go against university honor and dignity.

(2) Students may withdraw from the study program for personal reasons. The procedure that applies is described in paragraph (1).

(3) The expelling of the student leads to the cancelation of the educational contract.

(4) If a student withdraws from a study program for personal reasons, or is expelled, the taxes already paid will not be refunded.

Art. 28. Students expelled by ANIMV, regardless of the school year, may resume classes only after passing, with the necessary approvals, a new admission competition.

CHAPTER V

ASSESSING THE TRAINING/ PERFORMANCES OF MASTER'S STUDENTS GRADING AND PASSING THE SEMESTER

Art. 29. Students' preparation will be verified during the entire master's study program, organized by the Academy.

Art. 30.

(1) Students will be evaluated at all subjects, through the verification methods mentioned in the curriculum and in the subject outline.

(2) The volume and level of knowledge necessary for examinations and other methods of examination, as well as the examination form - written, oral, both written and oral - are mentioned in the subject outline. The tenured professor has the obligation to inform the students about the content of the subject outline.

(3) Mid-term examinations are deployed according to the structure of the academic year, approved by the Academy Senate.

(4) Examination commissions are proposed by the program's manager and approved by the Dean of the competent faculty, and are mentioned in the order of the day.

(5) The examination board will consist of professors that taught that particular course, assisted by professors that deployed seminars or practical works for that group or by other people nominated for this purpose.

(6) Evaluation will be scheduled with the help of the competent faculty secretariat and will be announced 15 days before the examination, through the Academy's means of communication – notice board, teaching platform etc.

(7) Students may ask to reschedule an exam, in special circumstances, through a formal request addressed to the Dean.

Art. 31.

(1) University Senate may approve, if faculties Councils propose so, the deployment of an open exam session for the master's students that prove (through an official document) that they cannot be/ could not have been present to the scheduled examination/ re-examination because of a disease, admission to hospital, the death of a family member, international mobility, participating to sporting events or missions or other situations of extreme emergency.

(2) The student may apply for an open session through a request addressed to the Dean of the faculty that deploys the study program, who submits the request for endorsement to the faculty Council. The request includes the document that certifies the impossibility to participate to the examination/ re-examination sessions.

Art. 32.

(1) The examination is deployed following all regulation in force regarding the quality of education.

(2) It is forbidden for master's students to enter the examination room with different devices with information pertaining to the subject being evaluated (books, course support, written paper and any other mechanical or electronic devices that allow information storage and reading, phones, computers, iPods, hands free systems, memory sticks, external HDD, pockets, MP3, MP4, smartwatches).

(3) It is forbidden for a student to cheat or to attempt to cheat, to substitute a person, to use drafts from other master's students, as well as to sign the paper using another name than his own.

(4) The use or attempted use of the information devices mentioned in paragraph (2) during written exams/ oral exams/ mid-term exams shall be considered cheating or attempted cheating, respectively.

(5) Students attempting fraudulent graduation shall be expelled, in compliance with art. 20 and 26.

(6) Should a graduation examination be found to have been passed fraudulently or infringing on Code of Ethics and University Deontology, those results may be invalidated by the Dean of the competent faculty, upon proposal of the department's chief and pending the approval of the Academy Rector.

(7) Should the events referred to by paragraph (6) arise, the faculty Dean shall decide a reexamination.

Art. 33.

(1) Students' attendance to term exams and graduation exams, as well as to any other assessment forms is mandatory.

(2) In order to be able to attend an examination, students must fulfil all school-related duties foreseen in the curriculum of the course (reports, laboratory work, projects, applications, tests, assessments etc.)

(3) Students' learning assessment, for the specific examinations, shall be expressed by marks -- positive integers from 1 (one) to 10 (ten).

(4) The minimum mark required to pass an exam is 5 (five).

(5) An examination with multiple tests (written test, oral test, practical test) shall be assessed by a single final mark. The examination mark is the average of individual test marks weighted as provisioned in the subject outline, and rounded to integer.

(6) The student's marks for each assessment form in the curriculum shall be registered in the grade book (marking charts); the examiner shall fill in all fields, without corrections or scratches. Students not attending an examination as scheduled shall be marked "MISSING"/ "ABSENT".

Art. 34.

(1) Students may only appeal against assessments of written tests.

(2) Students' appeals shall be analyzed by an Appeals Committee proposed by the Dean of the faculty managing the program, approved by the Commandant (Rector) of ANIMV and appointed by order of the day.

Art. 35. Tuition students may attend the term examination session pending payment of due tuitions as per the master's program they are enrolled in.

Art. 36.

(1) Pending on their learning performance, master students with no failed exams may be promoted to a tuition-free position for the second year, under the law, if such positions are available.

(2) Should two or more students have identical year grades, their promotion to a tuition-free position shall depend on the following tiebreak criteria, respecting the following priority:

- a) highest grade for advanced knowledge subjects;
- b) number of exams passed with maximum mark (ten) for advanced knowledge subjects;
- c) highest mark for subjects in the complementary learning module;
- d) number of exams passed with maximum mark (ten) for subjects in the complementary learning module;
- e) average mark at the admission exam for the Master's program for enhancing the security culture;

Art. 37. Students must be notified of their exams and tests results within 48 hours since taking each exam or test, by either the tenured professor of the subject or by the Exam Committee's Chairman.

Art. 38. Students failing one of the learning assessment forms for subjects particular to the Master's programs may resit the exam during the failed exams session and reexaminations session.

Art. 39. Regardless of the studies' financing source (public subsidy / private tuition), in order to pass a subject Master's students are entitled to several assessments, as follows:

- a) the first assessment, free of charge, within the exam session scheduled at the end of the semester during which were performed teaching activities for that subject;
- b) the second assessment, free of charge, within the annual failed/ reexamination session;
- c) the third, paid assessment (with a fee set every year by the Academy Senate), normally scheduled within the next series' assessment sessions.

Art. 40.

(1) Students may request reexaminations to improve their grades.

(2) Reexamination requests are to be approved by the Dean of the faculty managing the program.

(3) Grade-improvement reexaminations will be attended according to the schedule drafted by the secretariat of the faculty managing the program, based on the students' approved requests.

(4) Grade-improvement reexaminations will be sat before the tenured professor and at least two more professors from the subject department.

(5) Reexamination grade shall be final, even if lower than the initial grade, and will replace the previous grade.

Art. 41.

(1) Graduation of each school year is pending on the results of every assessment provided by the curricula.

(2) Students pertaining to art. 4 paragraph (1) letter (a) may graduate pending the achievement of at least 40 of the credits assigned to subjects in the Master's program curriculum and all the credits assigned to subjects in the intelligence officers training courses, according to the *European Credit Transfer System of "Mihai Viteazul" National Intelligence Academy*.

(3) Students pertaining to article 4 paragraph (1) letter (b) may graduate pending the achievement of at least 40 of the credits assigned to subjects in the master's studies curriculum, according to the *European Credit Transfer System of "Mihai Viteazul" National Intelligence Academy*.

(4) Faculty Council may agree to extend the tuition schooling cycle by 1 - 2 semesters beyond the lawful schooling period, should the student fail to fulfill all school-related duties while still achieving at least 40 credits for every academic year, after attending the complete schooling cycle (study years) provided in the curriculum. This extension shall comply with the provisions of art. 222 paragraph (2) of National Education Act no.1/2011, subsequently amended and supplemented.

CHAPTER VI

GRADUATION. THESIS DRAFTING AND DEFENDING. AWARDING THE MASTER'S DEGREE

Art. 42.

(1) Master's programs shall be concluded with a public *thesis* defense scheduled during the fourth semester, held before a *thesis committee* appointed by the competent faculty council and approved by the Academy Senate.

(2) Registration for the graduation examination session is pending on achieving the full 120 transferable study credits assigned to the curriculum subjects.

Art. 43.

(1) Thesis topics shall be proposed to students by tenured professors holding at least an academic degree of Assistant Professor and chosen in agreement with the Master student, and shall be aligned with the Master's curriculum, the supervisors' fields of expertise, with ANIMV's institutional programs and policies, and shall be approved by the Heads of Department.

(2) Thesis topics shall be chosen at the end of the second semester of the first academic year.

Art. 44.

(1) The thesis shall be defended during a public presentation before the Thesis Committee.

(2) Thesis papers must make proof of a high degree of scientific and professional knowledge of the research topics, must include original work towards advancing/ solving the research topics, as well as their scientific and professional validation.

(3) The minimum grade required for passing the thesis assessment is 6,00 (six).

(4) The thesis grade shall be calculated with two decimal places without rounding.

(5) The thesis defense shall be held in agreement to ANIMV's own regulation pertaining to holding Master's studies graduation assessments.

Art. 45.

(1) Thesis defenses may be held during three sessions, two of which shall be scheduled within the current academic year and one during February of the next academic year.

(2) Failed candidates may attend a second defense, subject to a fee set by the Academy Senate.

(3) Students graded at least 6,00 (six) shall be awarded a Master's Diploma, along with the transcripts, according to prevailing rules.

(4) Diplomas for the master's program graduates shall be issued by the Secretariat within 12 months from the graduation date.

(5) Until the issuing of the diploma, the graduates receive graduation certificates, upon a request addressed to the Commandant (Rector). In case of loss, obtaining a new certificate is subject to diploma duplicates issuing procedures.

(6) Upon request, failed graduates receive from the Secretariat of the competent faculty a *Certificate of Completed Academic Master's Studies without graduation examination* which include details about the academic studies field, the program/

specialization, attending years, yearly grade averages, accredited/ provisional authorized status, form of education, language of instruction, geographical location, credits and their prevailing normative act.

CHAPTER VII PAUSING AND RESUMING CLASSES. CEASING STUDENT STATUS

Art. 46.

(1) As per art. 17 and 25, students may pause their Master's studies. The demand is based on a pausing request. The request may be filed between the first and the second year or by the end of the third semester.

(2) The cumulative period of time during which a student may pause his Master's studies must not exceed one year, according to art. 22 of Government Decision 404/2006.

(3) Suspended studies may be resumed pending Dean's approval of the application filed with the Secretariat of the competent faculty.

(4) The application must be filed at least 10 working days prior to the start of the resumed semester.

(5) Master's programs dedicated to enhancing security culture may be resumed only as tuition schooling, after payment of the academic year fees.

(6) Studies may be resumed only if classes and free student positions exist for that particular specialization during the academic year scheduled for resumption, and pending the student's assessment of all the difference examinations due to changes in curriculum.

(7) The subjects for difference examinations shall be approved by the Faculty Council upon the proposal of the subject chief and shall be included in an addendum to the schooling contract.

Art. 47.

(1) Students pertaining to article 4 paragraph (1) letter (b) which did not fulfill their school related duties by the end of the second year may request the **extension** of the schooling period for another academic year in order to recover the necessary transferable credits, for reasons pertaining to:

a) having medical leaves no longer than 60 days (of which at least 20 consecutive days) during the academic year and were not able to attend compensatory training programs;

b) attending missions abroad/ special training programs/ national or international competitions, for at least 3 months;

c) other special cases.

(2) Extension applications, along with supporting documents and the receipt for the full tuition, shall be addressed to the Dean of the competent faculty at least 10 working days prior to the start of the academic year in which the student intends to be re-enrolled.

(3) Extension applications shall be assessed by the Faculty Council and approved by the Dean, based on the supporting documents filed by the master's student.

(4) Schooling extensions may be granted once for the duration of the schooling program.

(5) An addendum will be concluded at the beginning of the academic year to establish the extension.

Art. 48.

(1) The status of student attending the professional Master's programs dedicated to the intelligence officers training ceases:

a) at the contractual conclusion of the schooling cycle;

- b) upon withdrawal from the Master's programs, pending the repayment of the public subsidy tuition;
 - c) upon expelling, effective on the date of the expelling decision;
 - d) upon remission of the security certificate or of the classified information access authorization.
 - e) upon being put on ready reserve, regardless of the reasons behind this decision.
- (2) The status of student attending Master's programs for enhancing the security culture in the civil society ceases:
- a) at the contractual conclusion of the schooling cycle;
 - b) upon withdrawal from the Master's programs;
 - c) upon expelling, effective on the date of the expelling decision,
- (4) In case of expelling or withdrawal from tuition programs, the fees related to subjects the student has attended shall not be reimbursed.

CHAPTER VIII FINAL PROVISIONS

Art. 49. To ensure the smooth running of Master's programs and the fulfilment of this Regulation, according to the legal provisions in force, ANIMV collects, processes, manages and stores personal data from the Academy candidates and students, as provided by the prevailing law.

Art. 50. This Regulations may be modified/ supplemented in compliance to new regulations concerning the professional activity of the students.

Art. 51. This Regulations comes into force at the date of its endorsement by the Academy Senate.

Art. 52. On the date this Regulations comes into force, it repeals the provisions of *Regulations concerning the professional activity of Master's students at „Mihai Viteazul” National Intelligence Academy*, edition 1, revision 1, from 20.05.2021.

The “Regulations concerning the professional activity of Master's students at ANIMV” has been endorsed by the Academy Senate Assembly from 29.11.2022.