

ROMANIA
ROMANIAN INTELLIGENCE SERVICE
“MIHAI VITEAZUL”
NATIONAL INTELLIGENCE ACADEMY
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METHODOLOGY

**FOR THE ORGANIZATION AND CONDUCT OF THE EVALUATION OF THE
MASTER'S THESIS OF THE FACULTY OF INTELLIGENCE
WITHIN “MIHAI VITEAZUL” NATIONAL INTELLIGENCE
ACADEMY**

Approved in the “Mihai Viteazul” National Intelligence Academy Senate’s meeting on February 26th, 2023

- Bucharest, 2023 -

UNCLASSIFIED

LEGAL BASIS

- Law of National Education no. 1/2011, with subsequent amendments and additions;
- Law no. 288/2004 on the organization of university studies with subsequent amendments and additions;
- Law no. 80/1995 on the status of military personnel, with subsequent amendments and additions;
- Government Decision no. 404/2006 on the organization and conduct of Master's degree studies;
- Government Decision no. 434/2022 on the accredited Master's study programs and the maximum number of students that can be enrolled in the academic year 2022-2023;
- Government Decision no. 1.418/2006 on the approval of the Methodology for the external evaluation, standards, reference standards, and the list of performance indicators of the Romanian Agency for Quality Assurance in Higher Education (ARACIS);
- Order of the Minister of National Education no. 3.106/2022 on the approval of the Framework Methodology for organization and conduct Bachelor's degree and Master's degree examinations, with subsequent amendments and additions;
- Order no. 4.156/2020 on the approval of the Framework Regulation on the study documents system and university documents within the higher education system;
- University Charter of "Mihai Viteazul" National Intelligence Academy.

CHAPTER I GENERAL PROVISIONS

Art.1. As an Institution Organizing Master's Degree Studies (IOSUM), "Mihai Viteazul" National Intelligence Academy (ANIMV), organizes and conducts the following Master's degree programs at the Faculty of Intelligence, in the field of Intelligence and National Security:

- a) Intelligence and National Security (ISN), professional master for training officers;
- b) Management of Intelligence in Counter-Terrorism (MICT), master for enhancing the security culture within civil society;
- c) Management of National Security Intelligence (MISN), master for enhancing the security culture within civil society.

Art.2. (1) ANIMV, within the Faculty of Intelligence, organizes thesis examinations in accordance with this Methodology, structured according to the general criteria on the organization of final examinations for studies in higher education, second cycle – Master's Degree, developed by the Ministry of Education and *supplemented by specific ones*, established by the "Mihai Viteazul" National Intelligence Academy Senate.

(2) Master's study programs of the Faculty of Intelligence are completed with a thesis examination which consist of one test, namely defending the thesis.

(3) The defense of the thesis is public and carried out through direct and immediate contact, in the presence at the same time and place of both the examination committee and the candidate.

(4) The language used for the thesis examination is Romanian.

(5) The minimum average required for passing the thesis examination is 6,00 (six).

(6) Grades from the oral examinations cannot be appealed, in accordance with the provisions of art. 23 of OMEN 3.106/2022.

Art. 3. For students enrolled in Master's study programs held by ANIMV, the thesis examination is organized by the Faculty of Intelligence Secretariat.

Art. 4. Only graduates who have fulfilled all their educational obligations set out in the curriculum and in the subject outlines may participate in the thesis examination.

Art. 5. (1) The research areas for the theses are established by the academic community, represented by the Faculty of Intelligence and the research structures, in accordance with the vision and ANIMV Strategy for Scientific Research, Development and Innovation, with the curriculum and the subject outlines that the students used for study.

(2) The research topic has a multi-annual perspective and is implemented under the guidance of a professor.

Art. 6. To ensure the possibility to make a choice, students shall propose titles and topics for their theses according to the research areas of their thesis's advisers.

Art. 7. (1) Each thesis shall be supervised by a professor holding at least the degree of lecturer.

(2) Master's students enrolled in Master's study programs for the training of intelligence officers for the Romanian Intelligence Service shall also have a specialist as expert reviewer, along with the supervisor mentioned in paragraph (1).

Art. 8 (1) At least two semesters prior to the completion of their studies, Master's students are required to choose a thesis topic. Following the expression of choice, the Faculty of Intelligence Council approves a table containing the student's name, the title of the topic and the coordinator of the thesis. Tutors must ensure that all students have chosen the topic of the thesis within the deadline established by this Methodology.

(2) The student must have the thesis supervisor and the expert reviewer's approval.

(3) The theses titles will be centralized by the Faculty of Intelligence Secretariat.

Art. 9. (1) Thesis will be elaborated in accordance with the methodologies established by the academic community and in compliance with the internal regulations on classified documents, as appropriate.

(2) The methodologies and the Guide for Academic Writing/ Drafting and Writing of the paper will be made available to students through dedicated platforms.

Art. 10. Master's students enrolled in the Master's study programs complete and defend the theses at the end of the 4th semester.

Art. 11. (1) Theses must have an original content. If deviations from the rules of academic ethics and deontology are found, and the supervisor of the thesis decides to reject it, the graduate is no longer allowed to sit the final examination during that session, and is considered to be REJECTED.

(2) The scientific coordinator has the right to grade the thesis as REJECTED prior to the plagiarism check of the paper, if the student failed to fulfill his obligations regarding the presentation of the paper, at different stages, during its period of preparation and elaboration, if the student did not consider the recommendations of the coordinator or if the scientific level of the paper is not appropriate.

(3) The similarity report is an advisory tool for the evaluation process of the thesis. The purpose of this report is to assist the scientific coordinator, who has the final decision on the grade awarded.

(4) The theses supervisors, as well as their authors, are jointly responsible for the originality of their content. If the student presents a thesis that has been copied or falsified by assigning the status of author (a paper that has been bought) in order to sit the examination to complete the Master's studies, he will be sanctioned and lose the right to sit the examination in order to complete his studies.

CHAPTER II THE RIGHTS AND OBLIGATIONS OF THE WORK GUIDE AND GRADUATE STUDENTS

Art. 12. The supervisors of the theses have the following obligations:

- (1) To establish together with the student the topic of the thesis, the research program and the calendar for the preparation of the thesis;
- (2) To advise students whenever they ask for it;
- (3) To periodically analyze the stage of the thesis and to make observations and suggestions to complete or reconsider, where appropriate;
- (4) To ensure the originality of the work by verifying it using a software to identify similarities, in accordance with the deadlines decided upon;
- (5) To check the compliance with academic integrity rules and avoidance of plagiarism and to ensure compliance with the provisions of art. 143 (paras. 4 and 5) and art. 310 let. a) and b) of the Law of National Education no. 1/2011, with subsequent amendments and additions;
- (6) To grade in accordance with the value of the thesis;
- (7) To comply with the provisions of the Code of Academic Ethics and Deontology.

Art. 13. (1) Master's students writing a thesis have the following obligations:

- a) To propose the topic of the thesis in accordance with the research areas proposed by the Faculty of Intelligence;
 - b) To submit to the Faculty of Intelligence Secretariat, on due date, the request to choose the topic;
 - c) To comply with the requirements of the thesis supervisor on the content of the thesis;
 - d) To comply with the Academic Writing Guide/ Drafting and Writing of the thesis;
 - e) To respect the Synoptic for preparing the thesis;
 - f) To comply with the provisions of the Code of Academic Ethics and Deontology;
 - g) To respect the rules for avoidance of plagiarism and the provisions of art. 143 (paras. 4 and 5) and art. 310 let. a) and b) of the Law of National Education no. 1/2011, with subsequent amendments and additions.
- (2) Master's students writing a thesis have the right to:
- a) change the topic of the thesis or its supervisor only once, for well-founded reasons, on the basis of a report approved by the dean of the relevant faculty;
 - b) to receive guidance from his/ her thesis supervisor.

CHAPTER III ORGANIZATION AND CONDUCT OF THE EVALUATION OF GRADUATION THESIS

Art. 14. The organization and conduct of the evaluation of graduation thesis takes place under the coordination of an *Examination Committee*, appointed by order of the day per unit.

Art. 15. (1) The chairman of the Examination Committee and the members of the committees, for each specialization, are proposed by the dean of the Faculty of Intelligence.

(2) The members of the committees are approved by the Commandant (Rector).

(3) Each Examination Committee consists of the chairman, two members and a secretary.

(4) The chairman of the thesis Examination Committee must hold at least the degree of associate professor.

(5) The members of the committee must hold at least the degree of university lecturer.

(6) The secretary of the Committee must hold at least the degree of assistant professor and his sole attributions are to draw up and manage the administrative documents.

Art. 16. (1) Master's students will submit to the Academy, **15 working days prior to the exam date:**

- application for enrolling in the competition (Annex 1);
- the theses in an electronic form, .doc and .pdf extension, on the e-mail address provided.
- the affidavit (Annex 2) regarding the original content of the thesis.

Art. 17. (1) The Faculty of Intelligence Secretariat centralizes the theses received on due time and sends each of them to each supervisor within 5 working days.

Art. 18. (1) The thesis supervisor will prepare an evaluation sheet of the thesis (Annex 3), which will contain the analysis of the thesis and the proposal to accept the thesis to be defended before the examination committee.

(2) The above-mentioned documents, along with a report for similarities, shall be sent by the supervisors to the Faculty of Intelligence Secretariat at least **5 working days prior to the date of the examination.**

(3) The Faculty Secretariat prepares the schedule for defending the accepted thesis and communicates it to the students at least 5 working days prior to the examination day.

Art. 19. (1) Each member of the committee proposes a full grade, from 1 to 10. The pass average of the thesis examination is the arithmetic average of the grades granted by the members of the committee. It is a two decimal places number, without rounding, based exclusively on the grades granted by the members of the examination committee.

(2) The pass average of the thesis examination must be at least 6.00.

Art. 20. (1) ANIMV, represented by the Faculty of Intelligence, will plan a new session, in accordance with the provisions of OMEN 3.106/2022, at the proposal of the Faculty Council and with the approval of the Academy Senate, for Master's students who do not pass the thesis examination.

(2) The graduate who did not pass the thesis examination may participate in a new session after paying an examination fee, in the amount approved by the Board of Trustees and the Academy Senate, at the proposal of the Faculty of Intelligence Council.

Art. 21. In exceptional circumstances, not attributable to the graduate student (medical reasons, missions, etc), for which evidence is submitted, the student who cannot sit the thesis exam during the session established for his series will sit the thesis exam during a later session, planned and approved by the Academy Senate, without paying a fee.

Art. 22. The thesis committee is responsible for the application of and compliance with the provisions of this Methodology.

CHAPTER V FINAL PROVISIONS

Art. 23. Graduates of the ANIMV Faculty of Intelligence who have passed the thesis examination shall receive the *Master's Study Diploma* and the *Diploma Supplement*, which

will be issued within no later than 12 months after the date they passed the examination, according to the regulations in force.

Art. 24. Until the issuance of the diploma, graduates who have passed the thesis examination shall receive, upon request, certificates valid for 12 months, which give their holder the same legal rights as the diploma and which will include information regarding the field of university studies, study program/ specialization, study period, average for the years of study, accreditation status/ provisional authorization, form of education, language of instruction, geographical location, number of credits and the normative act that establishes them (Government decision, order of the minister, as appropriate).

Art. 25. Graduates who have not passed the thesis examination shall receive, upon request, a certificate regarding the graduation without final examination of the studies which will include information regarding the field of university studies, study program/ specialization, study period, average for the years of study, accreditation status/ provisional authorization, form of education, language of instruction, geographical location, number of credits and the normative act that establishes them (Government decision, order of the minister, as appropriate).

Art. 26. The ANIMV Commandant (Rector) may cancel, with the approval of the Academy Senate, a final examination, a certificate or a study diploma when it is proved that it was achieved by fraud or by violating the provisions of the Code of Academic Ethics and Deontology.

Art. 27. The general average used to establish the graduates' classification is an arithmetic average between the average of the study years and the average of the thesis examination.

Art. 28. This Methodology may be amended by the "Mihai Viteazul" National Intelligence Academy Senate upon the emergence of new regulations on the general framework for organizing final examinations in higher education, drawn up by the Ministry of Education or within the Romanian Intelligence Service.

Art. 29. This Methodology applies starting with the day it is enacted by the ANIMV Senate.

“MIHAI VITEAZUL”
NATIONAL INTELLIGENCE ACADEMY
FACULTY OF INTELLIGENCE
No. _____ from _____

Mrs. Dean,

I, the undersigned _____, student enrolled
(last name, father's first name, first name)
in the Master's study program at the Faculty of Intelligence, specialization
_____, full-time program, training series
_____, in order to sit the thesis examination, please approve my enrollment in
the session _____.

I attach the thesis in electronic form (.doc and .pdf form), as well as the affidavit regarding the original content of the thesis.

At the same time, I attach the receipt for the thesis fee.

Date

Signature

“MIHAI VITEAZUL”
NATIONAL INTELLIGENCE ACADEMY
FACULTY OF INTELLIGENCE
No. _____ from _____

AFFIDAVIT

I, the undersigned _____, owner of the identity card series _____, no. _____, issued by _____, hereby declare on my own responsibility that the thesis with the title

_____ belongs entirely to me, is the result of my work, based on my research and based on information from sources that have been quoted and indicated as footnotes and bibliography, according to academic rules.

I declare that I have not tacitly or illegally used the work of others and that no part of this thesis violates the intellectual property rights of any natural or legal person.

I declare that the thesis has not been presented in this form to any other higher education institution.

Date

Signature

“MIHAI VITEAZUL”
NATIONAL INTELLIGENCE ACADEMY
FACULTY OF INTELLIGENCE

THESIS EVALUATION SHEET

GRADUATE'S LAST NAME AND FIRST NAME	
STUDY PROGRAM	
TITLE OF THE PAPER	
THESIS SUPERVISOR	

EVALUATION OF THE THESIS

	CRITERIA	RATING									
		1	2	3	4	5	6	7	8	9	10
1	Representativeness of the thesis topic for the field	1	2	3	4	5	6	7	8	9	10
2	Paper size (under/ oversized/ appropriate to the subject paper)	1	2	3	4	5	6	7	8	9	10
3	Structure of the paper (division by chapters, balance of parts)	1	2	3	4	5	6	7	8	9	10
4	Documentation and use of bibliographic sources (brief/ rich; updated; correct quoting)	1	2	3	4	5	6	7	8	9	10
5	Critical analysis, examination and critical interpretation of the bibliography and of the studied facts	1	2	3	4	5	6	7	8	9	10
6	Use of concepts and methodology on a new aspect	1	2	3	4	5	6	7	8	9	10
7	Originality, personal contribution, new points of view	1	2	3	4	5	6	7	8	9	10
8	Quality of statement and argumentation (mastering concepts, methodological substantiation, rigorous argumentation)	1	2	3	4	5	6	7	8	9	10
9	Style, expression (coherence, fluency, accuracy)	1	2	3	4	5	6	7	8	9	10
10	Word processing (with mistakes/ correct, neat)	1	2	3	4	5	6	7	8	9	10

PROPOSED GRADE: _____

SUPERVISOR SIGNATURE: _____

DATE: _____