

ROMANIA
ROMANIAN INTELLIGENCE SERVICE
“MIHAI VITEAZUL”
NATIONAL INTELLIGENCE ACADEMY
No. **239793** of **March 31st 2023**

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METHODOLOGY

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

Approved in ANIMV Senate’s meeting on March 29th, 2023

- Bucharest, 2023 –

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 on 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), with subsequent amendments and additions;
- 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 the “Mihai Viteazul” National Intelligence Academy.

CHAPTER I GENERAL PROVISIONS

Art. 1. As an Institution Organizing of Master`s Degree Studies (IOSUM), “Mihai Viteazul” National Intelligence Academy (ANIMV) organizes and conducts through the Faculty of Intelligence Studies the following Master`s study programs:

- a. in the field of *Intelligence and National Security*:
 - Intelligence Analysis (AI);
- b. in the field of *International Relations and European Studies*:
 - International Relations and Intelligence Studies (RISI);

Art. 2. (1) ANIMV, through the Faculty of Intelligence Studies, organizes thesis examinations in accordance with this Methodology, structured according to the general criteria for organizing graduation exams in higher education, second cycle – Master`s Degree, elaborated by the Ministry of Education and *supplemented with the specific ones*, established by the “Mihai Viteazul” National Intelligence Academy Senate.

(2) At the level of the Faculty of Intelligence Studies, the Master`s study programs are completed with a thesis examination, which consists of a single evaluation — namely defending the thesis.

(3) The defense of the thesis is public and carried out through direct contact, by the presence, in the same place and at the same time, of the Examination Committee

and of the candidate.

(4) The thesis examination is conducted in Romanian.

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

(6) The results obtained within the oral examinations cannot be contested, in accordance with the provisions of Article 23 of OMEN 3.106/2022.

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

Art. 4. Only graduates who have fulfilled all the educational obligations provided within the curriculum and in the subject outline may take part in the thesis examination.

Art. 5. (1) The research areas within which the theses are carried out are established at the level of the university community, represented by the Faculty of Intelligence Studies and the research structures, in accordance with the vision and the ANIMV Strategy for Scientific Research, Development and Innovation, with the curriculum and the subject outlines studied by students.

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

Art. 6. In order to ensure the possibility of option, students will propose titles and topics for the theses within the research areas of the coordinators.

Article 7. (1) Each thesis will have a coordinator, teacher, holder of a teaching degree of at least university lecturer.

(2) Master students within the Master`s study programs meant for the training of intelligence officers for the Romanian Intelligence Service will have, as an expert reviewer, together with the coordinator from paragraph (1), an expert.

Art. 8. (1) Master students are required to choose a thesis topic, at least two semesters before completing their studies. After the choice is made, the Council of the Faculty of Intelligence Studies approves a table containing the name of the student, the title of the thesis and the scientific coordinator. Tutors ensure that all students have chosen the topic of the thesis within the deadline set by this Methodology.

(2) The student must obtain the approval of the coordinator and the expert reviewer.

(3) The centralization of the titles of the works will be carried out through the Secretariat of the Faculty of Intelligence Studies.

Art. 9. (1) The thesis will be prepared in accordance with the methodologies adopted at the level of the academic community and in compliance with the internal rules on classified documents, as appropriate.

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

Article 10. The completion and defending the theses by master students from the Master`s study programs are carried out at the end of the **fourth semester**.

Article 11. (1) Theses must have original content. If deviations from the rules of academic ethics and deontology are found, and if the decision of the coordinator is to reject the work, the graduate loses the right to attend the graduation exam in that

session, being considered REJECTED.

(2) The scientific coordinator has the right to award the REJECTED rating prior to the antiplagiarism of the work if the student has not fulfilled his obligations regarding the presentation of the work, at different stages, during the preparation and elaboration period, if the student did not consider the recommendations of the coordinator or if the scientific level of the work is not appropriate.

(3) The similarity check report is a consultative tool within the process of evaluating the thesis. This report is intended to assist the scientific coordinator, who has the final decision on the rating awarded.

(4) The coordinators are jointly liable with their authors for ensuring the originality of their content. The presentation of a copied or falsified thesis by assigning the authorship (work obtained by purchase) by the student in order to take the examination for the completion of the Master`s studies is sanctioned with the loss of the right to take the graduation exam.

CHAPTER II THE RIGHTS AND OBLIGATIONS OF THE COORDINATOR AND OF THE GRADUATE STUDENTS

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

(1) to establish, together with the student, the topic of the thesis, the research program and the schedule for drawing up the thesis;

(2) to advise students whenever they request;

(3) to periodically analyze the status of the thesis and make observations and suggestions to supplement or reconsider, where appropriate;

(4) to ensure the originality of the work by checking it by means of software identifying similarities, in accordance with the established deadlines;

(5) to verify compliance with the rules of academic integrity and avoidance of plagiarism and to ensure compliance with the provisions of Art. 143 (al. 4 and 5) and Article 310 (a) and (b) of the Law of National Education No 1/2011, with subsequent amendments and additions;

(6) to give ratings or grades in accordance with the value of the work;

(7) to comply with the rules of the Code of Academic Ethics and Deontology.

Art. 13. (1) Master students who elaborate the thesis have the following obligations:

a) propose the topic of the thesis in accordance with the research areas proposed by the Faculty of Intelligence Studies;

b) submit to the Secretariat of the Faculty of Intelligence Studies, within the prescribed deadline, the application form to choose the topic;

c) to comply with the requirements of the coordinator, in relation to the content of the thesis;

d) to comply with the Academic Writing Guide/Drafting and Writing of the thesis;

e) to comply the Synopsis of the realization of theses;

f) to comply with the rules of the Code of Academic Ethics and Deontology;
g) to comply with the rules for avoiding plagiarism and those of Art. 143 (Al. 4 and 5) and Article 310 (a) and (b) of the Law of National Education no. 1/2011, with subsequent amendments and additions.

(2) Master students who elaborate the thesis have the following rights:

a) to change the topic of the thesis or its coordinator only once, for well-founded reasons, on the basis of a report approved by the Dean of the competent faculty;
b) to receive guidance from the coordinator.

CHAPTER III ORGANIZATION AND CONDUCT OF THE EVALUATION OF GRADUATION THESIS

Article 14. The organization and conduct of the exam for the defense of the thesis is carried out under *the coordination of an Examination Committee*, appointed by the unit agenda.

Article 15. (1) The chairman of the Examination Committee and the composition of the committees, on specializations, are proposed by the Dean of the Faculty of Intelligence Studies.

(2) The composition of the committees is approved by the Commandant (Rector) of ANIMV.

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

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

(5) The members of the Committee must have at least the degree of university lecturer.

(6) The secretary of the Committee must have at least the degree of assistant professor and has exclusive powers to draw up and manage administrative documents.

Article 16. (1) Master students will submit to the Academy, **15 working days before the date of the exam:**

- the application for registration for the exam (Annex 1);
- the thesis in electronic format, the *.doc* and *.pdf* extension, sent on the e-mail address indicated for this purpose;
- the affidavit (Annex 2) regarding the originality of the content of the thesis.

Article 17. (1) The Secretariat of the Faculty of Intelligence Studies centralizes the theses received within the established deadline and sends them individually to the coordinators within 5 working days.

Art. 18. (1) The coordinator will draw up a review of the thesis (Annex 3), which will contain the analysis of the thesis and the proposal for admission of the work to be defended before the Examination Committee.

(2) The above-mentioned documents, accompanied by the similarity check report, are to be sent to the Secretariat of the Faculty of Intelligence Studies by **the coordinators at least 5 working days before the date of the exam.**

(3) The Faculty Secretariat prepares the schedule of the presentations for the admitted theses and communicates it to the students at least 5 working days prior to their presentation.

Article 19. 1. Each member of the Committee proposes a full grade, from 1 to 10. The average for passing the thesis exam is the arithmetic average of the grades awarded by the members of the committee. It shall be calculated to two decimal places, without rounding, solely on the basis of the grades awarded by the members of the examination committee.

(2) The passing grade for the exam must be at least 6,00.

Art. 20. (1) For master students who do not pass the thesis exam, ANIMV, through the Faculty of Intelligence Studies, will plan a new session, in accordance with the provisions of OMEN 3106/2022, at the proposal of the Faculty Council and with the approval of the Academy Senate.

(2) A graduate who has not passed the thesis examination may participate in a new session with an examination fee, in the amount approved by the Board of Trustees and the Academy Senate, at the proposal of the Council of the Faculty of Intelligence Studies.

Article 21. In exceptional circumstances, not imputable to the graduate student (medical reasons, missions, etc.), for which evidence is submitted, the student who cannot take the exam in the session established for the series to which he belongs will take the graduation exam in a subsequent session, planned and approved by the Academy Senate, without charge.

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

CHAPTER V FINAL PROVISIONS

Article 23. The graduates of the Faculty of Intelligence Studies within ANIMV who have passed the thesis examination receive a *Master`s Study Diploma* accompanied by the *Diploma Supplement*, which will be issued no later than 12 months from the date of their promotion, according to the regulations in force.

Article 24. Until the diploma is issued, the graduates who have passed the dissertation examination receive, upon request, certificates, valid for 12 months, which give the holder the same legal rights as the diploma and which will include information on the field of university studies, the study program/specialization, the period of study, the average of the years of study, the status of accreditation/provisional authorization, the form of education, the language of teaching, the geographical location, the number of credits and the normative act establishing them (Government Decision, Order of the

Minister, as appropriate).

Article 25. Graduates who have not passed the thesis examination shall be issued, upon request, a certificate on the completion of each study year, *which* includes information on the field of university studies, the study program/specialization, the period of study, the average of each year of study, the status of accreditation/provisional authorization, the form of education, the teaching language, the geographical location, the number of credits and the normative act establishing them (government decision, order of the Minister, as appropriate).

Article 26. The Commandant (Rector) of ANIMV may, with the approval of the Academy Senate, cancel an examination for the completion of studies, a certificate or a diploma of study when it is proven that it has been obtained by fraudulent means or in violation of the provisions of the Code of Academic Ethics and Deontology.

Article 27. The general average on the basis of which the graduating order is established is calculated as the arithmetic average between the average of the years of study and the average of the thesis examination.

Article 28. The present Methodology may be modified by the “Mihai Viteazul” National Intelligence Academy Senate at the emergence of new regulations regarding the general framework for organizing examinations for the completion of higher education studies, elaborated by the Ministry of Education or within the Romanian Intelligence Service.

Art. 29. This Methodology will apply from the date of its adoption in the ANIMV Senate.

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

APPROVE

Mrs. Dean,

I, the undersigned, _____
(name, father`s first name, first name)

student(s) enrolled in the Master`s study program at the Faculty of Intelligence Studies,
specialization _____ full-time program, training series _____, in
order to present myself for the thesis examination, please approve my enrollment in the session
_____.

I attach, next to it / enclosed, the thesis in electronic format (format *.doc* and *.pdf*), as well
as the affidavit on the originality of the content of the thesis.

At the same time, I attach proof of payment of the fee for the presentation of the thesis
work¹.

Date

Signature

¹ Available only for students within the Master`s study programs for promoting intelligence culture within the
Civil Society

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

STATEMENT

I, the undersigned _____ possessing ID card _____
_____ issued by _____ I
declare on my own responsibility that the thesis with the title

belongs entirely to me, being the result of my work, based on my research and information obtained from sources that have been cited and indicated according to academic rules, notes and bibliography.

I declare that I have not tacitly or unlawfully used the work of others and that no part of the work infringes the intellectual property right of anyone, natural or legal person.

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

Date

Signature

“MIHAI VITEAZUL”
NATIONAL INTELLIGENCE ACADEMY
FACULTY OF INTELLIGENCE STUDIES

THESIS EVALUATION SHEET

NAME AND FIRST NAME OF THE GRADUATED	
STUDY PROGRAM	
TITLE OF THE WORK	
THE COORDINATOR OF THE THESIS	

Graduation thesis EVALUATION

CRITERIA		SCORING									
1.	Representativeness of the thesis topic for the field	1	2	3	4	5	6	7	8	9	10
2.	Size of the thesis (under/oversized/appropriate to the subject)	1	2	3	4	5	6	7	8	9	10
3.	Structure of the thesis (division by chapters, balance of parts)	1	2	3	4	5	6	7	8	9	10
4.	Documentation and use of bibliographic sources (summary/rich, updated; correct citation)	1	2	3	4	5	6	7	8	9	10
5.	Critical analysis, examination and critical interpretation of bibliography and studied facts	1	2	3	4	5	6	7	8	9	10
6.	Application of concepts and methodology to 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 exposure and argumentation (mastering of concepts, methodological justification, rigorous argumentation)	1	2	3	4	5	6	7	8	9	10
9.	Style, expression (coherence, fluency, correctness)	1	2	3	4	5	6	7	8	9	10
10.	Editing (with mistakes/correct, careful)	1	2	3	4	5	6	7	8	9	10

PROPOSED GRADE: _____

COORDINATOR'S SIGNATURE: _____

DATE: