


ROMANIA ROMANIAN INTELLIGENCE SERVICE "MIHAI VITEAZUL" INTELLIGENCE ACADEMY  No. 155767 of February 24 th , 2023	ANIMV-MFI-02	Edition: 1 Review: 1	Copy no: Single copy
	METHODOLOGY FOR THE ORGANIZATION AND CONDUCT OF THE EXAMINATION OF THE BACHELOR'S PROGRAM OF THE FACULTY OF INTELLIGENCE WITHIN "MIHAI VITEAZUL" NATIONAL INTELLIGENCE ACADEMY	Pages: 12 Copy: single copy	

METHODOLOGY
FOR THE ORGANIZATION AND CONDUCT OF THE EXAMINATION OF
THE BACHELOR'S PROGRAM
OF THE FACULTY OF INTELLIGENCE
WITHIN "MIHAI VITEAZUL" NATIONAL INTELLIGENCE ACADEMY

Code: ANIMV-MFI-02

Edition	Name, surname, function		No. of article and paragraph modified/added	Endorsed by	Legal notice dated in:	Approved by: Decision of	Review
	Developed	Checked					
1	FI	Quality Assurance Office	Article 1, paragraph 3 Art. 3 Art. 7, paragraph 1 Art. 9, paragraph 1 Art. 22 Art. 23	The FI Council	20.12.2022	ANIMV Senate 06/27.01.2023	1

Approved in the "Mihai Viteazul" National Intelligence Academy Senate's meeting on January 27th, 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. 299/2020 on the approval of the Nomenclature of fields and specializations/programs of university studies and the structure of higher education institutions for the academic year 2020-2021, with subsequent amendments and additions;
- 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 Education, Research, Youth and Sport no. 3.952/2012 to regulate certain measures regarding the completion of higher education studies for the situations referred to in Article 361(4) and (5) of the Law of National Education no. 1/2011;
- 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 and Master's degree examinations, with subsequent amendments and additions;
- Government Emergency Ordinance no. 58/2020 on certain measures to ensure the proper functioning of the education system, with subsequent amendments and additions;
- Order no. 4.156/2020 on the approval of Framework Regulation on the study documents system and university documents in the higher education system, with subsequent amendments and additions;
- Order of the Minister of Education and Research no. 4.206/2020 for taking measures in the field of higher education in Romania;
- University Charter of the "Mihai Viteazul" National Intelligence Academy.

CHAPTER I GENERAL PROVISIONS

Art. 1.

(1) As an *Institution Organizing Bachelor's Study Programs*, the "Mihai Viteazul" National Intelligence Academy (ANIMV) organizes the Bachelor's degree exam at *the Faculty of Intelligence, specialization Psychology-Intelligence*, in accordance with this Methodology.

(2) The Bachelor's degree exam is structured according to the general criteria on the organization of graduation exams in higher education, Bachelor – cycle 1, elaborated by the Ministry of Education and Research and *supplemented with the specific ones*, established by "Mihai Viteazul" National Intelligence Academy Senate.

(3) The Bachelor's degree examination consists of two parts and is conducted face-to-face in the presence, on campus, as follows:

- a) Assessment of fundamental and specialized knowledge — written test;
- b) Defense of the Bachelor's thesis — oral examination.

Art. 2.

(1) By way of derogation from Art. 1 (3), in the event of a state of alert, necessity or emergency is declared and the restrictions are maintained on the conduct of teaching activities and public assemblies, by the competent authorities, on the basis of university autonomy and respecting the quality of the teaching act and responsibility assumption, the Bachelor's degree exam can also be conducted digitally, by taking an on-line oral assessment.

(2) The on-line assessment is fully recorded, for each graduate, with his prior consent by filling in the Annex 1 of this *Methodology*, which is archived by the Faculty of Intelligence.

(3) The examination is conducted in Romanian.

(4) The minimum passing grade is 6,00 (six).

(5) The grade received in the oral assessment cannot be contested, in accordance with the provisions of Art. 23 of OMEN No. 3106/2022.

Art. 3. Exam subjects and bibliography for *evaluation 1* (E1) are proposed by the departments of the Faculty of Intelligence, in accordance with the curriculum and the subject outlines studied by students and endorsed by the Council of the Faculty of Intelligence

Art. 4. Exam subjects and bibliography for E1 is brought to the student's attention through the care of the coordinator.

Art. 5.

(1) *Evaluation 2* (E2) involves the defense of the Bachelor's thesis written by students. Students are required to choose a topic for the Bachelor's thesis, at least two semesters before graduation. After the election, the Council of the Faculty of Intelligence approves a table containing the name of the student, the title of the topic and the coordinator of the thesis. The coordinators ensure that all students have chosen the topic of their thesis within the deadline set by the Methodology.

(2) Upon students' proposal, the lists of topics may be supplemented with the approval of the Council of the Faculty of Intelligence.

Art. 6.

(1) The Bachelor's Degree Exam Committee is established at least one month before the start of the exam, by decision of the commander of ANIMV, at the proposal of the dean of the Faculty of Intelligence, and with endorsement from the Council of the

Faculty of Intelligence.

(2) The Bachelor's Degree Exam Committee of the Faculty of Intelligence consists of at least 3 members and of 1 or 2 alternate members.

(3) The chairman of the Committee must have a minimum degree of teaching as lecturer. Members of the Evaluation Committee of the Bachelor's degree exam, except for the intelligence trainers, must have the scientific title of PhD and the teaching degree of lecturer, associate professor or professor. The secretary of the Evaluation Committee must have at least the degree of assistant professor and his only task is administration of documents.

(4) The members of the Committee are nominated by the Dean of the Faculty from the teachers and military trainers, to be representative in relation to the topic of the exam. The members of the Examination Committee, as well as its secretary, must not be in relationships of spouses or relatives up to and including the third degree with each other or with the examinees, according to the law.

(5) The composition of the Bachelor's Degree Exam Committee, as well as the number of its members will not change during the examination.

(6) In exceptional and reasonably justified circumstances, on a proposal from the Council of the Faculty of Intelligence, the Commandant (Rector) may approve the replacement of one of the members of the Graduation Evaluation Committee during the examination.

Art. 7.

(1) Candidates shall send to the Academy's e-mail address indicated for this purpose, within 15 working days before the date of the exam:

- a) A registration form for the exam (Annex 2);
- b) The Bachelor's thesis in electronic format, extension *.doc* and *.pdf*;
- c) An affidavit (Annex 4) on the originality of the thesis.

(2) The Faculty of Intelligence Secretariat centralizes the theses in paper format received within the indicated deadline and sends them individually to the scientific coordinator within 5 working days.

Art. 8. The Faculty of Intelligence Secretariat will forward the thesis in paper format to the Bachelor's Degree Exam Committee for evaluation and scoring.

**CHAPTER II
EVALUATION OF THE BACHELOR'S THESIS AND PREPARING THE
EVALUATION FORM BY THE SCIENTIFIC COORDINATOR**

Art. 9.

(1) The coordinator of the thesis prepares an evaluation form (Annex 3), which contains an analysis of the thesis and the proposal for admission of the thesis to be defended before the Examination Committee.

(2) The above-mentioned documents, accompanied by a similarity check report

generated by the scientific coordinator, will be forwarded to the Secretariat of the Faculty of Intelligence by the coordinator at least 5 working days before the date of the examination.

(3) The scientific coordinator of the thesis must have at least the teaching degree of lecturer.

Art. 10.

(1) The Bachelor's thesis must have between 60-80 A4 pages according to the Academic Writing Guide elaborated by ANIMV. The thesis must contain: the state of knowledge in the field (a summary from the specialized literature), research methodology, personal contributions and bibliography. Tables, graphs, program listings, etc. can be set up in annexes to the thesis.

(2) The thesis must have an original content. If deviations from the rules of ethics and academic deontology are found, and the decision of the scientific coordinator is to reject the thesis, the graduate loses the right to attend the Bachelor's degree exam in the scheduled session and is considered rejected.

(3) The scientific coordinator has the right to rate as REJECTED, prior to generating the similarity report of the thesis, the student that has not fulfilled his obligations regarding the defense of the thesis, at different stages, during the preparation and elaboration period, and did not take into consideration the recommendations of the coordinator or if the scientific quality of the thesis is not adequate.

(4) The similarity check report is a consultative tool in the process of evaluating the thesis. This report is intended to help the scientific coordinator in his final decision on awarding the rating.

(5) The scientific coordinator of the Bachelor's theses is jointly responsible with the graduate students for ensuring the originality of their content. Misrepresenting someone else's work as your own (purchasing a thesis) or generating texts by an artificial intelligence software in order to pass the Bachelor's examinations is sanctioned with the loss of the right to participate in the graduation exam.

CHAPTER III

THE RIGHTS AND OBLIGATIONS OF THE SCIENTIFIC COORDINATOR AND THE GRADUATE STUDENTS

Article 11.

(1) The scientific coordinator has the following obligations:

- a) to establish, together with the student, the thesis's topic, the research program and the schedule for preparing the thesis (in accordance with the Synoptic of the Bachelor's thesis);
- b) to advise students whenever they request it;
- c) to analyze, periodically, the status of the thesis and make comments and

suggestions to supplement or reconsider, whenever it is appropriate;

- d) to ensure the originality of the thesis, by running the text through a similarity checker software, in accordance with the established deadlines;
- e) to verify the compliance with the rules on academic integrity and avoidance of plagiarism and to ensure the compliance with the provisions of Art. 143(4) and (5) and Art. 310(a) and (b) of the Law of National Education No 1/2011, with subsequent amendments and additions;
- f) to assess by grading or rating the thesis in accordance with its academic value;
- g) to comply with the Code of Academic Ethics and Deontology.

Art. 12.

(1) The author of the Bachelor's thesis (graduate student) has the following obligations:

- a) to propose a topic for the thesis in accordance with the research areas recommended by the Faculty of Intelligence;
- b) to submit to the Secretariat of the Faculty of Intelligence, within the established deadline, an application form for choosing the thesis's topic;
- c) to comply with the requirements of the scientific coordinator, in relation to the content of the thesis;
- d) to comply with the Academic Writing Guide/Development and Writing of the Bachelor's thesis;
- e) to comply with the Synoptic of the Bachelor's thesis;
- 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 the provisions of Art. 143(4) and (5) and Art. 310 (a) and (b) of the Law of National Education no 1/2011, with subsequent amendments and additions.

(2) The author of the Bachelor's thesis has the following rights:

- a) to change the thesis's topic or its scientific coordinator once only, for well-founded reasons, on the basis of a report approved by the dean of the Faculty of Intelligence;
- b) to receive guidance from the scientific coordinator;

CHAPTER IV PROCEDURES FOR THE BACHELOR'S DEGREE EXAMINATION

Art. 13. The Bachelor's degree exam session is organized at the headquarters of the "Mihai Viteazul" National Intelligence Academy, according to this Methodology.

Art. 14.

(1) The graduation examination is carried out by direct contact, and requires the attendance of the Examination Committee and the graduate student at the same place, at the same time.

(2) The defense of the thesis is public.

(3) The members of the Committee will individually grade, each exam of the final evaluation. The grades given by the members of the Examination Committee are whole numbers, from 1 to 10.

(4) The average grade of a test of the final examination is an arithmetic average of the scores given by the members of the Examination Committee calculated to two decimal places without rounding.

(5) If the assessment of fundamental and specialized knowledge test is carried out *in writing*, the results will be communicated on the same day. The examination marking scales are posted only after all the candidates enter the exam room, during the entire 180-minute written test.

(6) Appeals will be submitted within 24 hours of posting, and the Committee for Analysis and Solving of Appeals will communicate the outcome of their analysis within 24 hours of submission.

(7) The decisions of the Committee for Analysis and Solving of Appeals are final.

(8) The deliberation of the committees on determining the results of the graduation exam is not public.

(9) If graduates fail to pass the assessment of fundamental and specialized knowledge test, they cannot continue to the next level of examination, that is, with the defense of the Bachelor's thesis.

(10) In order to pass both levels of examination, it is necessary to receive at least grade 5,00 (five). Grades will be recorded in an intermediate register signed by the members of the Committee.

(11) Grades received in oral exams cannot be contested.

(12) The final average of the Bachelor's degree exam, resulted from the arithmetic average of the grades received for the two-part evaluation, is calculated by two decimal places without rounding.

(13) The final average for passing the Bachelor's degree exam must be at least 6,00 (six).

(14) The final average of the Bachelor's degree exam will be included in the final register signed by all the members of the examination committee.

Art. 15. Taking the graduation exam without a fee is possible only once.

Art. 16. Candidates who failed to pass the graduation exam may repeat it, according to the law, in another examination session organized by the "Mihai Viteazul" National Intelligence Academy, and will bear the related costs, set by the Senate of the Academy.

Art. 17. Cheating and attempted fraud at the final examination proven with evidence and approved by the Examination Committee, can result in severe penalties, including cancellation of the entire examination process.

Art. 18. The Examination Committee is responsible for the application and compliance with the provisions of this Methodology.

Art. 19. In exceptional circumstances, not imputable to the graduate student (medical reasons, missions, etc.), for which evidence must be submitted, the student who cannot take the Bachelor's exam in a scheduled session, based on a report approved by the academy's management, has the possibility to take the exam in a subsequent session, planned and approved by the Senate, according to 6/12 Art. 21 of OMEN No 3106/2022.

Art. 20. The results of the final examination are publicly posted, within 48 hours of the exam session, on the notice board of the organizing faculty.

CHAPTER V FINAL PROVISIONS

Art. 21. Graduates of the Faculty of Intelligence within "Mihai Viteazul" National Intelligence Academy who have passed the graduation exam, will receive a Bachelor's Diploma in the field of *military sciences, intelligence and public order*, accompanied by a *Diploma Supplement* of the specialization studied, according to the regulations in force.

Art. 22. Until the diploma is issued, graduates who have passed the Bachelor's degree exam will receive, upon request, a *graduation certificate*, valid for 12 months, which gives the holder the same legal rights as the diploma and which will include information on the field of study, the study program/specialization, the period of study, the average of the years of study, the status of accreditation/temporal authorization, the mode of study, 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), the position, first name and signature of the persons in office at the time of graduation (Commandant [rector], university chief secretary, dean, chief secretary of the Faculty) and the seal of the institution.

Art. 23.

(1) Graduates who failed to pass the Bachelor's degree examination will receive, upon request, a *study certificate without the graduation exam* issued by the higher education institution, which will include information on the field of study, study program/specialization, period of study, average years of study, status of accreditation/temporal authorization, mode of study, language of teaching, geographical location, number of credits and normative act establishing them (Government Decision, Order of the Minister, if applicable), position, surname and signature of the persons in office at the date of graduation (Commandant [rector], university chief secretary, dean, chief secretary of the Faculty) and the seal of the institution.

(2) Graduates of previous generations can enroll for the exam to complete their studies in scheduled sessions.

Art. 24. The ANIMV Commandant (Rector), with the approval of the Senate, may

cancel a graduation exam, a certificate or a degree of study when it is proven that it has been obtained by fraudulent means or by violation of the provisions of the Code of Academic Ethics and Deontology.

Art. 25. The general average, on the basis of which the rankings are established, is calculated as the arithmetic average between the average years of study and the average of the graduation exam.

Art. 26. 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 and Research or within the Romanian Intelligence Service.

Art. 27. This Methodology will apply from the date of its adoption in the ANIMV Senate and will repeal the one of the academic year 2021-2022.

This Methodology was approved in the Senate meeting of “Mihai Viteazul” National Intelligence Academy on _____ and represents the second edition, which replaces the first one.

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ANNEX 1

AGREEMENT

I, the undersigned _____, identified with CNP _____, using the following e-mail address _____, agree with the recording of the *on-line evaluation exams* and *the defense of the Bachelor's thesis* organized by the "Mihai Viteazul" National Intelligence during the maintenance of restrictive measures and social distancing in Romania, during the period of _____, to complete the Master's study program, as well as, with the storage and archiving of the resulting video files in this context.

I declare that I expressly and unequivocally consent to my personal data being processed by any means, even by lawful transmission to third parties, in accordance with the European legislation in force — Regulation (EU) 2016/679, Directive 2002/58/EC, by the public institution of higher education and by any other body empowered to carry out checks or exercise control over its activity.

I freely and unequivocally express consent over legitimate data processing operated by the "Mihai Viteazul" National Intelligence Academy during the activities organized for the *on-line examinations* and *the defense of Bachelor's thesis*, in which I participate. Also, the expressed consent covers legitimate data processing operated by the "Mihai Viteazul" National Intelligence Academy after graduation, if they are required by the legal provisions and carried out in the public's interest.

I fully understand and consent to the fact that the data processing is carried out by the "Mihai Viteazul" National Intelligence Academy for the purposes provided by Law no.1/2011 or the subsequent legislation, as well as for the purposes that derive from the mission of the higher education institution or are closely related to this mission. At the same time, I understand that they can exercise at any time and unrestricted the rights deriving under the articles of Regulation (EU) 2016/679, while assuming the possible consequences.

This statement covers the processing of any personal data, including those with an identification function, biometrics and those relating to the school situation. This declaration also covers for situations characterized by the direct benefit of the declarant, processing data relating to health status, ethnic origin and religious confession¹.

I express my consent in accordance with the above:

- yes**
- no**

The declaration will be printed and hand signed by the student, with the option expressed by ticking the appropriate box, after which the document will be scanned in PDF format and sent to ANIMV at the indicated e-mail address.

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ANNEX 2

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

APROVE

Mr./Mrs. Dean

I, the undersigned _____

(name, first name of the father, first name)

**student in the 3rd year of studies, at the Faculty of Intelligence, Psychology-Intelligence,
full-time courses.**

In order to participate at the graduation/Bachelor's exam, please approve my enrollment in
the session _____.

I attach, next to it, the Bachelor's thesis in electronic format, together with the affidavit on the
originality of the contents of the thesis.

Date

Signature

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ANNEX 3

**ROMANIA
ROMANIAN INTELLIGENCE SERVICE
“MIHAI VITEAZUL”
NATIONAL INTELLIGENCE ACADEMY
FACULTY OF INTELLIGENCE
SESSION _____**

BACHELOR’S THESIS EVALUATION SHEET

FIRST AND LAST NAME	
THE THESIS TITLE	
SCIENTIFIC COORDINATOR	

THESIS EVALUATION

THE CRITERIA		SCORING									
1	Representativeness of the thesis's 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 (by chapter, balance of parts)	1	2	3	4	5	6	7	8	9	10
4	Documentation and use of bibliographic sources (summary/rich, updated)	1	2	3	4	5	6	7	8	9	10
5	Critical analysis, examination and critical interpretation of bibliography and facts studied	1	2	3	4	5	6	7	8	9	10
6	Application of concepts and methodology to an	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, argumentation)	1	2	3	4	5	6	7	8	9	10
9	Style, expression (coherence, fluency, fairness)	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

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ANNEX 4
MODEL

“MIHAI VITEAZUL”
NATIONAL INTELLIGENCE ACADEMY

No. _____ from _____

STATEMENT

I, the undersigned _____
possessing ID card (serial and number) _____, issued by _____ hereby, declare
under my own responsibility that the Bachelor's 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, in
footnotes and bibliography.

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

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

Date

Signature