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REGULATIONS
on the application of the European Credit Transfer and Accumulation
System (ECTS/SECT) within the "Mihai Viteazul"
National Intelligence Academy

- Bucharest, 2021 -

UNCLASSIFIED

LEGAL BASIS

- Law of National Education no. 1/2011, with all subsequent amendments and additions;
- Law no. 288/2004 on the organization of university studies, with all subsequent amendments and additions;
- Order no. 5146/2019 approving the general application of the European Credit Transfer and Accumulation System;
- Law no. 288/2004 on the organization of university studies, with all subsequent amendments and additions;
- Government Decision no. 556/2011 on the organization, structure and functioning of the National Qualifications Authority, with all subsequent amendments and additions;
- Government Emergency Ordinance no.133/2000 on state-funded university and post-graduate education, regarding the seats financed from the State budget, with all subsequent amendments and additions;
- Order of the Ministry of National Education no. 3666/2012 on the approval of the Code of Rights and Obligations of the Student;
- Order of the Ministry of Education no. 3131/2018 on the inclusion of Academic Ethics and Deontology courses in the Education Plans of all University Study Programs of Higher Education Institutions in the National Education System, updated 2020.
- The ANIMV University Charter;
- Internal regulations of the Romanian Intelligence Service.

CHAPTER I GENERAL PROVISIONS

Art. 1. The Regulations on the application of the European Credit Transfer and Accumulation System (ECTS/SECT) contains methodological provisions implementing, at the level of the “Mihai Viteazul” National Intelligence Academy in Bucharest (hereinafter referred to as ANIMV), the European Credit Transfer and Accumulation System ECTS/SECT.

Art. 2. The provisions of these Regulations shall apply to all categories of students and all forms of education in ANIMV. The credits are numerical values allocated to units of courses and specific activities in a semester. The credits granted to a subject are of full value and reflect the amount of work invested by the student in acquiring a subject in all its aspects (course, seminar, laboratory work, internship, etc.).

CHAPTER II DEFINITIONS AND CONVENTIONS FOR THE CREDIT TRANSFER AND ACCUMULATION SYSTEM

Art. 3. ANIMV generalizes the application of the European Credit Transfer and Accumulation System (ECTS/SECT) both in the record of the professional results of their students from all forms of education and in the operation of the transfer of professional outcomes obtained by students as a result of attending and promoting the tests of subjects

covered by the curricula of other universities in the country and abroad, or other faculties in their own university.

Art. 4. ECTS/SECT shall be based on the following principles:

- a) transparency of information on study programs;
- b) mutual agreement between partner universities;
- c) full recognition of periods of study completed abroad;
- d) flexibility of study programs;
- e) recognition of diversity;
- (f) recognition of the right of option;
- g) mutual trust;
- h) establishing the system coordinates;
- i) allocation of credits by subjects;
- j) credit mobility;
- (k) the imperisability of credits.

Art. 5.

(1) The allocation of credit points is in line with the international university practice, following the Methodology for the European Credit Transfer and Accumulation System, according to which 60 credits are the numerical equivalent for the normal quantity of work specific to an academic year, and 30 credits are usually equivalent to a higher education semester. The acquisition of credits above the normal number allocated is possible by attending and promoting the non-compulsory subjects covered by the curricula of each year/ semester of university studies.

(2) The allocation of credits shall cover all compulsory, non-compulsory and elective subjects offered by the curriculum, including internships. The successful elaboration and defense of the Bachelor thesis/ Master's thesis may also be appreciated with a number of up to 10 credits and they shall be added, as appropriate, to the 180 or 240 credits acquired until the dissertation's defense, i.e. 60 or 120 credits accumulated during the Master's study program up until the graduation thesis's defense.

(3) Where several non-compulsory subjects are offered within the same semester or year of study, the number of credits may exceed the minimum threshold referred to in paragraph (1).

(4) The allocation of credits for each subject/activity shall take account exclusively of the amount of work required by the subject/activity concerned, as compared with the total amount of work required to promote a full year of study. The quantity of work shall cover: hours of physical attendance in courses, seminars, laboratories, but also individual study, drawing up of papers, research required for the preparation and promotion of the subject. The importance of the subject within the curriculum or the degree of difficulty in content are not criteria for increasing the number of credits allocated.

(5) The same subject may be provided with a different number of credits in the curriculum of different faculties in the same university or in different universities, depending on the subject's position as fundamental, specialized or complementary training.

(6) A credit point shall be granted for the workload of a full-time student to equate to 25 hours of training in order to achieve the learning outcomes, of which:

- a) university education, consisting of 10 to 12 teaching hours which are allocated for the attendance of courses/lectures, seminars, laboratory applications, project development, dissertations, examinations, internship, work visits and other activities to provide the university training of the student; the volume of applied classes is recommended to be at least equal to those of the course;
- b) individual training/study; the rest of the hours up to 25 will also be considered the session and the internship hours.

(7) It is recommended that a number of 4-6 transferable credits be applied to each subject in order to be able to lead to European recognition.

(8) The total number of teaching and individual study hours is within 8 hours per day.

Art. 6. The credits do not replace the student's evaluation through grades and therefore are not intended to measure the quality of learning.

Art. 7. The credit is also a way of quantifying learning outcomes. Learning outcomes refer to the skill sets acquired by the student at the completion of a learning cycle, expressed by what they know, understand or are able to do after the study has been completed. In the ECTS/SECT system, credits can only be obtained after completing the workload claimed to the student in all its forms and evaluating learning outcomes. The accumulation of credits thus represents the accumulation of results.

Art. 8. Credits are allocated to all the educational components of a study program: modules, courses, practical works, Bachelor's thesis and reflect the workload required by each component, by reference to the total amount of work required to complete one academic year of study in the program under consideration.

Art. 9.

(1) ANIMV may grant credits for practical work, in accordance with the legal provisions in force.

(2) In order to promote the transferability of study credits between ANIMV faculties as well as between Romanian higher education institutions, ANIMV will ensure, through collegial consultation, national harmonization of its credit transfer systems at meetings between university consortia and/or faculty groups managing the same field of Bachelor's studies.

CHAPTER III RULES FOR OPERATION WITH THE CREDIT SYSTEM

Art. 10.

(1) Credits shall be allocated by study subject or independently assessed activities.

(2) The allocation of credits means the recognition of the study time needed to advance from the level of the preliminary requirements to the level of the intended outcome.

(3) The recognized time shall include participation in courses, seminars, laboratories and other practical activities as well as activities carried out independently: documentation, projects, research, individual study.

Art. 11.

(1) The basis for the allocation of appropriations may be based on the number of hours of teaching, differentiated however by type of activity, course, workshop, laboratory, as the study time required for each is different. For example, it should be considered that the subjects ending with an examination claim an additional study time during the examination session.

(2) The calculation shall be made by considering the full amount of work required to be submitted by students.

Art. 12.

(1) The credits are granted to the student when the subject or activity which is independently assessed is promoted.

(2) The granting of credits means that a workload is required for the result obtained at the evaluation.

(3) The credits shall be entered together with the grades in all schooling documents.

Art. 13.

(1) The credits do not measure the quality of student training, this shall be assessed through grades.

(2) No rules which will lead to interference between the granting of credits and the assessment through grades will be laid down.

Art. 14.

(1) The credits, once obtained by the student, shall be recognized throughout the duration of the schooling and their recognition shall not be affected by changes in the education plan or curriculum (credit imperisability).

(2) The accumulation of credits concerns their imperisability, if obtained under an accredited study program, and the guarantee that no repeated examination is required for an already approved outcome.

Art. 15 The student must receive a study document for both complete programs or autonomous parts thereof and for the subjects promoted and credited of a program abandoned before completion.

Art. 16.

(1) Credits shall be transferable between structures belonging to different specializations or profiles provided that the relevance of the subjects credited to the student's current program is proved.

(2) The transfer of credits in this situation is usually based on the existence of a student mobility agreement.

Art. 17.

(1) Credits shall be transferable from one educational establishment to another in subjects, groups of subjects, modules or in compact study periods.

(2) The transfer shall take place at the request of the student, on the basis of an agreement between the educational establishments concerned.

Art. 18. Credits from other programs can be integrated into the current program either through acceptance procedures (if content differences are sensible but tolerable) or through recognition (content differences are sensible but the finalities are identical) or by equivalence (content is identical).

CHAPTER IV ORGANIZATION OF THE CURRICULUM IN THE TRANSFERABLE CREDIT SYSTEM

Art. 19. The curricula are drawn up on 14-week semesters, comprising all subjects, together with the corresponding credits, which set up the learning path of the student registered to a particular study program, in order to obtain a qualification for a particular specialization within a field.

Art. 20.

(1) Subjects covered by the curricula shall be classified as follows:

- a) fundamental subjects, which are mandatory;
- b) specialized subjects that may be compulsory, non-compulsory or elective;
- c) complementary subjects which may be compulsory, non-compulsory or elective.

(2) The standard period of study of a subject shall be one semester.

Art. 21.

(1) In the curricula, the structure of the teaching hours, according to the subjects' content: fundamental, specialized and complementary subjects and to the subjects' character: compulsory, non-compulsory and elective subjects should be consistent with the weightings of the specific standards on core areas developed by ARACIS.

(2) All the fundamental, specialized and complementary subjects build the set of professional and transversal competences necessary for the achievement of a qualification.

(3) These subjects are structured within the framework of a curriculum associated with a qualifying study program, indicating for each subject both the compulsory, non-compulsory and elective character and the fundamental, specialized, complementary content.

Art. 22.

(1) It is mandatory that compulsory and elective subjects have a combined total of 30 credits per semester, 60 credits per academic year, and obtaining 40 of those is subject to promotion within ANIMV in the following academic year.

(2) Credits converted into conventional study hours shall create an obligation on the subject tenure holder to plan the student's activities in such a way that they may fall within the time budget allocated to the subject and that they can achieve the formal objectives of the subject, as set out in the Subject Outline.

Art. 23.

(1) The non-compulsory subjects have a number of credits associated which are additional to the standard credits of the accredited study program and are mentioned in the student's study contract, in the matriculation register and in the diploma supplement.

(2) Their promotion makes the completion of the learning pathway conditional within ANIMV.

(3) The organization of these subjects shall be carried out only if training can be provided.

Art. 24. Examinations for the completion of Bachelor's and Master's studies shall be credited separately with 10 credits.

CHAPTER V MEASURES FOR THE APPLICATION OF ECTS/SECT

Art. 25.

(1) The promotion of a year of study shall be conditioned by the acquisition of a minimum of 60 transferable study credits corresponding to compulsory and elective subjects in the curriculum of that study program, as well as the promotion of non-compulsory subjects, where students have expressed their wish to study them.

(2) Students, following **Bachelor's studies**, may accede in subsequent study years without accumulating all transferable study credits as follows:

a) from the 1st year to the 2nd year if they have obtained a minimum of 40 transferable study credits corresponding to compulsory and elective subjects in the curriculum; otherwise, students will be expelled without the possibility of re-registration. In special cases, e.g. medical cases, exceptions shall be approved by the Faculty Council on request, on the basis of supporting documents.

b) from the 2nd year to the 3rd year, if they have obtained, cumulatively, within the 1st and 2nd years, a minimum of 80 transferable study credits corresponding to compulsory and elective subjects in the curriculum; but no less than 40 credits per academic year, otherwise students will be expelled. In special cases, e.g. medical cases, exceptions shall be approved by the Faculty Council on request, on the basis of supporting documents.

c) the promotion of the 3rd year is conditioned by the obtaining of a minimum of 180 transferable study credits corresponding to compulsory and elective subjects in the curriculum.

(3) The minimum number of transferable study credits required to access the following year shall not be cumulated from the non-compulsory subjects. Students, following **Master's degree studies**, may accede to the following year without accumulating all transferable study credits as follows:

a) from the 1st year to the 2nd year, if they have accumulated at least 40 transferable study credits; otherwise, students will be expelled without the possibility of re-registration; in special cases, e.g. medical cases, exceptions shall be approved by the Faculty Council on request, on the basis of supporting documents.

b) 1. the promotion of the 2nd year is conditioned by the acquisition, cumulatively (within the 1st and the 2nd years), of a minimum of 120 transferable study credits corresponding to compulsory and elective subjects in the curriculum;

2. students from the university program corresponding to Master's degree

studies for security culture may, on request, only follow the additional year/ extension of schooling with tuition fee;

c) the minimum number of transferable study credits required to access the following year shall not be cumulated from non-compulsory subjects.

Art. 26. The school situation shall be closed at least 3 days before the beginning of the following academic year. The exams shall be taken in the scheduled sessions.

Art. 27. In the case of a compact period of study at another institution (minimum one semester), the study program will be subject of a study contract between the student and the two interested institutions.

Art. 28.

(1) The ANIMV, by decision of the University Senate, shall establish:

- a) one ECTS/SECT coordinator at the academy level;
- b) one coordinator of the ECTS/SECT at the level of the component faculties, preferably within the quality assurance structures.

(2) In order to facilitate the use of ECTS/SECT supporting documents, ANIMV promotes the European Credit Transfer and Accumulation System User's Guide in the University Education System, as mentioned in the European Recommendations;

(3) The European Credit Transfer and Accumulation Guide for ECTS/SECT is also used for the development of regulations on the recognition of periods of study abroad;

(4) The same methodology for granting of credits shall be used for post - graduate training and lifelong development programs.

Art. 29.

(1) The ANIMV develops an informative package in the form of a study guide for its own students, but also for informing potential mutual/ international cooperation partners.

(2) The informative package shall include the following elements:

- a) a summary of the institutional structure of ANIMV and the facilities offered on campus;
- b) the calendar of the academic year;
- c) registration procedures;
- d) summary of the curriculum/ curricula applicable in each study year;
- e) an indication of the period(s) of each semester/ academic year in which options are made for (packages of) elective and non-compulsory subjects covered by the curriculum of the following semester/ year;
- f) the schematic description of each subject covered by the curriculum - where applicable, considering the specificities of the course format, according to the applicable SRI (public/ classified) legal regulations.
- g) the unitary ANIMV subject coding system

(3) The ANIMV will specify for students and teachers the conditions under which it applies the system of multiple options at disciplinary or group level of subjects, i.e. the rules under which the transfer of credits from the promotion of one or more subjects at other faculties/ universities is permitted, even if it is included in the teaching program of its own faculty. The ANIMV will specify the set of rules on the basis of which it ensures coherence of knowledge and competence training defining for the field of training in both the Bachelor's and Master's study cycle.

(4) The ANIMV shall also mention in this informative package the name of the tenure holder or holders for each subject in each college — where applicable, considering the specificities of the teacher's personal data in relation to SRI (public/ classified).

(5) In order to facilitate cross-border cooperation between higher education institutions, the study guide can also be promoted in a language of wide international circulation

(6) When drafting the documents within the informative package referred to in paragraph (1), the documents within the European Credit Transfer and Accumulation System User Guide ECTS/SECT, Annex 1 to the Order of Ministry of National Education no. 5146/2019 shall be used as a model.

(7) This informative package has an annual character and is made public by free dissemination among students and teachers in the form of a study guide, as well as by display on the university's website, at least two weeks before the beginning of the academic year.

CHAPTER VI

FINAL AND TRANSITIONAL PROVISIONS

Art. 30.

(1) Considering the distinct formal purpose of the Bachelor's and Master's studies, the transfer of credits may be carried out only within the same course of university studies.

(2) The allocation of credits shall be made according to the amount of work required to promote the final exam(s).

(3) Credits shall be recognized, equivalent and transferred for the purpose of any continuation of studies from one study program to another or between higher education institutions only if all of the following conditions are met:

- a) higher education institutions are accredited institutionally;
- b) study programs have the same level of qualification in the European Qualifications Framework;
- c) study programs are in the same fundamental field;
- d) study programs lead to similar skills/ learning outcomes.

Art. 31. The following rules are part of the European ECTS/SECT system, adopted as such in the national system and cannot be changed at institutional level:

(a) Allocation rule: the year of study, lasting between 34 and 38 weeks, has 60 credits, 30 credits per semester, if equal. The credits shall be allocated to subjects and activities which are independently evaluated. The credits shall be allocated as full amounts.

(b) Standard student rule: the student studies 40 hours a week; the annual workload (34-38 weeks) being at least 1500 hours. An annual workload of 1500 hours is recommended in the national system and the allocation of a credit for 25 hours of study.

(c) Award rule: the credits allocated to a subject shall be granted in full to the student, together with the outcome of the evaluation, the grade, if the condition of promotion is met.

(d) Publicity rule: all the elements describing the curricula and subjects, i.e. the pre-requisites, content, objectives, allocation of credits, training and evaluation methods, are public (in modern, accessible and online formulas).

(e) Transferability rule: all credits obtained in accredited institutions and programs are recognized and potentially transferable in other institutions and programs, as far as their content and purpose are relevant to the current program. If the parties have entered into an agreement/ study contract following the ECTS/SECT model, it shall have legal power.

Art. 32. The specific regulations at the level of faculties/ departments on the application of the system for the allocation of transferable credits shall be approved by the University Senate.

Art. 33. These Regulations were adopted in the Senate meeting of 06.07.2021 and enters into force on the date of approval by the ANIMV Senate.

Art. 34. Any amendments to these Regulations shall be approved in the ANIMV Senate and shall enter into force at the beginning of the next academic year.

Art. 35. On the date of entry into force of these Regulations, *the Methodology for the award of Transferable Study Credits within the "Mihai Viteazul" National Intelligence Academy of 2015* is hereby repealed.