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“MIHAI VITEAZUL”  
NATIONAL INTELLIGENCE ACADEMY  
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**REGULATIONS  
ON THE ORGANIZATION AND CONDUCT  
OF MASTER'S UNIVERSITY PROGRAMS  
WITHIN “MIHAI VITEAZUL” NATIONAL INTELLIGENCE ACADEMY**

- Bucharest, 2021 -

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## **CHAPTER I**

### **GENERAL PROVISIONS**

**Art. 1 (1)** These regulations lay down the framework for the organization and conduct of Master's university programs within the "Mihai Viteazul" National Intelligence Academy, hereinafter referred to as ANIMV.

**Art. 2. (1)** These regulations shall be drawn up in accordance with the provisions of the following legislation:

- 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;
- Law no. 87/2006 for the approval of the Government Emergency Ordinance no. 75/2005 on education quality assurance;
- Government Decision no. 404/2006 on the organization and conduct of Master's university studies;
- Government Decision no. 206/1995 on the reorganization of the National Intelligence Institute in the National Intelligence Academy, under the Romanian Intelligence Service, with all subsequent amendments and additions;
- Government Decision no. 297/2020 with all subsequent amendments and additions in the field and the accredited Master's university study programs and the maximum number of students eligible for education in the academic year 2020-2021;
- Government Decision no. 299/2020 on the approval of Nomenclature of Fields and of specializations/university study programs and the structure of higher education institutions for the academic year 2020-2021;
- Order of the Minister of Education and Research no. 4.492/2005 on promoting professional ethics in universities;
- Order of the Minister of Education, Research, Youth and Sport no. 3666/2012 on the approval of the Code of Rights and Obligations of the Student;
- Order of the Minister of National Education and Scientific Research no. 6102/2016 on the approval of the Framework Methodology for the organization of admission in the Bachelor's university studies, Master and doctoral studies, with all subsequent amendments and additions;
- Order of Minister of National Education no. 5146/2019 on the approval of the application of the European system of transferable credits;
- The Guide of the European Credit Transfer and Accumulation System ECTS/SECT elaborated by the European Commission in the updated form 2015 edition;
- Internal Regulations of the Romanian Intelligence Service and its beneficiaries;
- University Charter of "Mihai Viteazul" National Intelligence Academy.

**(2)** As an Organizing Institution of Master's University Studies (herein after referred to as IOSUM), ANIMV organizes Master's university study programs in the fields of Intelligence and National Security and International Relations and European Studies.

**(3)** ANIMV organizes dedicated Master's university study programs as follows:

- a) Programs necessary for training of SRI officers;
- b) Programs necessary for promoting security culture.

**Art. 2** ANIMV promotes interdisciplinarity and quality within the master university studies programs which it organizes. In this regard, the Academy may associate with other higher education or research institutions in the country or abroad in order to conduct master university studies in consortium, based on SRI approvals.

**Art. 3** Students rights and duties as well as procedures on frequency, expulsion, interruption of studies and the resumption of student status are set out in the Regulations on the professional activity of Students of the second cycle Master degree of ANIMV.

## **CHAPTER II ORGANIZATION OF MASTER'S UNIVERSITY STUDY PROGRAMS**

### **Art. 4**

**(1)** ANIMV organizes full-time Master university study programs of 4 semesters, with or without tuition fees, within the limit of the tuition figure approved by the Director of SRI in accordance with Government Decision no. 297/2020, with all subsequent amendments and additions, regarding the scopes and the accredited Master's university study programs.

**(2)** Master's university study programs are conducted in Romanian or English.

**(3)** The University Senate of ANIMV, hereinafter referred to as the Senate, annually approves the amount of tuition fee and other taxes for university services.

### **Art. 5**

**(1)** Master's university study programs may be followed by graduates with a Bachelor's degree 1<sup>st</sup> Cycle of university studies and by graduates with a Bachelor's degree or equivalent of long-term university studies, that have been declared "ADMITTED" after the admission competition.

**(2)** The admission shall be organized for accredited Master's university programs in accordance with the provisions of the national framework-methodology and those of its own methodology.

**(3)** The admission to the programs necessary for the training of SRI officers also requires compliance with SRI specific regulations.

**(4)** The admission covers both tuition and tuition free places.

### **Art. 6**

**(1)** Each Master's university study program shall be coordinated by a program coordinator appointed by the Faculty Council.

**(2)** The program coordinator shall monitor the conduct of teaching and scientific research activities, the educational status of the Master's students, setting the subjects for graduation etc.

### **Art. 7**

**(1)** The curricula for Master's university training shall apply the *European Credit Transfer System* (referred to below as SECT).

**(2)** The workload specific to teaching, seminar, practical applications and examination activities for the Master's university study programs organized by ANIMV is

quantitatively expressed in accordance with SECT, in transferable study credits.

(3) Transferable study credit means the intellectual work unit of a student, intended for the promotion of subjects within a semester of a Master university study program.

(4) In accordance with the curricula, 120 credits (30 credits x 4 semesters) are allocated for Master's university study programs, which may be supplemented by credits allocated to other teaching activities (courses in related fields, alternative courses during holidays, research and documentation modules etc.).

**Art. 8**

(1) Subject tenure holders may only be teachers who have at least the degree of university lecturer or specialists, associated teachers, invited associated teachers who meet at least the minimum standards for the teaching degree of university lecturer.

(2) Teaching activities of seminar, application work, projects etc. can also be provided by other university teachers, military instructors and specialists of recognized value in the field, in the country or abroad, according to the law.

**Art. 9**

(1) The curricula of master's university study programs, discussed and approved by the Senate and the Commandant (Rector), include both advanced knowledge subjects and complementary training modules.

(2) The Master's student's training program includes teaching and learning activities, scientific research, university practice, evaluation activities, individual study etc., in accordance with the Master university studies program in which they are enrolled.

(3) The activities referred to in paragraph (2) shall, normally, be planned within 8 hours per day, representing courses, laboratories and seminars. Practical activities and other special situations which may prevent the achievement of teaching objectives are exceptions.

(4) Master's students must undertake a subject within each package of optional subjects. Choosing elective subjects shall be done for the 1<sup>st</sup> year of studies at the time of signing the study contract and for the second year of study at the end of the second semester. The options expressed cannot be reversed.

**Art. 10**

(1) The curriculum for the Master's university training program shall include methodical references regarding students' rights and choices concerning the minimum and maximum number of subjects in the training program, how to make the education program and mandatory bibliography available, how to ensure consultations with subject tenure holders, the minimum number of credits in order to promote the semester session, students' evaluation methods, other necessary data for the normal conduct of teaching process.

(2) The Master's student may carry out scientific research activities in scientific research teams of which Ph. D. candidates, teachers, researchers may be part, and the intermediate results of the research project are presented by the Master's student to the ANIMV for debate, in the form of scientific reports submitted to the coordinating teacher, according to the academic year structure.

(3) The results of the scientific research may be used by the Master's student in the graduation paper.

**Art. 11**

(1) Master's university studies shall be completed by a graduation examination.

(2) The requirement for the graduation examination is that all 120 transferable study credits are obtained from the compulsory and optional subjects of the curriculum, that the dissertation is included in the percentage of similarity established at institutional level and that the obligations for scientific research are fulfilled.

(3) The coordinator of the graduation paper is a teacher with the minimum degree of university lecturer, or coordination may be conducted in partnership with a military/specialist instructor.

(4) Following completion of the graduation examination, graduates obtain the master's title and receive the master's degree together with the diploma's supplement.

(5) Graduates of Master university studies have access to doctoral university studies.

### **CHAPTER III STUDENTS' ADMISSION AND ENROLLMENT IN THE MASTER'S UNIVERSITY STUDY PROGRAMS**

#### **Art. 12**

(1) ANIMV is responsible for the organization and conduct of the admission to Master's university studies, through the competent faculty.

(2) The offer of tuition including profiles, study programs, annual tuition figures, the selection criteria for candidates for the intelligence education shall be determined by the Romanian Intelligence Service.

#### **Art. 13**

(1) The admission competition is conducted according to the *Methodology for the organization and conduct of the admission to Master's University Studies* approved by the Senate, in a single admission session, in September. Enrollment to admission for Master's university study programs shall be conducted in accordance with the *Methodology for the organization and conduct of the admission to Master's University Studies*, on the basis of a standard application form addressed to the ANIMV Commandant (Rector), accompanied by the documents specified in the application form. The candidates' documents shall be taken over and registered by the secretarial structure of the competent faculty.

(2) The application form model and the related documents required for the applicant to join the admission competition for the programs of research Master's university studies are specified in the public offer posted on the website **www.animv.ro**.

(3) For all the Master university study programs a fee shall be charged, in the amount approved by the Senate and which shall be paid in accordance with the provisions of the *Methodology for the organization and conduct of the admission to Master's University Studies*.

(4) The minimum admission average is **6,00**. The average obtained on the admission examination shall be communicated to the applicants immediately after the examination has been completed and shall be displayed at the ANIMV headquarters with an indication of date and time.

#### **Art. 14**

(1) A person may be admitted and enrolled simultaneously in no more than two Master's university study programs, irrespective of the educational institutions which

organize them, but only for one of them they may receive funding from the state budget.

**(2)** The person declared "*ADMITTED*" to the Master's university study program has the status of Master's student throughout the second cycle of university studies.

**Art. 15**

The enrollment of admitted candidates, following the contest for admission to the Master's university study programs, shall be done by decision of the Commandant (Rector), on the basis of the proposal submitted by the dean of the organizing faculty, after signing the study contract between ANIMV and the Master's student enrolled with or without tuition.

**Art. 16**

**(1)** The model of the university studies contract shall be elaborated by ANIMV in accordance with the provisions of the legislation in force. The contract is issued in **three copies**, signed at the beginning of the studies by the Master's student and by the ANIMV Commandant (Rector).

**(2)** The university study contract, signed by the Master's student and by the Academy's Commandant (Rector), may be amended or revised on the basis of the relevant legislative provisions, in writing only, by means of an addendum.

**(3)** The registration of a person in the *Single Register* under a unique number, valid for the entire period of tuition in Master's university studies, entitles them as a Master's student throughout the entire period of their presence in the program, from enrollment until graduation or expulsion.

**(4)** The Register of ANIMV becomes part of the National Single Register of Romanian Universities (RMUR) only for the Master university studies programs aiming at training the security culture.

**(5)** Students of Master's university studies programs dedicated for training the Romanian Intelligence Service officers are not registered in the RMUR.

**Art.17**

**(1)** After registration, the Master's student receives a student's pass, which is annually endorsed by the dean of the faculty that manages the Master's university study program in which the student is enrolled.

## **CHAPTER IV**

### **PROCEDURES FOR EXAMINING AND GRADING MASTER'S STUDENTS**

**Art. 18** - Student training assessments shall be carried out throughout the Master's university study program, and are organized by the Academy.

**Art. 19**

**(1)** The evaluation of student training shall be carried out on all subjects, by means of examination provided in the curriculum and in the subject outline.

**(2)** The volume and level of knowledge required in examinations and other forms of verification, as well as the way in which exams are carried out - written, oral, written and oral – are included in the subjects outlines. The subject tenure holder has the obligation to inform students about the content of the subject outline.

**(3)** Semester examinations shall be conducted in accordance with the structure of the academic year approved by the Senate.

(4) Examination commissions shall be proposed by the program manager and approved by the Dean of the relevant faculty, and shall be recorded in the Order of the Day.

(5) Examination commissions shall include teachers who have taught the subject, assisted by the teachers who have led the seminars or practical work for that group, or other persons appointed for that purpose.

(6) Evaluations are scheduled with the assistance of the secretariat of the relevant faculty and announced 15 days before the beginning of the session, through the Academy's communications ways – notice board, teaching platform etc.

**Art. 20.** The Senate may approve, on a proposal from the Faculty Councils, the organization of an open examination session for Master's students who prove (through an official document) that they are/have been unable to attend the examinations/reexamination session due to hospitalization, illness, death in the family, international mobility, participation in sports competitions or missions, or other cases of extreme urgency, as mentioned in the *Regulations on the professional activity of students of the second cycle of Master university studies within ANIMV*.

**Art. 21.** The conduct of the examinations shall be carried out in compliance with all regulations in force regarding the assurance of quality education, as mentioned in the *Regulations on the professional activity of students of the second cycle of Master's university studies within ANIMV*.

## **CHAPTER V INTERRUPTION AND RESUMPTION OF STUDIES. CESSATION OF MASTER'S STUDENT STATUS**

**Art. 22.** The Master's student may interrupt and resume Master's university studies on the basis of reasonable grounds, as mentioned in the *Regulations on the professional activity of students of the second cycle of Master's university studies within ANIMV*.

**Art. 23.** The status of Master's student in the Master university studies programs cease in the situations mentioned in the *Regulations on the professional activity of students of the second cycle of Master's university studies within ANIMV*.

## **CHAPTER VI COMPLETION OF STUDIES. DRAWING UP AND DEFENSE OF GRADUATION PAPER. ISSUANCE OF MASTER'S DEGREE**

**Art. 24.**

(1) Master's university studies for the training of security culture shall be completed with the public defense of a graduation paper, consisting of public presentation of a graduation paper, within the period laid down in the 4<sup>th</sup> semester, in front of a *Graduation Committee*, designated by the competent faculty council and approved by the Senate.

(2) The enrollment for the final examination session can be done only after the acquisition of all 120 transferable study credits related to the subjects in the curriculum.

(3) The graduation examination shall be carried out in accordance with ANIMV's rules of conduct of examinations for completion of Master's university studies.

**Art. 25.** The graduation paper must demonstrate advanced and professional

scientific knowledge of the subject, contain the elements of originality in the development/ resolution of the subject, as well as ways of scientific and professional validation.

**Art. 26.** The paper is usually written in Romanian, but can also be elaborated in a language of international circulation in the situation of programs organized in consortium. In this case, public defense shall be provided in the language of the publication of the paper.

**Art. 27.** When a candidate fails the graduation examination, they may attend a second session, with a fee established by the Senate.

**Art. 28.**

(1) The Master's student who promoted the defense of their graduation paper shall receive a master's diploma, together with a supplement.

(2) Diplomas for graduates who have passed the final examination shall be issued by the secretariat – *Study Papers Department*, in the study program/specialization completed within 12 months after the date of promotion.

(3) Until the Master's degree is issued, graduates who have passed the final examination shall receive certificates of completion, on demand, based on a request addressed to the commandant (rector). In case of loss, the issuance of a new certificate follows the procedures for the issue of duplicates of diplomas.

## **CHAPTER VII QUALITY ASSURANCE OF MASTER UNIVERSITY STUDY PROGRAMS**

**Art. 29** Master's university study programs shall be subjected to internal and external quality assurance procedures, established on the basis of European practices.

**Art. 30**

(1) The quality of Master's university study programs within ANIMV shall be ensured through measures related to the selection process of candidates, the organization and conduct of the teaching process and scientific research.

(2) Ensuring the quality of Master's university study programs within ANIMV involves management, teaching, administrative and human resources aspects.

(3) The ANIMV structures with attributions related to the quality assurance of the Master's university study programs are: ANIMV management, the faculty organizing the program, and the master's student.

(4) The mechanisms and procedures for ensuring the quality of the Master's university study programs are mentioned in the *Report of the Commission for Evaluation and Quality Assurance in ANIMV*, which is drawn up annually.

**Art. 31**

(1) Graduation papers are elements of reference for the quality of education promoted by ANIMV. For this reason, the quality of the papers must be at a high level which is found in the value and importance of the research results, in the relevance of the subject in relation to current academic research and in the clarity of wording.

(2) The achievements of the graduation paper may be published in volumes of scientifically recognized conferences or magazines.



**Art. 32.** ANIMV defends intellectual property rights and forbids any form of intellectual fraud such as plagiarism, copying or taking over from colleagues or teachers.

## **CHAPTER VI FINAL PROVISIONS**

**Art. 33.** The amendment/ addition of the present regulations shall be decided by the Senate, on a proposal from the Faculty Councils and the Academic Community.

**Art. 34.** These regulations shall apply from the date of validation by the Senate.

**Art. 35.** Students that have been enrolled before the approval of these Regulations shall comply with the provisions of the Regulations in force at the time of their admission to the Master.

**Art. 36.** Once the present Regulations shall be in force, the following shall be repealed: *Regulations on the organization and conduct of professional Master's university study programs no. 49.559 of 07.02.2019* and *Regulations on organization and conduct of research Master's university study programs no. 49.566 of 07.02.2019*.

*The Regulations on the organization and conduct of Master's university study programs within ANIMV have been approved in the Academy Senate meeting of **20.05.2021**.*

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