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

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**REGULATIONS**

**on the organization and conduct of postgraduate study programs  
within “Mihai Viteazul” National Intelligence Academy**

- Bucharest, 2021 -

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## I. GENERAL PROVISIONS

**Art. 1.** In “Mihai Viteazul” National Intelligence Academy, hereinafter called ANIMV or the Academy, postgraduate training and continuing professional development programs, i.e. postgraduate permanent education programs hereinafter referred to as Postgraduate Study Programs, shall be organized in accordance with:

- Law of National Education no. 1/2011, republished with subsequent amendments and additions;
- Law no. 288/2004 on organizing university studies, with subsequent amendments and additions,
- Government Ordinance no. 129/2000 on the professional training of adults, republished with subsequent amendments and additions;
- Order of Minister of National Education no. 4750 of August 12, 2019 on the approval of the Framework Methodology for the organization and registration of postgraduate programs by higher education institutions, with subsequent amendments and additions;
- Order of Minister of National Education no. 5146 of September 12, 2019 on the approval of generalized application of The European Credit Transfer and Accumulation System;
- “Mihai Viteazul” National Intelligence Academy University Charter;
- Government Decision no. 607/2014 on the approval of the content and format of study documents which shall be issued for 1<sup>st</sup> Cycle graduates – Bachelor’s Degree Studies.

**Art. 2.** In “Mihai Viteazul” National Intelligence Academy, the operation of Postgraduate training and continuing professional development study programs and of Postgraduate permanent education study programs shall be carried out in accordance with the laws in force and the present Regulations, which may be amended and supplemented by Senate Decisions.

**Art. 3.** The objectives of adult professional training which can be achieved through postgraduate study programs are:

1. Training human resources capable of contributing to increasing workforce competitiveness;
2. Updating knowledge and improving professional training in the basic job and in related jobs;
3. Change in qualification due to economic restructuring, social mobility or changes in working capacity;
4. Acquisition of advanced knowledge, modern methods and techniques necessary for performing working tasks;
5. Promoting lifelong learning.

**Art. 4.**

(1) Postgraduate study programs are part of continuing education and are included in lifelong education.

(2) "Mihai Viteazul" National Intelligence Academy may organize postgraduate study programs only in the academic fields for which there are accredited Bachelor's and Master's degree programs.

(3) "Mihai Viteazul" National Intelligence Academy shall be hereinafter referred to as organizing institution for postgraduate programs.

(4) Postgraduate study programs are level 6 programs according to the National Qualification Framework, hereinafter referred to as CNC, if other qualification level is not expressly mentioned.

**Art. 5.**

(1) Postgraduate study programs are based on occupational/specialized/ specialization competences required at national/European level of group 2 occupations.

(2) Postgraduate study programs are intended for the occupations listed in the schedule Classification of Occupations in Romania – COR/ISCO-08/ (international standard for occupations) / ESCO (European Skills, Competences, Qualifications and Occupations) – European portal for occupations and competences.

(3) Currently, postgraduate study programs at ANIMV level are based on occupational/specialized/specialization competences required at national /European level for occupations from *ISCO-08 Code Commissioned armed forces officers* and of specific activities having *CAEN Code 8422 National defense activities*.

(4) Postgraduate study programs are organized for the acquisition of:

- a. Professional competences at the workplace, common to several occupations;
- b. Key competences;
- c. Transversal competences, including digital and general knowledge.

(5) Postgraduate study programs ensure the acquisition of professional competences according to nationally recognized occupational standards or to the international ones.

**Art. 6.**

(1) In accordance with legal provisions, postgraduate study programs use the transferable study credit system and are finalized with an examination which certifies the results of learning/competences acquired by students during the program.

(2) Postgraduate programs can be:

- I. Continuing training postgraduate study programs
- II. Permanent education postgraduate study programs

**Art. 7.** Starting with the academic year 2019-2020, "Mihai Viteazul" National Intelligence Academy, through the Academy Secretariat, on the proposal of the Postgraduate Training and Distance Education Department (DPPID) has the duty of sending the National Authority for Qualifications the necessary information for registration in the National Registry of Postgraduate Programs (RNPP) and of requesting the Ministry of Education and Research, General Directorate for University Education the number of forms needed according to Minister Decree 4750/2019 on the approval of the Framework Methodology for the organization and registration of postgraduate programs by higher education institutions.

**Art. 8.** In "Mihai Viteazul" National Intelligence Academy, graduates who have at least a Bachelor's degree certificate or an equivalent one in the same fundamental field with the one of the postgraduate programs have the right to attend professional training through training and continuing professional training postgraduate programs. Both graduates of short-term higher education having a graduation diploma and higher education graduates having at least a bachelor degree certificate or an equivalent one has the right to attend permanent education postgraduate study programs.

## II. CONTINUING TRAINING POSTGRADUATE STUDY PROGRAMS

**Art. 9.** Continuing training postgraduate study programs can be:

- (1) Continuing training and professional development postgraduate study programs;
- (2) Continuing upskilling postgraduate study programs.

**Art. 10.** (1) Continuing training and professional development postgraduate programs represent the educational offer of ANIMV for updating/improving certain occupational/professional competences in the fundamental field of the student.

(2) In “Mihai Viteazul” National Intelligence Academy, graduates who have at least a Bachelor’s degree certificate or an equivalent one in the same fundamental field with the one of the postgraduate programs have the right to attend professional training through training and continuing professional training postgraduate programs.

**Art. 11.** (1) Upskilling postgraduate programs represent the educational offer of “Mihai Viteazul” National Intelligence Academy for professional training that leads to the development/completion/acquisition of knowledge, attitudes, skills, abilities or professional competences of a person.

(2) Upskilling postgraduate programs represent horizontal profession/specialization training programs.

(3) Upskilling postgraduate programs are organized according to an occupational standard or based on a study program agreed with the employers or labor market representatives.

(4) By accumulating learning outcomes, two or more postgraduate refresher programs may lead to the practice of a new occupation from the same group as the qualification acquired through the initial training.

(5) In “Mihai Viteazul” National Intelligence Academy, persons who have graduated at least Bachelor’s degree studies or equivalent ones in the same academic field as the postgraduate program have the right to attend professional training through postgraduate upskilling programs.

## III. PERMANENT EDUCATION POSTGRADUATE STUDY PROGRAMS

**Art. 12.** Permanent education postgraduate study programs can target:

- (1) initiation
- (2) development
- (3) specialization
- (4) qualification/retraining

**Art. 13.** In “Mihai Viteazul” National Intelligence Academy, permanent education postgraduate programs are organized and based on learning outcomes, which are based on competences resulting from occupational standards of from labor market/ professional and employer unions’ demand.

**Art. 14. Initiation postgraduate programs for permanent education:**

(1) Initiation postgraduate programs for permanent education are short programs and represent the educational offer of “Mihai Viteazul” National Intelligence Academy for acquiring knowledge, abilities and skills according to the requirements of activities in CAEN, to the new occupations/professions in COR, for mastering new technologies,

information on the changes in the labor market, generally for developments generated by the scientific and technological evolution of the field, which will subsequently generate upskilling/specialization programs.

(2) In “Mihai Viteazul” National Intelligence Academy, graduates of the Bachelor’s degree cycle or of equivalent ones from any fundamental field are entitled to attend the postgraduate programs for initiation.

**Art. 15. Adult professional upskilling postgraduate programs:**

(1) Adult upskilling postgraduate programs represent the educational offer of “Mihai Viteazul” National Intelligence Academy for the professional training that results in the development/completion/acquiring of key professional/transversal knowledge, skills and competences of a person already having a qualification, through new learning outcomes.

(2) Upskilling can also be made for management positions in related specializations/occupations in the same basic group as the qualification obtained through initial training.

(3) By adding up several upskilling programs, one can acquire the learning outcomes required for practicing a new occupation from the same basic group with the qualification obtained through the initial training.

(4) In “Mihai Viteazul” National Intelligence Academy, the following categories are entitled to attend professional training through upskilling postgraduate programs:

- a. Students who graduated at least Bachelor’s degree studies or equivalent ones in the same academic field with the postgraduate program.
- b. Students who graduated initiation postgraduate programs in the same academic field with the postgraduate upskilling program, regardless of the fundamental field of the Bachelor’s program graduated by the student.

**Art. 16. Specialization postgraduate programs:**

(1) Specialization postgraduate programs represent the educational offer of “Mihai Viteazul” National Intelligence Academy for acquiring learning outcomes and the development of competences in the same occupational field/basic group of COR as the qualification obtained by the student through the initial training.

(2) Specialization postgraduate programs are based on occupational standards/study programs and learning outcomes which give the graduate the ability to practice a new occupation in the same basic group of COR as the qualification obtained by the student through the initial training.

(3) The study programs are based on specialized, theoretical and practical subjects.

(4) In “Mihai Viteazul” National Intelligence Academy, persons who have completed at least Bachelor’s degree studies or equivalent ones in the same academic field as the postgraduate program are entitled to attend professional training through specialization postgraduate programs.

**Art. 17. Training and retraining postgraduate programs:**

(1) Training and retraining postgraduate programs represent the educational offer of “Mihai Viteazul” National Intelligence Academy for the professional training which results in acquiring all learning outcomes that allow a person to practice activities specific to one or several occupations from COR/ISCO-08.

(2) Through retraining, one can practice new occupations from the same minor group from COR as the initial training.

- (3) Both training and retraining postgraduate programs are based on study programs which include new field and specialization subjects, with a duration of minimum 30 credits.

#### **IV. ORGANIZATION OF PROGRAMS**

##### **Art. 18.**

(1) "Mihai Viteazul" National Intelligence Academy, as accredited higher education institution, may organize continuing professional training and development postgraduate programs, upskilling and permanent education programs, approved by the Academy Senate on the proposal of the Departments, with the endorsement of the Postgraduate Training and Distance Education Department (DPPID).

(2) Postgraduate study programs referred to in art. 10 and art. 11 may be organized in the academic fields in which the faculty to which the Departments belong has accredited at least Bachelor's and Master's degree studies, and those for permanent education, at least Bachelor's degree studies.

(3) Postgraduate study programs for permanent education may be organized only based on the approval of the Academy Senate.

##### **Art. 19.**

(1) Postgraduate programs may also be organized in an international language only if the faculty organizes Bachelor's degree study programs in that language.

(2) The amount of the fee/student is substantiated by the promoter of the Postgraduate Program.

##### **Art. 20.**

(1) The curricula of the Postgraduate Programs include courses, seminars and practical activities – laboratories/projects, practical training, study visits.

(2) The subject outlines pertaining to the curriculum are elaborated by the academic staff/intelligence instructors/associated staff involved in the Postgraduate Program and who will carry on activities during the respective Postgraduate Program.

##### **Art. 21.**

(1) According to legal provisions, the Postgraduate Programs use the credit transfer system.

(2) 1 (one) transfer credit shall be granted for 25 (twenty-five) hours of didactic activity and individual training.

(3) The didactic activity has a duration of 10-12 hours, the rest being individual study hours.

(4) The duration of a postgraduate program for permanent education which aims at acquiring of competences corresponding to an entire level 6 occupational standard – National Qualifications Framework, cannot be of less than 15 (fifteen) transfer credits, 180 (one hundred and eighty) didactic hours respectively.

##### **Art. 22.**

(1) The University Program Initiator appoints a Program Coordinator/Program Leader, academic or intelligence trainer.

(2) Trainers teaching in postgraduate continuing education programs can be:

a) Academics/intelligence trainers from the Academy;

b) Academics from other universities;

c) Recognized specialists in their field of activity as required by the legal framework in force;

(3) Trainers teaching in ANIMV postgraduate programs referred to in paragraph 2 lit. c) shall be selected from both within and outside the Service on the basis of their expertise in the field of the postgraduate program;

(4) In the case of specialists without a university teaching degree recognized in the country, the ANIMV Senate approves, by evaluation, the teaching degree corresponding to their performance.

(5) The employment of teachers/trainers provided for in paragraph 2 in ANIMV postgraduate programs shall be on the basis of individual part-time fixed-term employment contracts.

**Art. 23.** The name of the Postgraduate University Program will consider the National Qualifications Framework (CNC), the list of specializations and nationally registered professions, market requirements or other national and international standards.

**Art. 24.**

(1) The Postgraduate University Program initiator, the Department, shall draw up a documentation which shall contain the information set out in *Annex 1* to this *Regulation*.

(2) The documentation is submitted to the Postgraduate Training and Distance Education Department (DPPID) and to the Faculty Council for approval of the Postgraduate Program.

**Art. 25.** The documentation related to the Postgraduate Program, together with the opinion of the Postgraduate Training and Distance Education Department (DPPID) and of the Faculty Council are submitted to the Board of Trustees and, subsequently, to the approval of the ANIMV Senate.

## V. ADMISSION

**Art. 26.**

(1) The organization and conduct of the admission are the responsibility of the faculty from which the Department originates, with the support of the Postgraduate Training and Distance Education Department (DPPID), respectively the Secretariat of the Academy through the Secretariat of the Faculty from which the DPPID originates.

(2) "Mihai Viteazul" National Intelligence Academy has developed and approved a procedure for the implementation, organization, running and admission to Postgraduate Programs.

(3) Upon application, candidates must submit a file containing the following documents:

- The standard application form, obtained from the Academy Secretariat through the Faculty Secretariat from which the DPPID originates, in which the candidate will mention under his/her own signature and responsibility all the required data (no changes, additions or deletions are allowed in the application form);
- Bachelor's degree or equivalent / graduation diploma, in plain copy;
- Transcript / supplement to diploma, in plain copy;
- Birth certificate, in plain copy;
- Marriage certificate, in plain copy;
- The receipt for payment of the admission fee, if applicable;
- Identity card, in plain copy.



(4) Candidates must submit the original and a copy of the above-mentioned documents to the Academy Secretariat through the Secretariat of the Faculty from which DPPID originates, for confirmation with the original or by giving a sworn statement.

**Art. 27.** The list of documents required for admission will be posted on premises and ANIMV website.

**Art. 28.**

(1) The enrollment of students admitted to the Postgraduate Programs, as well as of students whose re-enrollment has been approved, is done by decision of the Commandant (Rector) of ANIMV;

(2) Postgraduate programs can be organized on a tuition fee-paying basis or with funding from other sources;

(3) After enrollment, students are registered by the Secretariat of the Academy through the Secretariat of the Faculty from which DPPID originates, in the Matriculation Register, under a unique enrollment number, valid for the entire schooling period.

**Art. 29.** After enrollment, students will sign the Study Contract set out in *Annex 2*.

**Art. 30.** The documentation for the admission, as well as the files for the admitted candidates are submitted and managed by the Academy Secretariat through the Secretariat of the Faculty from which the DPPID originates.

## VI. STUDENT STATUS

**Art. 31.**

(1) In „Mihai Viteazul" National Intelligence Academy the person admitted to a postgraduate study program has the status of student for the entire duration of the program, with the rights and duties deriving from this status, provided for in the legislation in force.

(2) The holder of the student status is subject to the ANIMV, as well as of the legislation in force.

**Art. 32.** The student who has interrupted the study activity has the obligation, upon return, to take possible distinction exams in accordance with the applicable curriculum for the series in which he wants to enroll and to pay the additional fees related to taking the distinction exams.

**Art. 33.** The student who does not pay the tuition fees according to the schedule established through the study contract will be expelled.

**Art. 34.** The student can withdraw from the Postgraduate Program, in which case he can receive a share of the fees, as follows:

- 90 %, if the application was submitted during the enrollment period;
- 50 % of the study fee paid, if the application was submitted before the start of the study program.

**Art. 35.** The tuition fee is not refunded if the withdrawal request was submitted after the start of the study program.

## VII. EVALUATION AND VALIDATION OF THE POSTGRADUATE PROGRAM

**Art. 36.** In "Mihai Viteazul" National Intelligence Academy the postgraduate programs of training and continuous professional development and upskilling, respectively the postgraduate programs of permanent education, are completed with an examination to assess and validate the learning results and professional skills acquired by the students during the program.

**Art. 37.**

- (1) Regulations on the evaluation and validation examination of the professional competences of the Postgraduate Program will be included in the Curricula.
- (2) The student can be certified based on the assessment and the confirmation of the successful passing of the minimum conditions for validating the acquisition of learning outcomes related to the study program.

## VIII. CERTIFICATION OF STUDIES

**Art. 38.**

(1) "Mihai Viteazul" National Intelligence Academy issues a certificate of confirmation of program-specific professional competences to the graduates who pass the evaluation and validation exams of the learning results and professional competences within the postgraduate training and professional development programs.

(2) "Mihai Viteazul" National Intelligence Academy issues a graduation certificate to students who pass the evaluation and validation exams of learning outcomes and professional skills for postgraduate programs of permanent education.

(3) The certificate of graduation/certificate of professional competence is accompanied by a descriptive supplement, which contains the academic status, the duration in hours of the program, the number of transferable credits earned (if applicable), the academic qualification/occupational standard for vocational education and training/qualification standard on which the program was developed, the learning outcomes and the competence/competences covered by the academic program.

(4) The graduation certificate used at the end of postgraduate continuing education programs used *the Europass descriptive supplement model* (according to Annex 10 to G.D. no. 607/2014).

**Art. 39.** The graduation certificate/ certificate of professional competences and the descriptive supplement are issued by *the Secretariat of the Academy through the Secretariat of the Faculty from which DPPID originates*, on the basis of the report issued by the management of the faculty from which DPPID originates, and are managed according to the regulations on the study programs.

**Art. 40.** The documents concerning academic aspects of the running and completion of the Programs are managed by the Academy Secretariat through the Secretariat of the Faculty from which the DPPID originates.

## IX. FINAL PROVISIONS

**Art. 41.** The activity within the Postgraduate Programs is considered separately and is not covered by article 288 paragraph 1 of the Law of National Education no. 1/2011, with subsequent amendments and additions.

**Art. 42.**

(1) The personnel involved in the ANIMV postgraduate programs is remunerated by “hourly pay”, based on the physical hours/conventional hours correspondence system;

(2) For ANIMV postgraduate programs, one hour of class corresponds to 2.5 conventional hours and one hour of seminar or similar activities corresponds to 1.5 conventional hours;

(3) The salary rights due to the personnel provided for in paragraph 1 are established according the Framework Law no. 153/2017 on the salary of staff paid from public funds, with subsequent amendments and additions;

(4) By way of exception from the provisions of paragraph 2, the remuneration of the staff provided for in article 22 paragraph 2, involved in projects with nonrefundable external financing whose budget is established on the basis of unit costs is carried out according to the rates provided in the assumed financial contracts;

(5) The hourly rate is established by the Senate and approved by the ANIMV Board of Trustees;

(6) The maximum number of hours that a teacher/trainer can carry out within the postgraduate study program is established by Academy Senate;

(7) The activity within the Postgraduate Programs is considered separately and is not covered by article 288 paragraph 1 of the Law of National Education no. 1/2011, with subsequent amendments and additions.

**Art. 43.**

(1) The Academy Secretariat through the Secretariat of the Faculty from which DPPID originates will transmit within 30 days from the completion and certification of the program the following data in order to make the necessary reports to the National Qualifications Authority and MENC-DGIU:

- a) Program name and CNC level;
- b) Program type and ISCED field;
- c) Description of postgraduate programs by learning outcomes/ acquired skills (if applicable) and occupations in the labor market to which the program/ standard is addressed;
- d) The place where the program is held and the organizer: the university/ faculty, the consortium;
- e) The duration of the program and number of ECTS credits;
- f) The number of graduates is sent only to MENC-DGIU for reporting to INS.

(2) Non-compliance with the provisions of paragraph 1 may lead to the refusal by the Senate of the organization of other Postgraduate Programs by the Faculty/ Department in question.

**Art. 44.** These Regulations were approved in the meeting of the Senate of “Mihai Viteazul” National Intelligence Academy on **November 25<sup>TH</sup>, 2021** and enters into force on the date of its adoption.

**The documentation for the approval of the *Postgraduate training and continuous professional development and permanent education programs***

1. The name of the Faculty/ Department;
2. The name of the Program;
3. Teaching staff/ intelligence trainer Coordinator/ Program Manager;
4. ISCED study field;
5. The *Postgraduate program* type;
6. The target group to which *the Postgraduate program* is addressed;
7. Form of education;
8. The objectives of the Postgraduate program, expressed in the professional skills and learning outcomes to be acquired by each person following the program;
9. The curriculum and Subject Outlines;
10. Duration and number of transferable credits;
11. The minimum and maximum number of participants for a training cycle or series;
12. Teaching language;
13. The opinion of the Quality Assurance Office of the Academy;
14. The Qualification/ Profession/ Occupations in the labor market to which the Postgraduate program is addressed, if applicable;
15. Teaching staff involved (CV);
16. The venue of the Postgraduate program;
17. The facilities, equipment and materials necessary for the training;
18. Fee/student amount, based on the evaluation of the program coordinator;
19. Signatures of the program coordinator/ department director/ dean;
20. Date.

**POSTGRADUATE TRAINING CONTRACT**

**No. .... of**

I.  
"Mihai Viteazul" National Intelligence Academy as provider of professional training, hereinafter referred to as **Provider**, duly represented by .....  
,  
....., with headquarters in 20 Odăi Street, telephone/fax  
....., e-mail .....@sri.ro, fiscal code/unique registration  
code.....,  
bank account ..... at .....and treasury  
account....., registered in the RNPP no.  
.....

And

II.  
Mr/ Mrs ..... , having CNP  
.....address.....  
..... IC ..... series ..... no.  
..... as **Beneficiary**.

**have concluded the present Postgraduate training contract:**

**1. Object of the contract:**

The object of the contract is the delivery by the Provider of the postgraduate education and training service in ..... for Mr/Mrs ..... beneficiary of the professional training.

**2. Duration and validity of the contract:**

- 2.1. The duration of the contract is from ..... until the completion of the professional training program.
- 2.2. The duration of the program is of ..... hours of training.
- 2.3. The provider reserves the right to cancel/ postpone the organization of the course, with prior notice to the trainees.

**3. The value of the contract:**

- 3.1. The total value of the contract is in amount of.....lei and includes the tuition fee and support services for the course.

3.2. The payment is made in lei, either in cash at the Provider's headquarters, or by payment order to the bank account ....., at..... or treasury account .....

#### **4. Obligations of parties:**

##### **I. The Provider undertakes:**

- a) to provide training services, in compliance with the legal norms and methodologies in the matter, emphasizing the quality of professional training;
- b) to ensure human, material, technical or other similar resources necessary to carry out the professional training activity;
- c) to ensure the completion of the professional training process and the passing of the graduation exams;
- d) to ensure training in the field of safety and health at work;
- e) not to require Beneficiary to participate in activities other than those provided for in the professional training program.

##### **II. The Beneficiary of the professional training service undertakes:**

- a) to submit, upon registration, the participant's personal file, which must contain all the documents listed in the course registration application, according to the specific legislation in force;
- b) to attend the professional training program for the entire period;
- c) to use the material, technical and other similar resources according to their purpose and destination and only within the professional training process, avoiding their degradation, damage or destruction;
- d) to maintain order, cleanliness and discipline while attending professional training courses;
- e) to comply with the rules regarding safety and health at work.

#### **5. The contractual responsibility**

- 5.1 For non-compliance with the clauses of this contract, for non-execution or improper execution of the contract, the guilty party is responsible according to the law.

#### **6. Force majeure**

- 6.1 Force majeure shall exempt the parties from liability if it is proven under the law.
- 6.2 The party which, due to force majeure, is unable to fulfil its contractual obligations shall notify in writing the other contracting, no later than 5 days after the force majeure has ceased.

#### **7. The settlement of disputes**

The contracting parties shall use their best endeavors to resolve amicably any disagreement which may arise between them during performance of the contract. If amicable settlement is not possible, the parties may apply to the competent court, according to the law.

#### **8. Amendment, suspension and termination of the contract**

- 8.1 The contract may be amended only by agreement of the parties, expressed in an addendum to

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this contract.

8.2 The parties may agree to suspend/ postpone the contract for a limited period of time, maximum one series.

8.3 This contract may be terminated under the following conditions:

a) by the expiration of the term and the fulfillment of the object of the contract; b) by termination.

8.4 If one of the parties fails to comply with its obligations under the contract, the injured party may request the termination of the contract.

**9. Final provisions**

This contract represents the will of the parties and has been concluded today, ..... , in two originals, one for each party.

**Provider – “Mihai Viteazul” National Intelligence Academy**

**COMMANDANT (RECTOR) OF  
“MIHAI VITEAZUL” NATIONAL INTELLIGENCE ACADEMY  
Professor  
IVAN ADRIAN-LIVIU**

**Beneficiary**