



METHODOLOGY

for conducting the activities of teaching, learning, research, practical applications and evaluation activities, for full-time education, using specific electronic, computer and synchronous communication resources within "Mihai Viteazul" National Intelligence Academy

The methodology has been approved following the Senate meeting of 29.11.2022.

LEGAL BASIS

- Law of National Education no. 1/2011, with subsequent amendments and additions;
- The quality standards for the conduct of teaching, learning, research, practical applications and evaluation activities for full-time education, using specific electronic, computer and synchronous communication resources proposed by ARACIS, approved following the Extraordinary Meeting of the ARACIS Board on August 5th, 2022, by Resolution 85/H/08.05.2022.

TERMS OF REFERENCE

- ✓ **Teaching, learning, research, practical applications and evaluation activities** include lecture (learning – teaching), seminar, laboratory, project, practical (practical applications) and research activities. Each category of teaching activity has different maximal percentages for online training.
- ✓ **The mixed organization** provides for “face to face” learning, teaching and research activities, both within and outside the university, online, through computer and communication resources and means.
- ✓ **The learning resources** specific to the mixed organization are diverse, accessible, improved in terms of content approach and the form of presentation, and are available to students at any time, on digital platforms. These can be: pre-recorded video lectures, digital lecture notes, audio/video files, digital access bibliography, specific databases, internet documentation facilities, simulations, open educational resources (OER) etc.
- ✓ **Information and communication technologies** that can support the mixed organization of teaching activities may include components such as:
 - Computing devices (computers, laptops, tablets, video conferencing equipment and tools, smartboards, video projectors, projection screens, microphone stations, speaker systems, headsets with microphones);
 - Broadband internet access;
 - Specific digital resources (virtual library, including the possibility of accessing the databases from off-campus devices, radio/TV channel, cloud, dedicated website, open educational resources);
 - E-learning platforms for teaching activities – a classified platform, internal to the Romanian Intelligence Service, with access to the local internet network,

and the G-Suite platform in Gmail, for unclassified activities;

- Applications to communicate on different devices, specific to the activities included in the curricula or which allow their administration.

Art. 1. The Bachelor's, Master's and doctoral degree programs of ANIMV may carry out some teaching and/or research activities within the mixed mode of full-time education, through the use of specific electronic, computer and synchronous communication resources, in accordance with the quality standards developed and approved by ARACIS.

Art. 2. (1) The ratio of learning, teaching, research and practical applications activities is established in ANIMV by reference to ARACIS requirements, considering the type of activity, the field of university studies, with respect to the maximum ratio of activities in synchronous online format, differentiated by type of activity and study cycle, as follows:

(2) For Bachelor's degree studies, the ratio of teaching-learning activities will be a maximum of 20% and for practical and research applications the ratio will be of a maximum of 10%.

(3) For Master's degree programs for officer training, the ratio of teaching-learning activities will be a maximum of 25%, and for practical and research applications a maximum of 15%.

(4) For Master's degree programs for enhancing the security culture within civil society, the ratio of teaching-learning activities will be a maximum of 55% and for practical and research applications a maximum of 35%.

(5) For doctoral degree programs, the ratio of teaching-learning activities will be a maximum of 35%, and for practical and research applications, a maximum of 20%.

Art. 3. (1) The values referred to in Article 2, paragraph (2) to (5) are maximal values and are established by reference to the total hours included in the curriculum for teaching-learning activities, i.e. practical and research applications, but the ratio is recommended to be maintained at the level of each subject.

(2) In well-justified situations, such as those where subject-related activities are conducted by professors working in higher education institutions abroad, they may be conducted exclusively online. These situations are suggested by the Department Council, at the request of the Head of Department and approved by the Faculty Council and by the Doctoral School Council, respectively.

(3) The Head of Department/Head of the Doctoral School coordinating the study program bears full responsibility for compliance with the maximum ratio provided for in Art. 2, paragraph (2) to (5) at the level of the study program.

(4) Laboratory or similar practical applications will usually take place in “face to face” format in the university premises. By exception, practical applications may be conducted online when the use of platforms or specific software leads to an improvement in the quality of the learning-teaching process.

Art. 4. The design, development and implementation of the activities are based on the principles of student-centred learning and teaching, and the development of innovative learning resources, methods and means, using information technology tools.

Art. 5. Each faculty that will propose study programs to be carried out in a mixed format has, in accordance with the guide(s) set out in Art. 14, the following obligations before the start of online activities:

a) Verifying that students have access to the technical and IT means necessary for the free and appropriate use of IT platforms and digital resources in order to carry out learning, teaching, research or applied activities included in the curriculum in good conditions;

b) Developing support materials specific to teaching and research activities carried out online, including matters related to online behaviour or cyberbullying, plagiarism, data fabrication, intellectual copyright. Information on these matters will be detailed in the guidelines to be issued.

Art. 6. (1) The curricula of the study programs that will be organized in mixed form will highlight the subjects or other activities that take place online, as well as the ratio of the online activities in the total hours budget.

(2) For the study programs that are in progress and have curricula already approved by the University Senate on the date of taking effect of the current methodology, the head of department will draw up an annex to the plan that will highlight the activities that can be carried out online.

Art. 7. For each activity for which online learning is chosen, the head of department presents to the Department Council (Faculty Council, where a Department Council is not available) a brief analysis of the benefits in terms of the specific learning needs of the students and how these can be best met, learning outcomes etc. The Department Council approves the specific elements related to the online activity (ratio, topics, learning resources etc) for each subject.

Art. 8. The timetable of learning, teaching, application and research activities, as well as the timetable of evaluation must be made available on the IT platform used by the faculty, and drawn up in such a way as to allow for the successive conduct of synchronous “face to face” activities both on and off university premises, in online format, taking into account, for example, the necessary time needed to travel between the places where they are held or from which they are

accessed.

Art. 9. Subject outlines should be adapted to the mixed organization of the educational process, and work assignments should be clearly formulated, with the recommendation that they are included in the course structure, explicitly or through links, or managed in such a way that students can easily identify work assignments and deadlines.

Art. 10. Throughout the online teaching activities, both teachers and students will keep the video cameras on to facilitate communication.

Art. 11. Online activities must engage students and be interactive and videos or recorded lectures can only be provided as study material.

Art. 12. (1) The final evaluation for each subject, as well as the final examinations, are conducted exclusively on university premises, while the use of technology-assisted evaluation methods is possible.

(2) At the beginning of the course, students shall be informed by the lecturer about the evaluation procedure, and the planning of teaching activities and examinations shall be done with the support of the secretarial structures.

(3) ANIMV's communications and IT structure will ensure that all students have functioning personally identifiable accounts before the start of online activities and/or online evaluation.

Art. 13. The teaching staff who carry out online activities are continually developing their digital skills and their innovative technology-assisted pedagogical approaches, including through participation in training programs organized by and/or with the support of ANIMV.

Art. 14 ANIMV's Informatic Systems Administration and IT Support Structure shall develop a guideline(s) for the use of the online platforms managed by ANIMV, which shall be made available to students at the beginning of the academic year, also by posting it/them in the dedicated online space.

Art. 15. In order to increase student participation in learning, teaching, research, practical application and evaluation activities, online access may also be provided to activities carried out "face to face" on university premises, subject to the maximum settled ratio referred to in Article 2.

Art. 16. The methodology enters into force on the date of approval by the University Senate.

The Methodology for conducting the activities of teaching, learning, research, practical applications and evaluation activities, for full-time education, using specific electronic, computer and synchronous communication resources has been approved following the meeting of the Academy Senate on 29.11.2022.