

ROMANIA  
ROMANIAN INTELLIGENCE SERVICE  
“MIHAI VITEAZUL”  
NATIONAL INTELLIGENCE ACADEMY  
**No. 281312 of 12.12.2022**

UNCLASSIFIED  
Single copy



## **METHODOLOGY**

### **FOR THE ORGANIZATION AND CONDUCT OF THE STUDENTS' INTERNSHIP WITHIN “MIHAI VITEAZUL” NATIONAL INTELLIGENCE ACADEMY**

**The Methodology was approved in the Senate meeting of November 29<sup>th</sup>, 2022.**

## LEGAL BASIS

- Law no. 14/1992 on the organization and functioning of the Romanian Intelligence Service, with subsequent amendments and additions;
- Law no. 80/1995 on the status of military personnel, with subsequent amendments and additions;
- Law no. 182/2002 on the protection of classified information, with subsequent amendments and additions;
- 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. 258/2007 on pupils' and students' traineeships, with subsequent additions;
- Government Decision no. 404/2006 on the organization and conduct of Master's degree studies;
- Government Decision nr. 206/1995 on the reorganization of National Intelligence Studies in "Mihai Viteazul" National Intelligence Academy, with subsequent amendments;
- Order of the Minister of Education, Research and Youth no. 3955/2008 on the approval of the General Framework for the organization and conduct of internship within Bachelor's and Master's university study programs and of the Framework Convention on the conduct of internship within Bachelor's and Master's university study programs;
  - The internal orders and regulations of the Romanian Intelligence Service;
  - University Charter of "Mihai Viteazul" National Intelligence Academy.

## CHAPTER I General provisions

**Art. 1.** This methodology regulates the students' internship activity in "Mihai Viteazul" National Intelligence Academy, hereinafter referred to as ANIMV, and the relations that are established between the parties involved in the performance of internship, provided by law for students enrolled in Bachelor's or Master's degree studies at ANIMV, as well as at other higher education institutions.

**Art. 2.**

(1) The internship is the activity carried out by the students in accordance with the curriculum and aims at verifying the applicability of the theoretical knowledge acquired by them within the study program.

(2) The internship included in the curriculum is compulsory and is a condition for the completion of the studies.

**Art. 3.** For the purposes of this methodology, the terms and notions used have the following meanings:

a) **internship organizer** - the internship organizer is the higher education institution where the student is enrolled; it has concluded a partnership agreement with the internship partner, as well as a framework agreement with the internship partner and the intern; for the purposes of this methodology, as a rule, ANIMV is the internship organizer both for its own students and for students studying at other universities for the needs of the Romanian Intelligence Service (SRI).

b) **internship partner** - the internship partner is the entity where the student shall carry out the academic internship. This may be a Service unit (for military students studying at ANIMV or at other universities for the needs of the Service) - or another public or private entity. ANIMV can be an internship partner for students from other universities;

- c) **the intern** - the student who shall perform the internship with the internship partner;
- d) **partnership agreement** - document concluded between the internship partner (other than the Service's units) and the organizer of the internship, setting out the general terms and conditions of the internship; the partnership agreement may cover several areas of activity, not only academic internships;
- e) **framework agreement on the performance of the internship within the Bachelor's or Master's degree programs** - document concluded between the organizer of the internship, the internship partner and the intern, setting out the obligations of the parties during the internship, hereinafter referred to as the Framework Agreement;
- f) **internship mentor (tutor)** - a person appointed by the internship partner to organize and monitor the work of the intern and to provide support in the acquisition of the professional skills planned for the period of the internship;
- g) **supervising teacher** - a person appointed by the internship organizer to plan, organize and supervise the conduct of the internship;
- h) **internship** - activity carried out by the intern, as an independent course, for a limited period of time, in accordance with the curriculum and aimed at acquiring the planned professional competences;
- i) **internship portfolio** - a document attached to the Framework Agreement, which includes the total duration of the internship, the training schedule, the educational objectives, the competences to be obtained during the internship, as well as the methods of evaluation of the professional training acquired by the intern during the internship;
- j) **evaluation report** on the internship - document drawn up by the internship mentor (tutor) at the end of the internship, based on the evaluation of the level of professional training acquired;
- k) **evaluation grade** - is the grade awarded and recorded in the register by the supervising teacher using the observation/evaluation sheets and the evaluation report on the internship;
- l) **internship project** – research and documentation material prepared by the intern according to the requirements of the internship partner;
- m) **internship notebook** - document in which the intern records the knowledge acquired during the internship;
- n) **organizational arrangements for the internship** - these are the steps taken by the internship partner to ensure that the internship is carried out in good conditions, and consist at least of:
  - a. initial presentation of the objectives, problematics and professional themes, the specifics of the project and the internship notebook, the items in the evaluation/observation/appraisal sheet; / b. training on internal rules and regulations relating to occupational safety and health and the protection of classified information; / c. establishing the work program and ensuring the logistical and administrative conditions for carrying out the specific activities;
- o) **thematic plan** - is the document drawn up by the organizer of the internship, in consultation with the internship partner, setting out specific objectives and activities relating to the internship, based on specialized subjects in the curriculum;
- p) **framework theme** - is the specification by the internship organizer, in consultation with the internship partner, of specific elements of the internship based on the specialized subjects in the curriculum;
- r) **specialized subjects** - these are the subjects related to specific training for

information-operational activity;

s) **specialized departments** - are the departments which manage specialized subjects;

t) **evaluation scale of the activities carried out during the internship** - optional documents subsequent to the observation/evaluation sheet, carried out exclusively by the internship partner, in which he/she details aspects subsumed to the items/criteria of the observation/evaluation sheet;

u) **observation/evaluation sheet** - document on the basis of which the internship mentor (tutor) and the supervising teacher evaluate the intern during the internship;

v) **evaluation of the activity during the internship period** - document issued by ANIMV, given to the intern registered in another higher education institution who has completed an internship in a unit of the Service, which mainly records the key data provided by the internship mentor (tutor) who conducted the student's internship;

w) **internship certificate** - a document issued by ANIMV to an intern enrolled in another higher educational institution who has completed an internship in one of the Service's units, certifying the successful completion of the internship and the grade obtained or, respectively, the student's withdrawal from the internship.

**Art. 4.** Internship activities shall pursue the following general objectives:

a) training of interns in the areas of interest laid down in the framework agreements;

b) training of interns in accordance with the thematic plan/framework established by the framework agreements;

c) acquiring specific working skills for the activities carried out with the internship partner;

d) familiarizing interns with the activities carried out by the internship partner in their field of interest;

e) training practical skills and acquiring working skills specific to the activities carried out by the internship partner;

f) improving the knowledge acquired in the subjects studied in the curricula for each year of study;

g) acquiring professional competences according to the internship portfolio.

**Art. 5. The internship organizer** shall have the following obligations:

a) to designate the supervising teachers and communicate their identity and contact details to the internship partners;

b) to establish, through the supervising teacher together with the internship mentor (tutor) designated by the internship partner, the thematic plan/thematic framework of the internship and the professional skills which are the subject of the internship;

c) to determine in the internship portfolios the duration and period of the internship in accordance with the curriculum of the study program from which the intern comes;

(d) to organize an activity prior to the internship to inform students of the objectives and duration of the internship, their obligations during the internship, the contact details of the internship partner and any other information necessary for the internship to be carried out in good conditions;

e) to inform the internship partner of the number of interns undertaking the internship and their contact details;

- f) to specify in the internship documents the rules for the evaluation of the internship, established in accordance with the proposed training objectives;
- g) to ensure the evaluation of the interns, their grading and the awarding of the number of credits specified in the curriculum, with their inclusion in the Diploma Supplement.

**Art. 6. The internship partner** shall have the following obligations:

- a) to provide interns with the logistical, technical and technological means necessary for acquiring the competences specified in the internship portfolio;
- b) to appoint specialized staff to coordinate and participate in the evaluation of internships;
- c) to appoint from their own staff an internship mentor (tutor) to coordinate and participate in the evaluation of the implementation of internships;
- d) to inform the internship organizer before the start of the internship on the number of places available, the location and the timetable of the internship for each intern;
- (e) to instruct interns on the rules of occupational safety and health, fire safety and civil protection specific to the activities they shall carry out and the consequences of noncompliance;
- (f) to carry out specific training on the security of classified information and the consequences of non-compliance with the relevant regulatory framework;
- g) to keep records of the internship documents and monitor their management during the internships together with the internship organizer;
- h) to ensure that interns are present at the activity and report to the internship organizer any misconduct;
- i) to provide opportunities for interns to monitor their internship portfolio, providing them with the necessary means and arrangements;
- j) to provide the organizer of the internship with the evaluation documents of the internship carried out by each intern, drawn up in accordance with the evaluation procedure laid down in the Framework Agreement;

**Art. 7.**

(1) The obligations of internship mentor (tutor) shall be determined by the internship partner on the basis of the provisions of the framework agreement.

(2) Depending on the educational objectives set out in the internship portfolio, the mentor may ask the head of the internship partner for the support of the various structures subordinated to him/her in order to carry out the internship in good conditions, in compliance with the legal and regulatory provisions.

(3) Throughout the duration of the internship, the internship mentor shall monitor the achievement of the objectives set by the internship organizer.

(4) At the end of the internship, the internship mentor shall draw up evaluation reports on the internship, which shall be submitted to the leader of the internship partner.

(5) In the evaluation reports on the internship, the internship mentor shall assess the level of knowledge, skills and competences acquired by the interns, considering the internship projects as well as the interns' compliance the obligations of the Framework Convention.

(6) On the basis of the observation/evaluation sheets and the evaluation reports of the internship, the supervising teacher shall record the grades in the register and bring them to the attention of the interns;

(7) Observation/evaluation sheets and reports on the internship shall be drawn up individually for each intern.

**Art. 8.**

(1) **The intern** shall have the following **obligations**:

- a) to carry out activities in accordance with the internship portfolio, in compliance with the duration and period imposed by the internship organizer;
- b) to comply with the legal regulations on the protection of classified information, health and safety at work, fire safety, civil protection, specific to the activity carried out, as well as the rules laid down in the Framework Convention;
- c) to be present at the internship activities according to the schedule set by the organizer and the internship partner;
- d) to complete and submit the internship notebook regularly to the internship mentor (tutor);
- e) to draw up and defend the internship project set out in the Framework Agreement.

(2) Periodically and after the end of the internship, the intern shall submit to the supervising teacher an internship notebook.

(3) The intern's access to the information of the internship partner shall be carried out in compliance with the applicable legal provisions, according to the „need-to-know” principle.

(4) Following the completion of the internship, the student shall obtain a predefined number of transferable study credits which are included in each curriculum.

**Art. 9. The intern shall have the following rights:**

- (1) to benefit from the support of the organizer for the proper conduct of the internship activities.
- (2) to receive certificates and other documents attesting to his or her status and work during the internship.
- (3) to receive a specific number of credits as a result of the internship.
- (4) to be assigned during the internship a tutor from the internship partner and a responsible teacher from the internship organizer.

**Art. 10. The internship organizer shall have the following rights:**

- (1) to organize the selection for the filling of internship positions if the number of positions is limited;
- (2) to monitor the intern's compliance with his/her obligations under this contract and the agreement;
- (3) to penalize the intern if he/she fails to fulfil his/her contractual obligations or fulfils them defectively;
- (4) to request from the internship partner, the contact details of the mentor who coordinates and participates in the evaluation of the internship.

**Art. 11. The internship partner shall have the following rights:**

- a) to evaluate the way in which the intern complies with his/her obligations under this contract;
  - b) to set the intern's program according to the teaching objectives;
- c) to participate, at the request of the organizer, in the selection for the internship positions;
- d) to monitor how the intern complies with his/her obligations under this contract and the agreement;
- e) to propose sanctions against the intern in the event that he/she fails to fulfil his/her contractual obligations or fulfils them defectively;
- f) to request from the internship organizer the documents evaluating the internship carried out by each intern.

## **CHAPTER II**

### **Organization and conduct of internships**

#### **Art. 12.**

(1) ANIMV is both the organizer of internships for military students studying at ANIMV or at other universities for the needs of the Service, and the internship partner for civilian students coming from other public and private higher education institutions, accredited or authorized to operate provisionally in Romania, with which ANIMV has concluded partnership agreements.

(2) Documents specific to the organization of university internships shall be managed as follows:

i. Partnership agreements - at the level of the ANIMV secretariat (model annex no. 1):

ii. Internship framework agreements - at the level of the secretariats of the faculties

(model annex no. 2);

iii. Internship portfolio (annex to the internship agreements) at faculty secretariat level as an integrant part of the framework agreements;

iv. Organizational arrangements and thematic plan are proposed by the supervising teacher and managed by the tutor and the supervising teacher;

v. Evaluation sheet and evaluation report on the internship - the format is proposed by the supervising teacher, completed by the tutor and managed by the tutor and the supervising teacher;

vi. The internship project and the internship notebook – the format shall be proposed by the supervising teaching staff and is managed at the level of the intern, the tutor and the supervising teaching staff.

### **SECTION 1**

#### **Specialized internships of military students (Bachelor's and professional Master's degree for training officers) enrolled in ANIMV for the needs of the Romanian Intelligence Service**

#### **Art. 13.**

(1) The internship of ANIMV military students (Bachelor and Master), educated for the Romanian Intelligence Service, is carried out according to the curricula and the internship programs developed by the competent faculty, approved by the ANIMV Commandant (Rector) on the basis of the partnership agreements in force and framework conventions.

(2) Students perform internships in the units of the Service, according to their requests/needs.

(2) ANIMV has the status of internship organizer, and the units of the Service have the status of internship partners.

(3) After concluding partnership agreements through the Academy Secretariat, Faculties are responsible for establishing the content of the documentation necessary for the internship (iv. organizational measures – model set out in Annex no. XW; thematic plan with the objectives/activities – model set out in Annex no. 6; v. observation/evaluation sheet – model set out in Annex no. 9; evaluation report on the practical training course – model set out in Annex no. 10).

(4) The dean designates a supervising teacher responsible for planning, organizing and supervising the internship.

(5) The supervision teacher together with the internship supervisor (the tutor) designated by the internship partner shall establish the topic and the professional skills that are the subject of the training course.

(6) The supervising teacher establishes the **thematic plan** and the professional competences which are subject of the training course and, where appropriate, may consult the internship supervisor (the tutor) designated by the internship partner.

**Art. 14.**

(1) The secretariats of the faculties, with the support of the specialized departments, shall transmit to the units of the Service, 30 days before the start date of the internships, the centralized list with their own students, for analysis and selection.

(2) After analyzing the lists, within 10 (ten) days, the units of the Service send to ANIMV the lists of selected students.

(3) The secretariats of the faculties, with the support of the specialized departments, shall transmit to each unit of the Service, at least 15 days before the start date of the internships, the list of undergraduate intern military students to be in internships, together with the documents necessary for the internship (organizational measures; thematic plan with the objectives/activities; observation/evaluation sheet – for completion; evaluation report on the internship – for completion).

**Art. 15.**

(1) The internship partner designates an internship mentor (tutor) from among his own staff for one or more interns.

(2) The internship mentor (the tutor) ensures the compliance with the training conditions and the acquisition by the intern of the professional skills planned for the internship period.

(3) After the presentation of the interns in the unit of the beneficiary institution, the internship mentor (the tutor) must instruct interns on occupational safety and health rules, fire protection and civil protection rules specific to the activities they will carry out, as well as the consequences of non-compliance, and perform specific training on classified information security and the consequences of non-compliance with the relevant regulatory framework.

**Art. 16.**

(1) After the completion of the internship, the units of the Service shall send to ANIMV, within 5 working days, the evaluation documents on the internship of each intern (observation/evaluation sheet – signed; evaluation report on the internship – signed).

(2) On the basis of the evaluation report on the internship, the supervising teacher, with the support of the secretariats of the faculties, shall register the evaluation note in the subject catalog.

**Art. 17.**

(1) In exceptional cases, which do not allow students to go to the units of the beneficiary institutions, the internship may be carried out under the coordination of information instructors in ANIMV.

(2) The evaluation of the students' activity carried out in the internship shall be made on the basis of the thematic plan, correlated with the items/criteria in the observation/evaluation sheet and the components of the evaluation report on the internship, with evaluation grades ranging from 1 to 10, expressed in integers, the minimum passing grade being 5,00 (five).

(3) The student who did not obtain the passing grade or who, for good reasons, was absent more than 10% of the internship, is obliged to repeat, as the case may be, in part or in full, the internship, at the proposal of the supervising teacher, at other times when no courses, research activities and examinations are planned, with the consent of the ANIMV Commandant (Rector) and the internship partner.

(4) If after repeating the internship the student did not obtain a passing grade, he shall be expelled.

## SECTION 2



**Specialized internships of military students (Bachelor's degree) enrolled in ANIMV, for other beneficiary institutions in the system of defense, public order, and national security**

**Art. 18.**

(1) The internship of ANIMV military students (Bachelor), educated for other beneficiary institutions in the system of defense, public order and national security, shall be carried out on the basis of the partnership agreements in force and signed framework conventions.

(2) Military students shall perform internships in the units of the system of defense, public order and national security for which they are educated, in accordance with the requests/needs of those institutions.

(3) ANIMV has the status of internship organizer, and the units of the beneficiary institutions for which the students are educated have the status of internship partners.

(4) The dean shall designate a supervising teacher responsible for planning, organizing and supervising the internship.

(5) The supervising teacher together with the tutor designated by the internship partner shall establish the topic and the professional competences that are the subject of the internship.

(6) In order to achieve the objectives and to carry out the internship in good conditions, the signatory parties of the internship documents mentioned under art. 9 may include/amend aspects provided in the models, but which do not contradict the benchmarks established by this methodology.

(7) Changing the terms and conditions of practical training during internships can be done only by the effect of the conclusion of additional acts to the Framework Convention and, where appropriate, to the Partnership Agreement.

**Art. 19.**

(1) After concluding partnership agreements through the Academy Secretariat, Faculties are responsible for the signing of the framework conventions necessary for carrying out the internship by military students (Bachelor) educated by ANIMV for other beneficiary institutions in the system of defense, public order and national security, as well as establishing the content of the documentation necessary for the internship (organizational measures; thematic plan with the objectives/activities; observation/evaluation sheet – for completion; evaluation report on the internship – for completion).

(2) Framework conventions shall be signed at least 30 days before the start date of the internships, in triplicate, one for each signatory party.

(3) The framework conventions signed by ANIMV with the units in the beneficiary institutions and with the interns shall be registered and deposited, as appropriate, to the secretarial structures of the faculties.

**Art. 20.**

(1) The secretariats of the faculties, with the support of the specialized departments, shall transmit to the Academy Secretariat, 30 days before the start date of the internships, the centralized list of the enrolled students, educated by other beneficiary institutions, together with the documents necessary for the internship for every intern (framework conventions with the internship portfolio; observation/evaluation sheet – for completion; evaluation report on the internship – for completion).

(2) The Academy Secretariat shall send to every beneficiary institution, at least 15 days before the start date of the internships, the list of interns to be in internships, together with the documents necessary for the internship (framework conventions with the internship portfolio; organizational

measures; thematic plan with the objectives/activities; observation/evaluation sheet – for completion; evaluation report on the internship – for completion).

**Art. 21.**

(1) The internship partner shall appoint an internship mentor (tutor) from among his own staff for one or more interns.

(2) The internship mentor (the tutor) shall ensure the compliance with the training conditions and the acquisition by the intern of the professional skills planned for the internship period.

(3) After the presentation of the interns in the unit of the beneficiary institution, the internship mentor (the tutor) must instruct interns on occupational safety and health rules, fire protection and civil protection rules specific to the activities they will carry out, as well as the consequences of non-compliance, and perform specific training on classified information security and the consequences of non-compliance with the relevant regulatory framework.

**Art. 22.**

(1) After the completion of the internship, the units of the beneficiary institutions shall send to ANIMV, within 5 (five) working days, the evaluation documents regarding the internship of each intern (observation/evaluation sheet – signed; evaluation report on the internship – signed).

(2) The Academy Secretariat shall communicate, as appropriate, to the secretariats of the faculties, the evaluation documents regarding the internship of each intern.

(3) The secretariats of the faculties, on the basis of the evaluation report on the internship, shall record the grade of the student's/intern's evaluation in the practical subject catalog (specialized).

**Art. 23.**

(1) In exceptional cases, which do not allow students to go to the units of the beneficiary institutions, the internship may be carried out under the coordination of military instructors in ANIMV.

(2) The evaluation of the students' activity carried out in the internship shall be made on the basis of the framework topic, correlated with the items/criteria in the observation/evaluation sheet and the components of the evaluation report on the internship, with evaluation grades ranging from 1 to 10, expressed in integers, the minimum passing grade being 5,00 (five).

(3) The student who did not obtain the passing grade or who, for good reasons, was absent more than 10% of the internship, is obliged to repeat, as the case may be, in part or in full, the internship, at the proposal of the supervising teacher, at other times when no courses, research activities and examinations are planned, with the consent of the ANIMV Commandant (Rector) and of the internship partner.

(4) If after repeating the internship the student did not obtain a passing grade, he/she shall be expelled.

### **SECTION 3**

#### **Internships of the civilian students (Master's degree in promoting the security culture in civil society) from ANIMV**

**Art. 24.**

(1) Internships of the civilian students (Master's degree in promoting the security culture in civil society) from ANIMV shall be carried out according to the curricula and the practice programs developed by the competent faculty, approved by the Commandant (Rector) of ANIMV.

(2) In this case, ANIMV has the status of internship organizer.

(3) The internship partner may be any company, central or local institution or any other legal entity that carries out an activity in correlation with educational objectives and the needs of civilian students in the Master's degree.

(4) Civilian students (Master's degree in promoting the security culture in civil society) carry out internships with various other legal entities with which, if applicable, ANIMV has previously signed partnership agreements, which are conducted in accordance with the Framework Convention.

(5) In order to achieve the objectives and to carry out the internship in good conditions, the signatory parties of the internship documents mentioned under art. 9 may include clauses other than those provided in the models, considering the rules under which the national security activity falls.

(6) Changing the terms and conditions of practical training during internships can be done only by the effect of the conclusion of additional acts to the Framework Convention and, where appropriate, to the Partnership Agreement.

**Art. 25.**

(1) ANIMV has the legal obligation to provide a minimum of 30% of the internship seats required for civilian students (Master's degree in promoting the security culture in civil society), of which at least 50% are outside ANIMV, according to the ARACIS criteria in the Institutional Evaluation Visit Statement.

(2) In case ANIMV does not provide internship sets, the civilian student has the obligation to identify an internship partner which carries out an activity in correlation with the educational objectives of the Master's program to which he is enrolled.

(3) If the civilian student shall identify, including on his own initiative, an internship partner and opts to perform the internship with that partner, the student has the obligation, at least 30 days before the start date of the internship, to submit a written request to the faculty secretariat, for competent analysis and validation/invalidation by the responsible structures.

(4) If the civilian student's request is rejected as a result of non-compliance of the proposal with respect to the proposed legal entity, the civilian student must resume the process of identifying another legal entity and, respectively, submit a new written request, under the same conditions.

**Art. 26.**

(1) The partnership agreements shall be signed at least 30 days before the start date of the internships, in duplicate, one for each signatory party.

(2) Faculties are responsible for the signing of the framework conventions necessary for carrying out the internship by civilian students (Master's degree in promoting the security culture in civil society) from ANIMV, as well as establishing the content of the documentation necessary for the internship (organizational measures; thematic plan with the objectives/activities; observation/evaluation sheet – for completion; evaluation report on the internship – for completion).

(3) The Dean appoints a supervising teacher responsible for planning, organizing and supervising the internship.

(4) The supervising teacher together with the internship mentor (the tutor) designated by the internship partner shall establish the topic and the professional competences that are the subject of the internship.

(5) Framework conventions shall be signed at least 30 days before the start date of the internships, in triplicate, one for each signatory party.

(6) The framework conventions signed by ANIMV with legal entities as an internship partner and with the interns shall be registered and deposited, as appropriate, to the secretarial structures of the faculties.

**Art. 27.**

(1) The secretariats of the faculties shall transmit to the SA, 30 days before the start date of the internships, the centralized list of the enrolled civilian students (Master's degree in promoting the security culture in civil society), together with the documents necessary for the internship for every intern (framework conventions with the internship portfolio; observation/evaluation sheet – for completion; evaluation report on the internship – for completion).

(2) ANIMV, through the Academy Secretariat, shall send to each of the legal entities with which ANIMV has signed partnership agreements, at least 15 days before the start date of the internships, the list of interns to be in internships, together with the documents necessary for the internship (framework conventions with the internship portfolio; organizational measures; thematic plan with the objectives/activities; observation/evaluation sheet – for completion; evaluation report on the internship – for completion).

**Art. 28.** If the civilian student has opted to carry out the internship with another legal entity, the secretariats of the faculties, with the support of the specialized departments, shall transmit to this legal entity, 15 days before the start date of the internships, the documents necessary for the internship for the respective intern (framework conventions with the internship portfolio; observation/evaluation sheet – for completion; evaluation report on the internship – for completion).

**Art. 29.**

(1) The internship partner shall designate an internship mentor (tutor) from among his own staff for one or more interns.

(2) The internship mentor (the tutor) shall ensure the compliance with the training conditions and the acquisition by the intern of the professional competences planned for the internship period.

(3) After the presentation of the interns in the unit of the beneficiary institution, the internship mentor (the tutor) must instruct interns on occupational safety and health rules, fire protection and civil protection rules specific to the activities they will carry out, as well as the consequences of non-compliance, and perform specific training on classified information security and the consequences of non-compliance with the relevant regulatory framework.

**Art. 30.**

(1) After the completion of the internship, the legal entity shall send to ANIMV, within 2 (two) working days, the evaluation documents on the internship of each intern (observation/evaluation sheet – signed; evaluation report on the internship – signed).

(2) The Secretariat of the Academy shall communicate, as appropriate, to the secretariats of the faculties, the evaluation documents on the internship of each intern.

(3) The secretariats of the faculties, on the basis of the evaluation report on the internship, shall record the grade of the student's/intern's evaluation in the practical subject catalog (specialized).

**Art. 31.**

(1) In exceptional cases, which do not allow students to go to the legal entities, the practical training may be carried out under the coordination of military instructors in ANIMV.

(2) The evaluation of the students' activity carried out in the internship shall be made on the basis of the internship theme, with evaluation grades ranging from 1 to 10, expressed in integers, the minimum passing grade being 5,00 (five).

(3) The student who did not obtain the passing grade or who, for good reasons, was absent more than 10% of the internship, is obliged to repeat, as the case may be, in part or in full, the internship, at the proposal of the supervising teacher, at other times when no courses, research activities and examinations are planned, with the consent of the ANIMV rector and of the internship partner.

(4) If after repeating the internship the student did not obtain a passing grade, he shall be expelled.

## SECTION 4

### Internships of the civilian students (Bachelor's and Master's degree) from other higher education institutions

#### **Art. 32.**

(1) Internships of the civilian students from other higher education institutions shall be carried out according to the curricula and the internship programs developed by the competent faculty within the public and private higher education institutions accredited or authorized to operate temporarily in Romania, with which ANIMV has signed partnership agreements, as well as in accordance with the Framework Convention signed between the three interested signatory parties (the higher education institution, ANIMV as internship partner and, respectively, every intern).

(2) In the process of organizing and carrying out internships for the civilian students from other higher education institutions, ANIMV has the statute of internship partner.

(3) In order to achieve the objectives and to carry out the internship in good conditions, the signatory parties of the internship documents mentioned under paragraph (1) may include clauses other than those provided in the models, having regard to the rules under which the national security activity falls.

(4) Changing the terms and conditions of practical training during internships can be done only by the effect of the conclusion of additional acts to the Framework Convention and, where appropriate, to the Partnership Agreement.

(5) If a student enrolled in another public and/or private higher education institution accredited or authorized to operate temporarily in Romania addresses, in his own name, ANIMV or another unit of the Service, expressing his intention to carry out an internship, he will be instructed to contact the secretariat of the higher education institution where he is being trained, even if there is a partnership agreement in force with that higher education institution.

#### **Art. 33.**

(1) The partnership agreements shall be signed at least 30 days before the start date of the internships, in duplicate, one for each signatory party.

(2) The Academy Secretariat shall communicate to the Department of Initial Training (from ANIMV), hereinafter referred to as DFI, in copy, the partnership agreement, no later than 2 (two) days after its signing.

(3) Based on partnership agreements, DFI is the structure responsible for signing the framework conventions at least 30 days before the start date of the internships, in triplicate, one for each signatory party.

(4) Partnership agreements shall be registered and submitted to the Academy Secretariat and framework conventions signed by ANIMV through DFI shall be registered and submitted to the secretariat structure of the faculty.

(5) Partnership agreements and framework conventions shall be transmitted by the responsible structures, in copy, to the Legal Department.

#### **Art. 34.**

(1) Organizing and conducting internships for students (Bachelor's and Master's degree) from other higher education institutions are carried out under the coordination of ANIMV, through the structure/structures designated by the ANIMV commandant (rector), in collaboration with the Human Resources structure and units of the Service.

(2) DFI is the functional structure that organizes and ensures good conditions for internships performed by students from other higher education institutions within the units of the Service.

(3) Depending on the educational objectives set out in the internship portfolios, the ANIMV commandant (rector) may designate other subordinate structures to organize and ensure good conditions for internships performed by students from other higher education institutions within the units of the Service, and these structures will perform, accordingly, within the limits of their area of competence, the same tasks and actions as those under DFI's responsibility.

**Art. 35.**

(1) Having regard to the partnership agreements in force, the Human Resources structure, depending on the internship programs approved by the management of higher education institutions, shall notify ANIMV of the availability of internships in units of the Service by students enrolled in other higher education institutions.

(2) ANIMV, through DFI, in relation with the conditions and limitations specified in the notification of the Human Resources structure, shall take the necessary steps to inform those higher education institutions about the Service's offer so that it is effectively popularized within the competent faculties, also specifying the contact person where students' requests can be sent (an e-mail address and the deadline by which applicants must submit a copy of the identity document, a letter of intent and a CV).

(3) Within 2 (two) days from the expiration date of the established term, ANIMV through DFI shall centralize the requests received that shall submit them for analysis and selection by the Human Resources structure.

(4) After analyzing the requests, made especially according to the educational objectives pursued, the Human Resources structure shall communicate to ANIMV the list of selected students.

**Art. 36.**

(1) Through DFI, ANIMV shall contact all applicants, but only selected students are provided with organizational details.

(2) Selected students shall be required to submit, 20 working days before the start of the internship, a statement on their own responsibility, completed according to the model set out in Annex no. 3.

(3) Selected students (interns) shall be required to sign the framework conventions at least 30 days before the start date of the internships.

(4) DFI shall organize a preliminary session, in which to bring to the attention of the interns (selected students) the objectives and duration of the internship, obligations incumbent on them during the internship, internship partner contact details, as well as any other information necessary for the internship to be carried out in good conditions.

**Art. 37.**

(1) Through DFI, ANIMV shall inform the units of the Service about the number and identification data of interns who will carry out the internship, as well as on the period of practical training corresponding to each intern.

(2) The number of hours of practical training is that provided in the educational plan of the higher education institution to which the intern is enrolled.

**Art. 38.**

(1) The command of the unit of the Service shall appoint an internship mentor (tutor) from among its own staff for one or more interns.

(2) The internship mentor (the tutor) shall ensure the compliance with the training conditions and the acquisition by the intern of the professional competences planned for the internship period.

(3) After the presentation of the interns in the unit of the Service, the internship mentor (the tutor) must instruct interns on occupational safety and health rules, fire protection and civil protection rules

specific to the activities they will carry out, as well as the consequences of non-compliance, and perform specific training on classified information security and the consequences of non-compliance with the relevant regulatory framework.

**Art. 39.**

After the completion of the internship, the unit of the Service shall send to ANIMV, within 2 (two) working days, an evaluation information on the internship of each intern (considering the internship project, as well as the manner in which the intern complies with the obligations of the Framework Convention).

**Art. 40.**

(1) Through DFI, ANIMV shall draw up, on the basis of information received from the unit of the Service, an evaluation on the activity during the internship period – model set out in Annex no. 4 and, respectively, shall issue an Internship Certificate – model set out in Annex no. 5, documents, countersigned by the commandant (rector) of ANIMV, which will be handed over to the intern within a maximum of 3 (three) working days from the completion of the internship.

(2) If the signed partnership agreements and framework conventions establish the use of other types of documents necessary to carry out the internship, the internship organizer has the obligation to provide them to the internship partner and ANIMV shall complete them accordingly and hand them over to each intern within a maximum of 3 (three) working days from the completion of the internship.

(3) If an intern was absent more than 10% of the internship, ANIMV through DFI will promptly notify the management of the higher education institution where the intern is enrolled.

### CHAPTER III

#### Final provisions

**Art. 41.**

Annexes no.1-8 are an integral part of this methodology.

**Art. 42.**

(1) This methodology shall enter into force on the date of its approval by the University Senate.

(2) The modification of content/provisions of this methodology shall be made only with the approval of the University Senate, under the specific conditions of the legal framework.

*ANNEX no.1 to the ANIMV-MPRAC-01*  
UNCLASSIFIED Copy no

....

**ROMANIA**

.....  
education institution

No..... of .....

**ROMANIA**

..... (the higher  
(Internship partner) organizing the internship)

No.....of.....

## PARTNERSHIP AGREEMENT

Between:

The higher education institution ....., with its headquarters in ....., phone ....., fax ....., e-mail ....., represented by ....., as ....., hereinafter referred to as **internship organizer**, and ....., with its headquarters in....., phone ....., fax ....., e-mail ....., represented by ....., as ....., hereinafter referred to as **internship partner**, has been concluded the present Partnership Agreement, establishing the following:

### Art. 1. Object of the Partnership Agreement

(1) According to the provisions of Law no. 258/2007 on the practical training of pupils and students, with subsequent amendments, and Law no.1/2011 on national education, the parties agree to collaborate in order to provide the practical training base for verifying the applicability of professional competencies acquired within the study program by the student, hereinafter referred to as the intern.

(2) The internship shall be carried out by the intern in order to acquire the professional competences mentioned in the internship portfolio, which is an integral part of the Framework Convention on the Internship within Bachelor's/ Master's university study programs, hereinafter referred to as the Convention.

(3) Under this agreement, for each academic year, framework agreements shall be concluded between the internship organizer, the internship partner, and the intern, detailing the way in which the internship is organized.

(4) The framework agreements shall also detail the professional competences that the intern will develop as a result of the internship.

(5) The professional competences will be recorded in the internship portfolio, as integral part of the agreements.

### Art. 2. Duration of the Partnership Agreement

a) The Partnership Agreement is concluded for the period of ..... years.

b) The Partnership Agreement may be extended with the agreement of the parties, expressed in writing 30 days before its expiration date.

### Art. 3. Duration and Period of the Internship

(1) The internship will have a duration of .....

(2) The period of the internship will be from ..... (day/month/year) to .....(day/month/year).

(3) The internship provided for in paragraph (2) will be available to a number of ..... interns.

### Art. 4. The internship organizer has the following obligations:

a) to select students for the internship;

b) to organize a preliminary session before the internship, during which the objectives and duration of the internship, the obligations that students have during the internship, the contact information of the internship partner, as well as any other necessary information for the successful completion of the internship, will be brought to the attention of the students;



- c) to establish in the internship portfolios the duration, period and content of the internship;
- d) to appoint an academic supervisor as coordinator of the internship – responsible for planning, organizing, and supervising the conduct of the internship, and to communicate the identity and contact details of these supervisors to the internship partners;
- e) to inform the internship partner about the number of interns who will undergo the internship and provide their identification details;
- f) to specify in the internship documents the rules on the evaluation of the internship, established in accordance with the proposed training objectives;
- g) upon successful completion of the internship, the internship organizer shall award the intern the number of credits specified in the curriculum, which shall also be recorded in the Diploma Supplement.

**Art. 5. The internship partner has the following obligations:**

- a) to provide interns with the logistical, technical, and technological means necessary for acquiring the competences specified in the internship portfolio;
- b) to appoint a mentor to coordinate and participate in the evaluation of the internships;
- c) in case the intern fails to fulfill his/her obligations, the mentor will contact the coordinating educational supervisor of the internship to ensure that all necessary measures are taken so that sanctions, if applicable, are applied to the respective intern, according to the organization and operation regulations of the internship organizer;
- d) to provide the necessary conditions for the conduct of the internships;
- e) to train the interns on the rules of safety and health at work, fire prevention and civil protection specific to the activities they will carry out, as well as the consequences of their noncompliance;
- f) to provide specific training on the security of classified information and the consequences of not adhering to the regulatory framework in this regard;
- g) to keep records of the internship documents and monitor their management during the internship, together with the internship organizer;
- h) to record the attendance of the intern during activities and to report any deviations to the internship organizer;
- i) to give the intern the opportunity to keep track of his internship portfolio, by providing the necessary means and methods;
- j) to provide the internship organizer with the evaluation documents of the internship carried out by each intern, elaborated according to the evaluation procedure established in the Convention;
- k) to analyze, at the end of the internship, the way of organizing and carrying out the practical training, and to inform the intern about the evaluation result, within 3 (three) working days from the completion of the internship.

**Art. 6. The internship organizer has the following rights:**

- (1) to organize the selection process for filling internship positions;
- (2) to monitor the way in which the intern complies with his obligations stipulated in this agreement and in the convention;
- (3) to impose sanctions on the intern in case he does not fulfill his contractual obligations or performs them defectively;
- (4) to ask the internship partner for the contact details of the tutor who coordinates and participates in the evaluation of the internships.

**Art. 7. The internship partner has the following rights:**

- a) to assess the manner in which the intern fulfills the obligations stipulated in this contract;
- b) to establish the intern`s schedule based on educational objectives;
- c) to participate, at the organizer`s request, in the selection for occupying internship positions;
- d) to monitor the way in which the intern fulfills the obligations stipulated in this agreement and in the convention;

- e) to propose sanctioning the intern if he/she does not fulfill his/her contractual obligations or fulfills them defectively;
- f) to request from the internship organizer the evaluation documents of the internship performed by each intern.

#### **Art. 8. Conducting the internship**

- (a) The number of practice hours is as stipulated in the curriculum of higher education institution where the intern is enrolled.
- (b) Determining the organizational aspects related to the conduct of the internship is the responsibility of the internship partner and involves arranging the necessary measures for:
  - i. determining the location and schedule of the internship for each intern communicated by the internship organizer;
  - ii. establishing, based on current legal provisions, the duties and responsibilities of the interns;
  - iii. providing the approved means and methods necessary for interns to achieve the educational objectives outlined in the internship portfolio;
  - iv. monitoring and recording interns` attendance during the practice and reporting any deviations to the internship organizer;
  - v. training the interns on the safety and health rules at work, fire defense, as well as civil protection measures specific to their activities, along with the consequences of non-compliance;
  - vi. conducting specific instruction regarding the classified information security and the repercussions of not adhering to the relevant regulatory framework;
  - vii. providing interns with training on the code of conduct that should be adopted during the internship.

#### **Art. 9. Evaluation of the Internship**

- (1) The internship partner shall assess the activities carried out by the intern during the internship, based on evaluation procedures elaborated by the internship organizer, in accordance with the contents of the internship portfolio.
- (2) At the end of the internship, the internship partner shall provide the internship organizer with an evaluation report on the intern`s internship.

#### **Art. 10. Intern`s Conduct**

- (1) The internship organizer shall instruct the intern on his obligation to not engage in actions that could harm the reputation of the organizing institution or that of the internship partner.
- (2) The internship organizer shall instruct the intern to adhere to the moral principles and procedures intended for maintaining good conduct in scientific research, as outlined in the Code of Academic Ethics and Deontology, in accordance with the Law of National Educational no. 1/2011 and Law no. 206/2004 on ethical behavior in scientific research, technological development, and innovation, as well as the provisions of Law no. 8/1996 on copyright and related rights, and refrain from violating the recognized and guaranteed rights under this law.
- (3) Violation of these principles shall attract civil, administrative, or criminal liability, as applicable by law, and shall lead to exclusion from internship.

#### **Art. 11. Final terms and Conditions**

- (1) The effective date of this partnership agreement is the date of its signing by the parties.
- (2) This partnership agreement can be amended or supplemented through an additional act, with the consent of both signatory parties.
- (3) This partnership agreement terminates automatically on the term mentioned in Article 2 paragraph (a) or in the situation where the higher education institution in which the intern is enrolled no longer meets the required quality standards for conducting higher education activities as stipulated by law.
- (4) Any issues arising from the execution of the provisions of this partnership agreement will be resolved amicably between the involved parties.

(5) If the Internship partner is dissatisfied with an intern's activity, he can request the intern's withdrawal before the initially agreed-upon term of the internship. The internship partner shall notify the internship organizer in advance through a letter specifying the reasons for interrupting the internship as well as the actions taken to resolve the matter amicably.

(6) Both during and after the termination or cessation of this partnership agreement, the internship organizer undertakes not to disclose to third parties, or not to use for personal gain, any confidential information they have become aware of in any way as a result of collaborating with the internship partner.

(7) Confidential information refers to any information, facts, data related to the activities carried out at the internship partner, as well as those concerning the personal data/relationships of the interns, regardless of the storage or presentation medium.

(8) The internship organizer undertakes to inform its subordinates and interns about the necessity of complying with the confidentiality obligation stipulated in paragraph (7), taking all necessary legal measures to ensure their fulfillment of this obligation.

(9) For the proper information of students regarding career opportunities communicated by the internship partner, the internship organizer shall make public the requests in this regard sent by the internship partner.

The current partnership agreement was concluded on the date of ....., in two original copies, one for each signing party.

The internship organizer,

The internship partner,

.....

.....

represented by

represented by

.....

.....

ROMANIA

.....  
(higher education institution  
organizing the internship)  
.....

ROMANIA

.....  
(internship partner) No..... of  
No..... of .....

**FRAMEWORK CONVENTION  
on the performance of the internship within the Bachelor's/Master's degree study  
programs**

Based on art. 1 of Agreement no. \_\_\_\_\_, having as OBJECT the providing of the practical training for students enrolled in the university study program....., for the academic year ....., the present Framework Convention is concluded between:

The higher education institution .....  
(hereinafter referred to as **internship organizer**), represented by the  
Commandant (rector)

Mr/Mrs .....

the address of the internship organizer: ..... e-mail:  
....., phone: .....

The unit within the Romanian Intelligence Service .....  
(hereinafter referred to as **internship partner**), represented by (name and quality)

Mr/Mrs .....

internship partner's address: ..... the address  
where the internship will take place ..... e-mail:  
....., telephone: .....

Student ..... (hereinafter referred to as intern)

CNP ..... birthday....., place of birth  
....., citizen ..... passport (if applicable) .....,  
residence permit (if applicable) ..... residential address .....  
..... the address where he will live during the internship  
..... enrolled in the academic  
year ....., University ....., Faculty .....  
....., the university study program Bachelor's/Master's degree ..... series ..... group  
..... e-mail: ..... phone: .....

**Art. 1. Object of the Framework Convention**

(1) The Framework Convention establishes the framework within which the internship shall be organized and conducted, in order to provide the basis for verifying the applicability of the professional competences acquired by the student, in order to apply them in accordance with the specialization for which he is preparing.

- (2) The internship is carried out by the intern in order to acquire the professional competences mentioned in the internship portfolio, an integral part of this framework agreement.
- (3) The procedures and content of the internship are described in this framework agreement and in the internship portfolio with the contents provided in the annex which is an integral part of it.

## **Art. 2. Intern's statute**

Throughout the internship, the intern shall be student/master's student of the higher education institution where he is enrolled.

## **Art. 3. Duration and period of the internship**

- (1) The internship will last for .....
- (2) The period of the internship is from ..... (day/month/year) until ..... (day/month/year).

## **Art. 4. Payment and social obligations (to be completed as appropriate)**

- (1) Internship (check the appropriate situation):
  - a) is carried out as part of an employment contract, the two partners being able to benefit from the provisions of Law no. 72/2007 on stimulating the employment of pupils and students, with subsequent amendments;
  - b) is not carried out as part of an employment contract;
  - c) is carried out within a project financed by the European Social Fund;
  - d) is carried out within the project .....

(2) In the case of subsequent employment, the period of the internship shall not be considered as seniority, if the Convention is not carried out under an employment contract.

(3) The intern cannot claim salary, allowance, gratification, bonus or benefits in kind from the internship partner, specified under art. 12, except for the situation in which he/she has the quality of employee of the internship partner. **Art. 5. Interns have the following obligations:**

- a) 20 working days before the start of the internship, to submit to the internship partner a copy of the identity card, curriculum vitae and a declaration on their own responsibility, completed in accordance with the model provided in the Annex (Annex 3 to this Methodology);
- b) to respect, during the internship, the established work schedule and to perform the activities specified by the tutor in accordance with the internship portfolio, in compliance with the legal framework on their volume and difficulty; in case of illness or other objective causes, the practical training shall be recovered without disrupting the theoretical training process of the intern;
- c) to comply with the legal regulations on the protection of classified information, the rules of safety and health at work, fire protection, civil protection, specific to the activity carried out, as well as the rules established by the Convention; in case of non-compliance with these regulations, the manager of the internship partner reserves the right to cancel the framework agreement, after having previously listened to the point of view of the intern and of the tutor and notified the head of the education institution where the intern is enrolled and after receiving the confirmation of receipt of this information
- d) to fill in the internship notebook regularly and to submit it to the internship supervisor (tutor);

- e) to draw up the internship project, if this has been provided for by agreement between the parties.

**Art. 6. The internship partner has the following obligations:**

- a) to provide interns with the logistical, technical and technological means necessary to acquire the competences specified in the internship portfolio;
- b) to appoint specialized staff (tutors) to coordinate and participate in the evaluation of the internships;
- c) to ensure the necessary conditions for the implementation of internships;
- d) to designate an internship mentor (tutor) from among its own staff;
- e) to inform the internship organizer, before the internship begins, about the number of available places, the location and the schedule of the internship for each intern;
- f) to train interns on the rules of safety and health at work, fire protection and civil protection specific to the activities they will carry out, as well as the consequences of their non-compliance. Among his responsibilities, the internship partner shall take the necessary measures for the safety and health at work of the intern, as well as for the communication of the prevention rules on professional risks;
- g) to carry out a specific instruction on the security of classified information and the consequences of non-compliance with the relevant regulatory framework;
- h) to keep records of the internship documents and monitor their management during the internships, together with the internship organizer;
- i) to record the attendance of interns and report any irregularities to the internship organizer;
- j) to provide opportunities for interns to monitor their internship portfolio, providing them with the necessary means and arrangements;
- k) to provide the internship organizer with the evaluation documents of the internship carried out by each intern, drawn up according to the evaluation procedure established in the Agreement;
- l) in case of non-compliance by the intern, the tutor will contact the supervising teacher, applying sanctions according to the organization and operation regulations of the higher education institution;
- m) to analyze, at the end of the internship, the way of organizing and carrying out the practical training activity and to inform the intern of the evaluation result, within 3 (three) working days from the completion of the internship.

**Art. 7. The internship organizer has the following obligations:**

- a) to organize a pre-internship session, in which to inform the students on the objectives and duration of the internship, their obligations during the internship, the contact details of the internship partner and any other information necessary for the internship to be carried out in good conditions;
- b) to establish in the internship portfolios the duration, the period and the content of the practical training;
- c) to designate the supervising teachers and communicate their identity and contact details to the internship partners; the supervising teacher is responsible for planning, organizing and supervising the practical training. The supervising teacher, together with the tutor designated

by the internship partner, determine the subject matter and the professional competences that are the object of the internship;

- d) to inform the internship partner about the number of interns who will do the internship and their identification data;
- e) to specify in the internship documents rules regarding the evaluation of the internship, established in accordance with the proposed training objectives;
- f) if the practical training course does not comply with the commitments made by the internship partner under this agreement, the head of the higher education institution (internship organizer) may decide to interrupt the practical training course according to the framework agreement, after informing the manager of the internship partner and after receiving confirmation of receipt of this information;
- g) following the successful completion of the internship, the organizer will award the intern the number of credits specified in this contract, which will also be included in the Diploma Supplement, according to the Europass regulations (Decision 2.241/2004/EC of the European Parliament and of the Council).

**Art. 8. Persons appointed by the internship organizer and the internship partner**

(1) The mentor (the person who will be responsible for the intern on behalf of the internship partner):

Mr/Mrs.....  
Function (generic name) .....  
Telephone ....., fax ....., e-mail .....

(2) The supervising teacher, responsible for monitoring the implementation of the internship on behalf of the internship organizer:

Mr/Mrs.....  
Function.....  
Telephone ....., fax ....., e-mail .....

**Art. 9 Evaluation of the internship through transferable credits**

The number of transferable credits to be obtained following the internship is  
.....

**Art. 10 The evaluation report regarding the internship**

- (1) During the internship, the internship supervisor together with the teaching supervisor shall constantly evaluate the intern, based on an observation/evaluation form. Both the level of acquisition of professional competences, as well as the behavior and way of integration of the intern into the internship partner's activity, respectively discipline, punctuality, responsibility in solving tasks, compliance with the regulations on which he was trained according to the provisions of art. 6 lit. f) and g).
- (2) At the end of the internship, the internship supervisor draws a report, based on the evaluation of the intern's level of competence acquisition. The result of this evaluation is considered when the supervising teacher grades the intern.
- (3) Periodically and after the end of the internship, the intern shall present to the supervising teacher an internship notebook, which will include: the name of the training module; competences practiced; activities carried out during the internship; personal observations regarding the submitted activity.

**Art. 11. Health and safety at work. Social protection of the intern**

(1) The intern must prove that he is medically insured in Romania during the period of the internship.

(2) The internship partner is due to respect the legal provisions on occupational health and safety specific to the activities the intern will carry out during the internship.

(3) The intern is provided with social protection, according to the legislation in force.

**Art. 12. Optional conditions for carrying out the internship**

(1) Compensation, bonuses or premiums granted to the intern: .....

(2) Possible advantages.....

(3) Other details: .....

**Art. 13. Final provisions**

This framework agreement was concluded on ....., in three original copies, one for each signatory party.

	Commandant (Rector) – the higher education institution organizing the internship	Representative internship partner SRI unit	Intern
Name and surname			
Date			
Signature			
Stamp			

I have read and understood the above.

	Name and surname	Position	Signature
Supervising teaching staff			
Tutor			
Data			



**INTERNSHIP PORTFOLIO**

to the Framework Convention regarding the implementation of the internship within the Bachelor's/Master's degree study programs

1. Total duration of practical training:  
.....
2. The calendar (interval) of the training: .....
3. Internship period, working time and schedule (indicate the days of practical training in the case of part-time work): .....
4. Address where the internship will take place:  
.....
5. Travel outside the place where the intern is assigned covers the following addresses: .....
6. Conditions for accepting the student in the internship:  
.....
7. Ways to ensure complementarity between the training acquired by the student in the higher education institution and during the internship: .....
8. The objectives and framework theme on which the student's practical activity is focused .....
9. Name and surname of the teacher who provides the pedagogical supervision of the intern during the internship: .....
10. Rights and responsibilities of the teaching staff from the educational unit - organizer of the internship, during the internship: .....
11. The name and surname of the internship mentor designated by the internship partner, who will ensure compliance with the training conditions and the intern's acquisition of the professional competences planned for the period of the internship:  
.....
12. Rights and responsibilities of the tutor appointed by the practice partner:  
.....
13. Definition of competences to be acquired during the internship.

No.	Competence	Training method	Workplace	Planned activities	Observations

14. Evaluation methods of the professional training acquired by the intern during the internship

	Name and surname	Position	Signature
Supervising teacher			

Tutor			
Intern			
Date			

No. .... of .....

## AFFIDAVIT

The undersigned, ....., born in (place) ....., county ....., on ....., son/daughter of ....., and of ....., CNP ....., citizenship ....., student at ..... (name of the education institution, study program and year of study) ....., residing in ....., street .....

no. ...., bl. (building) ....., sc. (entrance) ....., et. (floor) ....., ap. (flat) ....., county/sector ....., holder of ID/B.I./C.I. series ....., no. ...., telephone ....., e-mail ....., I commit myself to preserve the confidentiality of the information I will get in touch with during my internship, of the access areas within the Romanian Intelligence Service facility where I am going to carry out my internship, even after the end of the internship activities which involve access to this information.

I agree to comply with the obligations of the interns during the internship within the Romanian Intelligence Service, which acts as an internship partner, as set out in the Framework Convention ..... no. .... / .....

Date .....

Signature .....

*Annex no. 4 to ANIMV – MPRAC-01*

No. .... of .....

Copy no. ....

**EVALUATION  
on the internship activity**

of the student \_\_\_\_\_

Year of study: \_\_\_\_\_

Academic year:

University \_\_\_\_\_

Faculty \_\_\_\_\_

Hereby, we assess the activity carried out during the internship at the “Mihai Viteazul” National Intelligence Academy, as follows:

- during \_\_\_\_\_, student \_\_\_\_\_  
has carried out the internship with the theme „ \_\_\_\_\_”;
- the project involved \_\_\_\_\_
- for the accomplishment of the project there were used \_\_\_\_\_,  
the following steps were taken:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

• by carrying out the internship project, \_\_\_\_\_;

\_\_\_\_\_;

• \_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

\_\_\_\_\_;

and we award the RATING: \_\_\_\_\_.

We mention that the student has completed \_\_\_\_\_ hours of internship in our institution.

**Commandant (Rector) of  
“Mihai Viteazul”  
National Intelligence Academy,**

**Professor**

.....

**Tutor,**

.....

No ..... of .....

Copy no. ....

## **INTERNSHIP CERTIFICATE**

**Issued by the internship partner unit:** “MIHAI VITEAZUL” NATIONAL INTELLIGENCE ACADEMY, located in Bucharest, Odăi street, no. 20-22, phone number: 0377.72.12.96, fax: 021.310.48.28 and e-mail: ani@sri.ro,

for

**intern student:** \_\_\_\_\_, residing in \_\_\_\_\_, Street  
 \_\_\_\_\_  
 \_\_\_\_\_, no. \_\_\_\_\_, bl.(building)  
 \_\_\_\_\_, sc. (entrance) \_\_\_\_\_, et. (floor) \_\_\_\_\_, ap. (flat) \_\_\_\_\_, CNP/  
 \_\_\_\_\_, enrolled at  
**UNIVERSITY** \_\_\_\_\_ - **Faculty** \_\_\_\_\_, year  
 \_\_\_\_\_.

**Internship period:** the intern has completed an internship within the host unit during ....., resulting a total of \_\_\_\_\_ hours of **actual internship activity**.

**Place of internship:** \_\_\_\_\_,  
 based at \_\_\_\_\_.

**Tutor assigned by the internship partner:**

- Name and surname: \_\_\_\_\_;
- position: \_\_\_\_\_;
- phone number / e-mail: \_\_\_\_\_/\_\_\_\_\_.

**Evaluation of the intern’s activity, performed by the tutor:**

<b>Criterion</b>	<b>Grading (FB, B, S, NS)</b>
Compliance with the rules of discipline and work organization, with the work schedule	
Compliance with work tasks set by the tutor	
Ability to apply theoretical knowledge in practice	
The way they interact with other members of the team.	

*FB – very well; B – well; S – satisfactory, NS – unsatisfactory*

**Other comments:** student

---

**Commandant (Rector) of  
"Mihai Viteazul"  
National Intelligence Academy,**

**Professor**

.....

**Tutor,**

.....

No. .... of .....

# ADMINISTRATIVE MEASURES

***On the completion of the internship for  
Bachelor's/Master's students, for the internship partner  
on the conduct of the internship  
BACHELOR'S / MASTER'S degree program<sup>1</sup>***

## ***Content recommendations:***

- a) there will be submitted the objectives, professional issues and themes, the specifics of the project and the internship workbook, the criteria / items in the evaluation / observation sheet (and, where applicable, the evaluation scale)
- b) a training will be provided on the internal rules and regulations relating to the health and safety at work and the protection of classified information
- c) the work program shall be established and communicated and the logistical and administrative conditions for carrying out the specific activities shall be ensured

---

<sup>1</sup> *Organizational Measures document shall be sent only to the units of the Service.*

ANNEX TO NO ..... OF .....

# THEMATIC PLAN

For BACHELOR / MASTER'S<sup>2</sup> degree program internship

Major: \_\_\_\_\_

YEAR \_\_\_\_\_

I. Objectives:

.....

.....

II. Activities in which the interns will be involved:

.....

.....

.....

---

<sup>2</sup> Internship thematic plan document shall be sent only to the units of the Service.



# EVALUATION SCALE

For the activities carried out during the internship by the students of the  
Bachelor's program .....,

major:

\_\_\_\_\_

**YEAR \_\_\_\_\_**

**Indicator 1. ....**

- (.....)
- no. of points (.....)
- (.....)
- no. of points (.....)
- (.....)
- no. of points (.....)

.....  
.....  
.....

**Indicator 2. ....**

- (.....)
- no. of points (.....)
- (.....)
- no. of points (.....)
- (.....)
- no. of points (.....)

**Indicator 3. ....**

- (.....)
- no. of points (.....)
- (.....)
- no. of points (.....)
- (.....)
- no. of points (.....)

# OBSERVATION / EVALUATION SHEET

of the activity carried out during the internship,  
 BACHELOR'S / MASTER'S degree program,  
 year/major \_\_\_\_

Major \_\_\_\_\_

Faculty \_\_\_\_\_

Student's surname / name \_\_\_\_\_

Internship period \_\_\_\_\_

OBSERVATION / EVALUATION CRITERIA		AWARDED GRADE <sup>3</sup>	COMMENTS
1.	.....		
2.	.....		
3.	.....		
4.	.....		
.....	.....		
.....	Filling in the internship workbook <sup>4</sup> with the carried-out activities and the practiced professional competences.		

<sup>3</sup> The internship supervisor (tutor) awards for each criterion an integral grade from 1 to 10.

<sup>4</sup> The internship workbook may be in physical or electronic form (and will be kept by the person designated by the internship partner).

Internship supervisor (tutor):

\_\_\_\_\_  
*(surname and name)*

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(date)*

I hereby acknowledge (student)

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(date)*

UNCLASSIFIED  
Single copy

ANNEX TO NO. .... of .....

# EVALUATION REPORT

on the internship

Bachelor's / Master's degree program, year/major

Major \_\_\_\_\_

Faculty \_\_\_\_\_

Student's surname / name \_\_\_\_\_

Internship period \_\_\_\_\_

EVALUATED UNIT		Grade <sup>5</sup>
1.		
2.		
3.		
....		
....	<b>Observation / evaluation sheet</b>	

<sup>5</sup> For each unit, the internship supervisor (tutor) awards An integral grade from 1 to 10 and suggests the **final grade** (integral, no decimals).

.		
....	Theoretical and practical level of the internship project <sup>6</sup>	
.	<b>FINAL GRADE</b>	

**Student trainee's strengths (if applicable)**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**Points to improve and recommendations (if applicable)<sup>7</sup>**

.....  
.....  
.....  
.....

---

<sup>6</sup> The internship project shall be done in electronic form and may be classified / unclassified (if classified, respectively unclassified – nonpublic, the file will be kept by the person designated by the internship partner).

<sup>7</sup> If necessary, the unit head and / or the counseling psychologist can make additions (mentioning their surname / name and signing).

.....  
.....  
.....

<p><b>Internship supervisor (tutor):</b> _____ <i>(surname and name)</i></p> <p>_____ <i>(signature)</i> _____ <i>(date)</i></p>
--

<p><b>I hereby acknowledge (student)</b></p> <p>_____ <i>(signature)</i> _____ <i>(date)</i></p>
--