

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

**FOR THE ORGANIZATION AND CONDUCT OF THE
BACHELOR’S DEGREE EXAM
OF THE FACULTY OF INTELLIGENCE STUDIES
WITHIN
“MIHAI VITEAZUL”
NATIONAL INTELLIGENCE ACADEMY**

Approved in ANIMV Senate’s meeting on March 29th, 2023

Bucharest, 2023

LEGAL BASIS

- 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. 80/1995 on the status of military personnel, with subsequent amendments and additions;
- Government Decision no. 433/2022 on the approval of the Nomenclature of fields and specializations/programs of university studies and of the structure of higher education institutions for the academic year 2022-2023;
- Government Decision no. 1.418/2006 on the approval of the Methodology for the external evaluation, standards, reference standards, and the list of performance indicators of the Romanian Agency for Quality Assurance in Higher Education (ARACIS), with subsequent amendments and additions;
- Order of the Minister of National Education no. 3.106/2022 on the approval of the Framework Methodology for the organization and conduct of Bachelor's degree and Master's degree examinations, with subsequent amendments and additions;
- Order no. 4.156/2020 on the approval of the Framework Regulation on the study documents system and university documents within the higher education system;
- University Charter of the "Mihai Viteazul" National Intelligence Academy.

CHAPTER I GENERAL PROVISIONS

Art. 1. (1) As an Institution Organizing Bachelor's Degree Studies, the "Mihai Viteazul" National Intelligence Academy (ANIMV) organizes the graduation exam at the Faculty of Intelligence Studies, Security and Intelligence Studies specialization, in accordance with this Methodology.

(2) The Bachelor's degree exam is structured according to the general criteria on the organization of graduation exams in higher education, Bachelor's studies - cycle I, elaborated by the Ministry of Education and supplemented with the specific ones, established by the "Mihai Viteazul" National Intelligence Academy Senate.

(3) The Bachelor's degree exam consists of taking two evaluations that take place through the physical presence of the student on campus, as follows:

P.1. The evaluation of fundamental and specialized knowledge — written exam;

P.2. The evaluation of the defense of the Bachelor's thesis — oral exam.

(4) The exam is conducted in Romanian.

(5) The minimum average for passing the exam is 6,00 (six).

(6) The results obtained at the oral evaluations cannot be contested, in accordance with the provisions of Article 23 of OMEN 6125/2016.

Art. 2. The exam subjects, topics and bibliography for evaluation 1 (P1) are proposed at the level of the departments of the Faculty of Intelligence Studies, in

accordance with the curriculum and the subjects` outlines after which the students studied and are approved by the Council of the Faculty of Intelligence Studies annually, in October.

Art. 3. The exam subjects, topics and bibliography for evaluation 1 (P1) will be brought to the attention of the students through the care of the coordinators.

Art. 4. (1) Evaluation 2 (P2) implies the defense of a Bachelor`s thesis developed by students. They are required to choose a thesis topic, at least two semesters before completing their studies. After choosing the title, the Council of the Faculty of Intelligence Studies approves a sheet containing the name of the student, the title of the topic and the coordinator of the thesis. Coordinators ensure that all students have chosen the topic of their thesis within the deadline set by this Methodology.

(2) Upon the proposal of the students, the lists with the thesis topics may be supplemented with the approval of the Board of the Faculty of Intelligence Studies.

Art. 5. (1) The Graduation Exam Committee is established at least one month before the beginning of the Bachelor`s degree exam, by decision of the Commandant (Rector) of ANIMV, at the proposal of the Council of the Faculty of Intelligence Studies.

(2) The Bachelor`s Degree Exam Committee within the Faculty of Intelligence Studies consists of at least 3 members among which there are 1 or 2 alternate members.

(3) The chairman of the Committee must be either a professor, or an associate professor. The members of the Graduation Exam Committee, with the exception of intelligence trainers, must have the scientific title of PhD and the teaching degree of lecturer/head of university works, associate professor or professor. The secretary of the Graduation Exam Committee must be at least associate professor and has only attributions of administrating the documents.

(4) The members of the Committee are nominated by the Dean from among teachers and intelligence trainers, so that they are representative in relation to the topic of the exam. The members of the Bachelor`s Degree Exam Committee, as well as its secretary, must not be in relationships of spouses or relatives up to and including the third degree with each other or with the examinees, according to the law.

(5) The composition of the Bachelor`s Degree Exam Committee, as well as the number of its members, do not change during the graduation exam.

(6) Under exceptional and thoroughly justified conditions, at the proposal of the Council of the Faculty of Intelligence Studies, the Commandant (Rector) may approve the replacement of one of the members of the Committee for the Bachelor`s Degree Exam during the graduation exam.

Art. 6. The students will submit to the Secretariat of the Faculty of Intelligence Studies, at least three weeks before the date set for the graduation exam, the following documents:

- Application form for the examination (Annex 1)
- The Bachelor`s thesis, in electronic format, the *.doc* and *.pdf* extension, on the e-mail address indicated for this purpose;
- Affidavit (Annex 2) on the originality of the contents of the Bachelor`s thesis.

Article 7. The Secretariat of the Faculty of Intelligence Studies centralizes the Bachelor`s thesis received within the set deadline and sends them to the scientific coordinator individually within 5 working days.

CHAPTER II EVALUATION OF BACHELOR`S THESIS AND PREPARATION OF REPORTS BY THE SCIENTIFIC COORDINATOR

Art. 8. (1) The scientific coordinator analyses the Bachelor`s thesis and draws up an appreciation report of the thesis (Annex 3), which contains the analysis of the thesis and the grade, together with the proposal for admission of the thesis to be defended before the graduation exam committee. ***The scientific coordinator`s report and grade cannot be contested by the graduate.***

(2) The above-mentioned documents, accompanied by the similarity check report, will be sent to the Secretariat of the Faculty of Intelligence Studies by the scientific coordinator at least 5 working days before the date of the defense.

(3) The scientific coordinator of the thesis must be at least a teaching assistant.

Art. 9. (1) The Bachelor`s thesis will have between 60-80 A4 pages according to the Academic Writing Guide elaborated at ANIMV level. The thesis must contain: the stage of knowledge within the field (synthesis from specialized literature), research methodology, personal contributions and used bibliography. The tables, charts, program listings, etc. can be set up in annexes within the thesis.

(2) The Bachelor`s thesis must have original content. If deviations from the rules of ethics and university deontology are found and the scientific coordinator`s decision is to reject the thesis, the graduate loses the right to attend the graduation exam in that session, being considered rejected.

(3) The scientific coordinator has the right to award the REJECTED rating, prior to the antiplagiarism check of the work, if the student has not fulfilled his obligations regarding the defense of the thesis, at different stages, during the period of its preparation and elaboration, if the student did not consider the recommendations of the coordinator or if the scientific level of the thesis is not appropriate.

(4) The Similarity Check Report is a consultative tool within the process of evaluating the thesis. This report is intended to assist the scientific coordinator, who has the final decision on the rating awarded.

(5) The scientific coordinator of the Bachelor`s thesis is jointly responsible together with their authors for ensuring the originality of their content. The presentation by the student of a copied or falsified thesis by assigning the authorship (thesis obtained by purchase) in order to take the graduation exam is punishable with the loss of the right to take the graduation exam.

CHAPTER III RIGHTS AND OBLIGATIONS OF THE COORDINATOR AND GRADUATES

Art.10. The coordinators have the following obligations:

- (1) to establish, together with the student, the topic of the Bachelor`s thesis, the research program and the schedule for drawing up the thesis;
- (2) to advise students whenever they request;
- (3) to periodically analyze the status of the thesis and make comments and suggestions to supplement or reconsider, where appropriate;
- (4) to ensure the originality of the thesis by checking it by software means for identifying similarities, in accordance with the established deadlines;
- (5) to verify compliance with the rules of academic deontology and avoidance of plagiarism and to ensure compliance with the provisions of Art. 143 (al. 4 and 5) and Article 310 (a) and (b) of The Law of National Education no. 1/2011, with subsequent amendments and additions;
- (6) to give ratings or grades in accordance with the value of the thesis;
- (7) to comply with the rules of the Code of Academic Ethics and Deontology.

Art.11.

- (1) Students who develop the Bachelor`s thesis have the following obligations:
 - a) to propose the topic of the Bachelor`s thesis in accordance with the research areas proposed by the Faculty of Intelligence;
 - b) to submit to the Secretariat of the Faculty of Intelligence, within the set deadline, the request to choose the thesis topic;
 - c) to comply with the requirements of the coordinator, in relation to the content of the thesis;
 - d) to comply with the Academic Writing Guide/Development and Writing of the Bachelor`s thesis;
 - e) to comply with the Synoptic for carrying out the theses;
 - f) to comply with the rules of the Code of Academic Ethics and Deontology;
 - g) to comply with the rules for the avoidance of plagiarism and those of Articles 143 (4) and (5) and 310 (a) and (b) of The Law of National Education no. 1/2011, with subsequent amendments and additions.
- (2) Students who develop Bachelor`s theses have the right to:
 - a) change the topic of the Bachelor`s thesis or its coordinator only once, for well-founded reasons, on the basis of a report approved by the Dean of the Faculty of Intelligence;
 - b) receive guidance from the coordinator of the thesis;

CHAPTER IV CONDUCT OF THE BACHELOR'S DEGREE EXAM SESSION

Art. 12. The Bachelor`s degree exam session is organized at the headquarters of the "Mihai Viteazul" National Intelligence Academy, according to this The Bachelor`s

Thesis Methodology.

Art. 13. (1) The Bachelor`s degree exam is carried out by direct contact, directly, through the presence in the same place and at the same time, of the Examination Committee and of the examinee.

(2) The defense of the Bachelor`s thesis is public.

(3) Each member of the Committee will award a grade for each evaluation of the Bachelor`s degree exam. The grades of the members of the Examination Committee are whole numbers, from 1 to 10.

(4) The average of an evaluation, as an arithmetic average of the grades awarded by the members of the examination committee, is calculated with two decimal places, without rounding.

(5) If the evaluation of fundamental and specialized knowledge is carried out *in writing*, the results will be communicated on the same day. The correcting scales will be posted after the entering in the exam room of all candidates during the 180-minute written evaluation.

(6) Appeals are to be submitted within 24 hours of the display, and the Committee for Analysis and Solving of Appeals communicates the outcome of their analysis within 24 hours from the submission.

(7) The decisions of the Committee for Analysis and Solving of Appeals are final.

(8) The graduate who does not promote the evaluation of fundamental and specialized knowledge may not defend the Bachelor`s thesis.

(9) In order to pass each evaluation, it is necessary to obtain the 5,00 (five) grade. The grades are recorded in intermediate registers signed by the members of the committee.

(10) The results obtained in oral evaluation cannot be contested.

(11) The results of each evaluation will be announced on the notice boards on the university campus no later than 48 hours after the date of the evaluation.

(12) The final average of the Bachelor`s degree exam results from the arithmetic average of the averages of the two evaluations, calculated with two decimal places, without rounding.

(13) The final average for passing the Bachelor`s degree exam must be at least 6,00 (six).

(14) The final average of the Bachelor`s degree exam is recorded in the final register signed by all the members of the Bachelor`s Degree Exam Committee.

Article 14. The Bachelor`s degree exam is held only once without a fee.

Article 15. Candidates who have not passed the Bachelor`s degree exam can repeat it, according to the law, at another session organized by the "Mihai Viteazul" National Intelligence Academy, with the candidate bearing the related expenses, the exam fee being approved by the Board of Administration and the Academy Senate, at the proposal of the Council of the Faculty of Intelligence Studies.

Article 16. Fraud and attempted fraud during the Bachelor`s degree exam, proven with evidence and approved by the Bachelor`s degree exam committees, are punishable by the cancellation of the entire Bachelor`s degree exam.

Article 17. The Bachelor`s Degree Exam Committee is responsible for the

application and compliance with the provisions of this Methodology.

Art. 18. In exceptional circumstances, not imputable to the graduate student (medical reasons, missions, etc.), for which evidence is submitted, the student who cannot take the Bachelor's degree exam in the session established for the series to which he belongs, based on a report approved by the Academy's management, will take the exam in a subsequent session, planned and approved by the Academy Senate, in accordance with the provisions of Article 21 of OMEN 3106/2022.

CHAPTER V FINAL PROVISIONS

Article 19. Graduates of the Faculty of Intelligence Studies of the "Mihai Viteazul" National Intelligence Academy, who have passed the Bachelor's degree exam, receive a Bachelor's Diploma in the field of *Military Sciences, Intelligence and Public Order*, as well as the Diploma Supplement in the specialization followed, according to the regulations in force.

Art. 20. Until the diploma is issued, graduates who have passed the Bachelor's degree exam receive, upon request, graduation certificates, valid for 12 months, which give the holder the same legal rights as the diploma and which will include information on the field of university studies, the study program/specialization, the period of study, the average years of study, the status of accreditation/provisional authorization, the form of education, the language of teaching, the geographical location, the number of credits and the normative act establishing them (Government Decision, Order of the Minister, as appropriate).

Article 21. (1) Graduates who have not passed the Bachelor's degree exam receive, upon request, a certificate of completion of their studies, which will include information on the field of university studies, the study program/specialization, the period of study, the average completion of each year of study, the status of accreditation/provisional authorization, the form of education, the language of teaching, the geographical location, the number of credits and the normative act establishing them (Government Decision, Order of the Minister, as the case may be).

(2) Graduates of previous promotions can enroll for the exam to complete their studies in scheduled sessions.

Article 22. The ANIMV Commandant (Rector) ANIMV may cancel, with the approval of the Academy Senate, a graduation exam, a certificate or a diploma when it is proven that it has been obtained by fraudulent means or by violation of the provisions of the Code of Academic Ethics and Deontology.

Article 23. The general average on the basis of which the graduating order is established is calculated as the arithmetic average of the years of study average and the average of the Bachelor's degree exam.

Article 24. The present Methodology may be modified by the "Mihai Viteazul" National Intelligence Academy Senate at the emergence of new regulations on the general framework for organizing graduation exams of higher education studies,

elaborated by the Ministry of Education or within the Romanian Intelligence Service.

Article 25. This Methodology applies from the date of its adoption in the ANIMV Senate and repeals the one of the academic year 2021-2022.

“MIHAI VITEAZUL”
NATIONAL INTELLIGENCE ACADEMY
FACULTY OF INTELLIGENCE STUDIES
No. _____ from _____

APPROVE

Mrs. Dean,

I, the undersigned _____
(*name, father`s first name, first name*)

3rd year student, Bachelor`s studies, Security and Intelligence Studies specialization, full-time,
in order to present for the Bachelor`s degree exam, please approve my enrollment in the
session _____ .

I attach, next to it, the electronic Bachelor`s thesis (format *.doc* and *.pdf*), together with
the affidavit on the originality of the contents of the Bachelor`s thesis.

Date

Signature

“MIHAI VITEAZUL”
NATIONAL INTELLIGENCE ACADEMY
FACULTY OF INTELLIGENCE STUDIES

No. _____ from _____

STATEMENT

I, the undersigned _____ certified with CI, series _____
no. _____ issued by _____ declare on my own
responsibility that the Bachelor`s thesis with the title

belongs entirely to me, being the result of my work, based on my research and information obtained from sources that have been cited and indicated, according to academic rules, in notes and bibliography.

I declare that I have not tacitly or unlawfully used the work of others and that no part of the thesis infringes the intellectual property right of anyone, natural or legal person.

I declare that the thesis has not been defended in this form to any higher education institution.

Date

Signature

Annex 3

“MIHAI VITEAZUL”
 NATIONAL INTELLIGENCE ACADEMY
 FACULTY OF INTELLIGENCE STUDIES
 SESSION _____

BACHELOR`S THESIS EVALUATION SHEET

NAME AND FIRST NAME	
STUDY PROGRAM	
TITLE OF THE WORK	
COORDINATOR OF THE WORK	

THESIS EVALUATION

CRITERIA		SCORING									
1	Representativeness of the topic of the thesis for the field	1	2	3	4	5	6	7	8	9	10
2	Size of the thesis (under/oversized, appropriate to the subject)	1	2	3	4	5	6	7	8	9	10
3	Structure of the thesis (division by chapter, balance of parts)	1	2	3	4	5	6	7	8	9	10
4	Documentation and use of bibliographic sources (summary/rich, updated: correct citation)	1	2	3	4	5	6	7	8	9	10
5	Critical analysis, examination and critical interpretation of bibliography and facts studied	1	2	3	4	5	6	7	8	9	10
6	Application of concepts and methodology to a new aspect	1	2	3	4	5	6	7	8	9	10
7	Originality, personal contribution, new points of view	1	2	3	4	5	6	7	8	9	10
8	Quality of exposure and argumentation (mastering of concepts, methodological justification, rigorous)	1	2	3	4	5	6	7	8	9	10
9	Style, expression (coherence, fluency, fairness)	1	2	3	4	5	6	7	8	9	10
10	Editing (with mistakes/correct, cared for)	1	2	3	4	5	6	7	8	9	10

PROPOSED GRADE: ____

SIGNATURE OF THE COORDINATOR: ____

DATE: _____