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APPROVED  
President of the ANIMV Senate

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# REGULATIONS FOR THE PERIODIC EVALUATION OF RESEARCH STAFF OF THE "MIHAI VITEAZUL" NATIONAL ACADEMY OF INFORMATION

Approved at the University Senate meeting on the sixth of November 2025.

**- Bucharest, 2025-**

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**LEGAL FRAMEWORK**

- *Law No. 183/2024 on the status of research, development and innovation personnel;*
- *Law No. 199/2023 - Law of Higher Education No. 199/2023, with subsequent amendments and completions;*
- *University Charter of the "Mihai Viteazul" National Intelligence Academy, Bucharest;*
- *European Charter for Researchers<sup>1</sup>;*
- *Regulations on the organization and functioning of ANIMV;*
- *Regulations on promotion to positions corresponding to professional research and development grades at the "Mihai Viteazul" National Intelligence Academy.*

**Chapter I  
GENERAL PROVISIONS**

**Art. 1.** The purpose of this regulation is to ensure, in accordance with the legal provisions in force, the framework for evaluating the research staff of the "Mihai Viteazul" National Intelligence Academy (ANIMV) from the perspective of the quality and performance of the specialized research staff.

**Art. 2. (1)** The evaluation of the quality and performance of the activity of specialised research staff is a component of the quality assurance system at ANIMV.

**(2)** The purpose of the evaluation is to measure and assess the professional performance of research staff in a fair, objective and quantifiable manner, with a view to stimulating professionalism and competitiveness, as well as to consolidating a culture of quality and establishing the most appropriate measures to ensure conditions for improving the performance of the staff evaluated.

**(3)** The remuneration of research staff may also be based on their results and performance, in accordance with the law.

**Art. 3. (1)** The evaluation process is coordinated by the ANIMV Commission for Evaluation and Quality Assurance (CEAC), which is informed about the entire evaluation process.

**(2)** The research structure establishes the timetable for the evaluation process of research staff.

**(3)** The director of the research structure is responsible for the evaluation of all research staff within the research structure.

**(4)** In addition, the annual evaluation of research staff is carried out on the basis of the internal regulations of the SRI and the annual objectives assumed by the research staff in accordance with the current activities of ANIMV.

**Art. 4. (1)** The evaluation is carried out considering the activities carried out during the 4-year period evaluated in accordance with Art. 25 para. (1) and (2) of Law No. 183/2024, as well as the mission and objectives of the institution.

**(2)** The assessment of the quality and performance of research staff shall cover both activities related to their core duties and all activities falling within the scope of academic management, organization,

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<sup>1</sup> To the extent that the provisions of the European Charter for Researchers do not conflict with the Law on the Status of Military Personnel and the ANIMV University Charter

coordination and conduct of the research process, relations with civil society, and services provided to the institution and the community.

**Art. 5. (1)** The activity of research staff, regardless of their research grade held and the position they occupy, is assessed in accordance with the legislation in force and the standards of the Romanian Agency for Quality Assurance in Higher Education (ARACIS) and the National Council for Attestation of University Titles, Diplomas and Certificates (CNATDCU) and contains the following mandatory components:

- a) self- evaluation;
- b) evaluation by the director of the research structure<sup>2</sup> , based on point a).

**Art. 6.** The research staff evaluation process is based on the following principles:

- a) the evaluation is objective, honest, constructive and formative;
- b) the evaluation criteria are the same for all research staff;
- c) the director of the research structure shall seek to achieve an optimal balance between the volume and nature of the professional tasks assigned to a person and the quality resulting from the evaluation;
- d) the results of the evaluation by the director of the research structure are confidential, with access limited to the director of the research structure and the person evaluated.

## Chapter II

### ORGANISATION AND CONDUCT OF THE EVALUATION

**Art. 7. (1)** For each periodic evaluation cycle, the minimum score for each rating is established by each research structure for the evaluated period, depending on its own mission, institutional strategy, annual strategic objectives, and ongoing activities at the structure level during that period.

**(2)** The minimum scores for each rating are differentiated by research grade according to the activities in the job description and the current activity of the respective categories of research staff.

**Art. 8. (1)** The self- evaluation of the activity carried out during the period evaluated is done by completing the Self- evaluation Sheet in Annex 1.

**(2)** The form shall explicitly list all relevant results and activities during the evaluation period, mentioning (where applicable) the dates, contexts, names of activities carried out, documents drawn up, etc., in order to facilitate the accurate identification by the director of the research structure of the results to which the person refers.

**(3)** For scientific research activities, the achievements shall be entered in the table and the corresponding scores shall be awarded in accordance with the non-cumulative and non-mandatory<sup>3</sup> indicators.

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<sup>2</sup> The Director of the National Institute for Intelligence Studies or, where applicable, the Director of the Doctoral School, depending on the structure in which the evaluated research staff is employed.

<sup>3</sup> For example, the minimum score for a category of indicators can be obtained by the results recorded for a single indicator in that category.

(4) The self- evaluation sheets shall be submitted to the director of the research structure on the date set in the evaluation calendar.

**Art. 9. (1)** The director of the research structure shall verify the completion of the self-evaluation sheets and the accuracy of the data entered and the scores awarded.

(2) The director of the research structure shall evaluate the activity of the research staff by reference to the minimum level established for each category of indicators and for each degree of research, in accordance with Art. 7(2) of these Regulations, and shall record the results in the Research Staff Evaluation Sheet (Annex 2).

(3) The final rating given to a research framework for the period evaluated is determined as follows:

- a) For failure to achieve the minimum score set for the respective research grade – UNSATISFACTORY;
- b) For achieving the minimum score set for the respective research grade – SATISFACTORY;
- c) For exceeding the minimum score for the respective research grade by 5% – GOOD;
- d) For exceeding the minimum score for that research grade by 10% – VERY GOOD.

(4) The rating is communicated to each person by the director of the research structure, individually and confidentially.

(5) The evaluation form for the director of the research structure is completed by the hierarchical superior.

(6) The director of the research structure centralises the evaluation results and completes the Centralised Form on the evaluation results in Annex 3.

**Art. 10. (1)** Research staff who have objections regarding compliance with the evaluation procedures or the manner in which the evaluation results are recorded may lodge an appeal within three working days of the date on which the individual score is communicated by the director of the research structure.

(2) The appeal shall be submitted to the ANIMV Secretariat.

(3) The appeal shall be settled by a committee appointed by decision of the Rector of ANIMV within 5 working days of the date of registration of the appeal. Persons involved in the evaluation process of the person who has lodged the appeal and/or with whom there is a conflict of interest may not be members of the appeals committee. The appeals committee shall appoint a chairman.

(4) The decision of the appeals committee shall be forwarded to the ANIMV Secretariat within one working day by the chairman of the appeals committee.

(5) Within a maximum of two working days, the decision of the appeals committee shall be communicated in writing to the appellant by the ANIMV Secretariat.

**Art. 11. (1)** In the event of an "unsatisfactory" rating, research staff shall be re-evaluated after a period of 24 months.

(2) For research staff who receive a rating of "unsatisfactory" after two consecutive evaluations, ANIMV shall apply the measures provided for in the Regulations in force.

**Chapter III**  
**FINAL PROVISIONS**

**Art. 12.** These regulations shall enter into force on the date of their approval by the ANIMV Senate.

**Art. 13.** Any changes to the evaluation criteria, forms, questionnaires, or scores related to a form of evaluation shall be approved by the University Senate, communicated to all research staff, and shall come into effect at the start of the following calendar year.

**Art. 14.** The annexes form an integral part of these Regulations.

Research structure:

Evaluated period:

**SELF-EVALUATION SHEET**  
(contains activity centralised over 4 years; indicators are considered on a non-cumulative basis)

Researcher: degree of research, name, surname

	Indicator <sup>4</sup>	Score
<b>a) Results obtained in research activity and their impact</b>		
1.1	Scientific articles published in WoS Q1 or Q2 indexed journals according to UEFISCDI lists	50
1.2	Scientific articles published in WoS indexed journals	30
1.3	Articles published in SCOPUS indexed journals	10/n
1.4	Articles published in BDI-indexed journals	5/n
1.5	Articles published in volumes of conferences indexed in WoS Conference Proceedings Citation Index	10/n
1.6	Articles published in volumes of scientific conferences indexed in BDI	3/n
1.7	Books published by international publishers	50/n
1.8	Books published by national publishing houses	10/n
1.9	Chapters in books published by international publishers	5
1.10	Chapters in books published by national publishing houses	3/n
1.11	Reviews published in WoS-indexed journals or in journals indexed in at least 3 international databases international	2/n
1.12	Publisher scientific volume /book published at international publishing house	10
1.13	Publisher scientific volume(book/volumeconference) published by a national publishing house	5
1.14	Citations of publications in WoS indexed articles	2
1.15	Citations of publications in BDI indexed articles	1
1.16	Citations of publications in non-indexed articles, books or other types of materials	0.5
1.17	Participation in the development of databases or digital corpora of specialised information	5
1.18	Participation in the development of digital dictionaries/digital encyclopaedias (minimum one page/term)	1
<b>b) Management and/or leadership/coordination of research activities</b>		
1.19	Submission project for institutional research/development project in international competitions	10
1.20	Submission project for institutional research/development within national competitions	5
1.21	Implementation project in institutional research/development within international competitions	Project coordinator –20 Work package coordinator - 15

<sup>4</sup> A result can only be quantified for a single indicator, according to the most favourable classification for the evaluated researcher

		Member – 10
1.22	Implementation of project of institutional research/development within national competitions	Project coordinator – 15 Work package coordinator – 10 Member – 5
1.23	Editor/guest editor of a WoS-indexed journal	5/journal
1.24	Member of the editorial board of a WoS-indexed journal	3/journal
1.25	Editor/guest editor of a BDI-indexed journal	2/journal
1.26	Member of the editorial board of a BDI-indexed journal	1/journal
1.27	Evaluation of research, development and innovation projects/programs	5/project/program
<b>c) Entrepreneurial activity/collaboration with the business environment and applicability in the economy/society of the results obtained</b>		
1.28	Services, technologies, products developed	5/service
1.29	Application submission and/or obtaining OSIM/international patent	10/patent
1.30	Partnerships with companies and NGOs	5/partnership
<b>d) Teaching, mentoring, research supervision</b>		
2.1	Partnerships with researchers/teachers from other international research organisations	5/partnership
2.2	Partnerships with researchers/teachers from other national research organisations	3/partnership
2.3	Status as associate teacher/associate researcher in a higher education institution/international research organisation	5/institution
2.4.	Associate professor/associate researcher at a higher national research organisation	3/institution
2.5	Status as doctoral supervisor	3/student supervised during the academic year under review
2.6	Member of a doctoral thesis defence committee	3/committee
2.7	Membership in a doctoral thesis guidance and academic integrity committee for a doctoral thesis	5/thesis
2.8	Supervision of bachelor's/master's theses	3/paper
2.9	Responsible for extracurricular programs for the benefit of students	3/program/year
2.10	Textbooks or university courses with ISBN	3/n
2.11	Textbooks or university courses without ISBN <sup>5</sup>	1/n
2.12	Teaching/seminar activities	5/subject/year
<b>e) Continuing professional development</b>		
2.13	Following a doctoral program	15/program
2.14	Enrolment in a postdoctoral program	15/program
2.15	Participation in mobility programs	10/mobility

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<sup>5</sup> Registered in the ANIMV library

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2.16	Participation in postgraduate training programs and non-university programs relevant to research activity	5/program
<b>f) Contributions to the development of science and the enrichment or promotion of world culture</b>		

3.1	Member of the organising committee of an international scientific event	2
3.2	Member of the organising committee of a national scientific event	1
3.3	Member of the scientific committee of an international scientific event	3
3.4	Member of the scientific committee of a national scientific event	2
3.5	Responsible for organising events to promote science	1
3.6	Papers presented as keynote speaker at international conferences	5/paper
3.7	Papers presented as keynote speaker at national conferences	2/paper
3.8	Papers presented at international conferences	1/conference
3.9	Papers presented at national conferences	0.5/conference
3.10	Award for research activity	5/award
<b>g) Services to society</b>		
3.11	Leader/coordinator of an international professional association/organisation in the field	7/ association/organisation
3.12	Member of an international professional association/organisation in the field	5/association/organisation
3.13	Leader/coordinator of a national professional association/organisation in the field	5/association/organisation
3.14	Member of a national professional association/organisation in the field	3/association/organisation
3.15	Leader/coordinator/member of the National Council for the Accreditation of Academic Titles, Diplomas and Certificates, the National Council for Scientific Research, the council or specialist committees of the Romanian Agency for Quality Assurance in Higher Education, the CNFIS, the CNCS, CCCDI, CNECSDTI, ANC, etc.	Leader/coordinator – 7 Member – 5
3.16	Participation in university committees and councils	3/year
3.17	Participation in groups developing public policies, strategies, international, national and sectoral research plans, standards, regulations, guidelines developed for public authorities or institutions	5/group

Research structure:

Period evaluated:

### EVALUATION SHEET OF THE RESEARCHER

Researcher evaluated:

	Form of evaluation	Score obtained	Minimum set score	Degree of achievement/ exceeding the minimum set score
A. Self-evaluation result				
B. Evaluation by the director of the research structure				

<p><b>AWARDED RATING</b></p> <p>(in accordance with Article 9(3) of these Regulations)</p>	
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Date

Signature of the director of the research structure

Signature of the person evaluated

Research structure:

Period evaluated:

**SUMMARY SHEET ON THE RESULTS OF THE EVALUATION BY THE DIRECTOR OF THE  
RESEARCH STRUCTURE**

	Surname and name of the evaluated researcher	Research grade	Evaluation result	Comments

Director of research structure:

Date:

Signature