

ROMANIA
ROMANIAN INTELLIGENCE SERVICE
"MIHAI VITEAZUL" NATIONAL
INTELLIGENCE ACADEMY

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REGULATIONS
ON THE ORGANIZATION AND FUNCTIONING OF
THE COMMISSION FOR EVALUATION AND QUALITY
ASSURANCE WITHIN „MIHAI VITEAZUL”
NATIONAL INTELLIGENCE ACADEMY

Approved by the Academy Senate in the meeting dated July, 31st 2024

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LEGAL BASIS

- Law of Higher Education no. 199/2023, with its subsequent amendments and supplements;
- Government Decision no. 1418/2006 for the approval of the *Methodology for external evaluation, standards, reference standards and the list of performance indicators of the Romanian Agency for Quality Assurance in Higher Education*, with its subsequent amendments and supplements.

CHAPTER I GENERAL PROVISIONS

Art. 1. These Regulations establish the procedure for the constitution, organization and functioning of the Commission for Evaluation and Quality Assurance (CEAC), within „Mihai Viteazul" National Intelligence Academy (hereinafter referred to as ANIMV or the Academy).

Art. 2. (1) CEAC is constituted pursuant to Article 112 para. (2) and Article 227 para. (1) of Law of Higher Education no. 199/2023, with its subsequent amendments and supplements, and is the coordinating body for the activities of evaluation and quality assurance in the educational and research process of ANIMV.

(2) CEAC has the role to coordinate the activity of internal evaluation, control and continuous improvement of the quality of education in ANIMV, to promote and strengthen the culture of quality in the Academy, to create the appropriate conceptual, normative and functional internal framework to ensure the quality of education in the Academy.

(3) CEAC reviews the degree of institutional capacity for curriculum development, planning and implementation and purposes concrete ways to continuously improve the quality of education.

(4) CEAC is supported at institutional level by the Quality Assurance Office in order to carry out the activities of internal evaluation, control and quality assurance within ANIMV.

Art. 3. For the purposes set out in Art. 2 para. (1), CEAC shall pursue the implementation of the quality assurance strategy and policy, in line with the vision and mission of the ANIMV, as well as with the national, European and international dynamics in the field.

CHAPTER II ESTABLISHMENT, ORGANIZATION AND FUNCTIONING OF CEAC

Art. 4. CEAC shall be established by the decision of the commandant (rector) of ANIMV.

Art. 5. CEAC Chairman shall be appointed by the commandant (rector) of ANIMV in order to ensure the operational management of the Commission.

Art. 6. CEAC shall be subordinated to the commandant (rector) of ANIMV.

Art. 7. CEAC term of office shall have the same duration as that of the commandant (rector) of ANIMV.

Art. 8. CEAC shall consist of 6 members, as follows:

- a) chairman of the Commission;
- b) a representative of the teaching staff elected by vote by the Academy Senate on the proposal from the Board of Trustees;
- c) two representatives of the students, appointed upon consultation, through written proposal, by the students' representatives in leadership positions;
- d) a designated representative of the Romanian Intelligence Service, as employer; appointed by the General Directorate for Human Resources;
- e) a representative of the Quality Assurance Office.

Art. 9. Proposals for the representative of the teaching staff referred to in Art. 8 let. b) shall be formulated by the Board of Trustees and submitted to the members of the Academic Senate for vote.

Art. 10. CEAC secretariat shall be ensured by the member representing the Quality Assurance Office in the Commission.

Art. 11 The composition of the Commission for Evaluation and Quality Assurance is validated by the Academy Senate and approved by decision of the commander (rector).

Art. 12. (1) CEAC membership shall cease:

- a) by right, on the date of termination of the contractual employment relationship or, for the students' representatives, on the date of graduation or on the date of losing the students' representative status;
- b) through renunciation;
- c) by revocation, for duly justified reasons;
- d) in case of promotion to an office incompatible with CEAC membership.

(2) Any CEAC member of the ANIMV staff may resign, for duly justified reasons, from CEAC membership, and the request shall be settled by the decision of the commandant (rector).

(3) The removal of CEAC members of the ANIMV staff shall be done by the decision of the commandant (rector), for duly justified reasons, at the proposal of the Chairman of the Commission, and the filling of the vacancy shall be carried out in accordance with the provisions of Art. 8 and Art. 9 of these Regulations.

(4) The replacement of the employer's representative shall be made by the Head of the General Directorate for Human Resources and notified to ANIMV.

(5) For duly justified reasons, on the proposal of the CEAC Chairman, the commandant (rector) of ANIMV may request the Head of the General Directorate for Human Resources to replace the employer's representative.

Art. 13. Incompatibilities:

(1) CEAC members may not hold management positions in the Academy, with the exception of the Chairman, who provides the operational leadership of the Commission.

(2) If a CEAC member is appointed to a senior position in the Academy, that person will be replaced, on the proposal of the CEAC Chairman, following the procedure described in these Regulations.

(3) CEAC members cannot be part of the evaluation and quality assurance commissions set up at faculty level.

(4) Apart from the students' representatives and the representative appointed by the Human Resources Directorate, the term of office of CEAC members lasts 5 years, according

to Art. 7.

(5) The term of office of members may be renewed successively.

Art. 14. (1) If a CEAC member is replaced in accordance with Art. 13 para. (2), the new member shall take over the duties of the replaced person, until the tasks are redistributed among the members.

(2) If the situation so requires, the CEAC Chairman shall reassign the tasks of the members of the Commission during the first working meeting after the replacement.

Art. 15. (1) CEAC shall have quarterly meetings and whenever necessary to solve specific issues.

(2) CEAC meetings shall be convened by the Secretary of the meeting, at the request of the commandant (rector) of ANIMV or the Chairman of the Commission.

Art. 16. CEAC meetings shall be chaired by the Chairman and, in the absence of the Chairman, by one representative of the teaching staff.

Art. 17. CEAC decisions shall be taken based on an open vote, by simple majority.

Art. 18. Proposals for measures aimed at ensuring and continuously improving the quality of education, formulated by CEAC, shall be submitted for approval to the commandant (rector) of ANIMV or, where appropriate, to the Academy Senate.

CHAPTER III CEAC RESPONSIBILITIES

Art. 19. (1) CEAC has the authority to verify the implementation of ANIMV's policy and strategy in the field of internal evaluation, control and quality assurance of education.

(2) CEAC has the following tasks:

a) develops and coordinates the application of procedures and activities of quality evaluation and assurance, approved by ANIMV management, in accordance with the applicable fields and criteria;

b) prepares an annual internal evaluation report on the quality of education. The report is reviewed by the Academy Senate and made available to all known parties concerned through publication on the ANIMV website, www.animv.ro;

c) makes recommendations and proposals for improving the quality of education and support services;

d) monitors and, where appropriate, intervenes in the way that external partners, such as employers or institutional partners, are consulted and involved in internal quality assurance processes at different levels of the educational organization/ higher education institution.

e) Develops and submits to the commandant (rector) for approval the Strategy for the Evaluation and Quality Assurance in Education in ANIMV;

f) Methodologically supports the development of specific regulations for the quality assurance system in ANIMV and evaluates the status of implementation, i.e. the degree of its functionality, and proposes improvements;

g) Takes the necessary steps to implement the legal provisions in force regarding the quality assurance of education in ANIMV, as well as to improve the results concerning the tree criteria:

g₁) *Institutional capacity*, which results from the internal available organization and infrastructure and is defined by institutional, administrative, managerial structures and the material base and how to optimize its use;

- g₂) *Educational effectiveness*, which consists of the mobilization of resources in order to achieve the expected learning outcomes, embodied in curriculum content, learning outcomes, graduate employability¹ and the financial resources of the organization;
- g₃) *Quality management*, which takes the form of strategies and procedures for quality assurance, procedures for the initiation, monitoring and periodic review of study programs, procedures for the evaluation of learning outcomes, procedures for periodic evaluation of the teaching staff, accessibility of appropriate learning resources, transparency of public interest information, functionality of the structures for education quality assurance and accuracy of the reports provided for by law;
- h) coordinates the implementation of procedures and activities for internal evaluation, control and quality assurance of education, approved by Academy Senate, in accordance with the fields and criteria referred to in Art. 18, para. (2), let. g);
- i) develops and submits to the commandant (rector) for approval proposals to improve the quality of education in ANIMV and evaluates the effectiveness of the proposed measures every six months or whenever necessary;
- j) develops and submits to the Board of Trustees for approval proposals for the resources needed to design, implement, maintain and improve the quality of education in ANIMV;
- k) develops and submits for approval the internal quality evaluation plan, methodologies and standards within ANIMV;
- l) coordinates the internal evaluation activity at faculty and departmental level in order to synchronize actions within this process at ANIMV level;
- m) monitors the consistency of the quality management system with the national reference standards and performance indicators for quality assurance in higher education, set by ARACIS;
- n) coordinates the elaboration and checks the specific documentation for the external regular assessment procedure of the Academy, namely that one required for obtaining the accreditation of the fields and study programs;
- o) verifies the application of the procedure for collecting and interpreting student feedback in ANIMV;
- p) draws conclusions based on the assessment of the teaching staff and presents them to the Board of Trustees;
- q) develops and periodically reviews quality assurance procedures, policies and regulations approved by the management of the university;
- r) approves the scales for operationalizing the evaluation criteria specific to the annual assessment of the teaching staff;
- s) approves the assessment and feedback forms of the educational process conducted by ANIMV;
- t) approves statistical reports for university and postgraduate programs.

Art. 20. The Chairman of CEAC shall have the following duties:

- a) leads CEAC meetings;
- b) regularly informs the commandant (rector) and the Academy Senate on the work of CEAC;
- c) promotes the decisions of CEAC to ANIMV management and the Senate;

¹ Monitoring professional development

d) makes proposals for harmonizing the quality strategy with ANIMV's management strategy;

e) is accountable to the commandant (rector) for CEAC activity;

f) coordinates the drafting and validation of all the documents related to the activities of internal evaluation, control, quality assurance and improvement within ANIMV;

g) represents CEAC at meetings on specialized topics with persons and representatives of institutions from outside the Academy, with responsibilities in the field of quality assurance in education.

Art. 21. The teaching staff representative in CEAC shall have the following responsibilities:

a) ensures the application of the legal provisions in force and the Academy Senate's decisions in the field of quality assurance in education;

b) formulates and submits to the CEAC Chair for approval proposals on the policy and strategy for the quality of education in the Academy;

c) makes proposals for evaluating the quality of education;

d) develops measures for the continuous improvement of the quality of study programs based on the results of the training process within the Academy;

e) develops and submits for approval measures for the continuous quality improvement of the study programs, based on benchmarking practice;

f) develops and submits for approval methodologies for the regular assessment of the students and trainees;

g) develops and submits for approval methodologies for the regular assessment of the Academy's teaching staff;

h) manages the database containing the information needed to draw up the self-evaluation reports of the activities within the Academy;

i) centralizes information about the quality of study programs and the measures to improve it;

j) participates in drafting the documents related to the quality management system;

k) takes part in the development of institutional standards used as a basis for the quality assessment of the educational process in the Academy;

l) continuously monitors the compliance of the quality management system with the quality standards or the accepted models;

m) participates in drafting the Internal Evaluation Report on the Quality of Education in ANIMV;

n) within the limits of the competence delegated by the Chair of the Commission, represents CEAC at meetings on specialized topics with persons, institutions and/or factors with responsibilities in the field of quality assurance in education outside the Academy.

Art. 22. CEAC member representing the employer performs the following duties:

a) communicates employer's requirements in relation to the level of training of the Academy's graduates;

b) proposes measures to improve the study programs included in the educational offer of the Academy based on the determined requirements;

c) proposes measures for continuous improvement of the quality of study programs based on the results of the training process within the Academy;

- d) develops and submits for approval measures for continuous improvement of the quality of study programs, based on benchmarking practice;
- e) participates in drafting the documents related to the quality management system;
- f) participates in the development of institutional standards used as a basis for assessing the quality of the educational process in the Academy;
- g) continuously monitors the compliance of the quality management system with the quality standards identified within the Service or with accepted models;
- h) participates with relevant data in drafting the Internal Evaluation Report on the Quality of Education in ANIMV.

Art. 23. CEAC students' representatives shall have the following duties:

- a) attend CEAC meetings;
- b) promote the interests of students by presenting proposals for the smooth running of the education and training process;
- c) disseminate information among students regarding the decisions taken by CEAC;
- d) exercise their right to vote;
- e) propose measures to continuously improve the quality of study programs based on student feedback;
- f) participate in drafting documents related to the quality management system;
- g) participate in the development of institutional standards used as a basis for assessing the quality of the educational process within the Academy.

Art. 24. The representative of the Quality Assurance Office within CEAC has the following responsibilities:

- a) draws up the agenda for CEAC meetings and submits it to the Chairman for approval;
- b) draws up the minutes of CEAC meetings, approved by CEAC Chairman;
- c) keeps track of all documents received or prepared by CEAC and manages documents, specific to the quality assurance in education within the Academy;
- d) sends to CEAC members the documents necessary for the proper conduct of the Commission's work;
- e) carries out the formalities for convening working meetings;
- f) assists the Chairman of CEAC in applying the legal provisions in force and the decisions of the Academy Senate in the field of quality assurance in education;
- g) participates in the elaboration of measures for the continuous improvement of the quality of study programs based on the results of the training process within the Academy;
- h) participates in the development of measures for the continuous improvement of the quality of study programs, based on benchmarking practice;
- i) participates in drafting the documents related to the quality management system;

j) participates in the development of institutional standards used as a basis for assessing the quality of the educational process in the Academy;

k) participates in drafting the Internal Evaluation Report on the Quality of Education in ANIMV.

CAPITOLUL IV FINAL PROVISIONS

Art. 25. Any amendment to these Regulations shall be approved by the Academy Senate.

Art. 26. These Regulations enter into force on the date of adoption by the Academy Senate.

Art. 27. (1) On the date of entry into force of these Regulations, the *Regulations on the Organization and Functioning of the Commission for Evaluation and Quality Assurance within "Mihai Viteazul" National Intelligence Academy* no. 311029 dated 08.12.2021 are repealed.

(2) At the same time, any other contrary provisions regarding the election of students' representatives in the *Methodology for the organization and conduct of elections for students' representatives in the Senate, Board of Trustees, Faculty Council, respectively CEAC within ANIMV* no. 59817 dated 03.03.2022, as well as the *Procedure for conducting electronic elections for students' representatives in CEAC ANIMV* no. 58250 dated 26.02.2021 are repealed.