



## **METHODOLOGY USED TO ALLOCATE CREDITS IN “MIHAI VITEAZUL” NATIONAL INTELLIGENCE ACADEMY**

### **Art. 1**

Study credits are generally whole numbers, from 1 to 30, allotted to the disciplines which make up the curriculum plan. Study credits express the volume of learning based on the learning outcomes and their associated workload. Learning outcomes are statements of what the individual knows, understands and is able to do on completion of a learning process. Workload is an estimation of the time the individual typically needs to complete all learning activities such as lectures, seminars, projects, practical work and individual study required to achieve the defined learning outcomes in formal learning environments. Credits are also used to assess students through grades which provide a measurement of the quality of the learning process.

### **Art. 2**

A credit expresses a certain number of hours. The number of credits assigned to a discipline, a period of study (semester/year) or a study cycle (Bachelors, Masters, Doctorate) represents both the required time for actual study as well as the time needed to acquire the subject-related competencies through collective learning (lectures, seminars, laboratories), individual learning and independent learning.

### **Art. 3**

The credits allocated to a curriculum plan are available only during the implementation of the respective plan.

### **Art. 4**

The use of the ECTS (European Credit Transfer and Accumulation System) within “Mihai Viteazul” National Intelligence Academy aims at:

- Realistically assessing the workload associated with each of the disciplines from the curriculum plan;
- Making “Mihai Viteazul” National Intelligence Academy’s educational curriculum compatible with those from similar Higher Education Institutions (HEI) from both within and outside Romania;
- Increasing the students’ interest for study and professional development.

### **Art. 5**

The measurement of the instruction period through ECTS in “Mihai Viteazul” National Intelligence Academy allows for:

- The recognition of study periods;
- The recognition of diplomas;
- The recognition of student mobilities;
- An increase in the choice students have regarding the subjects they study;
- A more flexible curricula;
- More flexible study programmes;
- The integration within the European framework of education;
- The recognition of the subjects that have been studied at other HEIs.



## Chapter II – Rules and principles regarding the use of the ECTS

### Art. 6

“Mihai Viteazul” National Intelligence Academy will apply the ECTS in the assessment of its students’ activity.

### Art. 7

Within “Mihai Viteazul” National Intelligence Academy, the implementation of the ECTS is the responsibility of the vice-rector for study and research.

### Art. 8

The transfer of credits can only be applied for subjects that have been studied within the same study cycle.

### Art. 9

Once gained, the credits are definitive. They are recognized for the entire period of study and their recognition is not affected by future changes of the curriculum plan.

### Art. 10

The importance of the subject within the curriculum plan or the difficulty level of its content do not represent criteria for more credits being assigned to that subject.

### Art. 11

The rules which govern the use of the ECTS in “Mihai Viteazul” National Intelligence Academy are the following:

- a. Credits are expressed in whole numbers, from 1 to 30, and are allocated to certain teaching activities which are part of the curriculum plan in an academic year (semester). The credits reflect, synthetically, the volume of learning based on the defined learning outcomes and their associated workload. One credit corresponds to 25 to 30 hours of work (lectures, seminars, laboratories, applications, projects, research papers, practice etc). The importance of a discipline is reflected by its affiliation to one of the following categories: *specialty, fundamental or complementary*.
- b. The introduction of the ECTS in “Mihai Viteazul” National Intelligence Academy requires the drawing up of the curriculum plans according to the ECTS requirements (compatibility of curriculum plans, the focus on individual study, the semester as a basic unit of study time etc).
- c. The number of credits allocated to each subject is mentioned in the curriculum plan and approved of by the Academy’s Senate, at the proposal of the Deans of the faculties.
- d. The credits do not substitute the grades received at assessments.
- e. The credits do not measure the difficulty of a subject nor the knowledge that a student has gained at it; credits express only the volume of learning and its associated workload in terms of the number of hours that need to be spent.
- f. The credits allocated to a subject are gained only after the examination or viva is passed successfully. The minimum grade needed to pass an examination is 5 (five).
- g. The number of credits allocated to each discipline cannot be split and, thus, cannot be gained in stages or fractionary.



h. The credits gained after passing the examination are recognized in any situation.

Art. 12

Each subject of the curriculum plan, be it obligatory, optional or facultative, including field practice, is allocated a specific number of credits

Art. 13

- (1) A subject is generally studied for at least 1 (one) semester.
- (2) The optimum workload for 1 semester is 30 ECTS and for a full-time academic year 60 ECTS.

Art. 14

- (1) Within "Mihai Viteazul" National Intelligence Academy, the length of a Bachelor's programme is 3 years and totals a number of 180 ECTS.
- (2) A Master's programme totals a number of 90 to 120 ECTS, depending on the number of semesters.
- (3) If within the same semester or academic year more facultative disciplines are on offer, the number of credits may exceed the ones mentioned above.

Art. 15

- (1) The decision regarding the number of credits allocated to a subject is made by taking into account the learning outcomes of the learning activities and workload that is necessary for a student to achieve those outcomes.
- (2) The same subject may be allocated a different number of credits in different curriculum plans of study programmes depending on its classification as a specialty, fundamental or complementary subject.

Art. 16

Taking into account the criteria mentioned above, the decision regarding the number of credits allocated to each subject and the limits of this number belongs to the management of each study cycle which is then approved by the Academy's Senate along with the curriculum plan.

Art. 17

Upon the successful passing of the examination, each student receives the same number of credits, irrespective of the grade.

Art. 18

The credits allocated to a subject are whole numbers.

Art. 19

The student who passes all examinations within an academic year and, consequently receives the number of credits specified in the curriculum plan, is called an "integralist".

**Chapter III: The procedure for the recognition of subjects and the transfer of the corresponding credits**

Art. 20



- (1) The students may request the completion of the number of credits of the study programme in which they are enrolled with credits gained at similar subjects taken at other higher education institutions.
- (2) This is called “credit transfer” and can be done in accordance with the procedure for the recognition of subjects.

Art. 21

The subjects will be recognized only if they have been taken within the same/similar field of study and the same study cycle.

Art. 22

The recognition of subjects and the transfer of the corresponding credits is the duty of the Department’s Council and it will be done at the beginning of each new academic year.

Art. 23

- (1) The recognition of a subject represents the procedure through which the Department’s Council acknowledges the fact that the scientific content of a certain subject is covered by another subject which has been passed by the student in another study programme and, consequently, decides to give the passing grade and the number of credits to the student without any other examinations.
- (2) In order to be eligible for recognition, the subject that is intended to be recognized must have been passed recently (4 years at most) in an accredited Higher Education Institution from Romania or abroad.

Art. 24

- (1) Students who want to have a subject studied in a different university recognized will forward a request at the secretariat to which their study programme is ascribed at the beginning of the academic year.
- (2) Such requests must be forwarded within the first 15 days of the beginning of the academic year.
- (3) The requests will have to be accompanied by the following documents:
  - Diploma supplement (in original or a legalized copy) containing the grades and the number of credits gained at the subject;
  - The curriculum plan or the part of it containing the name(s) of the discipline(s), the number of hours (lecture and seminar) and the number of credits allocated to it, as well as its classification into one of the following groups: obligatory, optional, complementary);
  - A copy of the syllabus or a brief description of the subject that clarifies the main chapters / topics that have been studied and the assessment procedure.
- (4) These documents mentioned above will have to bear the stamp/seal of the higher education institution where the student has studied.

Art. 25

- (1) The requests, along with the documents, will be forwarded to the secretariat of each study cycle.
- (2) The vice-rector for study and research names, through the Faculty Dean, the members of the Department’s Council that will analyze and solve the request.

Art. 26



- (1) The recognition of the subject and the transfer of the corresponding credits done after a comparative analysis of the subject that was studied and that which is available in the current study programme is made. This analysis will take into consideration the following: the minimum passing grade, the type of subject (obligatory, optional, complementary), the number of credits allocated to it, the number of hours allocated to lectures, seminars, the general issues that were studied etc.
- (2) Within “Mihai Viteazul” National Intelligence Academy, the recognition of subjects will be done only if they present similar features with those from the curriculum plan and if they have been passed with at least a grade of 7.
- (3) The recognition of the subjects and the transfer of the corresponding credits will be done irrespective of the study year in which the same discipline is studied in “Mihai Viteazul” National Intelligence Academy.

#### Art. 27

The decision regarding the request for the recognition of a subject will be transmitted to the students through the secretariat.

#### Art. 28

- (1) The following information will be recorded in the enrollment register:
  - Name;
  - Number of hours/credits of the recognized subject (according to the current curriculum plan).
  - Grade – it will be established by the Department’s Council
- (2) The official document which attests the passing of the subject will be attached, in original, to the student’s enrollment register.
- (3) The professor holding the subject will write in the course catalogue the grade that was given and will sign next to it.
- (4) In the documents and papers that will be put at the student’s disposal, the recognized subject will keep all its attributes: name, number and structure of hours, number of credits, the content and its position in the curriculum plan.

This methodology was validated by the Academy’s Senate on January 26 2015 and will be enforced starting with this date.