

ROMANIA
ROMANIAN INTELLIGENCE SERVICE
"MIHAI VITEAZUL"
NATIONAL INTELLIGENCE ACADEMY

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METHODOLOGY
FOR THE ORGANIZATION AND CONDUCT OF THE
ADMISSION CONTEST TO BACHELOR'S STUDIES IN "MIHAI
VITEAZUL" NATIONAL INTELLIGENCE ACADEMY

Bucharest, 2022

LEGAL BASIS

- The Law of National Education no. 1/2011, with subsequent amendments and additions;
- The Law no. 288/2004 on the organization of university studies with subsequent amendments and additions;
- The Law no. 80/1995 on the status of military personnel, with subsequent amendments and additions;
- The Government Emergency Ordinance no. 75/2005 on ensuring the quality of education, with subsequent amendments and additions;
- The Government Emergency Ordinance no. 41/2016 on setting simplifying measures within the central public administration, as well as for amending and supplementing certain legislative acts, with subsequent amendments and additions;
- The Government Decree on the approval of the Nomenclature of domains and specializations/programmes of university studies and of the higher education establishments layout for the academic year 2022-2023, with subsequent amendments and additions;
- The Government Decree no. 1418/2006 on the approval of the Methodology on the external assessment of standards, reference standards and the list of performance indicators of the Romanian Agency for Quality Assurance in Higher Education, with subsequent amendments and additions;
- The Government Decree no. 206/1995 on the restructuring of the National Intelligence Institute in the National Intelligence Academy, subordinated to the Romanian Intelligence Service, with subsequent amendments and additions;
- The Decree no. 3.102 from February 8th, 2022 on the approval of the Methodology for the admission procedure to Bachelor's, Master's and PhD studies;
- The Directive 679/27.04.2016 on the protection of individuals in terms of processing personal data and the free circulation of these data;
- The University Charter of "Mihai Viteazul" National Intelligence Academy;
- The Internal Regulations of the beneficiary institutions on the procedure of selection and employment of their own personnel.

CHAPTER I GENERAL PROVISIONS

Art.1.

(1) "Mihai Viteazul" National Intelligence Academy (ANIMV) organizes admission to the *Bachelor's studies cycle*, to fill in the number of seats authorized by the Romanian Intelligence Service for each of the beneficiaries within the System of Defense, Public Order, and National Security, for the following specializations:

- Psychology-Intelligence (Faculty of Intelligence) – 59 seats
- Security and Intelligence Studies (Faculty of Intelligence Studies) – 49 seats

(2) The admission process is organized in compliance with this Methodology, structured according to the *general criteria for organizing the admission to the undergraduate university education*, set out by the Ministry of Education and supplemented with the particular ones, laid down by the Senate of ANIMV.

Art.2. ANIMV ensures training, majoring and upgrading of the military intelligence personnel, in active employment or retired, for the needs of the Romanian Intelligence

Service and for other state bodies with responsibilities in the area of National Security (the so-called *beneficiary institutions* in this Methodology).

Art.3.

- (1) In the academic year 2022-2023, an admission contest will be held for the candidates who have been selected by the following beneficiary institutions:
 - a) The Romanian Intelligence Service
 - b) The Foreign Intelligence Service
 - c) The Ministry of Internal Affairs
 - d) The Ministry of National Defence
 - e) The Ministry of Justice – The National Administration of Penitentiaries.
- (2) Organizing the admission contest falls within the jurisdiction of ANIMV.
- (3) For Bachelor's studies, the admission contest will be held, on areas, for specializations/education programmes approved within ANIMV.
- (4) The admission contest for Bachelor's studies will be held during one session and it consists in the assessment of the candidates' knowledge.
- (5) The period of the admission session, the tests and phases of the contest, as well as the terms and required documents for registration, are set out and made public according to the legal provisions in force, by display at the ANIMV headquarters and by post both on the academy site, and on the Romanian Intelligence Service site.

**CHAPTER II
CANDIDATES' REGISTRATION**

Art.4.

- (1) Admission into ANIMV requires the candidates to complete a preliminary, mandatory selection process, conducted by the beneficiary institution for which ANIMV ensures training and for which the candidate opts.
- (2) Candidates for the admission contest into ANIMV must meet, cumulatively, the following conditions:
 - a) they are high school graduates, with a Bacalaureate diploma or they must present a certificate attesting that they will take the Bacalaureate exam during the June-July 2022 session;
 - b) they have Romanian citizenship and permanently reside in Romania;
 - c) they agree that the educational activities are conducted under military regime: going into town between the hours 16:00-22:00, in week days, depending on the schedule of educational activities and the pandemic evolution;
 - d) they agree that they can leave the university campus only at the end of the week, in order to go home, or that, in case of the actual pandemic circumstances, going home may occur every few weeks;
 - e) they went through the selection process undertaken by the beneficiary institution within the System of Defense, Public Order, and National Security, for whose places they chose to apply and they were assessed as FIT to participate in the admission contest;
 - f) they express their full consent that, after completing the Bachelor's programme at "Mihai Viteazul" National Intelligence Academy, they take part in activities, as intelligence officers, in any region of our national territory, in compliance with the interests and needs of the institution for which they have been selected and trained, according to the engagement they have signed with it;

- g) they agree, in the event that they will be declared ADMITTED, upon the banning or limitation on the exercise of certain civil rights and freedoms, as stipulated by the legislation in force;
 - h) they agree upon the conduct of investigations on their activity and behavior, as well as the security checks stipulated by the Government Decree no. 585/2002 on the approval of national standards for the protection of classified information in Romania, with subsequent amendments and additions, on the determination of potential elements of incompatibility on the access to classified information, namely they accept the fact that they will be matriculated only under the terms stipulated in par.(2) of art. 44 of this methodology;
 - i) in the event that the candidates have already attended a similar form of training, at the expense of the state budget, in compliance with the provisions of art.142 of the Law no. 1/2011 on Education, with subsequent amendments and additions, they will pay the equivalent value of the tuition they had previously benefited from state budget funds. The collection of the amount representing the equivalent value of tuition will be performed by the state institution of higher education that ensured the tuition. As part of the enrollment in "Mihai Viteazul" National Intelligence Academy, candidates will present the proof that they have fully paid or that they are paying the tuition in installments.
- (3) There are no exemptions from the enrollment terms stipulated in par. (2).

Art. 5.

- (1) The candidates' registration for the admission contest will take place *on-line*, by filling in an application form (Appendix 1) addressed to the commandant/ rector of the Academy. The application form is to be downloaded from the Academy site, filled in, scanned in PDF format and submitted during 06.06.-05.07.2022, as follows:
- i. for Faculty of Intelligence, to the e-mail address admitereFI2022@animv.ro
 - ii. for Faculty of Intelligence Studies, to the e-mail address admitereFSI2022@animv.ro
- (2) After review, acceptance and registration, "Mihai Viteazul" National Intelligence Academy will require the beneficiary institutions to confirm, no later than 05.07.2022, that candidates have met the terms to participate in the contest, as a result of going through the selection process, and to submit also the medical chart of the candidates assessed FIT to participate in the contest.
- (3) The contest files will include the following documents:
1. application for registration in the admission contest (Appendix 1);
 2. scanned copy of the Baccalaureate Diploma and of the Transcript of Records, or a certificate supplemented by the high school transcripts for the candidates that have passed the Baccalaureate exam in June-July 2022 session;
 3. by way of exception, for candidates that have passed the Baccalaureate exam during the first session of school year 2021-2022 and who do not submit the Baccalaureate Diploma / certificate issued by the pre-university educational institution they have graduated, the Academy will collect the personal data and the achieved results from the Integrated Information System for Education in Romania (IISER), under written consent of those candidates. The affidavit will be handed over to the secretary of the admissions committee of specialization in order to be placed in the candidate file.
 4. in the event that the candidates have previously graduated high school studies within certified institutions of pre-university education from abroad, they will

present, upon enrollment, the proof of equivalence of those studies by the National Council for the Attestation of Titles, Diplomas and University Certificates, within the Ministry of Education, under the terms of law;

5. copy of birth-certificate;
 6. copy of ID card;
 7. copy of legal decision or other documents for the change of name, for those who have changed their name;
 8. copy of marriage licence, where applicable;
 9. medical chart;
 10. proof of payment of the registration fee, amounting to 250 lei, by bank transfer, into the account RO35TREZ70120F330500XXXX, CF 4204267, opened at Sector 1 Treasury, Bucharest, receiver UM 0418 Bucharest, with the mention „Registration fee for Bachelor’s studies for name and surname of the candidate”. Payment of registration fee will only be made by candidates validated to participate in the admission contest by the beneficiary institutions.
- (4) During the state of alert / necessity or emergency, as applicable, copies of documents presented in par. (3) will be scanned in PDF format and submitted to the e-mail address admitereFI2022@animv.ro, for Faculty of Intelligence, and to the e-mail address admitereFSI2022@animv.ro, for Faculty of Intelligence Studies. Each submitted scanned document shall contain full responsibility under handwritten signature of the fact that those copies are authentic and comply with the original/s.
 - (5) On the date of the first examination, the candidates will have upon them the originals of the documents stated at par. (3), in order to certify the conformities with the originals of the requested documents, according to O.U.G. no. 41/2016 on setting simplifying measures within the central public administration and for amendment and completion of some legislative acts.
 - (6) According to the law, children of the academic staff and of the auxiliary staff in active employment or retired, as well as children orphan by one or both parents that worked in the education system, are exempted from payment of the registration fee.
 - (7) Candidates exempted from payment of the registration fee must present on file an affidavit attesting that the conditions for exemption from payment of the registration fee are met.
 - (8) In accordance with the social status of candidates, based on the analysis of the applications supplemented by the supporting documents, on a case-by-case basis, the Senate can endorse exemptions from payment of the registration fee.
 - (9) Candidates to undergraduate study, that have achieved awards (1st, 2nd, 3rd, 4th place) at international school Olympiads certified by the Ministry of Education, will benefit of the right to enroll, without taking the admission exam, on the seats published for competition by the beneficiary institution that has selected them.
 - (10) Candidates to undergraduate study, that have achieved awards at school Olympiads and/or any other national or international competition, during high school, shall participate to all exams, except the one for which they have already obtained a distinction, if this is one of the exams, and for which they will get by default the maximum possible score (grade 10,00).

Art. 6. A candidate can enroll in the contest for only one beneficiary institution.

Art. 7. The files for participation in the contest will remain, throughout the admission contest, at the Technical Secretariat established to conduct the admission.

CHAPTER III ORGANIZATION OF THE CONTEST

Art. 8. For the organization and conduct of the admission contest within “Mihai Viteazul” National Intelligence Academy, a Central Admissions Committee (Appendix 2) and admissions committees for each specialization are to be set up.

Art. 9. At the disposal of the *Central Admissions Committee* is the Technical Secretariat (Appendix 2), that provides technical-material basis for the admission contest, as well as the Subcommittee for Handling the Test Papers (Appendix 3).

Art. 10. Competition tests are as follows:

- i. for specialization Psychology-Intelligence:
 - subject - *Romanian Language and Literature* (1st test);
 - subject - *Psychology* (2nd test)

- ii. for specialization Security Studies and Intelligence:
 - subject - *Romanian Language and Literature* (1st test);
 - subject - *History* (2nd test)

Art. 11. For written tests, The Admissions Committees for Specialization consist of subcommittees for elaboration of exam subjects, subcommittees for evaluation, appeals subcommittees, exam supervision subcommittees (Appendix 4).

Art. 12. At least seven days before the beginning of the admission contest, it is determined by Order of the Day on the military base, the nominal composition of the committees and subcommittees stated above.

Art. 13. The Central Admissions Committee takes over, since establishment, all responsibilities for the organization and conduct of the admission contest, as well as the adherence to the legality, transparency and equality of chances for all candidates, as follows:

- a) it ensures implementation and enforcement of this *Methodology for the Organization and Conduct of the Admission Contest to Bachelor’s Studies at “Mihai Viteazul” National Intelligence Academy*;
- b) it plans, organizes, guides and controls activities throughout the contest;

- c) it ensures that the *Methodology for the Organization and Conduct of the Admission Contest to Bachelor's Studies at „Mihai Viteazul” National Intelligence Academy* is available on the ANIMV site, www.animv.ro;
- d) it ensures that the admission calendar is followed;
- e) it ensures that the final results of the contest are displayed;
- f) it takes all necessary measures to solve potential conflict situations and to keep a climate of order;
- g) it ensures training for members of the committees, as well as for the entire personnel engaged in the organization and conduct of the contest, in compliance with the terms of this *Methodology*;
- h) it ensures that all matters that might occur during the contest are being handled properly.

Art. 14. The Admissions Committee of Specialization will take over, since establishment, all responsibilities for the organization and conduct of the admission contest for the specialization in question, as following:

- a) it will register all enlisted candidates;
- b) it will examine all registration files;
- c) it will draw nominal lists of candidates;
- d) it ensures the issuing of contest IDs;
- e) it ensures distribution of candidates in the exam rooms;
- f) it ensures that candidates are present for the exams and that they are trained on specific rules they must follow during the exams, as well as regarding their conduct within the Academy;
- g) it ensures consultancy and control over the activity of the committees for elaboration of the subjects, for evaluation and appeals;
- h) it ensures elaboration of the subjects for each exam in compliance with programmes and contents of the textbooks presented in the bibliography and the accuracy of the correction grids;
- i) it ensures storage of the exam papers until the deadline for the submission and solving of appeals;
- j) it ensures centralization of results for each exam, as well as of final results of the admission contest, and it certifies them;
- k) it ensures receipt, evaluation and settlement of potential appeals submitted by candidates within legal deadline;
- l) according to the law, it ensures for the teaching staff engaged in the admission contest, conclusion of part-time employment contracts (if any), as well as of confidentiality commitments and of consents for processing personal data.

Art. 15. The Secretary of Central Admissions Committee shall have the following responsibilities:

- a) registers in ODMB data for the admission contest and the membership of all admissions committees;
- b) submits to the chairman of Central Admissions Committee the calendar of admission, the organization of activities, the exam rooms;

- c) ensures correspondence with the beneficiary institutions for the admission process.

Art. 16. The Secretary of The Admissions Committee of Specialization shall have the following responsibilities:

- a) coordinates the activities of the Secretariat of The Admissions Committee of Specialization;
- b) manages all associated secretarial activities;
- c) manages, ensures correspondence and relationship with the subcommittee for elaboration of subjects, evaluation subcommittees, appeals subcommittees for that particular exam;
- d) participates in the presence of the chairman of the committee and of the appointed members, to handing and receiving the competition forms and of the exam papers;
- e) organizes and supervises the correct transcription of the grades from the candidates' exam papers in the summary tables, and certifies, alongside the chairman of the committee, their accuracy;
- f) ensures the issue of certificates required by both candidates and teaching staff;
- g) draws up the report on the conduct of the admission and submits it to the secretary of the Central Admissions Committee, in order to have the results of that specialization validated by the ANIMV Senate.

Art. 17. Members of the Secretariat of The Admissions Committee of Specialization shall have the following responsibilities:

- a) they keep evidence of the candidates' files and check the existence of documents within these files, as well as the accuracy of personal data entered in the database;
- b) they carry out secretarial activities (fill in the candidates' files with all necessary education documents, register candidates' applications, issue certificates, share with candidates the decisions of the Admissions Committee for Specialization in question);
- c) they prepare the folders with documents and forms for the exam rooms;
- d) at the entrance, they display the list with the serial numbers of contest IDs of the candidates assigned to take the test in that exam room;
- e) they ensure drafting, registration, record and handling of documents for admission according to regulation in force;
- f) they carry out tasks given by the Admissions Committee of Specialization;
- g) they carry out administrative activities for the admission process (arranging rooms, administrative support for the elaboration of subjects, evaluation, appeals subcommittees);
- h) they verify the conformity with the original of all documents included in the candidates' files, in compliance with the provisions of art.5, par. (5);
- i) based on needs, they ask for support from other administrative structures.

Art. 18. The staff that ensures the use of computers and photocopiers has the following responsibilities:

- a) ensures the operability of computers and photocopiers;

b) carries out tasks given by the Secretariat of the admissions committees.

Art. 19. The Supervision Subcommittee shall consist of exam room supervisors and the head supervisor (Appendix 4), professors and visiting professors of ANIMV.

Art. 20. During the admission contest, the admissions committees will have at their disposal rooms specifically dedicated to this activity, with the means necessary for the drafting, copying and preservation of documents.

Art. 21

- (1) In compliance with this *Methodology*, the Subcommittee for handling the exam papers (Appendix 3), coordinated by the central admissions committee, is established to receive, distribute for evaluation and deliver for preservation the candidates' exam papers.
- (2) The Subcommittee for handling the exam papers shall have the following responsibilities:
 - (a) takes over from the exam room head supervisor the candidates' exam papers, unused printed forms, drafts, nullified exam papers, report, the list on the access and the list on the handing over, verifying them in the presence of the exam room head supervisor;
 - (b) prepares the exam papers in order to assign them to the evaluation subcommittee;
 - (c) hands over the exam papers in order to be marked by the members of the respective committee;
 - (d) takes back the graded papers from the evaluators;
 - (e) verifies the existence of situations where the difference between the two evaluations is greater than one point;
 - (f) informs the chairman of the admissions committee for specialization who disposes the assignment of the paper to two other evaluators;
 - (g) takes back from the latter the graded papers, hands them over to the chairman of the admissions committee of specialization who will calculate the final average grade, according to the algorithm presented in Article 27 par. (9);
 - (h) hands over the graded exam papers and the docket to the Secretary of the admissions committee of specialization.

Art. 22

- (1) An Appeals Committee of Specialization (Appendix 4) shall be set up to solve disputes concerning the organization and conduct of the admission contest at "Mihai Viteazul" National Intelligence Academy.
- (2) The Appeals Committee shall have the following responsibilities:
 - a) registration of appeals via the secretary;
 - b) distribution, via the chairman, of the exam papers whose results are disputed, in order to be marked again;
 - c) reassessment of the exam papers.

Art. 23

- (1) No appointment will be made to *the committees set up to conduct the admission process* and no other admission related assignment will be conferred to persons who declare or who are known to have relatives among the candidates or who have moral or professional incompatibilities regarding their involvement in the admission contest process.

- (2) Persons appointed to *committees* shall give a written affidavit that they are not in any of the situations referred to in paragraph 1.
- (3) If, after the committees have been set up, it is found that there are persons of the specified categories, measures to replace them shall be taken.
- (4) The hiding or concealment of the truth regarding the situations referred to in paragraph (1) entail disciplinary sanctions against those responsible.
- (5) Disciplinary measures will also be taken against those who, by false statements, evade obligations related to the admission contest.

Art. 24 Members of the Committees set up for the admission organization who deviate from adherece to this Methodology or who, through their activity, damage the proper organization and conduct of the admission contest, disclose the content of the documents, infringe the rules for the evaluation of exams or incorrectly record the results will be subject to disciplinary or, where appropriate, criminal sanctions in accordance with the rules in force.

Art. 25. Before the conduct of the exams, members of the *admissions committees* will be convened to the “Mihai Viteazul” National Intelligence Academy headquarters in order to establish and process the organizational details and those referring to the actual conduct of the exams.

CHAPTER IV CONDUCT OF THE CONTEST, EXAMS AND CALCULATION OF THE AVERAGE FOR THE RANKING

Art. 26. All information concerning the exams of the admission contest as well as the calender of the contest (Appendix 5) shall be made public on the Academy site, www.animv.ro, and shall be displayed at the outer noticeboard of the Academy three days before the admission contest begins.

Art. 27.

(1) The 1st Written exam

Romanian language and literature – description of the exam

- a) Written test;
- b) Is taken by all candidates to both Psychology-Intelligence specialization and Security Studies and Intelligence specialization;
- c) Duration: 180 minutes;
- d) Minimum grade to remain in the contest: 5.00.

(2) The 2nd Written exam

A) Psychology - description of the exam

- a) Written test;
- b) Is taken only by candidates competing for the specialization ‘Psychology-Intelligence’;
- c) Duration: 180 minutes;
- d) Minimum grade to remain in the contest: 5.00.

B) History - description of the exam

- a) Written test;

- b) Is taken only by candidates competing for the specialization Security Studies and Intelligence;
- (c) Duration: 180 minutes;
- (d) Minimum grade to remain in the competition: 5.00.

(3) *Elaboration of the exam subjects*¹

- a) On the days of the 1st/2nd written exams, from six o'clock onwards, *the subcommittee for elaboration of the subjects for that particular exam* (Appendix 3) shall draw up the exam subjects, in specially arranged rooms, where the access is allowed only to members of the admissions committees and to designated persons from the secretariat.
- b) It shall be used as drafts in the process of for drawing up the exam topics only sheets of paper recorded, taken over and distributed by the secretaries of the specialization committees.
- c) The contests require the knowledge recommended by the Ministry of Education for the Baccalaureate examination for 2022 and the ME examination curriculum for the mentioned exams can be viewed on the ANIMV website.
- d) The following requirements shall be taken into account in the drawing up of the exam subjects:
 - i. must be fully consistent with the subjects and manuals applicable to the admission contest;
 - ii. must be clearly written;
 - iii. must ensure a balanced coverage of the studied subject;
 - iv. must have a degree of complexity in terms of education curricula, topics and textbooks content, so that they can be treated within the established time.
- e) After the topics, for each subject, have been elaborated three variants of exam topics shall be listed and shall be subject to final scrutiny by the members of the subcommittee who have drawn them up.
- f) After checking the exam topics, the members of the *subcommittee for elaboration of subjects* shall write a report (Appendix 6) on the drawing up of the topics and the accuracy of the written topics, and subsequently insert the variants in separate envelopes, on which shall be written the contained variant.
- g) Next, in the presence of the members of *the admissions committee of specialization*, the chairman of the committee will extract an envelope containing the variant of competition.
- h) The other two variants will be handed over to the secretary of *the Central Admissions Committee* and will constitute items of the admission file.
- i) On completion of the exam preparation activity, the used drafts, source materials and technical devices shall be handed over, based on a report, to *the secretary of the admissions committee of specialization* and shall be kept until the admission competition has been completed.
- j) During the process of subjects' elaboration, the persons involved in this activity will not leave the dedicated area and have no contact with persons outside it.
- k) Participants in these activities, teachers or technical staff shall be bound by the obligation of secrecy on the subjects.

Otherwise, they will bear the consequences provided for by the laws and regulations in force.

(4) *Multiplication of contest subjects*

¹ *The selected variant of the exam subjects will be displayed at the ANIMV noticeboard*

- a) The multiplication of subjects for the written exams shall take place in a specially arranged area with restricted access.
- b) After multiplication, the subjects shall be placed in envelopes on which, after closing and sealing, *the hall of destination* and *the exam* shall be mentioned.
- c) During the process of multiplication, the staff involved in this activity will not leave the dedicated area and have no contact with persons outside it.
- d) At the end of the multiplication process, the person assigned to this activity and the other participants shall draw up a protocol (Appendix 7) indicating the number of the multiplied test specimens, for each subject, the number of waste copies, the starting and ending hour of the activity and the participants in these activities.
- e) Participants in these activities shall remain in the special premises until the subjects are distributed and shall be bound by the obligation of secrecy on the subjects.

Otherwise, they will bear the consequences provided for by the laws and regulations in force.

- (i) At nine o'clock the members of the Admissions Committee of Specialization present themselves and pick up the subjects they distribute to the exam rooms.

(5) *Synopsis of the conduct of exams:*

- a) 8⁰⁰ – 8³⁰ Candidates' access into the Academy.
- b) 8³⁰ – 9¹⁵ Candidates' access into the exam rooms and the check of candidates' identification documents.
- c) 9¹⁵ – 09³⁰ Distribution of envelopes with the exam subjects by representatives of the Admissions Committee of Specialization.
- d) 9³⁰ – 12³⁰ Conduct of exam
- e) 10³⁰ Displaying subjects and the correction grid for each subject on the outside of the building which houses the exam room.
- f) 12³⁰ – 13⁰⁰ Submission of the exam papers to the Subcommittee for handling the exam papers.
- g) from 14⁰⁰ Assessment of the exam papers.

(6) *The Supervision Subcommittee*

- a) As from eight o'clock, the Secretary of *the Central Admissions Committee* and a member of *the Technical Secretariat* shall draw lots for the Head supervisors and the supervisors for each exam room.
- b) Each head supervisor of exam room shall receive from the secretary of the admissions committee of specialization a folder that contains the following:
 - i. written instructions for the duties of the head of the exam room during the test (containing tasks approved by the chairman of *the Central Admissions Committee*, depending on the specific nature of the competition test);
 - ii. response forms for the resolution of topics;
 - iii. List of the attendees in the exam room (Appendix 9);
 - iv. List for handing over the exam papers (Appendix 10);
 - v. The handover protocol of exam papers (Appendix 8).

(7) *Conduct of exams*

- a) At 8³⁰ the supervisory teams go to the assigned exam rooms.
- b) Candidates will have access in the exam room after the check of their identity, on entry, by a member of the supervisory team.
- c) Access in the exam room with communication devices, manuals, notebooks, notes, other sources of information is not permitted.

- d) The head supervisor of the exam room, after recording the presence of candidates, will draw up its statistical record and give the candidates instructions on the conduct of the test.
- e) The candidate who, when opening sealed envelopes containing the competition questionnaires, will not be present in the exam room will be declared, as appropriate, “*Not Present*”.

(8) *Candidates' training before the exams start*

- a) each candidate shall receive one set of exam papers - one form with items and one reply form;
- b) the last pages of the exam items form may be used as a draft;
- c) the manner in which the candidate's identification data is completed and kept confidential on the reply form shall be as follows: the candidate shall fill in the reply form in uppercase letters, in the corner to be glued and stamped by a member of the Central Admissions Committee: the name, first name of the father, first name and contest card number;
- d) the responses shall be noted only with a pen with blue-writing refill;
- e) the working time available to candidates after the assignment of subjects and the clarification of the candidates' questions is 180 minutes;
- f) if a candidate wishes to amend the answers he has chosen, he may request a new reply form and the one wrongly filled in shall be nullified by the head supervisor of the exam room when the new form is delivered. Under the supervision of the head of the exam room, the candidate is to complete all the required data in the secrecy place of the test paper.
- g) corrections on the reply form shall be made by the candidate, by putting in round brackets and cutting with a stripe in the middle of the words to be corrected;
- h) the reply form shall be stamped by a representative of the *Central Admissions Committee*, who, throughout the exam, shall go to every room;
- i) any fraud or attempted fraud detected by those who supervise the conduct of the test or noted and reported by the candidates (finding handbooks, notebooks, notes, electronic devices of communication, etc. on a candidate) is sanctioned with the candidate's elimination from the competition;
- j) in cases of fraud or attempted fraud, the materials used in committing the offense shall be taken from the candidate, who will be headed by a supervisor to *the Secretariat of the Central Admissions Committee*, which shall record his/her situation as “*eliminated from the contest*”;
- k) when submitting the reply form, the candidates shall sign in the table of handing over the exam papers at the time of their submission;
- l) candidates may leave the exam room only after at least 60 minutes after the distribution of the contest questionnaires, contingent on the handing over of all the exam papers and the registration of the data requested under signature in the tables regarding the access in the exam room. During the examination, for physiological situations or when a candidate has medical problems, he may temporarily leave the exam room, only accompanied at all times by a supervisor; the last 5 candidates will remain in the exam room until the exam is finished and two of them will witness the handing over of the reply forms by the head supervisor of the exam room to the chairman of *the Committee for the reception, keeping and handling* them, signing a *protocol* (Appendix 8) recording the integrity and number of the reply forms handed over, which shall end with the note “*no irregularities were found during transport, nor in the process of handing over the exam papers*”;

- m) drafts, nullified contest forms, blank contest forms and contest questionnaires shall be gathered in separate files and shall be submitted based on the same protocol;
- n) in emergency situations (fire, earthquake, etc.), candidates will evacuate the exam room as instructed by the head supervisor of the exam room, in order not to cause panic.
- o) the head supervisor of the exam room shall be responsible for the conduct of the exam, in accordance with the provisions of this Methodology, for keeping quiet and order during the exam and for resolving any situations within his competence, requesting the assistance of *the Central Admissions Committee* for any other situations.

(9) *Evaluation of the exam papers*

- a) For each exam, the papers shall be corrected on the day of the exam.
- b) After collecting the exam papers, the members of the Subcommittee for handling the exam papers shall number them separately for each exam, starting from number 1, ensuring that they don't put the same number on two different tests.
- c) Finally, equal sets of exam papers will be made for each evaluator, depending on the number of evaluators.
- d) To each set, the members of the Subcommittee for handling the exam papers shall attach a correction grid and a form for recording the results of the evaluation (Appendix 11).
- e) Members of the assessment teams for each written exam shall take over, under their signature, a set of exam papers and a form recording the results of the evaluation, and upon their return shall sign the handing over on the same protocol.
- f) Each exam paper will be graded twice by different people who will give a mark.
- g) The exam paper shall be marked with the arithmetic average of the two marks, with two decimals, without rounding.
- h) If the subcommittee for handling the exam papers finds that there is a difference of more than one point between the two evaluators, that exam paper shall be assigned to two other evaluators. Once the re-evaluation of the exam paper has been completed, the grades awarded shall be countersigned by the evaluators and the chairman of the committee shall calculate the final grade as follows: of the four (4) grades awarded, the two extreme values are eliminated and the arithmetic average with two decimals, without rounding of the two central values is made. The resulting average is the final grade.
- i) The grade thus established shall be final.
- j) On completion of the evaluation, the members of the Subcommittee for handling the exam papers shall give the secretary of *the Admissions Committee of Specialization* all the exam papers for that specialization.

(10) *Centralization of results*

- a) The day after the second exam evaluation, based on the evaluation docket, the results obtained by the candidates for each exam, without recording the candidates' identification data, are filled in the summary tables.
- b) After the two exams tests have been carried out and the results have been centralized, the corners of the tests are unfolded and information on the candidates' identity is linked to the results.
- c) Once this operation has been carried out, candidates shall be ranked according to the admission average, for each individual beneficiary institution.

Art. 28.

- (1) In order to achieve the candidates' rankings, for the purpose of filling the seats available for each beneficiary institution, the general admission average shall be calculated as the arithmetic average, with two decimals, without rounding, of the grades awarded for the two written exams.
- (2) The minimum general admission average can not be less than 5,00 (five).
- (3) After the introduction, hierarchy and verification of the entered data, the chairman of the admissions committee of specialization and his secretary shall sign the protocol.
- (4) After closing the protocol, the sets of exam papers shall be kept by *the Admissions Committee of Specialization*.

Art. 29. Once all the results obtained by the candidates have been centralized and the contest has been validated, a ranking for each beneficiary institution will be drawn up in descending order of the obtained grades, in which the contest card number of the candidates will appear instead of their names.

Chapter V POSTING THE RESULTS

Art. 30.

- (1) The interim results of the admission contest are communicated after being validated by the Central Admissions Committee.
- (2) After validation, the Central Admissions Committee shall dispose the display of the results on the Academy site, www.animv.ro, and at the noticeboard from the security checkpoint, simultaneously for both specializations, mentioning the posting hour.

Art. 31. If there are any vacant seats left, these can be filled through the redistribution of the candidates initially declared "REJECTED", in the order of the average, complying with the minimum general admission average, at the specific request of the beneficiary institution that has not filled all the seats, upon the written request of the candidates.

Art. 32. If there are more candidates with the same average in last place of the final ranking, the candidate with the highest high school graduation average is accepted.

Chapter VI SUBMITTING AND SOLVING THE APPEALS

Art. 33. After the display of results, appeals (Appendix 12) can be submitted in 24 hours, explicitly specifying the exam for which the reevaluation of the written exam paper/s is requested. Appeals can be submitted either at the security checkpoint of "Mihai Viteazul" National Intelligence Academy, or online at the email address admitereFI2022@animv.ro for Faculty of Intelligence and at the email address admitereFSI2022@animv.ro for Faculty of Intelligence Studies.

Art. 34. At the end of the appeals submitting period, the chairman of the Central Admissions Committee shall pick up all the appeals and shall convene the members of the Appeals Committees.

Art. 35. The secretary of the Central Admissions Committee shall take from the Admissions Committee for Specialization the exam papers that are subject to the received appeals, shall close and sample the corner where the candidate's identification data are written and shall handle them to the chairmen of the Appeals Committees.

Art. 36.

- (1) Appeals shall be actioned within 48 hours from the appeals submission deadline.
- (2) The procedure of re-evaluation is identical to the initial one.
- (3) The grades resulting from the re-evaluation made by the Appeals Committee are final.
- (4) The final results shall be posted on the Academy site, www.animv.ro, and at the noticeboard from the security checkpoint.

Art. 37. At the end of the appeals solving period, the appealed exam papers shall be handed over to the Admissions Committee for Specialization, that shall keep them until the validation of the admission results by the ANIMV Senate and the matriculation of the candidates.

Chapter VII FINAL PROVISIONS

Art. 38.

- (1) Documents on the organization and conduct of the admission contest are handed over, after the validation of the admission results, to the secretariat of the competent faculty in order to be filed and kept according to the law.
- (2) The written papers of the candidates declared *ACCEPTED* shall be kept in their student files, during their studies.
- (3) The written papers of the candidates declared *REJECTED* shall be kept for a year from the posting date of the admission contest results, afterwards they shall be destroyed according to the procedures in force.

Art. 39. It falls within the competence of "Mihai Viteazul" National Intelligence Academy board to assess the misconduct referring to the activity of the academic staff (evaluators, examiners, supervisors or members of the admissions committees) during the admission contest.

Art. 40. "Mihai Viteazul" National Intelligence Academy shall prepare an action plan regarding the order and discipline within the Academy during the admission contest, to exclude any possibility of defrauding, to ensure medical support, to provide access and movement of the candidates and the personnel engaged in the activity, to arrange the premises, as well as to supply the retail outlet of the on-site diner.

Art. 41. During the admission contest, the chairman of the Central Admissions Committee can dispose, after consulting with the members of the Committee, any necessary legal action for the good development of the admission contest.

Art. 42. At least five days before the admission contest, it shall be transmitted to the beneficiary institutions the date and hour of the attendance at the Academy, as well as the conditions for the participation in the admission contest, in order to be disclosed to the candidates.

Art. 43. The reports on the results of the admission contest (Appendix 13) shall be transmitted to the beneficiary institutions in maximum 48 hours from the date and hour of the posting.

Art. 44.

(1) Candidates declared *ACCEPTED* are matriculated in the first year of studies, first course of Bachelor's studies, by "Mihai Viteazul" National Intelligence Academy rector's/ commandant's decision.

(2) It will be matriculated in the first year of studies only the candidates declared *ACCEPTED*, who acquire the security clearance until September the 30th 2022.

Art. 45. The matriculated candidates shall sign an engagement with the beneficiary institution that selected them, whereby they bind themselves to work for it for a specific period of time.

Art. 46. The matriculated candidates shall sign a student contract with "Mihai Viteazul" National Intelligence Academy, according to the provisions of art. 141 of the Law no.1/2011 on Education, and subsequent amendments and additions.

Art. 47. The files of the candidates declared *REJECTED* shall be sent to the beneficiary institutions that have selected them.

Art. 48. The hereby data and indications act as official information on the organization and conduct of the admission contest at "Mihai Viteazul" National Intelligence Academy.

Art. 49. If the Ministry of National Education issues further indications on the admission contest, these will be disclosed in due time to the candidates, by posting them on "Mihai Viteazul" National Intelligence Academy site, www.animv.ro, on the Romanian Intelligence Service site, www.sri.ro, as well as at the noticeboard from the security checkpoint.

Art. 50. This Methodology repeals the Methodology of organization and conduct of the admission contest for Bachelor's studies at "Mihai Viteazul" National Intelligence Academy no. 156299 of 25.02.2021.

This Methodology was approved in the Senate meeting of "Mihai Viteazul" National Intelligence Academy of 24.02.2022.

APPLICATION FOR REGISTRATION
in the admission contest to Bachelor's Studies
Faculty _____
specialization _____
session _____

Mr. Commandant (Rector),

I, the undersigned _____
son/ daughter of _____ and _____ born on year _____, month
_____, day _____, in _____, county _____, owner of the identity card
series _____, no. _____, issued by _____, on _____, SSN:
_____ nationality _____ and citizenship

(it shall be specified if they have another citizenship than Romanian)

permanently residing in _____,
***(town, street, no., bl., entry, level, app, county/district, phone
no.)***

residing in _____,
(town, street, no., bl., entry, level, app, county/district, phone no.)

hereby ask for your approval to register my application for the admission contest to
Bachelor's Studies **specialization** _____, held
by "Mihai Viteazul" National Intelligence Academy, **Faculty** _____
in the session _____.

Studies _____.

(completed studies or grade and school to be graduating this year)

I acknowledged the provisions of the Law no. 80/1995 on the Status of the Military
Personnel, respectively, as required, those of the Law no. 145/2019 from July the 22nd 2019
on the Status of the State Prison System Policemen, on the provision that ban or limit the
exercise of certain rights and freedoms, as well as the signed engagement, whereby I bind
myself, if I am accepted, after completing the Bachelor's studies at "Mihai Viteazul" National
Intelligence Academy, to work as an officer in any region of our national territory, according
to the interests and needs of _____

(the beneficiary institution).

I agree upon the conduct of investigations on my activity and behavior, as well as,
upon the conduct of security checks, according to the law.

I hereby consent to the processing of my personal data according to the provisions
of the Privacy Statement on processing of personal data for candidates in the admission

contest, students, attendees to activities within "Mihai Viteazul" National Intelligence Academy, posted on the Academy site, <http://www.animv.ro>:

yes

no

I take full responsibility for the accuracy of the data written in this application.

Date

Signature

To the Commandant (Rector) of "Mihai Viteazul" National Intelligence Academy

CENTRAL ADMISSIONS COMMITTEE

(shall be established through the Order of the Day on the military base)

- Chairman: an academic with the rank of university professor
Members: one of the deputies of "Mihai Viteazul" National Intelligence Academy
Commandant
The Dean of the Faculty of Intelligence
The Dean of the Faculty of Intelligence Studies
Secretary: The Chief of the Academy Secretariat

ADMISSIONS COMMITTEE of specialization

(shall be established through the Order of the Day on the military base)

- Chairman: The Dean of the faculty
Members: An academic with the teaching rank of at least an associate professor
A visiting professor
Secretary: The chief of the Faculty Secretariat

TECHNICAL SECRETARIAT

(shall be established through the Order of the Day on the military base and it is coordinated by the Chief of the Studies Administration and Management Department)

The Technical Secretariat is comprised of the personnel from the following compartments, based on the requirements on the conduct in good conditions of the admission contest:

- The Faculty of Intelligence Secretariat
- The Faculty of Intelligence Studies Secretariat;
- Bureau "S" – The Secretariat;
- Sector "Y" – The Human Resources;
- Sector "F" – The Awareness Management

SUBCOMMITTEE FOR HANDLING THE EXAM PAPERS
(shall be established through the Order of the Day on the military base)

- Chairman – The Chief of Bureau “S” – The Secretariat;
- Members – appointed personnel from Bureau “S” – The Secretariat/ The Academy Secretariat.

COMMITTEES AND SUBCOMMITTEES

(shall be established through Order of the Day on the military base)

- 1) The Committee for the first exam – The Romanian language and literature
 - *The Subcommittee for elaboration of subjects for the first exam - The Romanian language and literature*
 - Specialized teaching staff from pre-university education system
 - *The evaluation subcommittee*
 - Specialized teaching staff from pre-university education system
 - *The supervision subcommittee*
 - Tenured professors and tenured visiting professors, as well as duly appointed personnel of “Mihai Viteazul” National Intelligence Academy.
 - *The evaluation subcommittee*
 - Specialized teaching staff from pre-university education system

- 2) The Committee for the second exam – Psychology
 - *The Subcommittee for elaboration of subjects for the second exam - Psychology*
 - Specialized teaching staff from pre-university education system
 - *The evaluation subcommittee*
 - Specialized teaching staff from pre-university education system
 - *The supervision subcommittee*
 - Tenured professors and tenured visiting professors, as well as duly appointed personnel of “Mihai Viteazul” National Intelligence Academy.
 - *The evaluation subcommittee*
 - Specialized teaching staff from pre-university education system

- 3) The Committee for the second exam – History
 - *The Subcommittee for elaboration of subjects for the second test - History*
 - Specialized teaching staff from pre-university education system
 - *The evaluation subcommittee*
 - Specialized teaching staff from pre-university education system
 - *The supervision subcommittee*
 - Tenured professors and tenured visiting professors, as well as duly appointed personnel of “Mihai Viteazul” National Intelligence Academy.
 - *The evaluation subcommittee*
 - Specialized teaching staff from pre-university education system

- 4) The Appeals Committees
 - Chairman – a tenured academic with the teaching rank of at least an associate professor;
 - Members - Specialized teaching staff from pre-university education system

CALENDAR OF THE ADMISSION CONTEST

Date	Hour	Scheduled activity
To the candidates' attention		
Monday 11.07.2022	8 ⁰⁰ -8 ³⁰	Candidates' access into the Academy.
	8 ³⁰ -9 ³⁰	Candidates' access into the exam rooms and the check of the identity documents (the identity card and the contest ID)
	9 ³⁰ -12 ³⁰	The first written exam for "Psychology-Intelligence" specialization and for "Security Studies and Intelligence" specialization – the Romanian Language and Literature
	After 14 ⁰⁰	Evaluation of exam papers
Tuesday 12.07.2022	8 ⁰⁰ -8 ³⁰	Candidates' access into the Academy.
	8 ³⁰ -9 ³⁰	Candidates' access into the exam rooms and the check of the identity documents (the identity card and the contest ID)
	9 ³⁰ -12 ³⁰	The second written exam for "Psychology- Intelligence" specialization – Psychology The second written exam for the "Security Studies and Intelligence" specialization – History
	After 14 ⁰⁰	Evaluation of exam papers
Wednesday 13.07.2022	Centralization and display of results	
Thursday 14.07.2022	Submission of appeals for the written exams within 24 hours from the results display. The solving of appeals in 48 hours from their submission.	
Saturday 16.07.2022	Display of results after solving the appeals	
30.09.2022	Display of the final results of the admission contest.	

MODEL

“MIHAI VITEAZUL”
NATIONAL INTELLIGENCE ACADEMY
FACULTY _____
Admission contest
to Bachelor’s studies
specialization _____
session _____
(year)

Single copy

I APPROVE
Chairman of
The Central Admissions Committee

PROTOCOL

Closed today _____
To mark the choice of the subjects for _____ exam

We, the committee, comprised of: 1. _____
2. _____
3. _____
4. _____
5. _____

took part in deciding the subjects for _____ exam and we noticed
the following: _____

Signatures:

1. _____
2. _____
3. _____
4. _____
5. _____

MODEL

Single copy

“MIHAI VITEAZUL”
NATIONAL INTELLIGENCE ACADEMY
FACULTY _____
Admission contest
to Bachelor’s studies
specialization _____
session _____
(year)

**PROTOCOL ON THE ACTIVITY OF MULTIPLYING
THE TEST SPECIMEN FOR THE EXAM**

Closed today, to mark the multiplication of contest grids for the
..... exam.

The activity started at o'clock and ended at o'clock.

It resulted:

Multiplied tests ex.

Waste copies ex.

In the activity of multiplying the contest grids took part:

1.
2.
3.
4.
5.
6.
7.
8.

Signature

MODEL
THE HANDOVER PROTOCOL OF THE CANDIDATES' PAPERS FOR THE
_____ EXAM

After the _____ exam, the head supervisor, Mr(s) _____ from the exam room _____, in the presence of the candidates:

1. _____
2. _____

handed over to the Committee for reception, keeping and handling the written exam papers, the folder _____ together with:

Ref. no.	Title	Pieces initially included in the folder	Pieces handed over
1.	Multiple-choice tests to answer		
2.	Total reply forms / written paper		
	- used reply forms / written paper		
	- nullified reply forms/ written paper		
	-unused reply forms / written paper		

There were no violations either during the transport or in the process of handing over of the papers.

Signature

1st candidate _____
2nd candidate _____

I handed over
The head supervisor

I received
Subcommittee for handling
the written exam papers

“MIHAI VITEAZUL”
NATIONAL INTELLIGENCE ACADEMY
FACULTY _____

Admission contest
to Bachelor's studies
specialization _____
session _____
(year)

APPEAL

I, the undersigned _____,
possessing the contest ID no. _____, hereby ask for your approval for
the re-evaluation of my _____ exam paper.

Date _____

Signature _____

To the Chairman of the Admission Committee for specialization _____

