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Methodology for the Organisation and Conduct of Admission to Master's Degree Programmes in "Mihai Viteazul" National Intelligence Academy

Legal Basis

- Law of National Education no. 1/2011, with subsequent amendments and completions;
- Law no. 288/2004 on the organization of academic studies, with subsequent amendments and completions;
- Law no. 80/1995 on the status of military personnel, with subsequent amendments and completions;
- Government Emergency Ordinance no. 75/2005 on the assurance of the education quality, with subsequent amendments and completions;
- Government Emergency Ordinance no. 41/2016 on the establishment of simplification measures at the level of the public institutions and for the modification and completion of several regulatory acts, with subsequent amendments and completions;
- Government Decision no. 404/2006 on the organization and conduct of master's studies, with subsequent amendments and completions;
- Order no. 4.156/2020 of the Minister of National Education and Scientific Research, for the approval of the framework regulation on the regime of study documents and other academic documents in the higher education system;
- Order no. 4.492/2005 of the Minister of National Education and Scientific Research on promoting professional ethics in universities;
- ORDER no. 3.102/2022 on the approval of the framework Methodology for the organization of the admission competition for undergraduate, master's degree and doctoral studies, with subsequent amendments and completions
- Government Decision No 206/1995 on the reorganization of the National Intelligence Institute into "Mihai Viteazul" National Intelligence Academy,

subordinate to the Romanian Intelligence Service (SRI), with subsequent amendments and completions;

- Government Decision on the accredited fields and master's programmes, and the maximum number of students that can be enrolled in the 2021-2022 academic year, with subsequent amendments and completions;
- Government Decision on the approval of the Nomenclature on domains and the specializations/academic study programmes, and the structure of the higher education institution for the 2022-2023 academic year, with subsequent amendments and completions;
- Government Emergency Ordinance no. 58/2020 on measures for the smooth conduct of the education system, with subsequent amendments and completions;
- University Charter of "Mihai Viteazul" National Intelligence Academy
- Internal regulations of the Romanian Intelligence Service on the selection and employment process of military personnel.

CHAPTER I

GENERAL PROVISIONS

Art.1

(1) "Mihai Viteazul" National Intelligence Academy (ANIMV) organizes admission competition for the Master's degree study cycle:

a) Master's degree intended to train future officers of the Romanian Intelligence Service, in the field Intelligence and National Security, specializations:

i. Intelligence and National Security (Faculty of Intelligence), 30 tuition-free places, full-time learning;

ii. Intelligence Analysis (Faculty of Intelligence Studies), 20 tuition-free places, full-time learning;

b) professional Master's degree for enhancing the security culture within civil society, in the following fields:

i. Intelligence and National Security

iii. Management of National Security Intelligence, 50 tuition-paying places, full-time learning

iv. Management of Intelligence in Countering Terrorism, 50 tuition-paying places, full-time learning;

ii. International Relations and European Studies

v. International Relations and Intelligence Studies, 50 tuition-paying places, full-time learning

(2) Admission is organized in line with this Methodology, according to the general criteria for the organization of admission to master's studies, drawn up by the Ministry of National Education and completed by the "Mihai Viteazul" National Intelligence Academy Senate.

Art.2. The organization of the admission competition is the responsibility of ANIMV.

Art.3.

(1) The aim of the professional master's programmes intended for the future officers of the Romanian Intelligence Service is forming future intelligence operations officers and future intelligence analysts, respectively.

(2) The master's programmes for enhancing the security culture within civil society are oriented towards deepening the professional knowledge and the training of scientific research skills or skills which are complementary to undergraduate studies, in the fields of Intelligence and National Security and International Relations and European Studies, respectively.

Art.4.

(1) Duration of the admission competition, the forms and the tests shall be established and made public in accordance with the legal provisions in force, by displaying them at the ANIMV headquarters and on the Academy's website, www.animv.ro.

(2) Admission to professional master's studies intended to train future officers of the Romanian Intelligence Service shall be organized in one single session, within ANIMV, in September;

(3) Admission to professional master's studies designated for enhancing the security culture within civil society shall be organized in two admission sessions, within ANIMV, as follows: the first in July, the second in September (only in the case there are still vacant places)

CHAPTER II REGISTRATION FOR ADMISSION

Art.5

(1) Candidates who wish to participate in the ANIMV admission competition for the programmes intended to enhance the security culture must cumulatively meet the following criteria:

a) they are higher education graduates, with a Bachelor's degree or the equivalent, in accordance with the *Law of National Education no. 1/2011*, with subsequent

amendments and completions, and *Law no. 288/2004 on the organization of academic studies*, with subsequent amendments and completions, or students in the last year of the first cycle of academic studies (who are about to participate in the license/diploma exam until July 31st, 2022 at the latest) in the fields and specializations established by the *Government Decision on the approval of the Nomenclature for domains and specializations/academic study programmes, and the structure of the higher education institutions for the 2022-2023 academic year, with subsequent amendments and completions*.

b) have Romanian citizenship and permanent residence in Romania;

c) have a civic and moral conduct;

d) have a good knowledge of the Romanian language and the ability to express themselves clearly and correctly.

(2) Candidates who wish to participate in the admission competition for the master's courses intended to train future officers of the Romanian Intelligence Service must *cumulatively* meet, in addition to paragraph 1, the following criteria:

a) they have been declared FIT for employment in the Romanian Intelligence Service;

b) accept that, after completion of the Master's degree at "Mihai Viteazul" National Intelligence Academy, they will perform activities, as intelligence officers, in any area of the national territory, according to the interests and needs of the Romanian Intelligence Service, in accordance with the commitment signed with the institution;

c) accept, in case they are declared ADMITTED, the prohibition or restriction to exercise certain civil rights and freedoms, according to the provisions of the legislation in force;

d) agree to the checks being made on their work and conduct, as well as the security checks as provided by G.D. no. 585/2002 on the approval of the National Standards for the Protection of Classified Information in Romania, with subsequent amendments and completions, with a view to identifying possible elements of incompatibility regarding access to information classified as state secrets;

e) candidates for professional Master's degree intended to train future officers of the Romanian Intelligence Service who have already followed a similar form of training whose costs were supported from the state budget, shall pay the equivalent value for the state-budgeted education services they have previously benefited from, in accordance with the provisions of Article 142 of the Law of National Education no. 1/2011, with subsequent amendments and completions. Collection of the amount representing the equivalent of education services shall be carried out by the higher education state institution that provided the education services. When enrolling in "Mihai Viteazul" National Intelligence Academy, candidates must provide proof that they either paid in full or they are paying in instalments for those education services.

(3) No exemptions are granted from the registration conditions.

Art.6.

(1) Selection of applicants for admission to professional master's studies intended to train future officers of Romanian Intelligence Service shall be made by the Romanian Intelligence Service, in accordance with its own regulations.

(2) Enrolment in the process of recruitment and selection of candidates shall be done until the date indicated by the human resources unit of the Service.

Art.7. Candidates' registration for admission shall be done online.

The option to participate in the admission competition shall be made by filling in a standard application form (Appendix 1) addressed to the Rector of the Academy. The form shall be downloaded from the Academy website, shall be filled in, scanned in PDF format and sent by 30.08.2022, via email, as follows: to the email address admitereFI2022@animv.ro, for the Faculty of Intelligence, and to the email address admitereFSI2022@animv.ro, for the Faculty of Intelligence Studies.

After verification, acceptance and registration of candidates for master's programmes intended to train future intelligence officers, "Mihai Viteazul" National Intelligence Academy shall request the Romanian Intelligence Service to confirm, by September 05th, 2022, that the candidates fulfilled the conditions for both participation in the admission competition and employment.

Art.8

(1) Candidates' admission files must contain the following documents:

a) standard registration form, according to Appendix 1, regarding the applicants for admission to professional master's courses intended to train future officers of Romanian Intelligence Service, and according to Appendix 1a respectively, regarding the applicants for admission to academic master's studies for enhancing the security culture within civil society;

b) copy of the high school graduation certificate and the related transcript;

c) copy of the bachelor's degree diploma or equivalent diploma and the transcript/supplement to the diploma or certificate (in original) issued by long-term higher education institutions, for graduates who passed the Bachelor's examination in the year prior to the admission competition or in the year of the admission competition;

d) candidates who have previously graduated with a bachelor's degree from accredited higher education institutions from abroad, shall submit upon registration the proof attesting the equivalence of those studies by the National Council for the Attestation of Titles, Diplomas and University Certificates within the Ministry of National Education and Scientific Research, in accordance with the law;

e) copy of the birth certificate;

f) copy of identity card;

g) a copy of the court order or other documents on the change of name for those who changed their names;

h) copy of marriage certificate, where appropriate.

i) proof of the registration fee payment, in the amount of 100 lei, by bank transfer to “Mihai Viteazul” National Intelligence Academy’s bank account RO 35TREZ70120F330500xxxx, CF 4204267, opened at the Treasury district 1, Bucharest, beneficiary UM 0418 Bucharest, with the following mention: Professional master’s registration fee for name and surname of the candidate, *for applicants to professional master’s studies intended to train future officers of the Romanian Intelligence Service*, and registration fee for master enhancing the security culture within civil society for name and surname of the candidate respectively, *for applicants to the master’s studies for enhancing the security culture within the civil society*.

(2) By way of exception, during the state of alert/necessity or emergency, as the case may be, the candidates may register online by sending scanned copies, in PDF format, of the documents referred to in paragraph (1), as follows: at the email address admitereFI2022@animv.ro, for the Faculty of Intelligence, and to the email address admitereFSI2022@animv.ro for the Faculty of Intelligence Studies. Candidates shall be responsible for the authenticity and correspondence between the digital/scanned documents and the originals. Each scanned document shall contain the candidate’s handwritten signature acknowledging that those copies are authentic and correspond to the original document(s). In this regard, each candidate shall submit separately to ANIMV headquarters, located in 20 Odăi Street, District 1, Bucharest, either by personal delivery or by regular mail/courier, an affidavit - as a paper document or signed electronically with a qualified electronic signature - stating that the scanned documents are in conformity with the originals.

(3) Applicants to the master’s courses for enhancing the security culture, must have in their admission files, in addition to the documents referred to in paragraph (1), an essay drawn up for exam, according to the topic guide (Appendix 4b).

(4) On the date of the admission competition, candidates for admission to the master’s studies shall have on them the originals of the documents referred to in paragraph (1), in order to certify that the required documents are in conformity with the originals, in accordance with GEO no.41/2016 on the establishment of simplification measures at the level of central public administration and for the modification and completion of several regulatory acts.

(5) According to the law, the children of teaching and auxiliary teaching staff, working or retired, as well as children orphaned by one or both parents who have worked in the education system are exempt from paying registration fees for higher education admission.

(6) Candidates who are exempt from the registration fee must have on file a certificate attesting that the conditions for exemption have been met.

(7) Candidates who on the day of the admission competition do not have on them the originals of the documents submitted electronically for registration, cannot participate in the entrance exam.

(8) Depending on the social condition of the candidates, based on the analysis of their justified requests, the Senate may approve on a case-by-case basis, exemptions from payment of the registration fee.

(9) Admission files submitted shall remain, for the entire period of the admission competition, at the Technical Secretariat set up for the admission procedure.

CHAPTER III ADMISSION PROCEDURES

Art.9. ANIMV shall inform the candidates about: its own admission methodology, annual educational offer, conditions and documents required for registration, periods of the admission sessions, way of conducting admission and tests, special facilities or conditions, registration fees for the organization and conduct of admission, other useful information for candidates. All this information shall be displayed by ANIMV at the institution's headquarters and on its website, at least 6 months before admission.

Art.10. A Central Admission Committee shall be established (Appendix 2) for the organization and conduct of the admission.

Art.11. At the disposal of the Central Admission Committee is the Admission Committee for Programme (Appendix 2) and the Technical Secretariat (Appendix 2) which provides the technical and material basis of the admission, as well as the Committee for Handling Exam Papers (Appendix 3).

Art.12. For the written texts, the Admission Committees for Programmes are composed of subcommittees for the preparation and generation of exam subjects, subcommittees for monitoring the exams, subcommittees for exam papers' correction. (Appendix 4)

Art.13. The nominal composition of the committees and subcommittees mentioned above shall be determined, by *Order of the Day*, at least seven days before the start of the admission competition.

Art.14. From the moment of its establishment, the Central Admission Committee shall take over all responsibilities for the organization and conduct of the admission as well as the compliance with legality, transparency and the principle of equal chances for all candidates, as follows:

- (a) ensures the compliance with this Methodology and its implementation;
- (b) plans, organizes, guides and controls activities during the entire admission competition;
- (c) ensures compliance with the admission schedule;
- (d) ensures the display of the admission final results;
- (e) take all necessary measures for resolving potential conflict situations and for maintaining a climate of order;
- (f) ensure the training of the committee members as well as of all the personnel engaged in the organization and conduct of admission competition, according to the provisions of this Methodology;
- (g) ensures the appropriate resolution of any problems that may arise during the admission competition;

Art.15. From the moment of its establishment, the Admission Committee for Programme shall take responsibilities for the organization and conduct of the admission contest for the programmes concerned, as follows:

- (a) taking note of the registered candidates;
- (b) checking application files;
- (c) drawing up nominal lists of candidates;
- (d) issuing of competition passes;
- (e) allocating candidates to the examination rooms;
- (f) receiving candidates for the evaluation tests and instructing them on the specific rules during examination, as well as the rules regarding candidates' behaviour in the Academy premises;
- (g) guiding and controlling the work of the subcommittees established for elaborating the exam subjects, for papers' correction and resolution of appeals;
- (h) ensuring the preparation of the subjects for each evaluation test in accordance with the suggested topics and the correctness of the marking scheme;
- (i) ensures that the exam written papers are preserved until the deadline for lodging and solving appeals expires.
- (j) centralizes the results of each individual test, as well as the admission final results and certifies them;
- (k) ensures the receipt, examination and resolution of appeals lodged by candidates within the legal term;

Art.16. The Secretary of the Central Admission Committee has the following duties:

- a)** ensures the registration in *Order of the Day* of the data related to the admission competition and to the composition of all admission committees;
- b)** proposes to the president of the central admission committee the programme and organization of admission activities, as well as the examination rooms;
- c)** ensures correspondence with the Service on the admission process.

Art.17. The secretary of the Admission Committee for Programme has the following duties:

- a)** coordinates the activities of the Admission Committee for Programme Secretariat;
- b)** manages the related secretarial activities;
- c)** participates, in the presence of the chairman of the committee and its appointed members in the delivery-receipt process of the exam forms and of the documents resulting from the tests;
- d)** organizes and monitors the correct registration within centralizers of the candidates' marks and certifies, together with the president of the committee, their accuracy;
- e)** ensures the issuance of certificates requested by candidates and teaching staff;
- f)** draws up the minutes regarding the conduct of the admission and forwards it to the secretary of the Central Admission Committee, for validation by ANIMV Senate of the admission results for that programme;

Art.18. Members of the Admission Committee for Programme Secretariat have the following duties:

- a)** keep record of the candidates' files and verify the existence of the necessary documents within these files and the correctness of the personal data entered into the database;
- b)** perform secretarial activities (completion of candidates' files with documents of study required for admission registration, registration of applications made by candidates, certificates issuing, informing the candidates about decisions made by the admission committee for the respective programme);
- c)** prepare the paper case with documents and forms for the examination rooms;
- d)** display the table containing the passes' ID series for candidates allocated to the examination rooms.
- e)** ensure the elaboration, registration, record keeping and handling of the admission documents according to the provisions in force;

- f) perform the tasks received from the secretary of the Admission Committee for Programme;
- g) carry out specific administrative activities in the context of admission (arrangement of rooms, administrative support to the subcommittees established for elaborating subjects, correction of papers, resolution of appeals);
- h) verify the conformity with the original of the documents completing the candidates' files, according to the provisions of art.8, paragraph 1, letters e-h;
- j) request support from other administrative structures.

Art.19. The personnel who ensures the use of the computing technology system and the means of multiplication has the following duties:

- a) ensures the functionality of the computing and multiplication equipment;
- b) performs the tasks received from the Secretariat of admission committees.

Art.20. The monitoring subcommittee is made up of examination room supervisors and the head of the examination room (Appendix 4) appointed from among ANIMV teaching staff and assimilated teaching staff.

Art.21. During the admission competition, the admission committees shall have available spaces specially dedicated for this activity, equipped with the necessary means for elaboration, multiplication and preservation of documents.

Art.22. In accordance with this Methodology, the Committee for Handling Exam Papers is being established (Appendix 3), coordinated by the Central Admission Committee, with a view to receiving, distributing for correction and the handing over of candidates' papers to preservation.

(2) The Committee for Handling Exam Papers has the following duties:

- a) takes over from the head of the examination room the candidates' papers, the unused standard forms, drafts, annulled papers, the minutes, the access table and the table on the handing over of written papers, with their verification in the presence of the head of the examination room;
- b) prepares the exam papers' distribution to the subcommittee responsible for correcting them;
- c) hands over the exam papers to the members of the committee designated for correction activity;
- d) takes over the corrected papers from the examiners;
- e) verifies the existence of situations in which the difference in marking between the two evaluations is greater than one point;
- f) notifies the president of the Admission Committee for Programme who orders the assignment of the paper to other two examiners;

g) takes over the corrected papers from the latter, hands them over to the chairman of the admission committee for programme, with a view to calculating the final average;

h) hands over the corrected papers and notes to the secretary of the Admission Committee for Programme.

Art.23.

(1) For the resolution of appeals an Appeal Resolution Committee shall be established. (Appendix 4)

(2) The Appeals Resolution Committee has the following powers:

a) registration of appeal, through the secretary;

b) distribution through the president, with a view of being re-marked, of the papers whose results are being contested;

c) re-marking the papers.

Art.24.

(1) Persons declaring about themselves or about there is certain information that they have relatives among the candidates, or present moral or professional incompatibilities regarding involvement in the conduct of the admission competition, shall not be appointed to the committees established for admission and shall not receive any other attribution related to the admission competition.

(2) Persons appointed to the committees shall submit an affidavit that they are not in any of the situations mentioned in paragraph (1).

(3) If after the establishment of the committees it is found in their composition persons from the specified categories, replacement measures shall be taken.

(4) Hiding or concealing the truth regarding the situations mentioned in paragraph (1) entails disciplinary sanction for the guilty persons.

(5) Disciplinary measures shall also be taken for those who, by means of false statements, evade their obligations for the admission competition.

Art.25. Members of the committees established for the admission organization, who deviate from compliance with this Methodology or harm, through their activity, the good organizations and conduct of the admission competition, disclose contents of documents, violates the rules for evaluating the tests or record incorrectly the results shall be subject to disciplinary or criminal sanction, as the case may be, according to the regulations in force.

Art.26. Before conducting the tests, members of the admission committee shall be summoned at “Mihai Viteazul” National Intelligence Academy, so that the

organizational details and those regarding the actual conduct of the tests be established and processed.

CHAPTER IV

CONDUCT OF THE ADMISSION COMPETITION, TESTS AND AVERAGE CALCULATION

A. For applicants to professional master's studies intended to train future officers of the Romanian Intelligence Officers

Art.27. The written test for evaluating the skills necessary for training future intelligence officers

Test description:

- a) written paper aimed at establishing the level of skills necessary for training future intelligence officers;
- b) duration: 180 minutes;
- c) does not require specialized training.

Art.28. Admission competition takes place in September 2022.

Art.29.

(1) Elaboration of exam subjects

- a) On the examination day, starting at 6.00 a.m., the Subcommittee designated to elaborate subjects for the respective examination (Appendix 4) elaborates the subjects in rooms especially arranged, where only members of the admission committees and persons designated by the secretariat have access.
- b) During the preparation of the competition subjects, only registered paper sheets shall be used, which shall be further taken over and distributed by the secretaries of the specialization's committees.
- c) After elaboration, three exam subjects' versions shall be listed, which are subject to a final check made by the members of the subcommittee that developed them.
- d) After checking the subjects, the members of the Subcommittee for elaborating the subjects draw up a report (Appendix 6) on the elaboration of the subjects and the correctness of the formulated subjects, introducing then the versions in separate envelopes on which the version contained is mentioned.
- e) Next, in the presence of the Admission Committee for Programme, the president of the committee shall draw out one envelope containing the competition version.

f) The other two versions shall be submitted to the secretary of the Central Admission Committee and shall constitute parts of the admission file.

g) At the end of the subjects' elaboration process, the used drafts, the source materials, as well as the technical devices used are handed over, based on a report, to the secretary of the Admission Committee for Programme and they shall be preserved until the end of the competition admission.

h) During the whole subjects' elaboration process, the persons involved in it shall not leave the specially designated space and shall not have any kind of contact with persons outside it.

i) Participants in these activities, teachers or technical staff, have the obligation to keep the subjects confidential.

j) Otherwise, they shall bear the consequences provided by the laws and military regulations in force.

(2) Multiplication of the exam subjects

a) Multiplication of subjects for the written tests takes place in a specially arranged space, with restricted access.

b) After multiplication, the subjects are inserted into envelopes on which, after closing and sealing, the destination room and the discipline are being mentioned.

c) During subject multiplication process, the personnel involved in this activity shall not leave the specially designated space and shall not have any kind of contact with persons outside it.

d) At the end of the multiplication activity, the person responsible for this activity and the other participants draw up a report (Appendix 7) mentioning the number of copies of multiplied subjects, for each individual discipline, the number of rejects, the start and end time of this activity and the participants in these activities.

e) Participants in these activities remain in the specially designated premises until exam subjects are being distributed and have the obligation to keep the subjects confidential.

Otherwise, they shall bear the consequences provided by the laws and military regulations in force.

f) At **9.00** a.m. the members of the Admission Committee for Programme present themselves and pick up the subjects, distributing them to the examination rooms.

Art.30.

(1) Synoptic of the competition

a) 7.45-8.45	Candidates' access to the Academy
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b) 8.15-9.00	Candidates' access to the examination rooms and verification of the candidates' identification documents
c) 9.00-9.15	Distribution of the envelopes containing the exam subjects, by the representatives of the Admission Committee for Programme
d) 9.15-12.15	Conducting the test
e) 10.30	Display of subjects and marking scheme for each individual discipline outside the premises in which the competition room is located
f) 13.30-13.00	Submitting the papers to the Committee for Handling Exam Papers
g) starting at 14.00	Correction of the exam papers

(2) The monitory subcommittee

a) Starting at 8.00 a.m., through the care of the secretary of the Central Admission Committee and a member of the Technical Secretariat, the heads and the supervisors of the examination rooms are being drawn lots.

b) Each head of the examination room receives from the secretary of the Admission Committee for Programme a paper case that has the following content:

i. written instructions regarding the duties of the head of the examination room during exam (containing tasks approved by the president of the Central Admission Committee, according to the specifics of the test);

ii. response forms for solving subjects;

iii. table with the candidates' presence in the examination rooms (Appendix 9);

iv. table with the papers handed over (Appendix 10);

v. minutes for delivery-receipt of the exam papers (Appendix 11).

(3) The actual conduct of the exam

a) At 8.15 a.m. the surveillance teams move to the assigned examination rooms;

b) Candidates' access to the examination room shall be made after checking their identity, upon entry, by a member of the monitory subcommittee;

c) Candidates are not allowed to access the room with means of communication, textbooks, notebooks, notes, other sources of information;

d) The head of the examination room, after recording the presence of the candidates shall carry out the candidates' training regarding the conduct of the exam;

e) Candidates who, at the moment of opening the sealed envelopes containing the examination subjects, are not present in the room, shall be declared *No-show*;

(4) Training of the candidates before starting the exam

a) each candidate shall receive one set of papers' exam - one form containing the subjects and one response form;

b) The last page of the form containing the subjects can be used as a draft;

c) filling in and keeping the candidate's identification data secret on the response form, dedicated for solving the subjects, shall be made as follows: the candidate shall fill in, in capital letters, on the corner to be pasted and stamped by a member of the Central Admission Committee, his/her family name, his/her father's first name, his/her own first name, and the ID series of his/her competition pass;

d) answers shall be written only with a pen in blue paste;

e) the working time available to candidates, after subjects being distributed and after clarifying misunderstandings on the part of the candidates is 180 minutes;

f) if a candidate wants to change the chosen answers, he can request a new response form, and the wrongly filled one is cancelled by the head of the examination room when handing him the new form. Under the supervision of the head of the examination room, the candidate is to fill in all the requested data in the secrecy place of the paper;

g) corrections on the response form shall be made by the candidate by putting the words to be corrected in round brackets and cutting them with a line;

h) the response form shall be stamped by a representative of the Central Admission Committee which, throughout the duration of the test, shall move to each individual room;

i) any fraud or attempted fraud detected by those monitoring the exam, or notified and complained about by the candidates (finding some textbooks, notebooks, notes, electronic means of communication on the candidate) shall be sanctioned with the removal from the exam of the respective candidate;

j) in situations of fraud or attempted fraud, the materials used in committing it shall be picked up and the candidate shall be led by a supervisor to the Central Admission Committee which record his status as "*eliminated from the competition*";

k) when handing over the response form, candidates sign in the table for handing over the papers;

l) candidates can leave the examination room only after at least 60 minutes from the distribution of the exam subjects, conditioned by the handing over of all competition documents and the registration under signature of the requested data in the table for handing over the papers. During exam, for physiological situations or when a candidate has medical problems, he/she may temporarily leave the examination room, only accompanied by a supervisor. The last five candidates shall remain in the room until the end of the test, and two of them must be present when the head

of the examination room hands over the response forms to the president of the Committee for Handling Exam Papers, signing a report (Appendix 11) that records the integrity and the number of response forms delivered-received. The minutes ends with the mention: *“no irregularities were found during the transport nor in the process of delivery-receipt of papers.”*

m) drafts, annulled competition forms, unused competition forms and the subjects shall be collected in separate files and shall be submitted on the basis of the same minutes;

n) in emergency situations (fire, earthquake, e.g.) candidates shall evacuate the room according to instructions received from the head of the room, so as not to cause panic;

o) the head of the room is responsible for conducting the test, in accordance with the provisions of this Methodology, as well as for keeping silence and order during the test and for solving any situations that fall under his competence, requesting the support of the Central Admission Committee for any other situations;

(5) Correction of papers

a) The papers are corrected on the day of the test

b) After taking over the papers, the members of the Committee for Handling them shall number them, distinctly, for each test, starting from digit 1;

c) Finally, equal sets of papers shall be made for each examiner, depending on the number of examiners;

d) To each set, the members of the Committee for Handling Exam Papers shall attach a marking scheme and a form for recording the results of the evaluation;

e) The members of the correction teams shall take over, under signature, a set of papers and a form for registering the results of correction, and they shall sign for delivery-receipt on the same minutes, when handing over the papers;

f) Each paper shall be corrected twice, by different persons, who will give a mark;

g) The paper shall be marked with the arithmetic average of the two marks, with two decimal digits, without rounding;

h) If the Committee for Handling Exam Papers finds a difference greater than one point between the two examiners, that paper shall be allocated to other two examiners for re-correction. After re-correction, the marks given by each of the four examiners are recorded on the marks' registration form, are countersigned by the examiners, and the chairman of the committee calculates the final mark as follows: from the 4 (four) marks awarded, the two marks - extreme values shall be removed and the arithmetic average, with two decimal digits, without rounding, of the two marks - central values shall be calculated;

i) The mark thus calculated is final;

j) At the end of correction, the members of the Committee for Handling Exam Papers shall hand in all the papers to the secretary of the Admission Committee for Programme.

(6) Centralization of results

a) The day after the papers' correction, based on the correction notes, the results obtained by the candidates are being centralized without recording the candidates' identification data.

b) After the centralization of the results, the corners of the papers are being opened and the information regarding the identity of the candidates are associated with the results.

c) After performing this operation, the candidates are ranked according to the results obtained.

Art.31.

(1) The minimum general average for admission cannot be lower than 6.00 (six).

(2) After entering, ranking and verifying the transcribed data, the president of the Admission Committee for Programme and its secretary shall sign the minutes.

(3) After the conclusion of the minutes, the sets of papers shall be kept at the Admission Committee for Programme.

Art.32. After the centralization of all results obtained by the candidates and the validation of the exam, in order to display the results a ranking shall be draw up for each programme, in descending order of the scores obtained, but the names of the candidates shall not appear, only the ID series of their competition pass.

CHAPTER V DISPLAY OF RESULTS

Art.33.

(1) The communication of the intermediate results of the admission is done after their validation by the Central Admission Committee.

(1) As a consequence of the results' validation, the Central Admission Committee order the display of the results on the Academy's website, www.animv.ro and on the Academy's external noticeboard, simultaneously for the two programmes, mentioning the time of display.

Art.34. If in the final ranking, there are several candidates ranked last, with the same average, the candidate who obtained the highest average at the Bachelor's degree examination shall be admitted.

CHAPTER VI SUBMITTING AND RESOLUTION OF APPEALS

Art.35. After the display of results, appeals (Appendix 13) are submitted, within 24 hours, to the Access Control Point within "Mihai Viteazul" National Intelligence Academy or via email, as follows: to the email address admitereFI2022@animv.ro (for the Faculty of Intelligence) and to the email address admitereFSI2022@animv.ro (for the Faculty of Intelligence Studies).

Art.36. At the end of the term for lodging appeals, the president of the Central Admission Committee shall pick up all appeals from the Access Control Point and shall summon the members of Appeals Resolution Committees.

Art.37. The Secretary of the Central Admission Committee shall collect from the Admission Committee for Programme the papers that are object of the appeals submitted, shall close and stamp the corner containing the candidate's identification data and shall hand them over to the president of Appeals Resolution Committee.

Art.38.

(1) Appeals shall be resolved within 48 hours from the deadline for submitting appeals.

(2) The re-correction procedure is identical to the initial one.

(3) The marks resulting from re-correction by the Appeal Resolution Committee are final.

(4) The final results shall be displayed on the Academy's website, www.animv.ro and on the noticeboard from the Access Control Point.

Art.39. At the end of the period dedicated for resolving appeals, the contested papers shall be handed over to the Admission Committee for Programme, which shall preserve them until the validation of admission results by ANIMV Senate and enrolment of candidates.

B. For applicants to professional master's studies for enhancing the security culture within civil society

Test description

- a) oral presentation of the essay elaborated according to the competition topics;
- b) duration: 15 minutes/candidate;
- c) requires preparation according to the competition topics.

Art.40. Admission is organized in two sessions, within ANIMV, as follows: the first in July and the second in September (only if there are still vacant places).

Art.41. All information for admission is made public on the Academy's website, www.animv.ro. The schedule of admission (Appendix 5) is made public on the Academy's website, www.animv.ro and is displayed on the external noticeboard of the Academy, three days before the start of the admission competition.

Art.42. Synoptic of the competition

a) starting from 8.00, as planned until 17.00	Candidates' access to the Academy
b) starting at 8.30, as planned	Candidates' access to the evaluation rooms and verification of candidates' identity documents
c) starting from 8.00 until 20.00	Conducting the test

Art.43. *Conducting the test*

- a) At **8.30** a.m. the admission committees for programmes move to the assigned evaluation rooms.
- b) Candidates' access to the room shall be made after verifying their identity upon entry by a member of the admission team.
- c) Candidates are not allowed to enter the examination room with means of communication, textbooks, notebooks, notes, other sources of information.

Art.44.

- (1) Admission shall consist in the oral presentation of an essay in the field of the topic guide related to each master's programme (Appendix 4b)
- (2) The oral presentation of the essay shall be audio-video recorded.
- (3) The prepared essay shall be evaluated in relation to the topic addressed, in order to establish:
 - a) degree of knowledge/use of the presented concepts and theses (level of access and knowledge of a reference bibliography, on a national and international

level, the way of structuring ideas, coherence and cursivity in writing/expression - 40 points;

b) novelty and innovation of the theses presented - 40 points;

c) candidate's ability to structure and advocate ideas - 20 points.

(4) Members of each admission committee complete an evaluation sheet for each candidate, awarding a score up to 100 points to each of them. General average for admission is the arithmetic average of the points given by the members of the Admission Committee that evaluated the candidates.

(5) Prior to the oral presentation, the essay shall be checked with the *sistemantiplagiat.ro* software, in order to establish the coefficients of similarity.

Art.45. The minimum general average for admission is 6.00 (six).

Art.46. The results of the oral assessment cannot be contested.

CHAPTER VII

SPECIAL PROVISIONS FOR APPLICANTS TO THE MASTER'S STUDIES INTENDED TO ENHANCE THE SECURITY CULTURE IN CIVIL SOCIETY

Art.47. Admission competition for master's studies intended to enhance the security culture within civil society is also possible to take place *online*, in compliance with the following provisions:

Art.48. Each candidate shall submit, through the registration application, a user account (email address in recommended format: family_name_first_name@gmail.com), which shall represent the official method of identification.

Art.49. The animv.eu platform's applications shall be used for online conduct, as follows:

a) the interview of each candidate shall be planned in the Platform calendar;

b) the members of the committees and the candidate are the ones having access to the activity;

c) the president of the admission committee shall check and confirm the identity of the candidate;

d) the committee shall interview the candidate through the MEET application and after examining each candidate, the committee members shall register in the score sheet, document opened in DRIVE, the evaluation results;

- e) the final decision is taken by consensus, expressed in writing by EMAIL type message sent by each member of the committee; the written consent of each member of the committee shall be registered, being the equivalent of signature.
- f) the recording of this activity shall be stored in DRIVE for a period of 1 year.

CHAPTER VIII DISPLAY OF RESULTS

Art.50.

(1) After centralizing all the results obtained by the candidates, with a view of displaying them, a ranking shall be drawn up, for each programme, in descending order of the scores obtained, but the names of the candidates shall not appear, only their competition passes' ID series.

(2) The communication of the intermediate results of the admission shall be done after their validation by the Central Admission Committee.

(3) As a result of the validation, the Central Admission Committee orders the results to be displayed on the Academy website, www.animv.ro and on the panel at the Access Control Point, simultaneously for the two programmes, mentioning the time of display.

(4) If in the final ranking, there are several candidates ranked last, with the same average, the candidate who obtained the highest average at the Bachelor's degree examination shall be admitted.

CHAPTER IX FINAL PROVISIONS

Art.51.

(1) The documents for the organization and conduct of the admission shall be handed over, after validating the admission results, to the secretariat of the competent faculty for filing and preservation, according to the law.

(2) The written papers of the candidates declared ADMITTED shall be preserved in the students' files, during the period of studies.

(3) The written papers of candidates declared REJECTED shall be preserved for one year from the date of the display of the admission results, after which they shall be destroyed according to the procedures in force.

Art.52. It is the responsibility of "Mihai Viteazul" National Intelligence Academy's leadership to analyse the deviations related to the activity of teaching staff (assessors, examiners, supervisors or members of the admissions committees) during the course of the admission competition.

Art.53. "Mihai Viteazul" National Intelligence Academy shall develop a plan of measures regarding the order and discipline inside Academy during the admission competition, eliminating the possibility of fraud, ensuring medical assistance, access and movement of candidates and staff engaged in the activity, the arrangement of spaces, as well as ensuring access to buffet outlets within the premises.

Art.54. During the admission competition, the president of the Central Admission Committee may order, after consulting the members of the *committee*, any legal measures necessary for the good conduct of the admission competition.

Art.55.

(1) Candidates declared ADMITTED are enrolled in the first year of studies, second cycle of master's studies by decision of the commandant(rector) of "Mihai Viteazul" National Intelligence Academy.

(2) For the Master's degree intended to train future intelligence officers, only those who obtain authorized access to classified information until September 5th, 2022 can participate in the admission competition.

Art.56. Candidates enrolled in the master's programmes intended to train future intelligence officers shall sign a commitment with the Romanian Intelligence Service by which they commit themselves to work for a certain period of time for it and they will receive the status of officer.

Art.57. Enrolled candidates shall sign a study contract with "Mihai Viteazul" National Intelligence Academy, according to the provisions of art. 141 of the law of National Education no. 1/2022, with subsequent amendments and completions.

Art.58. The files of the candidates who were declared REJECTED shall be returned to the candidates at their request.

Art.59. The present information and specifications constitute official data on the organization and conduct of the admission to “Mihai Viteazul” National Intelligence Academy.

Art.60. If the Ministry of Education issues other specifications on admission, they shall be communicated in due time, by publication on the Academy’s website, www.animv.ro, on that of the Romanian Intelligence Service, www.sri.ro, as well as on the noticeboard at the Access Control Point.

Art.61. Methodology no. 156299/09.06.2021, for the organization and conduct of admission to master’s studies at “Mihai Viteazul” National Intelligence Academy is hereby repealed.

This Methodology was approved in the Academy Senate meeting dated March 31st, 2002

Appendix

Appendix **1** - Registration form at the admission competition for professional master’s university studies for the training of officers of the SRI

Appendix **1a** – Registration form at the admission competition for professional master’s university studies for the promotion of security culture in civil society

Appendix **2** - The central admission committees, its secretariats

Appendix **3** – The Committee for Handling Exam Papers

Appendix **4** - The specialized committee for the written test for the assessment of the skills necessary for the training of intelligence officers and the Appeals Resolution Committee

Appendix **4a** - Specialized Committees

Appendix **4b** – Topic guide for admission competition

Appendix **5** – Synoptic of the admission competition for professional master’s studies

Appendix **6** - Minutes with regard to the elaboration of the exam subjects - model

Appendix **7** – Minutes with regard to the completion of subjects’ multiplication activity - model

Appendix **8** - Test for skills’ assessment - model

Appendix **9** - Nominal table with regard to the candidates’ access to the examination room - model

Appendix **10** – Table with regard to the handing over of the candidates’ exam papers - model

Appendix 11 - Minutes for delivery-receipt of the candidates' written papers - model
Appendix 12 - Form for recording the results of the exam papers' correction - model
Appendix 13 – Appeal - model

Appendix 1

MODEL

ANIMV

NO.....FROM

REGISTRATION FORM

At the admission competition for professional master's university studies for the training of officers of the SRI

Faculty

Study program.....

Session

Mr. Commandant (Rector)

I, the undersigned.....

son/daughter of..... and..... born in....., month.....day.....in..... holder of the IDnumber.....issued byon the date of.....PCN..... Nationality.....and citizenship.....

(if he/she has another citizenship other than Romanian one)

with residence in.....

(city, street, number, floor, ap, county, phone number)

and residence in.....

(city, street, number, floor, ap, county, phone number)

please approve my registration for the admission competition for the professional master's degree program.....

organized by ANIMV at the Faculty.....

in the session.....

studied.....

(graduated studies, university, faculty, profile and program)

I also took note of the provisions of Law no. 80/1995 on the status of military personnel on the provision for the prohibition or restriction of the exercise of certain rights and freedoms, as well as regarding the conclusion of the commitment by which I undertake that, if I am declare admitted, after completing the university study programme in ANIMV, to carry out my activity, as an officer, in any area of the national territory, according to the interests and needs of the SRI.

I agree to the checks regarding the activities I perform and my behaviour, as well as to the security checks, according to the law,

I express my consent for the processing of my personal data in accordance with those specified in the Information Note on the processing of personal data for admission candidates, students of study programmes, participants in the activities of the ANIMV posted on the website of the Academy, <http://www.animv.ro>:

Yes

No

I assume responsibility for the accuracy of the date entered in this application form.

Date

Signature

To the Commandant (Rector) of ANIMV

REGISTRATION FORM

At the admission competition for professional master's university studies for the promotion of security culture in civil society

Faculty

Study program.....

Session

Mr. Commandant (Rector)

I, the undersigned.....

son/daughter of..... and..... born in....., month.....day.....in..... holder of the IDnumber.....issued byon the date of.....PCN..... Nationality.....and citizenship.....

(if he/she has another citizenship other than Romanian one)

with residence in.....

(city, street, number, floor, ap, county, phone number)

graduated studies.....

(university, faculty, profile and programme)

work place.....

(name of the institution will be filled in)

Profession.....phone number.....email address

(to be filled in correctly).....

please approve my registration for the admission competition for professional master's university studies for the promotion of security culture in civil society

Date

Signature

To the Commandant (Rector) of ANIMV

I am attaching the following:

1. copy of the high school graduation certificate and the related transcript;
2. copy of the bachelor's degree or equivalent degree and the transcript of the diploma supplement or, for candidates who passed the bachelor's exam in the 2020 and 2022 sessions, the certificate issued by the higher education institutions;
3. In the situation where the candidates have previously completed undergraduate studies in accredited institutions of higher education abroad, they will present proof of the equivalence of these studies by the National Council for the Attestation of Titles, Diplomas and University Certificates, within the Ministry of Education and Research, at the time of registration, under the law;
4. Copy of birth certificate;
5. Copy of ID;
6. Copy of the court's decision or other documents regarding the change of name for those who have changed their name;
7. Copy of the marriage certificate (if applicable);
8. Proof of payment of the registration fee;
9. The essay in pdf and doc or docx format.

Appendix 2

CENTRAL ADMISSION COMMITTEE (set by Daily Order)

President: a member of the teaching staff with the degree of university professor

Members: one of the deputies of the Commandant of ANIMV

The dean of the Faculty of Intelligence

The dean of the Faculty of Intelligence Studies

Secretary: the head of the Academy Secretariat

ADMISSION COMMITTEE by program (set by Daily Order)

President: the dean of the faculty

Members: a member of the teaching staff with the degree of associate professor

an assimilated teaching staff

Secretary: the head of the Faculty Secretariat

TECHNICAL SECRETARIAT

(it is established by Daily Order and is coordinated by the head of the Secretariat, Administration and Management of Study Programmes Sector)

The Technical Secretariat includes staff of the following structures, depending on the needs of the smooth running of the admission competition:

- Secretariat of Faculty of Intelligence;
- Secretariat of Faculty of Intelligence Studies;
- Secretariat office representative;
- Human Resources representative;
- IT Systems Administration and IT Support representatives.

Appendix 3

COMMITTEE FOR HANDLING EXAM PAPERS

(set by Daily Order)

President: Head of Secretariat Office;

Members- staff of the Secretariat Office/ Secretariat of the Academy.

Appendix 4

COMMITTEES AND SUBCOMMITTEES

(set by Daily Order)

1. The specialized committee for the written test for the assessment of the skills necessary for the training of intelligence officers;

Test coordinator: one of the members of the Central Admission Committee

- The subcommittee for the development and issue of the tests
 - o Full time and associate teaching staff from ANIMV
 - Supervisory subcommittee
 - o Full time teaching staff, as well as specially appointed personal from ANIMV
 - Evaluation committee
 - o Full time and associate specialist teaching staff, as well as staff from ANIMV.
-
2. The Appeals Resolution Committee

In order so resolve the appeals regarding the way of organizing and conducting the competition for admission to professional master's university studies within ANIMV, the Appeals Resolution Committee is established, by Daily Order, consisting of:

- President- a tenured university teacher with a teaching degree of at least associate professor;
- Members- specialized teaching staff of ANIMV.

Specialized Committees

(set by Daily Order)

Test coordinator: one of the members of the Central Admission Committee

President: head of the department/ tenured member of the teaching staff from the faculty that is responsible for the respective programme;

Members: tenured and associate member of the teaching staff;

Secretary: appointed persons from the Secretariat Office of the faculty that manages the study programme.

TOPIC GUIDE

for admission competition at the master's degree programme of

INTELLIGENCE MANAGEMENT¹

1. Defence policies and security strategies at national, regional or global level;
2. National security policy: concepts, strategic vision, institutions, resources and risk management;
3. Vulnerability, risk, threats to Romania's national security;
4. Intelligence and democracy;
5. Intelligence services – between transparency and secrecy;
6. The intelligence society: definition, policies and strategies of intelligence;
7. Intelligence management in the knowledge society;
8. The place and role of classified information in the knowledge society;
9. Hybrid threats: dimensions and forms;
10. Characteristics of cyber security at national and international level.

TOPIC GUIDE

for admission competition at the master's degree programme of

MANAGEMENT OF INTELLIGENCE IN COUNTERING TERRORISM ²

1. The globalization of asymmetric threats to international security in the 21st century – terrorism, reaction and response;
2. The evolution of terrorism worldwide: history and typology;
3. Mutations and trends in the evolution of the terrorist phenomenon;
4. Early warning indications in preventing and counter terrorism;
5. International countering terrorism mechanisms and strategies;
6. The role of information technologies in the evolution of the terrorist phenomenon;
7. Terrorism and mass media: the impact of terrorist attacks on society;
8. Strategies to prevent and combat the financing of terrorism;
9. Romania under the spectre of terrorist threat;
10. SRI- national authority in preventing and countering terrorism.

¹ *Preparing the essay/article:*

Times New Roman 12, Justify alignment, 1.5 lines, between 5000 and 10000 characters

Abstract

Key word- minimum 5

1. *Introduction: motivation, premises, objectives, hypotheses or research questions;*
2. *Conceptual delimitation: framing in the field of interest and relevance for National Security;*
3. *Methodology and argumentation: technique, method, working tools for the theme;*
4. *Research results;*
5. *Conclusions and proposals;*
6. *Bibliography*

² *SEE Note 1*

TOPIC GUIDE
for admission competition at the master's degree programme of
INTERNATIONAL RELATIONS AND INTELLIGENCE STUDIES

1. Euro Atlantics – a process of multisectoral cooperation (political, military, economic and cultural);
2. Redefining NATO's strategic concept in the context of challenges caused by hybrid threats- approaches and operation capabilities;
3. New developments and perspectives in the Extended Black Sea Region;
4. Romania- supplier and beneficiary of security at the regional and global level;
5. Smart power in international relations;
6. The transformation occurring at the level of intelligence organizations in the current security environment;
7. The role of the new technologies in the transformation of intelligence services;
8. Cooperation in intelligence – a desire of the EU;
9. Challenges and benefits of social medial at the level of intelligence organizations;
10. The role of intelligence services in building and consolidating the security culture at the level of Romanian society.

Synoptic of the admission competition for professional master's studies for the training of intelligence officers

Date	Time	Planned activity
WRITTEN TEST		
Saturday 10 th September 2022	7.45 – 8.15	Candidates' access in the Academy
	8.45- 9.00	Candidates' access to the halls and verification of identification documents (ID and competition card)
	9.00- 9.15	Distribution of envelopes with subjects for skill assessment of the training of intelligence officers by the Central Admission Committee
	9.15– 12.15	Conducting the test for the training of intelligence officers
	10.30	Displaying the test and the grading scale for the skill assessment of the training of intelligence officers
	12.15-13.00	Submission of papers for the test for the training of intelligence officers to the Committee for Handling Exam Papers
	From 13.00	Correcting papers
Sunday 11 th September 2022	Displaying the results	
Monday 12 th September 2022	Submission of objections to the test for skill assessment of the training of intelligence officers, within 24 hours from the moment the results are displayed	
Wednesday 14 th September 2022	Resolution of objections to the written test within 48 hours from the end of the submission period	
Wednesday 14 th September 2022	Display of the final results of the admission competition	

MODEL

“MIHAI VITEAZUL” NATIONAL INTELLIGENCE ACADEMY

Admission competition for professional master’s university studies session.....

APPROVAL

President of the Central Admission Commission

MINUTE

Concluded today

with regard to the elaboration of the written examination

We, the committee, consisting of:

- 1.
- 2.
- 3.
- 4.
- 5.

We participated in setting the test for the written examination.....

and we found the following:

Signatures

- 1.
- 2.
- 3.
- 4.
- 5.

MODEL

Admission competition for professional master's university studies session.....

MINUTE

FOR COMPLETING THE ACTIVITY OF MULTIPLICATION OF TESTS FOR THE
WRITTEN EXAMINATION

Today..... with regard to the completion of subjects' multiplication activity for the
written competition...

The activity started at..... and ended at.....

It resulted:

Multiplied tests:

Rebounds:

The activity of multiplication of the tests was attended by:

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

Signature

MODEL

ANIMV

Admission competition for professional master's university studies session.....

NAME AND SURNAME (with the father's surname)

Number of competition card

Programme

.....

.....

Test for skills' assessment

MODEL

ANIMV

Admission competition for professional master's university studies session.....

Room.....

Number of places....

NOMINAL TABLE

WITH REGARD TO THE CANDIDATES' ACCESS TO THE EXAMINATION

ROOM:.....

Item number	Competition card number	NAME, father's surname, SURNAME	Signature	Remarks

MODEL

ANIMV

Admission competition for professional master's university studies session.....

Room.....

Number of places....

TABLE

with regard to the handing over of the exam papers at

.....

Item number	NAME, father's surname, SURNAME	Number of exam sheets	Delivery signature	Delivery time	Remarks

MODEL

ANIMV

Admission competition for professional master's university studies session.....

MINUTE

FOR DELIVERY-RECEPTION OF THE CANDIDATES' PAPERS AT

.....

After taking the exam in....., Mr/Mrs.....head of class from the competition hall
....., in the presence of candidates:

- 1.
- 2.

handed over the folder to the Committee for Handling Exam Papers, together with:

Item number	Name	Sheets initially contained in the map	Handed sheets
1	Answer grid tests		
2	Total answer forms/written papers		
	Answer forms/used papers		
	Answer forms/ papers cancelled		
	Answer forms/ unused written papers		

No irregularities were found during the transport or in the process of handing over and receiving the works.

Signature

Candidate 1

Candidate 2

I handed

I received

Head of class

Committee for Handling Exam Papers

ANIMV

Admission competition for professional master's university studies session.....

MODEL

FORM

for record of the results of the exam papers' correction

1/2/3/4/5/6

Name of person who corrected

Number of paper	Score

Signature

ANIMV

Admission competition for professional master's university studies session.....

APPEAL

I, the undersigned.....with the Competition card number, please
approve the revision of the score of my test at.....

Date

Signature

To the President of the Central Admission Committee