



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

Approved in the "Mihai Viteazul" National Intelligence Academy Senate's meeting on January 27th,
2023

Bucharest, 2023

LEGAL BASIS

- Law of National Education no. 1/2011, with subsequent additions and amendments;
- Law no. 288/2004 on the organization of university studies, with subsequent additions and amendments;
- Law no. 80/1995 on the status of military personnel, with subsequent additions and amendments;
- Government Emergency Ordinance no. 75/2005 on ensuring the quality of education, with subsequent additions and amendments;
- 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 additions and amendments;
- Government Emergency Ordinance no. 433/2022 on the approval of the Nomenclature of fields and specializations/ programs of university studies and the structure of higher education institutions for the academic year 2022-2023, with subsequent additions and amendments;
- Government Decision no. 1.418/2006 on the approval of the Methodology for external evaluation, standards, reference standards, and the list of performance indicators of the Romanian Agency for Quality Assurance in Higher Education (ARACIS), with subsequent additions and amendments;
- Government Decision no. 206/1995 on the reorganization of the National Intelligence Institute as National Intelligence Academy, subordinated to the Romanian Intelligence Service, with subsequent additions and amendments;
- Order no. 3.102/2022 on the approval of the Methodology for the admission procedure to Bachelor's, Master's and PhD studies;
- Regulation 679/2016 on the protection of individuals in terms of processing personal data and the free circulation of these data;
- University Charter of "Mihai Viteazul" National Intelligence Academy;
- 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 study program, to fill in the number of seats authorized by the Romanian Intelligence Service for each of the beneficiaries within the National Security, Public Order and Defense System for the following specializations:

- Intelligence Operations (Faculty of Intelligence);
- Security and Intelligence Studies (Faculty of Intelligence Studies)

(2) Admission is organized in compliance with this Methodology, structured according to the general criteria for the organization of Bachelor's study admission, set out by the Ministry of Education and supplemented by the specific criteria laid down by the ANIMV Senate.

Art.2. ANIMV provides training, majoring and further training of the military intelligence personnel, in active employment or retired, for the needs of the Romanian Intelligence Service as well as other public authorities with responsibilities in the field of National Security (hereinafter referred to as beneficiary institutions).

- Art.3.** (1) Admission to the Bachelor's study program is organized, by fields, for the specializations/ study programs accredited/ temporarily approved within ANIMV.
- (2) The admission competition to Bachelor's studies will be held during a single session.
- (3) The period of the admission session, the examinations and phases of the competition, 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 to 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 competition to ANIMV must meet, cumulatively, the following conditions:
- a) are high school graduates, with a Baccalaureate diploma or they must present a certificate attesting that they will take the Baccalaureate exam during the June-July 2023 session;
 - b) have Romanian citizenship and permanently reside in Romania;
 - c) agree that the educational activities are conducted inside army posts, with the permission to leave the premises only between 16:00-22:00 hours, during week days, depending on the schedule of the educational activities and the pandemic evolution;
 - d) agree that they may leave the university campus in order to go home only on certain approved periods;
 - e) underwent the selection process conducted by the beneficiary institution within the National Security, Public Order and Defense System for which they applied and they have been declared FIT to participate in the admission competition;
 - f) express their full consent that, upon completing the Bachelor's program at "Mihai Viteazul" National Intelligence Academy, they will operate as intelligence officers, in any region of our national territory, according to the interests and needs of the institution for which they have been selected and trained, in line with the agreements they have signed;
 - g) accept, in the event that they will be declared ADMITTED, the banning or limitation on the exercise of certain civil rights and freedoms, as stipulated by the legislation in force;
 - h) accept to undergo investigations on their activities and behavior, as well as the security checks required by the Government Decision no. 585/2002 on the approval of national standards for the protection of classified information in Romania, with subsequent additions and amendments, in order to identify potential incompatibilities with access to classified information, namely they accept the fact that they will be registered only under the terms of art. 43 of this Methodology;
 - i) in the event that the candidates have already attended a similar form of training, financed from the state budget, in compliance with the provisions of art.142 of the Law of National Education no.1/2011, with subsequent additions and amendments, they will pay the equivalent value of the tuition they had previously benefited from state budget. The collection of the amount representing the equivalent value of tuition will be performed by the higher education state institution that ensured the study program. As part of the enrollment in "Mihai Viteazul" National Intelligence Academy, candidates will present proof that they have fully paid or that they are paying by installments.
- (3) There are no exemptions from the enrollment terms stipulated in para. (2).

Art. 5.

(1) The candidates' registration for the admission competition will take place on-line, by filling in an application form (Annex 1) addressed to the Commandant (Rector) of the Academy. The application form will be downloaded from the Academy site, filled in, scanned as .PDF document and submitted between 05.06 - 07.07.2023, as follows:

- i. for the Faculty of Intelligence, to the e-mail address admitereFI2023@animv.ro
- ii. for the Faculty of Intelligence Studies, to the e-mail address admitereFSI2023@animv.ro

(2) Following the review, acceptance and registration, "Mihai Viteazul" National Intelligence Academy will require the beneficiary institutions to confirm, no later than 10.07.2023, that candidates have met the terms to participate in the competition, following the selection process, and to also submit the medical chart of the candidates assessed FIT to participate in the competition.

(3) The competition files will include the following documents:

1. application for registration in the admission competition (Annex 1);
2. scanned copy of the Bacalaureate Diploma and of the Transcript of Records, or a certificate supplemented by the high school transcripts for the candidates that have passed the Bacalaureate exam in June-July 2023 session;
3. in the event that the candidates have graduated high school studies within certified pre-university education institutions from abroad, they will present, upon enrollment, the proof of equivalence of those studies from the National Council for the Attestation of Titles, Diplomas and University Certificates, within the Ministry of Education, according to the law;
4. copy of birth-certificate;
5. copy of ID card;
6. copy of legal decision or other documents for the change of name, for those who have changed their name;
7. copy of marriage certificates, where applicable;
8. medical chart;
9. proof of payment for the registration fee, amounting to 250 lei, by bank transfer, into the account RO35TREZ70120F330500XXXX, CF 4204267, opened at District 1 Treasury, Bucharest, receiver UM 0418 Bucharest, with the mention "Registration fee for Bachelor's studies for candidate's name and surname". Payment of registration fee will only be made by candidates validated to participate in the admission competition by the beneficiary institutions.

(4) Copies of documents presented in para. (3) will be scanned as .PDF documents and submitted to the e-mail address admitereFI2023@animv.ro, for the Faculty of Intelligence, and to the e-mail address admitereFSI2023@animv.ro, for the Faculty of Intelligence Studies. Each scanned document submitted shall have a signed acknowledgement of the fact that the copies are authentic and correspond to the original documents.

(5) On the date of the first examination, the candidates will have upon them the original documents stated at para. (3), in order to certify the conformities with the originals for 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 and auxiliary teaching staff in active employment or retired, as well as children orphan by one or both parents who have worked in the education system, are exempt from paying 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) Depending on the social situation of the candidates, based on the analysis of the applications supplemented by supporting documents, on a case-by-case basis, the ANIMV Senate may approve exemptions from payment of the registration fee.

(9) Candidates to Bachelor's studies who have received, during their high school studies, 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. Candidates will submit to the Central Admissions Committee a request for the award to be taken into consideration, accompanied by a scanned copy of the diploma obtained.

Art. 6. A candidate can enroll in the competition for a single beneficiary institution.

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

CHAPTER III ORGANIZATION OF THE COMPETITION

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

Art. 9. At the disposal of the Central Admissions Committee is the Technical Secretariat, which provides the technical and material basis for the admission competition, as well as the Subcommittee for the Handling of the Test Papers.

Art. 10. For the written examinations, the Specialization Admissions Committees are composed of subcommittees for the drawing up and preparation of the subjects, evaluation subcommittees, appeals subcommittees and subcommittees for supervising of the examinations.

Art. 11. (1) At least seven days prior to the beginning of the admission competition, the nominal composition of the above-mentioned committees and subcommittees shall be determined by Order of the Day per unit.

(2) The members of the Specialization Admissions Committees are proposed by the Faculty Councils, endorsed by the vice-chancellor and approved by the Commandant (Rector).

(3) Until the committees are set up, the admission process is managed by the Academy Secretariat and the Secretariats of the Faculties.

Art. 12. As soon as it is set up, the Central Admissions Committee takes over all responsibilities for the organization and conduct of the admission competition, as well as the adherence to the legality, transparency and the principle of equality of chances for all candidates, as follows:

- a) ensures implementation and enforcement of this Methodology for the organization and conduct of the admission competition to Bachelor's studies in "Mihai Viteazul" National Intelligence Academy;
- b) plans, organizes, guides and controls activities throughout the competition;
- c) ensures that the Methodology for the organization and conduct of the admission competition to Bachelor's studies within "Mihai Viteazul" National Intelligence Academy is available on the ANIMV site, www.animv.ro;
- d) ensures compliance with the admission calendar;
- e) ensures that the final results of the competition are posted;

- f) takes all necessary measures to address potential conflict situations and to keep a climate of order;
- g) ensures training of the committee members, as well as of the entire personnel engaged in the organization and conduct of the competition, in compliance with the terms of this Methodology;
- h) ensures the timely resolution of any problems that might occur during the admission competition.

Art. 13. After its establishment, the Specialization Admissions Committee takes over all responsibilities for the organization and conduct of the admission competition to the specialization in question, as follows:

- 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 competition IDs;
- e) it ensures distribution of candidates in the exam rooms;
- f) it welcomes the candidates to the competition and instructs them on the specific rules they must follow during the exams, as well as on their conduct within the Academy premises;
- g) it guides and controls the activity of the subcommittees for elaboration of the subjects, evaluation and appeals;
- h) it ensures preparation of the subjects for each examination and the accuracy of the evaluation multiple-choice tests;
- i) it ensures storage of the examination papers until the deadline for the submission and solving of appeals;
- j) it registers and certifies the results for each individual test and the final results of the admission competition;
- k) it ensures that any appeals submitted by candidates within the legal deadline are received, examined and addressed;
- l) according to the law, it ensures the conclusion of the individual part-time employment contracts (if any), as well as of the non-disclosure and personal data processing agreements, for the teaching staff involved in the admission competition.

Art. 14. The Secretary of the Central Admissions Committee has the following responsibilities:

- a) ensures that the data related to the admission competition and the members of all admission committees are entered in the OZU;
- b) submits to the chairman of the Central Admissions Committee the schedule of admission, the organization of the activities, the exam rooms;
- c) liaises with the beneficiary institutions with regards to the admission process.

Art. 15. The Secretary of the Specialization Admissions Committee has the following responsibilities:

- a) coordinates the activities of the Secretariat of the Specialization Admissions Committee;
- b) manages all related secretarial activities;
- c) manages, corresponds and liaises with the subcommittee for the preparation of the subjects, the evaluation subcommittees, and the appeals subcommittees for that particular examination;
- d) participates alongside the chairman of the committee and the appointed members in the handover and receipt of the competition forms and of the exam papers;

- e) manages and supervises the correct transcription of the grades from the candidates' exam papers in the summary tables, and certifies their accuracy, alongside the chairman of the Committee;
- f) ensures the issuing of the certificates required by both candidates and the teaching staff;
- g) draws up the admission competition minute 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. 16. Members of the Specialization Admissions Committee have the following responsibilities:

- a) keep record 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) carry out secretarial activities (fill in the candidates' files with all study documents required for registration, register candidates' applications, issue certificates, share with the candidates the decisions of the respective Specialization Admissions Committee);
- c) prepare the documents and forms for the exam rooms;
- d) display the lists with the badge number of the candidates assigned to sit the test according to each exam room, at the entrance;
- e) ensure the drafting, registration, record-keeping and handling of admission documents in accordance with the rules in force;
- f) carry out tasks given by the Specialization Admissions Committee;
- g) carry out the administrative work of the admission process (arranging exam rooms, administrative support for the preparation of subjects, evaluation, appeals subcommittees);
- h) verify that all documents included in the candidates' files are "according to the original", in compliance with the provisions of art.5, para. (5);
- i) ask for support from other administrative structures, if needed.

Art. 17. The staff that ensures the use of computers and photocopiers has the following responsibilities:

- a) ensures the functioning of the computers and photocopiers;
- b) carries out tasks given by the Secretariat of the admissions committees.

Art. 18. The Supervision Subcommittee shall consist of exam room supervisors and the head supervisor, professors and visiting professors of ANIMV.

Art. 19. During the admission competition, the admissions committees will use dedicated rooms, specially equipped for the drafting, multiplying and storing of documents.

Art. 20

(1) In compliance with this Methodology, a Subcommittee for the handling of the exam papers, coordinated by the Central Admissions Committee, shall be set up to receive, distribute for evaluation and hand-over for safekeeping the candidates' exam papers.

(2) The Subcommittee for the handling of the exam papers shall have the following responsibilities¹:

- (a) takes over the candidates' exam papers, unused printed forms, drafts, cancelled exam papers, the minute, the access table and the hand-in table, from the exam room supervisor and checks them in his/ her presence;

¹ If examination 1 is conducted on a computer system, then the handling subcommittee will be constituted only for examination 2.

- (b) prepares the exam papers in order to assign them to the evaluation subcommittee;
- (c) hands-over the exam papers to the members of the appointed committee in order to be assessed;
- (d) takes back the assessed papers from the evaluators;
- (e) checks for situations where the difference in grades between two evaluations is more than one point;
- (f) notifies the chairman of the Specialization Admissions Committee, who will assign the paper to two other evaluators;
- (g) takes the assessed papers back from the latter, hands them over to the chairman of the Specialization Admissions Committee for the final average score calculation;
- (h) hands-over the graded exam papers and the transcripts to the Secretary of the Specialization Admissions Committee.

Art. 21

- (1) An Appeals Committee for each major shall be set up to address appeals concerning the organization and conduct of the admission competition to “Mihai Viteazul” National Intelligence Academy.
- (2) The Appeals Committee has the following responsibilities:
 - a) registration of appeals by its secretary;
 - b) reassigning by the chairman of the exam papers that are being appealed, in order to be reassessed;
 - c) reassessment of the exam papers.

Art. 22

- (1) Persons who declare or are known to have relatives among the candidates or who have moral or professional incompatibilities regarding their involvement in the admission competition will not be appointed to the admissions committees nor will receive admission related duties.
- (2) Persons appointed to committees shall sign an affidavit declaring that they are not in any of the situations referred to in para. (1).
- (3) If such situations should arise after the committees have been set up, the persons belonging to the specified categories will be replaced.
- (4) Hiding or concealing the truth about the situations referred to in para. (1) entails disciplinary sanctions against those responsible.
- (5) False statements given in order to evade admission competition duties will also entail disciplinary measures against those responsible.

Art. 23. Members of the Committees set up for the organization of the admission competition who do not comply with this Methodology or who, through their activity, impair the proper organization and conduct of the admission competition, disclose the content of the documents, infringe the evaluation rules of the examinations or incorrectly record the results will be subject to disciplinary or, where appropriate, criminal sanctions in accordance with the rules in force.

Art. 24. Prior to the competition examinations, the 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 examinations.

CHAPTER IV

CONDUCT OF THE COMPETITION, COMPETITION EXAMINATIONS AND FORMULA FOR THE GRADING AVERAGE

Art. 25. All information regarding the examinations for the admission competition, as well as the complete schedule of the competition (Appendix 3) shall be posted on the Academy's website, www.animv.ro, and shall be displayed on the external notice board of the Academy three days prior to the admission competition.

Art. 26.

(1) Competition examinations are the following:

i. for Intelligence Operations specialization:

a. Examination I: General knowledge test

- The general knowledge test is a multiple-choice test that will last for 180 minutes.
- The purpose of the general knowledge test is to evaluate the level of knowledge for:
 - a) Romanian language and literature –50%;
 - b) Psychology –10%;
 - c) History –10%;
 - d) Logics –10%;
 - e) Economy –10%;
 - f) Mathematics –10%.
- Items are based on the school curriculum available for the 2022 – 2023 national Baccalaureate exam. For Romanian language and literature is being used the curriculum for theoretical branch – real sciences, technological branch and vocational branch (except for the teaching branch). For Mathematics is being used the curriculum M_Pedagogic for vocational branch, teaching branch, teacher – educator specialization.²
- Each item has four possible answers, out of which only one answer is the correct one.
- If a computer system is being used for examination 1, the result of the examination shall be presented to the candidate on screen at the end of the trial.

b. Examination II: A test to evaluate the skills mandatory for intelligence officers

- The test for intelligence officers' mandatory skills is a written test that will last for 180 minutes.
- The purpose of the test for intelligence officers' mandatory skills is to establish the level of skills mandatory for intelligence officers.
- The test for intelligence officers' mandatory skills does not require previous specific training.

(1) Formula for the admission average is:

$$\text{Average}_{\text{admission}} = 10\% * \text{Highschool graduation average} + 10\% * \text{Baccalaureate exam average} + 20\% * \text{Grade}_{\text{Examination 1}} + 60\% * \text{Grade}_{\text{Examination 2}}$$

(2) Admission shall strictly respect the descending order of $\text{Average}_{\text{Admission}}$.

(3) In case of equal admission averages, the tiebreaker shall be the $\text{Grade}_{\text{Examination 2}}$. In case of equal grades for examination 2, the following criteria shall

² According to the provisions of the Ministry of Education Order no. 5242/2022 on the organization and deployment of the national baccalaureate exam - 2023

be considered: Grade Examination 1, Bacculaureate exam average, Grade for examination 1 at the bacculaureate exam, respectively.

(4) For Examination 1 only appeals to the accuracy of an item will be allowed.

ii. For Security Studies and Intelligence specialization admission will consist of two examinations, as follows:

a. Examination I: General knowledge test

- The general knowledge test is a multiple-choice test that will last for 180 minutes.
- The purpose of the general knowledge test is to evaluate the level of knowledge for:
 - a) Romanian language and literature –50%;
 - b) Psychology –10%;
 - c) History –10%;
 - d) Logics –10%;
 - e) Economy –10%;
 - f) Mathematics –10%.
- Items are based on the school curriculum available for the 2022 – 2023 national Bacculaureate exam. For Romanian language and literature is being used the curriculum for theoretical branch – real sciences, technological branch and vocational branch (except for the teaching branch). For Mathematics is being used the curriculum M_pedagogic for vocational branch, teaching branch, teacher – educator specialization.³
- Each item has four possible answers, out of which only one answer is the correct one.
- If a computer system is being used for examination 1, the result of the examination will be presented to the candidate on screen at the end of the trial.

b. Examination II: A test to evaluate the skills mandatory for intelligence officers

- The test for intelligence officers' mandatory skills is a written test that will last for 180 minutes.
- The purpose of the test for intelligence officers' mandatory skills is to establish the level of skills mandatory for intelligence officers.
- The test for intelligence officers' mandatory skills does not require previous specific training.

(1) Formula for the admission average is:

$Average_{admission} = 10\% * Highschool\ graduation\ average + 10\% * Bacculaureate\ exam\ average + 20\% * Grade_{Examination\ 1} + 60\% * Grade_{Examination\ 2}$

(2) Admission will strictly respect the descending order of Average Admission.

(3) In case of equal admission averages, the tiebreaker shall be the Grade Examination 2. In case of equal grades for examination 2, the following criteria shall be considered: Grade Examination 1, Bacculaureate exam average, Grade for examination 1 at the bacculaureate exam, respectively.

(4) For Examination 1 only appeals to the accuracy of an item will be allowed.

(2) Preparing the subjects for the competition

³ According to the provisions of the Ministry of Education Order no. 5242/2022 on the organization and deployment of the national Bacculaureate exam - 2023

a) Each examination will be assigned a separate committee to prepare the subjects for the examination.

b) On the exam days for written examinations I/ II, since 6 a.m. the subcommittee that is to prepare the subjects for that particular test will draw up the subjects, inside specially designed rooms where will only be allowed members of the admission committees and people appointed within the Secretariat.

c) During the preparation of the competition subjects, only registered pieces of paper will be used as drafts, retrieved and shared by the secretaries of the Specialization Committees.

d) The preparation of the competition subjects will consider the following:

i. To strictly follow the topics and the coursebooks available for the admission competition;

ii. To be clearly formulated;

iii. To have a balanced approach to the subjects that have been studied;

iv. To have a complexity degree in accordance with the curriculum, the topics and the coursebooks, in order for the subjects to be solved during the allotted time.

e) After preparing the subjects, for each examination there shall be printed three versions for the competition subjects, that will be submitted to a final check by the members of the subcommittee that prepared them.

f) After checking the competition subjects, the members of the subcommittee that prepared the subjects shall draw up minutes (Appendix 4) regarding the process of preparing the subjects and the accuracy of the subjects. Afterwards, the versions are introduced into separate envelopes on which it is written the version it contains.

g) Next, in the presence of the members of the Specialization Admissions Committee, the Committee chairman will select an envelope containing the version to be used in the competition.

h) The two remaining versions will be handed-over to the secretary of the Central Admissions Committee and will become parts of the admission file.

i) On the basis of a minute, when finishing the preparation of the tests, used drafts, source materials, as well as technical devices used shall be handed-over to the Secretary of the Admissions Committee and will be kept until the end of the admission competition.

j) During the process of preparing the subjects, people involved in this activity shall not leave the space especially dedicated to this activity and shall have no contact to people outside of it.

k) People involved in these activities, teachers or technical personnel, are bound by an obligation of secrecy of the subjects.

Otherwise, they will bear the consequences according to the military laws and regulations in force.

(3) Multiplication of the competition subjects

a) Multiplication of the subjects for the written tests is carried out in a specially designated area with restricted access.⁴

b) After multiplication, the subjects shall be placed inside envelopes which, after being closed and sealed, shall be marked with the destination room and the competition examination.

c) During the multiplication process, the staff involved in this activity shall not leave the specially designated area and shall not have any contact with people outside of it.

d) At the end of the multiplication activity, the person in charge of this activity and the other participants shall draw up minutes (Annex 5) indicating the number of copies for the

⁴ If examination 1 is carried out on a computer system provided by ANIMV to the candidates, the subjects will be presented on the device used for the test and will no longer be physically multiplied.

testes multiplied for each examination, the number of rejects, the starting and finishing hours of the activity and the people who took part in it.

e) People taking part in these activities shall remain in the specially designated premises until the subjects are being spread and must keep the secret of the subjects. Otherwise, they will bear the consequences according to the military laws and regulations in force.

At 09:00, the members of the Specialization Admissions Committee shall come to collect the subjects which they spread to the examination rooms.

(4) The synopsis of the competition:

- a) 08:00 – 08:30 - Candidates enter the Academy.
- b) 08:30 – 09:15 – Candidates enter the rooms and their IDs are being checked.
- c) 09:15 – 09:30 – Envelopes with the competition subjects are being distributed by the representatives of the Specialization Admissions Committee.
- d) 09:30 – 12:30 – Conduct of the examination.
- e) 10:30 – The subjects and the grading scales for each test are being displayed outside the building where the examination room is.
- f) 12:30 – 13:00 – Papers are being submitted to the Subcommittee for the handling of examination papers.
- g) From 14:00 – Papers are being evaluated.

(5) Invigilation subcommittee:

a) Starting 08:00, the Secretary of the Central Admissions Committee and a member of the Technical Secretariat shall draw lots for the head invigilators and the invigilators for the examination rooms.

b) Each head invigilator of an examination room shall receive from the Secretary of the Specialization Admissions Committee a map containing the following:

- i. Written instructions on the duties of the head invigilator of the examination room during the examination (including the tasks approved by the chairman of the Central Admissions Committee, depending on the examination);
- ii. Answer sheets for solving the subjects;
- iii. Attendance register (Annex 7);
- iv. List of examination papers handed-over (Annex 8);
- v. Minutes of the candidates' papers that have been handled (Annex 6).

(6) Conduct of the examinations:

a) At 08:00 the invigilation teams shall go to the allocated examination rooms.

b) Candidates shall enter the examination rooms after their identity is verified at the entrance by a member of the invigilation team.

c) No means of communication, course books, notebooks, notes or other sources of information are allowed inside the examination room.

d) After registering candidates' attendance, the head invigilator shall draw up a statistical statement of the attendance and shall instruct the candidates on the conduct of the examination.

e) Any candidate who is not in the examination room when sealed envelopes containing the competition questionnaires are opened, will be declared "Not present".

(7) Instructing candidates before beginning the examinations:

- a) Each candidate shall receive an examination set – a form with test items and a form for answers;
- b) The last pages of the form with test items may be used as drafts;
- c) The procedure for filling in and secrecy of candidate's identification data on the answer form is as follows: on the answer form the candidate will fill in his name, father's surname, his own surname and the number of his competition ID card, using capital letters, on the corner which will be sealed and stamped by a member of the Central Admissions Committee;
- d) Answers will only be written using blue ball-point pens;
- e) After receiving the subjects and clarifying any misunderstandings, candidates are allowed to work for 180 minutes;
- f) If a candidate wishes to change his answers, he may ask for a new answer form and the form with the wrong answers will be canceled by the head invigilator when he hands-over the new form. Under the supervision of the head invigilator, the candidate shall complete all the required data in the box that will be sealed;
- g) The candidate will make corrections on the answer form by placing the corrected words between round brackets and crossing them out with a stripe on the middle of the words;
- h) The answer form shall be stamped by a member of the Central Admissions Committee who, during the examination, will go to each examination room;
- i) Any fraud or attempted fraud noticed by those who invigilate the examination or noticed and reported by the candidates (candidates having course books, notebooks, notes means of communication etc.) will lead to the elimination of the candidate from the competition;
- j) When there is a fraud or attempted fraud, the materials used by the candidate to commit the act will be confiscated and the candidate is taken by an invigilator to the Secretariat of the Central Admissions Committee, which will record his/ her status: "eliminated from the competition";
- k) When handing-over the answer forms, candidates sign on the Handed-over the exam papers list;
- l) Candidates may leave the examination room no sooner than 60 minutes after receiving the examination questionnaires and only after handing-over all competition documents and registering all required data in the attendance register and signing it. During the examination, for physiological or medical reasons, a candidate may temporarily leave the examination room, but only accompanied at all times by an invigilator; the last 5 candidates will remain inside the examination room until the examination is finished and two of them will be present when the head invigilator hands-over the answer forms to the Receiving Committee chairman, when the forms are kept and handled, signing minutes (Annex 6) to acknowledge the integrity and the number of forms handed-over and received; the final assertion of the minutes is: "no irregularities were noticed during the transport, nor during the process of handing-over and receiving the examination papers".
- m) Drafts, canceled examination forms, forms that have no data on them and examination questionnaires shall be kept in separate files and handed-over based on the same minutes;
- n) In case of emergency (fire, earthquake etc.) candidates will evacuate the examination room according to the instructions received from the head invigilator, in order not to cause panic;
- o) Head invigilator is responsible for the conduct of the examination, according to this Methodology, for preserving peace and order during the examination and for solving any situation falling within his/ her competence, requesting the support of the Central Committee for any other situation.

(8) Evaluation of the examination papers:

- a) Examination papers shall be evaluated during the day of each examination;
- b) After receiving the examination papers, the members of the Subcommittee for the handling of the examination papers will mark a number on them, for each examination, starting from 1, making sure there are no two papers marked with the same number;
- c) In the end, sets with the same number of papers will be prepared for each marker, depending on the number of markers;
- d) For each set, the members of the Subcommittee for the handling of the examination papers will attach a grading scale and a form to register the grades (Annex 9);
- e) After signing for it, the members of the marking teams for each written test will receive a set of papers and a form for registering the grades and, on returning them, they will sign the same minutes;
- f) Each examination paper will be marked twice, by different people who will assign it a grade;
- g) The paper will be marked based on the arithmetical average of the two grades having two decimal places, without rounding;
- h) If the Subcommittee for the handling of the examination papers finds the difference in grades between two marks of a paper is more than one point⁵, then the paper will be assigned to two other markers in order to be marked. Once the marking of the paper has been completed, the grades awarded will be countersigned by the markers and the Committee chairman calculates the final grade as follows: out of the 4 (four) awarded grades will be left aside the two grades – the extreme values and the arithmetic average with two decimal places without rounding will take into consideration the other two grades / central values. The average represents the final grade.
- i) The grade decided by the committee is final;
- j) When the marking is finished, the members of the Subcommittee for the handling of the examination papers hand-over all the papers for that specialization to the Admissions Committee Secretary.

(9) Centralization of the results

- a) The day after the marking for the second examination, based on the marking registers, the candidates' results for each examination shall be registered, leaving aside the candidates' identification data.
- b) After the two examinations and the registration of the results, the corners of the examination papers shall be unsealed and the candidates' identification data will be connected to the results.
- c) After this procedure, the candidates shall be ranked according to the admission average, for each beneficiary institution.

Art. 27.

- (1) The minimum admission average cannot be lower than 5,00 (five).
- (2) The grade for each examination cannot be lower than 5,00 (five).
- (3) After registering, ranking and verification of the transcribed data, the chairman of the Specialization Admissions Committee and its secretary sign the minutes.
- (4) After the minutes are closed, the sets of examination papers will be kept by the Specialization Admissions Committee.

Art. 28. After the registration of all the results of the candidates and after the competition is validated, for the purpose of displaying the results, for each specialization will be drawn up

⁵ Only for the second examination.

a ranking for each beneficiary institution, in descending order of the scores received, listing not the names of the candidates, but the number of their competition card.

CHAPTER V DISPLAYING THE RESULTS

Art. 29.

(1) Intermediary results of the admission competition will be made public only after the Central Admissions Committee validates them.

(2) Following validation, the Central Admissions Committee shall post the results on the Academy web/site, www.animv.ro, and on the displaying board at the access point, for both specializations at the same time, mentioning the time of posting.

Art. 30. If there are still positions that have not been filled, candidates that have been declared “FAILED” the first time may be redistributed based on their averages, at the express request of the beneficiary institution that still has places to fill, and based on the candidates’ written request.

CHAPTER VI FILLING AND ADDRESSING THE APPEALS

Art. 31. After posting the results, appeals (Annex 10) must be filed within 24 hours, indicating explicitly the examination for which is requested a reevaluation of the written test⁶. Appeals may be filed at the access point of “Mihai Viteazul” National Intelligence Academy or they may be sent for the Faculty of Intelligence, to the e-mail address admitereFI2023@animv.ro, and for the Faculty of Intelligence Studies, to the e-mail address admitereFSI2023@animv.ro.

Art. 32. At the end of the period dedicated to the submission of appeals, the chairman of the Central Admissions Committee will take all the appeals and will convene the members of the Petitions Committees.

Art. 33. The Secretary of the Central Admissions Committee will pick up from the Specialization Admissions Committee the examination papers which are subject of the appeals filed, will seal and stamp the corner of the papers with the candidates’ identification data and will hand them over to the chairmen of the Petitions Committees.

Art. 34.

- (1) The appeals shall be addressed within 48 hours after the deadline for filing the appeals.
- (2) The reevaluation procedure is identical to the previous one.
- (3) The grades resulting from the reevaluation of the Petitions Committee are final.
- (4) Final results will be posted on the Academy site, www.animv.ro, and on the displaying board at the access point.

Art. 35. At the end of the period of time dedicated to the addressing of the appeals, the examination papers subject to appeal will be handed-over to the Specialization Admissions Committee, which will keep them until the admission results are declared valid by the

⁶ For examination 1 only appeals to the accuracy of the item are allowed.

ANIMV Senate and the candidates are registered.

CHAPTER VII

FINAL PROVISIONS

Art. 36.

(1) After validation of the results, documents on the organization and conduct of the admission competition will be handed-over to the Secretariat of the relevant faculty to be filed and kept according to the law.

(2) Written papers of the candidates declared “ACCEPTED” will be kept throughout their study period in their student file.

(3) Written papers of the candidates declared “REJECTED” will be kept for a year after date of posting the results of the admission competition, and afterwards they will be destroyed according to the procedures in force.

Art. 37. The management of “Mihai Viteazul” National Intelligence Academy is responsible for examining the misconduct of the teaching staff (markers, examiners, invigilators or members of the admissions committees) during the admission competition.

Art. 38. “Mihai Viteazul” National Intelligence Academy shall draw up a plan of measures regarding: order and discipline within the Academy during the admission competition, elimination of fraud possibilities, medical assistance, access and circulation of candidates and staff involved in the activity, arrangement of the premises, as well as management of the on-site cafeteria.

Art. 39. After consulting the members of the Committee, during the admission competition the chairman of the Central Admissions Committee may order any necessary legal measures to make sure there are no problems with the conduct of the admission competition.

Art. 40. At least five days prior to the beginning of the admission competition, the beneficiary institutions will be informed of the date and time of attendance at the Academy, as well as of the conditions for participation in the admission competition, so that the candidates may be informed.

Art. 41. Lists of admission competition results (Annex 11) shall be sent to the beneficiary institutions within 48 hours after the date and time of their posting.

Art. 42.

(1) Candidates declared ACCEPTED shall be enrolled in the 1st year of study 1st cycle of Bachelor’s studies, according to the decision of the Commandant (Rector) of “Mihai Viteazul” National Intelligence Academy.

(2) Only candidates declared ACCEPTED and who are granted clearance access to classified information until the 30th of September 2023 shall be enrolled in the 1st year of study.

Art. 43. Registered candidates sign an undertaking with the beneficiary institution which has selected them, agreeing to work for it during a certain period of time.

Art. 44. Registered candidates sign a study contract with “Mihai Viteazul” National

Intelligence Academy, according to art. 141 of the Law of National Education no. 1/2011, with subsequent additions and amendments.

Art. 45. The files of the candidates declared REJECTED will be sent to the beneficiary institutions which have selected them.

Art. 46. These information and clarifications are official data on the organization and conduct of the admission competition within “Mihai Viteazul” National Intelligence Academy.

Art. 47. If the Ministry of Education issues other clarifications on the admission competition, these shall be communicated to the candidates in due time, by posting them on the website of “Mihai Viteazul” National Intelligence Academy, www.animv.ro, on the website of the Romanian Intelligence Service, www.sri.ro, as well as on the board at the access point.

Art. 48. This Methodology repeals the Methodology for the organization and conduct of the admission competition to Bachelor’s studies in “Mihai Viteazul” National Intelligence Academy from 24th of February 2022.

This Methodology has been approved in the “Mihai Viteazul” National Intelligence Academy Senate meeting on 27th of January 2023.

APPLICATION FOR REGISTRATION

for the admission competition 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
_____, CNP _____, with _____ nationality and
_____ citizenship,

(any another citizenship besides Romania shall be mentioned)

permanently residing in _____,

(city, street, no., building, entry, floor, apartment, county/district, telephone no.)

residing in _____,

(city, street, no., building, entry, floor, apartment, county/district, telephone no.)

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

Studies _____.

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

I acknowledged the provisions of Law 80/1995 on the status of the military personnel,
respectively, as required, those of Law no. 145/2019 from the 22th of July 2019 on the status
of state prison jail policemen, on the provisions that ban or limit the exercise of certain rights
and freedoms, as well as on the signed commitment whereby I bind myself, if I am accepted,
after graduating the Bachelor's studies in the "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 that I will be subject of investigation on my activity and behavior, as well as
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 to the
admission contests, students, attendees to the activities held by the "Mihai Viteazul"
National Intelligence Academy**, posted on the Academy's website, <http://animv.ro>:

Yes

No

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

Date

Signature

COMMITTEES⁷

CENTRAL ADMISSIONS COMMITTEE

Chairman:	A vice-chancellor/deputy commandant of "Mihai Viteazul" National Intelligence Academy
Members:	The Dean of the Faculty of Intelligence The Dean of the Faculty of Intelligence Studies
Secretary:	The Head of the Academy Secretariat

SPECIALIZATION ADMISSIONS COMMITTEE

Chairman:	The Dean/ Vice-Dean of the Faculty
Members:	Two professors/ visiting professors/ other appointed members of the staff
Secretary:	The Head of the Academy Secretariat

SUBCOMMITTEES FOR PREPARING EXAMINATION SUBJECTS (FOR EACH EXAMINATION)

Chairman:	The head of a department
Members:	At least two professors/ visiting professors/ other appointed members of the staff

SUBCOMMITTEES FOR MARKING PAPERS (FOR EACH EXAMINATION)

Chairman:	The head of a department
Members:	At least two professors/ visiting professors/ other appointed members of the staff

⁷ All committees and subcommittees are established through the Order of the Day

INVIGILATION SUBCOMMITTEES

Members: Two tenured professors and visiting tenured professors, as well as other appointed members of the staff from “Mihai Viteazul” National Intelligence Academy

TECHNICAL SECRETARIAT

Members: The Technical Secretariat includes members of the staff of the following departments, so as to hold the admission contest in good conditions:

- The Secretariat of the Faculty of Intelligence
- The Secretariat of the Faculty of Intelligence Studies
- The Secretariat Office
- The Human Resources Office
- The Awareness Management Office

SUBCOMMITTEE FOR THE HANDLING OF EXAMINATION PAPERS

Chairman: The head of the Secretariat Office

Members: Members – appointed members of staff from the Secretariat Office or the Academy Secretariat

COMMITTEES FOR ADDRESSING THE APPEALS

Chairman: The head of a department

Members: At least two professors/ visiting professors/ experts

ADMISSION COMPETITION SCHEDULE

Date	Time	Scheduled activity
Monday, the 17 th of July 2023	8:00-8:30	Candidates enter the Academy
	8:30-9:30	Candidates enter the examination rooms and their identification documents are checked (ID and admission competition cards)
	9:30-12:30	First written test for the “Intelligence Operations” specialization and the “Security and Intelligence Studies” – general knowledge test
	After 14:00	Evaluation of the papers
Tuesday, the 18 th of July 2023	8:00-8:30	Candidates enter the Academy
	8:30-9:30	Candidates enter the examination rooms and their identification documents are checked (ID and admission competition cards)
	9:30-12:30	Second written test for the “Intelligence Operations” specialization and the “Security and Intelligence Studies” – test which evaluates the mandatory skills for intelligence officers
	After 14:00	Evaluation of the papers
Wednesday, the 19 th of July 2023	Registration and display of the results	
Thursday the 20 th of July 2023	Submission of appeals for the written tests within 24 hours from results display. Addressing the appeals within 48 hours after they were submitted.	
Saturday, the 22 nd of July 2023	Display of the results after addressing the appeals.	
the 30 th of July 2023	Display of the final results of the admission competition.	

MODEL

Single copy

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

I APPROVE
Chairman of the
Central Admissions Committee

MINUTES

Written today, _____
For the choice of subjects for the _____ examination

We, the committee comprised of:

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

Took part in deciding the subjects for the _____ examination
and we noticed the following:

Signatures:

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

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

**MINUTES ON THE ACTIVITY OF MULTIPLYING TESTS
 FOR THE ADMISSION COMPETITION FOR THE
 _____ EXAMINATION**

Written today,, for the multiplication of tests for the
 examination.
 The activity started at o’clock and ended at o’clock.

The results were:

Multiplied tests copies
 Waisted copies copies

At the activity of multiplying the tests were present:

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

Signature

MODEL

“MIHAI VITEAZUL”

NATIONAL INTELLIGENCE ACADEMY

FACULTY _____

Admission contest to Bachelor’s studies

specialization _____

session _____

(year)

**MINUTE FOR THE HANDLING OF CANDIDATES’ PAPERS FOR THE
_____ EXAMINATION**

At the end of the _____ examination, Mr(s) _____, the head invigilator of the examination room _____, in the presence of candidates:

1. _____
2. _____

handed-over to the Committee for receiving, keeping and handling of the written test papers, the folder _____, as well as:

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

There were no violations neither during the transportation nor during the process of handing-over the papers.

Signature

1st candidate _____

2nd candidate _____

I handed-over
Head invigilator

We received
Subcommittee for handling the
written examination papers

MODEL

“MIHAI VITEAZUL”
NATIONAL INTELLIGENCE ACADEMY
FACULTY _____
Admission competition to Bachelor’s Studies
specialization _____
Session _____
(year)

Single copy

Grade LIST/ LOG

Mark 1 / 2 / 3

Evaluator’s name _____

Paper number	Score

Signature

MODEL

"MIHAI VITEAZUL"
NATIONAL INTELLIGENCE ACADEMY
FACULTY _____
Admission competition to Bachelor's Studies
specialization _____
Session _____

(year)

APPEAL

I, the undersigned _____, contest ID no.
_____, hereby request your approval for the reexamination of my
_____ examination paper.

Date _____

Signature _____

To the Chairman of the Admissions Committee,

Specialization _____

