



Student selection procedure

1. Objective

The aim of this procedure is to bring under regulation the selection and admission process of the applicants willing to attend the Intensive Programme *Greener and Safer Energetic and Ballistic Systems*, under ERASMUS+ KA2.

2. The selection committee

Each university participating in the project will nominate a selection committee having the role to organize and govern the selection process. The committee will be fully responsible for the correct application of this procedure. At the beginning of their activity the members of the committee will sign a conflict of interest disclosure statement.

3. Organization of the selection process

The selection process is a public activity based on free competition and upholds the principle that all applicants seeking to enroll are treated fairly and equitably. The final selection grade will be calculated based on the fulfillment of the selection criteria.

4. Advertising of the selection call for GSEBS program

a) The course offer and the number of beneficiaries for the IP, as well as other relevant information about the GSEBS program shall be made available on the web pages and at the faculty/department notice board.

b) The program coordinator/responsible will take care for the advertising of the call, mentioning the deadline, the forms/documents to be completed and the criteria for eligibility and selection.

5. Eligibility criteria for the GSEBS program

To be eligible as beneficiaries in the GSEBS program, the candidates:

- a) Must be enrolled as BAC+4, BAC+5, MSc or PhD students in a study program running in one of the four partner universities: ENSTA Bretagne - Brest, University of Coimbra, Imperial College of London or Military Technical Academy – Bucharest;
- b) Must have good academic results;
- c) Must have a background in the area of shock physics, energetic materials or ballistic systems or related disciplines.

6. Selection criteria for the GSEBS program

- *Academic records*, based on the Transcript of Records for previous years of study (max. 40 %);
- *Linguistic competencies* (if applicable), evaluated based on the Europass Linguistic Passport (max. 20 %);
- *Professional activity*, evaluated based on the CV (max. 20 %);
- *Letter of intent/Interview* (max. 20 %).

7. Registration of candidates

a) Registration is made following the deposition of a registration folder by the candidate.

b) The folder must contain:

- Application;
- Transcript of Records for BSc level;
- CV EUROPASS;
- EUROPASS Linguistic Passport;
- Letter of intent (can be integrated in the application).

Supplementary, the candidates can provide other relevant information: linguistic certificates, diplomas, proofs of scientific accomplishments, testimonials, recommendations etc.

8. Selection results

a) The candidates ranking will be displayed in descending order, based on a Grade Point Average, calculated following the criteria described above (pt.6). The number of places available in each round is set



by the University. In case there are several applicants with a Grade Point Average equal to the last admitted candidate, the Committee will select the applicant with better academic records.

b) The final results will be included in a recording of proceeding signed by all the members of the Selection Committee and will be made public. The proceeding will comprise three lists:

- **admitted** candidates;
- **reserve** candidates (candidates with a minimum 70% percent average);
- **rejected** candidates.

c) Confirmation of results is based of silence procedure. The candidates willing to discontinue their application shall issue a request within 5 working days from the publication time.

9. Appeals

An applicant may appeal against a decision made under this policy. Appeals will be analyzed by the Selection Committee. Appeals must be addressed, in writing, to the Selection Committee. The appeal decision will be based on the written material provided.

Applicants who wish to appeal a decision made under this policy must do so within two working days of receiving notification of the admission decision.

The candidate whose appeal was approved is declared admitted to the IP if he/she will obtain (after the recompletion of the final ranking) a Grade Point Average bigger than the last candidate initially admitted.

10. Cancellation of enrolment

A student's enrolment may be cancelled if statements made or documents provided by the student in their admission application are shown to be false.

Approved during the 2nd meeting of the GSEBS management group
January 7th 2015

Approved by the University Senate of the Military Technical Academy
February 27th 2015