

ROMANIA
ROMANIAN INTELLIGENCE SERVICE
"MIHAI VITEAZUL"
NATIONAL INTELLIGENCE ACADEMY

No. 266554 of November 13th, 2020



REGULATIONS

ON THE ORGANIZATION AND FUNCTIONING OF ANIMV SENATE

- Bucharest, 2020 -

LEGAL BASIS

- Romania's Constitution;
- Law of National Education no. 1/2011, with subsequent amendments and additions;
- University Charter of "Mihai Viteazul" National Intelligence Academy.

CHAPTER I SENATE FUNCTIONS

Art. 1. The Senate represents the highest scientific decision-making and deliberative body from "Mihai Viteazul" National Intelligence Academy, through which the principles of academic autonomy shall be implemented, the attributions of the Academy Senate being established by the Law of National Education no.1/2011, by the University Charter and by its own regulations, in accordance with the provisions of the legislation in force.

The Senate has deliberative, decisional and controlling functions and ensures the management of the Academy in accordance with the relevant legislation, with the principles of academic autonomy and the provisions of the university Charter.

Art. 2. The Senate decisions are final and mandatory for all executive and administrative bodies and for the entire academic community. They can be only amended by the Senate. All administrative and executive structures of the Academy are under the obligation to respond to the requests of the Senate and its committees.

CHAPTER II SENATE ATTRIBUTIONS AND OBLIGATIONS

Art. 3. The Academic Senate attributions, in accordance with the legal provisions, the University Charter and the regulations attached to "Mihai Viteazul" National Information Academy Charter, are as follows:

- Guarantees academic freedom and autonomy;
- Develops and adopts the Academy's Charter, after debating with the academic community;
- Signs the management contract with the Commandant (Rector);
- Requests the dismissal of the commandant (rector) under the conditions specified in Academy's Charter. In the event of the

Commandant's (Rector's) dismissal from office, the Senate suggests, based on the proposal of the University Ethics and Management Council, within a maximum of 5 working days from the date of dismissal, a Pro-Rector who will represent the Academy until the new rector is confirmed. Completes the procedures for appointing a new rector within 3 days from the rector's dismissal from office and sends the name of the new Commandant (Rector) for confirmation to the Minister of Education.

- Approves, at the Commandant's (Rector's) proposal, the strategic institutional development plan and the operational plans;
- Controls the work of the Commandant (Rector) and the Board of Trustees through specialized committees;
- Validates the annual activity report submitted by the Commandant (Rector) of ANIMV in April each year;
- Validates public competitions for board positions;
- Assesses compliance with election/competition procedures for management structures and functions and validates the election/competition results at all levels;
- Approves the draft budget and budget implementation;
- Approves, at the proposal of the Commandant (Rector) and in compliance with legislation in force, the structure, organization and functioning of ANIMV. Approves, at the proposal of the Commandant (Rector), on the basis of internal evaluation, the reorganization or dissolution of departments or institutes that are not performing well, without prejudice to student's activity;
- Approves the structure and operating rules of the Senate;
- Develops and approves the Quality Assurance Code and the Code of Ethics and Academic Deontology;
- Approves, at the proposal of the Commandant (Rector) or the Ethics Commission, the withdrawal of a certificate or degree when it is proven that it was obtained by fraudulent means or in violation of the provisions of the Code of Ethics and Academic Deontology;
- Approves the methodologies and regulations on the organization and functioning of ANIMV in educational and scientific fields;
- Approves the organization and functioning of university and scientific research structures and programs, postgraduate training and professional development programs, as well as lifelong learning programs;
- Approves the launching of new study programs;

- Approves the Regulation for the Organization and Conduct of Academic Study Programs within ANIMV;
- Validates the curricula for the university study programs organized by “Mihai Viteazul” National Intelligence Academy and submits them for approval to the Director of the Romanian Intelligence Service;
- Approves the subject descriptions contained in the curricula for each undergraduate and postgraduate study program;
- Approves the personnel list of teaching and research staff in the faculties;
- Sets the teaching standards for each teaching and research position, in compliance with quality assurance standards;
- Approves the organization, conduct, competition methodology and competitions results, for the employment of teaching and research staff in faculties;
- Approves criteria and standards for the periodic evaluation of teaching and scientific research staff, based on evaluation criteria and performance indicators for teaching staff in higher education;
- Approves at the proposal of the Commandant (Rector), the sanctioning of personnel with poor professional performance, based on its own methodology and the legislation in force;
- Approves, at the proposal of the Board of Trustees, rewards (salary increments) and sanctions for teaching and research staff in the faculties;
- Approves, in compliance with the internal rules of the Service, the employment of specialists with recognized prestige in the field, from the country or abroad, as visiting associate professors at the Academy;
- Approves, at the proposal of the Board of Trustees, the continuation of the activity of a teaching or research staff member after retirement, as associate professor or researcher;
- Approves the methodologies for the organization and conduct of competitions for admission of students in the three cycles of university studies;
- Validates the results of admission competitions;
- Approves the methodologies for the organization and conduct of the final examinations for the programs organized by the Academy;
- Approves the content of certificates and diplomas, according to the legislation in force;

- Adopts the University Code of Student Rights and Obligations, in compliance with the provisions of the Code of Student Rights and Obligations;
- Approves annually, at least three months before the beginning of the academic year, the regulations on student's professional activity, as well as the calendar of educational activities specific to the academic semesters of study;
 - Approves the structure of the academic year;
 - Approves its own regulations for the organization and conduct of each cycle of university studies organized in accordance with general and specific national and international quality standards;
 - Sets out the minimum number of credits required to graduate the academic year;
 - Approves the interruption or extension of the doctoral study program, at the proposal of the doctoral supervisor and within the limit of available funds. Approves the doctoral students' applications, with the advisory opinion of the doctoral supervisor, to enter into a grace period for the preparation and defense of their doctoral theses;
 - Sets out the maximum number of PhD students that a doctoral supervisor can have under his coordination.
 - Approves, at the proposal of the Commandant (Rector) or the Ethics and Academic Deontology Commission, the expulsion of a student who has been shown to have cheated or attempted to cheat;
 - Approves the Regulation on the granting of scholarships and other forms of financial support for students;
 - Approves the Methodological specifications on setting the tuitions fees for the students of "Mihai Viteazul" National Intelligence Academy, who exceed the duration of tuition provided for free higher education;
 - Approves the Regulation on the organization and functioning of the Guardian Institution, in "Mihai Viteazul" National Intelligence Academy;
 - Approves other internal regulations in order to ensure proper functioning of the teaching and scientific research process organized within "Mihai Viteazul" National Intelligence Academy;
 - Approves the signing and implementation of cooperation agreements with national and foreign partners;
 - Approves, at the proposal of the Commandant (Rector) and the Council of the Doctoral School, the awarding of the title of "doctor honoris causa", based on its own regulations;
 - Performs other duties, according to University Charter.

CHAPTER III

THE STRUCTURE OF THE SENATE

Art. 4. (1) The University Senate is made up of 8 members, of which 6 (75%) teaching and research staff and 2 (25%) student representatives. Each faculty will have representatives in the university senate, according to the representation quotas stipulated in the university charter.

(2) All Senate members, without any exception, are determined by universal, direct and secret vote of all tenured teachers and research staff, respectively of all students.

Art. 5. (1) The term of office of the Senate is 4 years. The term of office of a member of the Senate is 4 years, with the possibility of successive renewals up to two times.

(2) In the event that one or more members of the Senate cease to hold office, a by-election will be held to appoint the member(s) who will hold partial office until the next elections.

(3) For students, the mandate is valid until the graduation of the study program. If the graduation occurs before the organization of new election for the constitution of the Senate, at the Academy level, the seats remaining vacant after graduation are filled by partial elections, organized and held by students. When "Mihai Viteazul" National Intelligence Academy organizes new elections for the constitution of the Senate, the student's representatives of the late Senate end their mandate and have the right to participate at the elections for the new Senate.

(4) The Senate is considered to be dissolved on the day of the meeting of the new Senate, appointed by elections.

Art. 6. (1) The newly elected university senate elects at its first ordinary session, by secret vote, a president who chairs the meetings of the university senate and represents it in its relations with the rector. The leadership of this first meeting is entrusted to the oldest senator present. The election of the president of the Senate is carried out under the quorum conditions stipulated by the Academy's Charta regarding the election of governing bodies.

(2) All tenured professors, members of the university Senate, can be voted as president of the Senate.

(3) The president of the Senate has the following responsibilities:

- a) summons ordinary and extraordinary meetings of the Senate and its committees;
- b) proposes the agenda for the Senate meeting;
- c) leads senate meetings;
- d) signs Senate resolutions and meeting minutes;
- e) forwards to the executive and administrative management, via the secretary, the decisions adopted by the Senate and monitors their implementation, informing the Senate accordingly;
- f) represents the Senate in relation to the executive and administrative management of the Academy;
- g) extends invitations to attend meetings to representatives of executive and administrative structures, at the request and on behalf of the Senate;
- h) confers honorary titles awarded by the Senate according to the law and the university's charter;
- i) represents the Senate in relation to similar structures of higher education institutions in Romania and abroad;
- j) coordinates the standing and ad hoc committees and the Senate secretary;
- k) performs any other duties conferred upon as a representative of the Senate, within the limits of its powers.

(4) The president of the Senate may be removed from office in the event of serious and repeated breaches of his duties. The removal procedure will be initiated in writing by at least 1/3 of the members of the Senate, stating the reasons for the removal. The removal decision must be adopted by a vote of 2/3 of the members of the Senate.

(5) In the event of destitution or other vacancy of the office of President of the Senate, the position shall be held temporarily by the senior Dean of the Senate.

(6) The election of a new president of the Senate shall take place no later than 30 days after the vacancy occurs, subject to the conditions set out in paragraph 4.

(7) The university Senate establishes specialist committees through which it controls the work of the executive management of the higher education institution and the board of trustees.

The Senate establishes specialist committees through which it evaluates the scientific activity of the teaching and research structures. The evaluation reports are periodically presented and discussed in the university Senate, underlying the Senate resolutions.

(8) The management executives of the Academy may be invited to Senate meetings, without having the right to vote.

Art. 7. The president of the Senate may temporarily delegate some of his duties to a member of the Senate designated for this purpose at the meeting at which the standing committees are set up.

Art. 8. (1) ANIMV Senate appoints the following standing committees:

- a) The Scientific Council;
- b) The Commission for the Approval of Study Programs;
- c) The Committee on Regulations and Methodologies;
- d) The Competitions Advisory Committee.

(2) ANIMV Senate may also decide to set up other specialized standing committees.

(3) The Senate Standing Committees, as specialized working bodies of the Senate that facilitate the adoption of decisions in the area of their competence, shall consist of at least three members, one of whom shall be its chairman. A senator may be a member of no more than two committees.

(4) Members of standing committees can be removed from office at any time by the Senate, at the request of the chairman of the committee in question or of the Senate, for failure to perform the duties assigned to them.

The standing committees are set up considering the competences, options and availability of senators, by election by a majority vote of those present at the meeting.

(5) The standing committees shall hold their first working meeting no later than 15 calendar days after their establishment. The chairman of the committee shall be elected.

(6) The competences of the committee are established by the Senate, in accordance with the provisions of the ANIMV Charter.

Art. 9. (1) In carrying out their work, the standing committees are convened by the President of the Senate, and are chaired by their chairman.

(2) The Standing Committees have the right to request relevant information, logistical or documentary support from the executive and ANIMV Board of Trustees in order to carry out their duties, and may invite representatives of the executive or ANIMV Board of Trustees or specialists in their field of activity, staff of the Academy to attend meetings.

(3) The standing committees draw up reports and materials, signed by the committee chairman, for debate and approval by the Senate. In order to be submitted to the Senate, the reports must be agreed to by two of the committee members. Separate opinions shall be attached to the report or material submitted to the Senate.

(4) Forwarding to the Senate is done by communicating them to the President of the Senate or to the designed secretary.

(5) The presentation of committee materials or reports in the Senate is carried out by its chairman.

Art. 10. (1) *Ad hoc* committees are special committees established on a temporary basis by the Senate, to solve problems that do not fall within Senate's current range of activities.

(2) *Ad hoc* committees are set up at the initiative and request of the President of the Senate, the Commandant (Rector) or 1/3 of the members of the Senate.

(3) The powers, structure and duration of operation of the *Ad hoc* committees shall be determined at the inaugural meeting, by open vote, by a majority of the votes of the present members of the Senate.

Art. 11. (1) The Secretariat of the Senate is the technical working apparatus of the Senate and has permanent activity.

(2) The Secretariat of the Senate is provided by two persons appointed for this purpose by the Executive Management of Academy Secretariat.

(3) The Secretariat of the Senate attends, without the right to vote, the meetings of the Senate and the working meetings of the Senate committees.

(4) The Secretariat of the Senate has the following responsibilities:

a) keeps record of the members of the Senate, the standing and ad hoc committees;

b) sends the invitations for Senate meetings, together with the proposed agenda and any related documents;

c) draws up the minutes of Senate's meeting, as well as minutes of meetings of the standing or ad hoc committees, and presents them for signature to the members and the President of the Senate, to the members and the chairman of the Senate committees respectively;

d) drafts Senate resolutions according to the minutes of the meeting and submits them to the president of the Senate for signature;

e) keeps and archives the minutes of the meetings and the decisions of the Senate;

f) ensures the drafting and the record-keeping of Senate and committee documents.

CHAPTER IV SENATE ACTIVITY

Art. 12. (1) The Senate works in plenary, ordinary or extraordinary sessions.

(2) The Senate meets in plenary session before the start of a new academic year, usually in the last decade of September, to adopt annual development plans and directions of action for the new academic year.

(3) During the academic year, the Senate meets in ordinary meetings on a monthly basis, according to a schedule established during the plenary meeting.

(4) Whenever necessary, the Senate may be convened in extraordinary meetings by the Commandant (Rector) or at the request of at least one third of the members of the University Senate.

(5) The notification shall be made individually, in writing, through the Technical Secretariat of the Senate, by sending e-mail notifications to the address indicated by each member of the Senate or by text message, at least two days before the date of the ordinary meetings.

(6) In order to ensure that the meetings of the Senate are held in proper conditions and that its members are informed in due time, the items to be placed on the agenda for approval/validation or on which information is provided shall be forwarded by the structures that are interested to the Academy Secretariat **at least five days before the date of the ordinary meetings.**

(7) Once the meeting is summoned, the members of the Senate will be sent, at the indicated e-mail address, the agenda of the meeting and the materials to be debated at the meeting for which the notice is given. Failure to forward the materials entitles the members of the Senate to request that their debate be postponed to the next meeting of the University Senate.

(8) By way of exception, extraordinary meetings may be convened on the day they are held, without there being any obligation to forward the material to be debated.

(9) The agenda of the Senate may be supplemented at the request of any member of the Senate, expressed at the beginning of the meeting, with additional items, with the approval of a simple majority of the sitting members.

Art. 13. (1) The Senate's meetings are not public.

(2) The meetings of the Senate may be attended, as guests, by other persons from "Mihai Viteazul" National Intelligence Academy or persons from external institutions, when the issues under discussion require such participation.

Art. 14. (1) The decisions of the Senate shall be taken by a simple majority of the members present. A quorum is achieved by the attendance of at least 2/3 of the total number of members of the Senate, but with the mandatory presence of at least one student representative.

(2) Voting is direct and can be open or secret. An open vote can be expressed by a show of hands or by roll call; a secret vote is expressed by means of ballot paper.

Art. 15. (1) The Minutes of Senate meetings are signed by all members of the Senate. Resolutions are signed by the President of the Senate.

(2) the Senate Resolutions become public and are transmitted to the university community.

(3) the minutes and decisions of the Senate are filed annually at the Secretariat of the Academy, with a permanent retention period.

Art. 16. Senate members have the following responsibilities:

- a)** to attend meetings of the Senate and the committees they are members of;
- b)** to defend the interests of the Academy before the Senate;
- c)** to propose to the Senate the discussion of matters of major interest.

CHAPTER V LOSS OF SENATE MEMBERSHIP

Art. 17. Membership of the University Senate is lost by:

- a)** resignation from the Senate;
- b)** termination of employment or service with ANIMV;
- c)** graduation for the students, at the end of the academic year in which the student graduated;
- d)** expulsion.

Art. 18. The expulsion procedure may be triggered in case of deviations from the rules of academic conduct, willful disregard of Senate decisions or failure to carry out the tasks assigned to standing or *ad hoc* committees.

Art. 19. The expulsion of a member shall be discussed and voted on in the Senate plenary; the expulsion is adopted by simple majority if the number of those present represents at least $2/3$ of the number of the Senate members. The decision is brought to the attention of the academic community.

Art. 20. The Senate will hold elections for vacant seats under Article 17, in accordance with the election rules.

The Regulations on the organizing and functioning of ANIMV Senate were validated in the meeting of the Senate of the Academy on ___ and enter into force at the date of adoption.