

ROMÂNIA
ROMANIAN INTELLIGENCE SERVICE
„MIHAI VITEAZUL”
NATIONAL INTELLIGENCE ACADEMY

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<p style="text-align: center;"><i>PROCEDURE</i> FOR CONDUCTING ELECTRONIC ELECTIONS FOR THE STUDENTS' REPRESENTATIVE IN THE COMMISSION FOR EVALUATION AND QUALITY ASSURANCE (CEAC) WITHIN "MIHAI VITEAZUL" NATIONAL INTELLIGENCE ACADEMY</p>
<p style="text-align: center;">Code: PO- BAC-1</p>
<p style="text-align: center;"><i>Edition 1, Revision 0, Date</i></p>

**Endorsed,
ANIMV Board of Trustees**

**Endorsed,
Quality Assurance Office**

Drawn up,

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1. Procedure Purpose

Art.1

This procedure regulates the election of a students' representative, by means of electronic system, for the Commission for Evaluation and Quality Assurance (CEAC) within "Mihai Viteazul" National Intelligence Academy, hereinafter named ANIMV.

2. Field of application

Art. 2

This procedure shall apply to all students within ANIMV.

Art. 3

The provisions of this procedure are compulsory to students, as well as to professors and researchers.

3. Reference documents/ regulations

Art. 4

Student's representation right as well as the obligation to include them in the decision-making structures of the higher education institutions are stated by the law.

Art. 5

The procedure for organization of electronic elections for the students' representative in the Commission for Evaluation and Quality Assurance (CEAC) within "Mihai Viteazul" National Intelligence Academy is based on the following legal acts:

- Law of National Education no. 1/2011, subsequently amended and completed;
- Order no. 3666/03.03.2012 on the approval of the Code for student's rights and

- obligations;
- Order of the Minister of Education and Research no. 3751/29.04.2015 for the approval of Framework methodology for setting and choosing the management structures and leading positions at the level of institutions within the higher education national system;
 - Act no. 55/15.05.2020 on some measures to prevent and fight Covid-19 pandemic effects;
 - Order of the Minister of Education and Research no. 4020/2020 on the exemption from the legal provisions in the higher education field during the state of emergency Romanian territory;
 - Regulations for organization and operation of CEAC;
 - University Charter of "Mihai Viteazul" National Intelligence Academy;
 - Internal regulations of Romanian Intelligence Service
 - The ANIMV Board of Trustees verifies and endorses the procedure;
 - The Quality Assurance Office endorses the procedure.

4. Definitions and abbreviations of the terms

4.1 Definitions of terms

No.	Term	Definition and/ or, if necessary, the act that defines the term
1.	Operational Procedure	The Procedure that describes a process or an activity that is deployed at the level of one or more structures of a body
2.	Process of selection, nomination and voting	The action to choose and its result. Nomination of one of many
3.	Structure	Groups of sectors, Sector, Office, Department

4.1 Abbreviation of terms

No.	Abbreviation	Abbreviated term
1.	ANIMV	"Mihai Viteazul" National Intelligence Academy
2.	RIS	Romanian Intelligence Service
3.	CEAC	The Commission for Evaluation and Quality Assurance
4.	OP	Operational Procedure
5.	FIS	Faculty of Intelligence Studies
6.	FI	Faculty of Intelligence

5. Description of the procedure for the deployment of the elections

Art. 6

- (1) At the level of ANIMV is created an Election Commission consisting of: Chairman, two students and the Commission's secretary.
- (2) The Election Commission's chairman is appointed by the Rector. The Election Commission's chairman coordinates its entire activity. The student members are proposed in

the Election Commission by the faculty deans.

(3) The Election Commission's secretary is designated by the Quality Assurance Office.

Art. 7

The election calendar (Addendum 1) will be announced to the students at least 5 working days prior to the election date.

Art. 8

The candidacies for the students' representative are submitted online, within the set period of time, at the e-mail address of the Election Commission's secretary, secretariat@animv.ro.

Art. 9

A student's candidacy consists of a written application (Addendum 2) and is registered according to the ANIMV's regulations.

Art. 10

Students that have been sanctioned for failing to obey the academic and/or professional regulations according to the national legislations cannot apply.

Art. 11

On the announced electronic election date, there will be an 8 hours period of time available for voting.

Art. 12

The elections will be considered valid regardless of the number of students who vote.

Art. 13

Each student's vote will be electronically sent.

Art. 14

The electronic system must guarantee the confidentiality of the electronic vote for the election of a students' representative within CEAC.

Art.15

After the completion of the voting procedure, the Election Commission will note the votes for each candidate and record the voting results by drawing up a minute.

Art. 16

The student who attains the most votes is appointed CEAC member

Art. 17

When two or more candidates obtain the same number of votes, the admission mean for the 1st year is to be considered for tiebreaker. If this situation also presents a tie, the Election Commission will proceed to drawing lots in order to elect a students' representative in QAEC from among the candidates who are in a tie.

Art. 18

The status of a students' representative in the CEAC ceases:

- a) By right, on the graduation date;
- b) By withdrawal.

Art. 19

This procedure comes into force once it is approved by the ANIMV Senate.

6. Responsibilities

Art.20

The organization of the elections falls to the ANIMV Election Commission that is responsible for a good planning and deployment of the election for the students' representative.

Art.21

The Academy Senate confirms the election results based on the minute drawn up by the

Election Commission.

7. Form for Recorded Changes

No.	Edition	Edition date	Revision	Revision date	No. of pages	Change description	The chief of structure's signature
1	2	4	5	6	7	8	9

8. Procedure Analysis Form

No.	Structure	Chief of compartment's last name and first name	Replacement by right or delegate	Positive endorsement		Negative endorsement		
				Signature	Date	Obs.	Signature	Date
1	2	3	4	5	6	7	8	9

9. List of the procedure distribution

No. of copies	Structure	Last name and first name	Date for receipt of the procedure	Signature	Date for Withdrawal of the procedure	Signature
1	CEAC					

10. Addenda

Addendum 1

**Activities calendar for the organization and deployment of electronic elections for a students' representative in the CEAC
(date and proposed time period)**

No.	Activity carried out	Date	Obs.
1.	Set up the Election Commission and recording it in the Order of the Day (chairman, student members and secretary)	No later than 2 days before the starting date of the elections	
2.	Post the announcement regarding the start of the elections, as well as the Activities calendar for the organization and deployment of the electronic elections of a students' representative in the CEAC	No later than 2 days before the starting date of the elections	
3.	Students submit their candidacies at the e-mail address secretariat@animv.ro	No later than 3 days before the starting date of the elections	
4.	Publish the list of candidates' names	At least 48 hours before the date set for the elections	
5.	Post the announcement that comprises the date, time period, place and the way the elections will deploy, recording in the Order of the Day	At least 48 hours before the date set for the elections	The electronic voting will be carried out by means of platform <u>animv.eu</u> anonymizing the data
6.	Electronic vote	An 8 hours period of time for voting	
7.	Draw up the minutes regarding the election, by the Election Commission	After having finished the electronic vote	
8.	The Election Commission receives the possible appeals regarding the deployment of the voting activity	During the election period	
9.	Settle the appeals within 24 hours since their submission and informing about the measures enacted, where appropriate		

10.	Send the Election Commission's minutes to the Academy Senate	No later than 2 days after the deployment of the elections or after the settlement of the appeals – as necessary	
11.	The Senate validates the results	During the Senate's first meeting after the election completion	
12.	Submitting the new CEAC members to the Rector of ANIMV	After the Academy Senate validates the results	
13.	Register in the Order of the Day the CEAC members and post it on the ANIMV bulletin board	After the Rector's decision	

Addendum 2

To the Election Commission

The undersigned, _____, student of the _____ year, group _____, enrolled in the study program _____, I request to be registered on the lists of candidates for students' representative in the CEAC.

Date_____

Signature,