


<p>ROMANIA ROMANIAN INTELLIGENCE SERVICE "MIHAI VITEAZUL" NATIONAL INTELLIGENCE ACADEMY</p>  <p>No. 59813 of 03.03.2022</p>	ANIMV-MCOND-01	Edition: 1 Revision: 0	No. of copies: single copy
	<p>METHODOLOGY FOR THE ESTABLISHMENT AND ELECTION OF FACULTY COUNCILS, DEPARTMENT COUNCILS, VICE-DEANS AND DEPARTMENT DIRECTORS WITHIN "MIHAI VITEAZUL" NATIONAL INTELLIGENCE ACADEMY</p>	Pages: 22	
			Copy No.: single copy

METHODOLOGY

FOR THE ESTABLISHMENT AND ELECTION OF FACULTY COUNCILS, DEPARTMENT COUNCILS, VICE- DEANS AND DEPARTMENT DIRECTORS WITHIN "MIHAI VITEAZUL" NATIONAL INTELLIGENCE ACADEMY

Code: ANIMV-MCOND-01

(in force as of: 24.02.2022)

Edition	Name, surname, position		Article and paragraph number modified/added	Approved	Legality certificate dated:	Approved by Senate Resolution	Revision
	Elaborated	Verified					
	<p>FI University lecturer Florentina Hăhăianu, FSI Associate professor Răzvan Grigoraş, Quality Assurance Office Diana Joiţa Anca Butcovan</p>	<p>Vice-rector Senior instructor Dragoş Popescu Senate President: Associate professor Ecaterina Drăghici, Members of the University Senate Associate professor Cristian Niţă, Members: Professor Irena Chiru, FSI Senior Instructor Ruxandra Manea FI University lecturer Mădălina Cuc</p>	<i>n/a</i>	<p>FI Council FSI Council</p>	21.02.2022		

LEGAL FRAMEWORK

- Law No. 14/1992 on the organization and operation of the Romanian Intelligence Service, with subsequent amendments and additions;
- Law No. 80/1995 on the Status of Military Personnel, with subsequent amendments and additions;
- Law No. 1/2011 of National Education, with subsequent amendments and additions;
- GD No. 206/1995 on the reorganization of The National Intelligence Institute into "Mihai Viteazul" National Intelligence Academy;
- OMECS No. 3751/2015 on approving the Framework-Methodology for the process of establishing and electing management structures and positions in institutions from the national higher education system;
- GEO No. 79/2020 for amending and supplementing the Law of National Education No. 1/2011;
- The University Charter of "Mihai Viteazul" National Intelligence Academy.

CHAPTER I

General provisions

Art. 1. This methodology is established on the basis of the provisions of Art. 177, paragraphs (3), (5) and (6), Art. 207, Art. 208, paragraph (1), Art. 209-213, Art. 214 paragraphs (1)-(7), Art. 291, paragraphs (1)-(8) and Art. 295 paragraph (4) of the Law No. 1/2011 of National Education, with subsequent amendments and additions, of the Order of the Minister of Education and Scientific Research No. 3751/2015 on *the Framework-Methodology for the process of establishing and electing management structures and positions in institutions from the national higher education system*, as well as of *The University Charter of "Mihai Viteazul" National Intelligence Academy*.

Art. 2. This methodology refers to the following management structures: *department council and faculty council*, respectively to the following management positions: *faculty vice-dean and department director*.

Art. 3. The principles underlying the process of establishing and electing the management structures and positions covered by this methodology are as follows:

- a. The principle of legality;
- b. The principle of academic autonomy;
- c. The principle of transparency;
- d. The principle of compliance with the rights and freedoms of students and academic staff, while taking into account the legislative provisions pertaining to the status of military and military-students;
- e. The principle of representation by faculties and departments, according to the University Charter;
- f. The principle of compliance with ethical rules and with ethical standards;
- g. The principle of non-discrimination.

Art. 4. The process of establishing and electing management structures and positions in “Mihai Viteazul” National Intelligence Academy referred to in this methodology is organized as follows:

- a) Starting at the base level, for setting up management structures;
- b) Starting at the higher level, in the process of filling managerial positions, with the exception of the election of the department director, which takes place at the same meeting as the election of the department council.

Art. 5. (1) Candidates for management structures and positions which are subject to this methodology must also comply with the specific procedures/conditions laid down, in particular, by Law No. 80/1995 on the Status of military personnel and internal regulations governing career development in SRI, and, in addition/alternatively, by Law of National Education no. 1 of 2011.

(2) Candidates must also meet the following conditions:

- a) meet the specific requirements for fulfilling the duties of the management structures and positions concerned;
- b) are not under disciplinary sanction and are not placed at the disposal under the terms of Art.89 of Law 80/1995 on the Status of military personnel, with subsequent amendments and additions.

CHAPTER II

Section 1

Constitution of the Department Council

Art. 6. (1) The Department Council consists of tenured teaching staff and tenured associated teaching staff, as members.

(2) The representation quota in the Department Council is in accordance with the University Charter, but not less than 2 members.

(3) The actual number of members of the Department Council shall be determined by the Department Council in office in its designated session prior to the elections, respecting the representation quota provided for in paragraph (2).

(4) For departments which do not have a Department Council at the moment of holding elections, the actual number of members shall be determined at the meeting of the Faculty Council preceding the elections.

(5) The mandate of the Department Council members overlaps the mandate of the rector. The mandate of a council member is 4 years.

Art. 7. (1) All tenured teaching staff and tenured assimilated teaching staff in the Department have the right to elect members of the Department Council.

(2) Election of the members of the Department Council shall be done by universal, direct and secret ballot of tenured teaching staff and tenured assimilated teaching staff in the department, within the number established by the Department Council in office or by the Faculty Council, according to Art. 6, paragraph (4) of the present methodology.

(3) Election of the members of the Department Council shall take place in the same session as the election of the director of the Department.

(4) The election session is considered to be valid if at least 75% of the tenured teaching staff and tenured assimilated teaching staff are present.

(5) If the quorum is not met, a new election session will be scheduled, which will be held regardless of the number of those present.

Art. 8. (1) Applications shall be submitted to the Faculty Secretariat.

(2) Candidates may come from the tenured teaching staff and tenured associated teaching staff in the department, according to Art. 177 of the Law of National Education No. 1 of 2011, meeting the specific criteria for the positions put up for competition.

(3) At the end of the deadline for the submission of applications, the lists of candidates are displayed at the headquarters of the Department and are sent to the Electoral Office of the Academy (EOA), in order to print the ballot papers.

(4) Following its constitution, in its first meeting, the Department Council elects a Secretary of the Council, who will carry out specific duties.

Section 2 Constitution of the Faculty Council

Art. 9. (1) The Faculty Council is composed of a maximum of 75% tenured teaching staff and tenured assimilated teaching staff and a minimum of 25% student representatives from the faculty.

(2) The representation quota in the Faculty Council is in accordance with the University Charter. The number of tenured teaching staff and tenured assimilated teaching staff of the Faculty Council is determined by summing up their representation quotas within each department.

(3) The actual number of members of the Faculty Council shall be determined by the Faculty Council in office in the designated session prior to the elections, respecting the representation quota provided for in paragraphs (1) and (2).

Art. 10. Representatives of tenured teaching staff and tenured associated teaching staff of the departments in the Faculty Council shall be established by direct and secret ballot of all tenured teaching staff and tenured associated teaching staff of the faculty, within the number established by the Faculty Council in office.

Art. 11. (1) Candidates for the Faculty Council may have any professorial rank (in the case of tenured teaching staff) or be part of any category (in the case of tenured associated teaching staff), and must be tenured within the faculty.

(2) Applications shall be submitted to the Faculty Secretariat.

(3) At the end of the deadline for the submission of applications, the Faculty Secretariat shall draw up the list of registered candidates and forward it to the Electoral Office of the Academy (EOA), in order to make the ballot papers.

Art. 12. (1) The mandate of Faculty Council members overlaps the mandate of the rector. The mandate of a council member is 4 years.

(2) For students, the mandate is valid until the completion of the study program by each of them, if this occurs before the organization, at the faculty level, of new elections for the establishment of the Faculty Council. Vacancies remaining after graduation shall be filled in by means of partial elections organized and conducted by students. When the Faculty organizes new elections for the establishment of new management structures, representatives of the

students from the old council complete their mandate and have the right to participate in the elections for the new council.

(3) The Faculty Council may organize itself on specialized commissions whose area of competence shall be determined by decision of the council, in accordance with the tasks and activities specific to the Faculty Council.

(4) At its first meeting, the Faculty Council elects a secretary, in addition to the elected members, who has no voting rights.

Art. 13. (1) The election of departmental representatives to the Faculty Council takes place on the same day and at the same polling stations for all departments within the Faculty.

(2) The election session is considered to be valid if at least 75% of the tenured teaching staff and tenured assimilated teaching staff are present.

(3) If the quorum is not met, a new election session will be scheduled, which will be held regardless of the number of those present.

Art. 14. Elections for the appointment of student representatives to Faculty Councils shall be organized and conducted according to the dedicated methodology approved by the University Senate.

CHAPTER III

Section 1

Filling the position of Vice-Dean

Art. 15. (1) The Vice-Dean is nominated by the Dean, from among the tenured teaching staff and tenured associated teaching staff of the Academy, and is appointed by the leadership of the Romanian Intelligence Service, on a proposal from the ANIMV Rector.

(2) The mandate of the Vice-Dean shall not exceed the mandate of the Dean who nominated him, except in cases where the Dean's mandate is interrupted, when his mandate continues until the appointment of the new Dean.

(3) The position of Vice-Dean does not cumulate with other leading positions in the Academy.

(4) The Vice-Dean may not be part of the ethics commission of ANIMV.

Art. 16. (1) The position of Vice-Dean is lost as a result of the cessation of activity in the academic community, upon request or as a managerial act.

(2) In the event of the vacancy of a Vice-Dean position, the appointment of another person on this position will be made within 3 months of the vacancy, under the conditions stipulated by this methodology.

Section 2

Filling the position of Department Director

Art. 17. The Department Director heads the Department Council and is a voting member of the Department Council.

Art. 18. (1) The position of Department Director does not cumulate with other leading positions in the Academy.

(2) The Department Director is elected by the universal, direct and secret ballot of tenured teaching staff and tenured assimilated teaching staff within the Department, at the same meeting as the Department Council is elected.

(3) The election session is considered to be valid if at least 75% of the tenured teaching staff and tenured assimilated teaching staff within the Department are present.

(4) If the quorum is not met, a new election session will be scheduled, which will be held regardless of the number of those present.

Art. 19. Elections for the position of Department Director are open to tenured teaching staff and tenured associated teaching staff from the Department.

Art. 20. The election of the Department Director shall be carried out by a simple majority of the votes validly cast.

Art. 21. (1) The mandate of the Department Director is 4 years and starts from the date of appointment by the SRI leadership, following validation of the University Senate and in compliance with the provisions of Art.19. Until the new Department Director takes over, the management activity shall be exercised by the Director-in-office at the time of the elections or by the person designated by the Dean, if the position is vacant.

(2) The position of Department Director is lost as a result of the cessation of activity in the academic community or upon request.

(3) Dismissal from office as a managerial act can take place at the same level as the appointment was approved, following the assessment made by the Dean, with the approval of the University Senate.

Art. 22. (1) The election process of the Department Director shall be initiated in the following situations:

- a) in general elections, by the University Senate;
- b) upon vacancy, by the Rector.

(2) The election of Department Directors shall take place in the same ballot as the election of the members of Department Councils.

Art. 23. (1) Applications shall be submitted to the Faculty Secretariat.

(2) At the end of the deadline for the submission of applications, the lists of candidates shall be sent to the Electoral Office of the Academy (EOA), in order to make the ballot papers.

Art. 24. (1) Candidates shall be entered on the ballot papers in alphabetical order.

(2) The election session is considered to be valid in the presence of at least the simple majority of the number of tenured teaching staff and tenured assimilated teaching staff in the Department.

(3) If the quorum is not met, a new election session will be scheduled, which will be held regardless of the number of those present.

Art. 25. The position of laboratory chief within the departments or within the faculties shall be filled in accordance with the provisions of the Career Guide in the Romanian Intelligence Service.

CHAPTER IV
Organizing and conducting elections for Faculty Councils, Department Councils and Department Directors in ANIMV

Section 1
Responsibilities of the Electoral Office of the Academy

Art. 26. (1) The Electoral Office of the Academy (EOA) is hereby set up to coordinate the process of electing and establishing the management structures and positions within the "Mihai Viteazul" National Intelligence Academy.

(2) EOA is appointed by the University Senate and bears full responsibility for organizing and conducting the process of establishing and electing the managerial structures and positions of the Academy.

(3) The constitution of the Electoral Office is recorded in a decision of the University Senate, which represents the act of investing the Office.

(4) EOA consists of 5 members, of which one person with legal training, one representative of the Human Resources structure of the Academy and 2 students (one student from each faculty) is required.

(5) At the first meeting, the members appointed to the EOA shall elect their person from among them, by secret ballot.

(6) The President-elect shall be given responsibility for convening and directing the activities of EOA, requiring the presence of the simple majority of its members for the purpose of the operating quorum.

Art. 27. In order to fulfill its attributions, EOA is responsible for the following actions:

a) Establishing the number of electoral commissions within which the vote will be held, based on proposals received from Faculty Councils in office;

b) Establishing the composition of the electoral commissions, based on the proposals received from the Faculty Councils in office – 3 members will be part of the electoral commissions, of which one student is required;

c) Establishing the voting lists and displaying them at the polling stations, based on the data provided by the Human Resources structure; the voting lists (without the personal identification number) shall be posted at least 5 working days before the voting date;

d) Centralization of applications for the management structures and positions, based on the documents submitted to the Secretariats of the faculties;

e) Forwarding to the electoral commissions of voting lists containing: name of the department/faculty, criterion number, name and surname;

f) Announcement of the location and timing of the electoral process at least 5 working days before the voting date;

g) Registration of ballot papers and their distribution to electoral commissions; the ballot papers shall be secured by the EOA by applying the control stamp;

h) Follows the production by the Logistical structure of ANIMV of the control stamp, the cancelation stamp of the ballot papers and the voting stamps, taking into account the provisions of Art. 27 of the Framework Methodology for the process of constituting and electing the management structures and positions at the level of the institutions in the national higher education system, approved by OMECS No. 3751 of 29.04.2015;

i) Chair of EOA shall distribute the stamps mentioned in the previous paragraph to the

chairpersons of the electoral commissions on the election day, at least 1 hour before the vote;

- j) Verification of the minutes drawn up at the polling stations by the electoral commissions;
- k) Drawing up the minutes recording the election results and sending them to the University Senate for validation.

Section 2

Responsibilities of the Secretariats of Faculties

Art. 28. (1) In order to coordinate the process of election and constitution of the management structures and positions, the Secretariats of Faculties are responsible for the following actions:

- a) Receipt of applications for faculty management structures and position;
- b) Centralization of applications per faculty and their submission to EOA.

Section 3

Responsibilities of the Electoral Commissions

Art. 29. (1) In order to carry out the actual process of election and constitution of the management structures and positions, EOA shall determine the number and composition of the electoral commissions (EC) in accordance with Art. 27, paragraphs a) and b). As a matter of principle, each polling station has an electoral commission.

(2) The composition of the electoral commissions shall be established within 5 working days from the issuance of the ANIMV University Senate Decision on the constitution of EOA.

(3) ECs consist of 3 members, of which a student is required;

(4) The EC chairpersons shall be elected by the members of the respective commissions, in the first meeting after the appointment of the members and the constitution of the commissions.

Art. 30. In order to fulfill their duties, the ECs are responsible for the following actions:

- a) setting up the room for the vote and ensure that the polling station operates as scheduled;
- b) determining the locations of the voting booths;
- c) receiving the voting lists from EOA;
- d) resolving complaints about the accuracy of the lists;
- e) appointing 2 delegates from among their members to collect and transport the ballot papers, the voting stamps, the control stamp, the stamp with the inscription 'CANCELLED' and the ballot box, drawing up a report to this effect;
- f) organizing the actual poll, taking all the necessary measures for its fairness and security;

- g) during the polling, they identify people who come vote and record their participation in the nominal lists, after which they distribute the voting stamp and ballot paper;
- h) counting and centralizing the valid votes cast;
- i) drawing up minutes by management positions and structures for which the election process took place and communicating the results to the EOA for centralization and subsequent validation.

Section 4

Actual conduct of elections

Art. 31. Voting by persons entitled to vote is carried out according to the following procedure:

- a) the person entitled to vote goes to the polling station and identifies himself/herself with the identity card, in the presence of at least 2 members of EC;
- b) EC members record the person's presence on the nominal list and hand him/her, under his/her signature on the nominal list, the ballot paper and the voting stamp;
- c) the person entitled to vote verifies that the ballot paper bears the EC control stamp and that there are no other inscriptions or stamps affixed that could lead to the annulment of the vote;
- d) in the voting booth, individually, the person entitled to vote expresses his/her option by applying the voting stamp in one of the boxes on the ballot paper;
- e) the person entitled to vote folds the ballot paper and introduces it into the ballot box intended to collect them;
- f) the person entitled to vote returns the voting stamp to the EC members and leaves the polling station.

Art. 32. Persons entitled to vote may lodge written objections to voting operations, which they shall submit in duplicate to the Chairperson of the EOA. After the EOA Chairperson has recorded, under signature, the manner of settlement and stamped it with the control stamp of the polling station, a copy of the appeal shall be returned to the contestant.

Art. 33. (1) The vote shall be deemed valid if the voting stamp is applied only once for a single candidate within the candidate's box. In case of elections for the management structures, the vote shall be deemed valid if the stamp was applied once inside the box of each of the elected candidates (but not more than the representation quota of the structure or than the maximum number of members in the Department Council, other than the Department Director).

(2) Ballot papers for electing management structures will be void if:

- a) the voting stamp is not applied to any candidate;
- b) the voting stamp is applied to more candidates than the representation quota of the structure;
- c) the ballot paper contains drawings, signs or inscriptions made by voters;
- d) the stamp is not affixed in the place mentioned in paragraph (1);
- e) the ballot does not contain the Commission's control stamp.

Art. 34. (1) Elections are valid if at least a simple majority of all tenured teaching staff and tenured assimilated teaching staff participate in the vote.

(2) When the condition in paragraph (1) is not met, a new ballot shall be held, no later than one week after the first ballot has been completed.

(3) For the second round of elections the turnout is no longer a validation criterion.

Art. 35. (1) Candidates are declared elected in descending order of the number of 'yes' votes, within the limit of the number of seats for each structure.

(2) If there is a tie for the last placed eligible seats, a new ballot will be held in which only these candidates will participate.

(3) After the second round of elections candidates with the highest number of valid votes cast for the remaining number of seats will be declared elected.

Art. 36. In the event of reported and proven election fraud, the EOA shall order, within 3 calendar days, the resumption of the entire procedure for the organization and conduct of elections, in accordance with the provisions of this methodology.

Section 5

Determining the election results

Art. 37. (1) Immediately after the vote is over, the EC Chairperson, in the presence of members of the Commission, shall seal the ballot box and cancel the ballots which have not been used. The cancelation is done by applying the 'CANCELLED' stamp.

(2) After the voting procedure is concluded, the valid votes cast shall be counted and validated.

(3) The members of the polling stations commission shall participate in all operations necessary for the counting of votes.

(4) The number of cancelled ballots shall be recorded separately in the minutes drawn up in accordance with the Annex No. 4.

(5) All the voters in the voting tables who participated in the ballot shall be counted and their numbers entered in the appropriate sections of the minutes.

(6) The used ballots, as shown in the electoral roll, are added to the unused ballots that have been cancelled. Their sum, which must correspond to the number of ballots received at the polling station, shall be recorded in the minutes. If their sum is other than the number of ballots received, the reason for the difference shall be stated in the minutes, taking into account the complaints submitted to the EOA.

(7) The EC Chairperson reads, out loud, at the opening of each ballot, the option voted on and shows the ballot to those present. On the standard form drawn up by EOA, one of the EC members, assisted by at least one member of the commission, shall record the option voted on resulting from the reading of each ballot.

(8) Ballot papers which do not bear the EOA control stamp, ballots in a format other than that approved or to which the stamp is applied under conditions other than those laid down in Article 31, shall be deemed to be null and void. These ballots shall not be counted against the valid votes cast.

(9) If there are ballots for which there are different views on the validity of the vote, the opinion of the majority of the EC members shall be taken into account.

- (10) Ballots that do not have the 'VOTED' stamp are blank ballots. Such ballots shall not be counted against the valid votes cast.
- (11) The result shall be recorded in separate tables, for which minutes shall be completed in two original copies.
- (12) The minutes shall be signed by the EC Chairperson as well as by the members of the EC and shall bear the control stamp.
- (13) Each EC member is entitled to a copy of the minutes signed by the EC Chairperson and the other members of the electoral commission.
- (14) During the voting operations and the opening of the ballot boxes, appeals can be submitted regarding these operations. Any person involved in the voting process has the right to make reasoned objections. These are resolved ad-hoc by the EOA Chairperson.
- (15) Appeals are submitted to the EOA Chairperson. They shall be made in writing, in two copies, one of which, signed and stamped by the Chairperson, shall remain with the objector.
- (16) The EOA Chairperson shall decide immediately on the appeals whose resolution cannot be delayed.
- (17) A file shall be drawn up containing: the original minutes, appeals concerning EC electoral operations, valid ballots, null and void ballots and contested ones, the standard forms used in calculating the results as well as the electoral lists used in a polling station.
- (18) The EC Chairs, accompanied by two persons, chosen by drawing lots from the members of the Office, shall hand over the files drawn up in accordance with paragraph (20), sealed and stamped, at the premises of EOA, not later than 6 hours after the end of the voting process.
- (19) Used ballots, unused and cancelled ballots, and polling station stamps are handed over to the EOA, which, in turn, shall hand them over to the Human Resources structure for archiving. The retention period is 5 years.
- (20) Receipt-delivery of the files specified in paragraph (21) shall be carried out on the basis of minutes between the Chair of the EC and the Chair of EOA, drawn up in accordance with Annex No. 6.
- (21) EOA verifies the data recorded in the minutes of the polling station (EC) and the findings are registered in a report, drawn up in duplicate, in accordance with Annex No. 5.
- (22) Following the validation of the elections, the EOA shall send a copy of the minutes referred in paragraph (24), together with a copy of the minutes of the EC, to the structure for which the elections were held, in order to initiate the approval process and, subsequently, the validation of the elections result.

CHAPTER V
Final provisions

Art. 38. (1) Any interference or attempted interference with the freedom of decision is prohibited.

(2) Persons who attempt to influence in any way the participants in the vote, the voting procedure or the outcome of the vote violate the rules of the Code of Ethics and Deontology and bear the consequences of non-compliance.

(3) Persons over whom an attempt has been made to exert influence as specified in paragraph (2) or who have become aware of the attempted influence and have not reported it to the Ethics Commission shall be jointly liable with those who have attempted to influence.

Art. 39. To streamline the activities, as well as to carry them out in optimal conditions, within the limits provided for in the calendar approved by the University Senate, the EOA is entitled to adopt the measures deemed necessary.

Art. 40. If the outcome of the election process is affected, the election process is resumed. If there are candidates among the persons involved in affecting the outcome of the election, they will no longer have the right to stand for election.

Art. 41. The outcome of the elections for the appointment of the representatives of the tenured teaching staff and of the tenured assimilated teaching staff, as well as of the students, shall be recorded by decisions of the Department Councils, respectively of the Faculty Councils and shall be validated by the University Senate.

Art. 42. (1) Membership in the Department Council or Faculty Council is lost as a result of the cessation of activity in the academic community or upon request.

(2) In the event of a vacancy in a management structure or in a management position filled by elections, partial elections shall be held, in accordance with the provisions of this methodology, within 3 months from the date of the vacancy.

Art. 43. (1) This methodology shall enter into force on the date of its approval by the University Senate.

(2) The modification of the content of the methodology shall be carried out only with the approval of the University Senate, in accordance with the law.

ANNOUNCEMENT

On _____ an election session will be held
for the position of _____.

Eligible to apply are the tenured teaching staff and tenured associated
teaching staff within the

Applications shall be submitted by _____

Date of the posting of applications: _____

CHAIR OF THE POLLING STATION NO. _____

(Name and surname) _____

ANNOUNCEMENT

For the election of _____, which will
take place on _____,

THE FOLLOWING HAVE APPLIED:

_____;

The election session is held in room _____, starting at
_____.

The elections are open to all tenured teaching staff and tenured
assimilated teaching staff of the _____.

SECRETARY _____

(Name and surname) _____

BALLOT PAPER FOR THE ELECTION OF _____	
<p>NAME _____ SURNAME _____</p>	<p>NAME _____ SURNAME _____</p>
<p>NAME _____ SURNAME _____</p>	<p>NAME _____ SURNAME _____</p>

NOTE:

- names and surnames of the candidates shall be alphabetical, left to right, top to bottom;

**“Mihai Viteazu”
National Intelligence Academy
ELECTORAL COMMISSION OF THE POLLING
STATION**

MINUTES

Of recording the outcome of the elections for _____ organized at
the level of _____, on _____

- a. total number of voters provided in the existing electoral lists in the polling station:
_____;
- b. Total number of voters who went to the polls, enrolled in the existing electoral lists in
the polling station: _____;
- c. Number of ballots received by the electoral office of the polling station: _____;
- d. Number of unused and cancelled ballots: _____;
- e. Total number of valid votes cast: _____;
- f. Number of null votes: _____;
- g. Number of blank votes: _____;
- h. Number of valid votes cast for each candidate, of which:
total number of valid votes cast for the candidate _____
_____;
total number of valid votes cast for the candidate _____;
-
- i. brief presentation of the content of appeals and how they are to be resolved, as well as
the appeals submitted to the electoral office of the polling station:

Chair of the Electoral Commission of the polling station

(Name, surname and signature)

Members of the Electoral Commission of the
polling station:

(Name, surname and signature)

(Name, surname and signature)

(Name, surname and signature)

**“Mihai Viteazul”
National Intelligence Academy
ELECTORAL OFFICE OF THE ACADEMY**

MINUTES

**of delivery-receipt of the files with the results of the elections for
_____organized at the level of_____, on
_____**

These minutes are concluded between _____the Chair of
the polling station No. _____ and _____ the Chair of
the Electoral Office of the Academy, for the delivery-receipt of the file/files containing the
results of the elections for _____organized at the level of_____,
on _____

Concluded today, _____,

Delivered by,

Chair of the Electoral Commission of
the polling station No. ____

Received by,

Chair of the Electoral Office of
the Academy

REGISTRATION DOCUMENTS

a. For the position of department director

1. **Declaration of intent** (annex No. 10)
2. Europass **CV**, accompanied by a list of works;
3. **Declaration**, on the candidate's own responsibility, indicating the incompatibility situations stipulated by the Law of National Education no. 1 of 2011 and the Code of Ethics and Deontology, in which the candidate would be in case of winning the contest or the absence of such incompatibility;
3. **Declaration**, on the candidate's own responsibility, that he/she is not subject to disciplinary sanctions for breaches of academic ethics or good conduct in scientific research;
4. Other documents certifying the experience and the teaching, scientific and managerial performances.

b. For the position of department / faculty council member

1. **Declaration** of intent (annex No. 10)
2. Europass **CV**, accompanied by a list of works;
3. Other documents considered relevant by the candidate.

Note: All copies will be certified for conformity by the candidate.

SELF-DECLARATION

The undersigned, _____, born on _____ in [place of birth] _____
_____, county of _____, residing in
_____, street No. _____, street name _____,
county of _____, identified by I.D. card series _____, No. _____, issued by
_____,
date of issue _____, residing in the county of _____
_____, in the village/town/city of _____, street No.
_____, street name _____, building No. _____, entry No. _____
_____, ap. No. _____, sector No. _____,
postal code _____, telephone No. _____, email _____
_____, candidate for the
position of department director for the Department of _____
_____ from the Faculty of _____
_____ within the "Mihai Viteazul" National Intelligence Academy for
the mandate of _____, knowing the provisions of
Art. 326 of the New Penal Code on false declarations and the provisions of Art. 295,
paragraph (4) of the Law of National Education no. 1 of 2011, according to which *it is prohibited for spouses, relatives and relatives up to and including the third degree to hold at the same time positions in which one of them is in a position of management, control, authority or direct institutional evaluation at any level in the same University*, as well as of Art. 295, paragraph (5) of the Law of National Education no. 1 of 2011 I hereby declare that I am not in any situation of incompatibility/conflict of interest under Art. 295, paragraph (4) of the Law of National Education No.1/2011, with the subsequent amendments and additions.

Name and surname: _____ Signature: _____

Date: _____

SELF-DECLARATION

The undersigned, _____, born on _____ in [place of birth] _____
_____, county of _____, residing in __, street No. __,
street name _____, county of _____,
identified by I.D. card series __, No. _____, issued by _____
_____, date of issue __, residing
in the county of _____,
in the village/town/city of _____, street No. __ street
name _____, building No. _____, entry No. _____, ap.
No. _____, sector No. _____, postal
code _____, telephone No. _____, email _____
_____, candidate for the
position of department director for the Department of _____
_____ from the Faculty of _____
_____ within the "Mihai Viteazul" National Intelligence Academy for
the mandate of _____.

I hereby declare on my own responsibility that I am not subject to disciplinary sanctions for breaches of academic ethics or good conduct in scientific research.

Note: I understand that any omission or misstatement of information is punishable under the law (Art. 322 on forgery in documents under private signature of the Penal Code).

Name and surname: _____ Signature: _____

Date: _____

Annex No. 9

**Timetable for the organization and conduct of elections for
Faculty Councils, Department Councils, Department Director**

Crt. No.	The Activity	Term
1.	The EOA establishes the number of electoral commissions in which the elections shall take place, based on the proposals received from the Faculty Councils in office.	within 5 working days from the issuance of the ANIMV University Senate Decision on the constitution of EOA
2.	The EOA establishes the composition of electoral commissions based on the proposals received from the Faculty Councils in office.	within 5 working days from the issuance of the ANIMV University Senate Decision on the constitution of EOA
3.	Establishing the voting lists and displaying them at the polling stations, based on data provided by the Human Resource Structure; posting of the voting lists (without personal identification number)	at least 5 working days before the voting date
4.	The EOA announces the location and timing of the electoral process.	at least 5 working days before the voting date
5.	Submission of applications to the Secretariats of the Faculties	within 4 working days before the scheduled election date
6.	The Faculty Secretariats draw up the list of candidates who applied and submit it to the EOA	at the end of the deadline for the submission of applications
7.	The EOA validates applications and communicates the list of candidates.	within 3 working days before the election date
8.	Submission of possible appeals by non-validated candidates	within 2 working days before the election date
9.	The EOA resolves any appeals filed by the non-validated candidates The EOA communicates the final lists of candidates and sends the names for printing the ballot papers.	within 1 calendar day before the receipt of appeals
10.		
11.	The EOA Chair distributes the voting stamps to the Chairs of The Electoral commissions on the election date	On election day
12.	The conduct of elections	
13.	The Electoral Commissions draw up the minutes and transmit them to the EOA The EOA announces the election results.	within 2 working days after the end of the voting process
14.	Submission of possible appeals commandant the conduct and outcome of the elections	within 1 working day after the results of the elections have been communicated
15.	The EOA resolves any possible appeals regarding the conduct of the elections and communicates the final results of the elections	within 1 working day from the receipt of the appeals
16.	The EOA transmits the election results to the Senate	
17.	Transmission of the election results to the RIS leadership.	

DECLARATION OF INTENT

The undersigned holding the office/position of within the Faculty of, hereby submit this file to apply for the position of:

Member of the Department Council

Member of the Faculty Council

Director of the Department of

I declare on my own responsibility the following:

1. I fulfill all the legal provisions stipulated by the legislation in force for applying for the above-mentioned position;
2. I am not in conflict of interest, namely:
 - a. Spouse or relatives up to and including the fourth degree are not included in the management structures of ANIMV, in positions above or below the position for which I am applying;
 - b. Spouse or relatives up to and including the fourth degree are not tenured teaching staff in the department for which I am applying;
 - c. I do not hold a management position and/or I am not part of management structures in other universities;
 - d. I am not in any other conflict of interest situation stipulated by the legislation in force. If the conflict of interest arises after the validation of the election result, within 7 days after the conflict arises, I am obliged to resign from the management position, formally notifying the management / Senate of ANIMV.
3. I am not in any of the situations of incompatibility stipulated by the legislation in force.
4. I agree with the publication of the application documents on the www.animv.ro website.

I attach: (see Annex No. 6)

Date

.....

Signature

.....