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	METHODOLOGY FOR THE ORGANIZATION AND CONDUCT OF THE ELECTIONS FOR STUDENTS' REPRESENTATIVES IN THE SENATE, BOARD OF TRUSTEES, FACULTY COUNCIL AND THE COMMISSION FOR EVALUATION AND QUALITY ASSURANCE (CEAC) WITHIN "MIHAI VITEAZUL" NATIONAL INTELLIGENCE ACADEMY	Pages: 8	
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METHODOLOGY

For the Organization and Conduct of the Elections for Students' Representatives in the Senate, Board of Trustees, Faculty Council and the Commission for Evaluation and Quality Assurance (CEAC) within “Mihai Viteazul” National Intelligence Academy

Code: ANIMV-ASTUD-01

(in force since: 24.02.2022)

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LEGAL BASIS

- Law on National Education No. 1/2011 as subsequently amended and supplemented; Order No. 3666/30.03.2012 on the approval of the Student's Rights and Obligations Code;
- G.D. No. 206/1995 on the Organization and Functioning of "Mihai Viteazul" National Intelligence Academy;
- Government Emergency Ordinance No. 75/2005 on Education Quality Assurance, with the subsequent amendments and supplements;
- Government Emergency Ordinance No. 41/2016 on the Establishment of Simplification Measures within Public Institutions and for the amendment and completion of certain regulatory acts, with the subsequent amendments and supplements;
- Order No. 3751/2015 for the approval of the Framework Methodology for the Process of Establishing and Electing the members of the Management Structures and the Management Positions within the national higher education system;
- University Charter of "Mihai Viteazul" National Intelligence Academy;
- Decisions of the ANIMV Senate;
- Internal regulations of the Romanian Intelligence Service.

Chapter 1

GENERAL PROVISIONS

Article 1. (1) This Methodology establishes the procedure for the election of students' representatives enrolled at "Mihai Viteazul" National Intelligence Academy, hereinafter referred to as ANIMV, in order to support and defend students' rights and interests in full respect of the principle of representativity as stipulated by the Law on National Education No. 1/2011, with the subsequent amendments and supplements.

Article 2. (1) The election of the students' representatives in the management forums of the ANIMV – the Senate, the Board of Trustees, the Faculty Council and the Commission for Evaluation and Quality Assurance (CEAC) – is made by secret, universal, direct vote in the conventional way, on ballot or by electronic vote.

(2) The elected students are, by law, legitimate representatives of students' interests, for each academic community.

(3) The management of the Academy shall not interfere with the organization of the election of students' representatives in the management forums of ANIMV.

Article 3. The period to conduct the election of students' representatives in the management forums of ANIMV shall be set according to the operational procedures established for each management structure.

Article 4. For the management structures of ANIMV students' representatives shall be elected as follows:

- *The Senate of the Academy*: 3 students;
- *The Board of Trustees Council*: 1 student;
- *The Faculty Council*: 2 students;
- *The Commission for Evaluation and Quality Assurance (CEAC)*: 1 student;

Chapter 2

THE ACTIVITY OF THE STUDENTS' REPRESENTATIVES

Article 5. (1) The students' representatives carry out activities to promote and defend students' rights and interests that are not in contradiction with the regulations, the laws in force and the rights of the majority.

(2) Students' representatives in the management structures have the following rights:

(a) To be timely informed by the secretary of the management structure about the day, the time and the location of the meetings, the agenda, the regulations and methodologies projects under debate;

(b) To exercise the right of voting.

(3) Students' representatives in the management structures have the following obligations:

(a) To take part in the meetings of the management structures they were elected in;

(b) To promote the interests of the students, and to make proposals for the good conduct of the educational and training process;

(c) To communicate to the students the decisions adopted by the management structures;

(d) To make proposals for the update of the procedures, regulations, and methodologies that influence the professional activity of the ANIMV students.

Article 6. (1) It is forbidden to exert influence on students' representatives in management structures in relation with their opinions and the decisions they take during their activity of representing and also to demand a justification for the vote they give during the meetings.

(2) In case of breaking article 6 (1), students' representatives in management structures have the duty to refer the matter to the Academic Ethics Commission.

Chapter 3

CONDUCTING THE ELECTION OF THE STUDENTS' REPRESENTATIVES

Article 7. (1) Within ANIMV, the *Election Commission* consists of 3 members, one of which is the chairman. Moreover, the logistic support for the Election Commission is provided by a non-voting secretary.

(2) The composition of the Election Commission is established by the Electoral Office of the Academy and is stipulated in the Order of the Day of the Unit (OZU).

(3) The composition of the Commission shall include 2 students, one for each faculty, each of them assigned by the dean of the faculty where they are enrolled.

(4) The Chairman of the Election Commission runs its entire activity.

Article 8. The Election Commission has the following responsibilities:

(a) It is responsible for the efficient organization and conduct of the elections for the students' representatives;

(b) It makes the announcement on the electronic bulletin board of the Academy regarding the organization of the elections;

(c) Two days before the elections take place, they ask the Academy Secretariat for the list of eligible students, enrolled in the Academy's educational program;

(d) It elaborates the lists of candidates and publishes them on the electronic bulletin board at least 3 days before the elections;

(e) It elaborates and posts on the electronic bulletin board of the Academy the calendar of the elections (Annex no. 1);

(f) In case of a conventional vote system it prepares the ballots that will be multiplied with the help of the ANIMV Library and the ANIMV Publishing House;

(g) It checks the number of ballots and the correctness of the data written on the ballots;

(h) It checks the ballot box and seals it with the seals of 2 members;

(i) It checks the voting stamps;

(j) It checks the voting booth;

(k) It provides the necessary materials for the smooth running of the voting process, according to the calendar of the elections;

(l) It carries out any other necessary activity for the proper organization of the voting process;

(m) It opens and closes the polling station at the set time;

(n) It checks the identity of each voter based on each person's ID and checks their names on the voting lists;

(o) It offers the ballot and the stamp to the voter;

(p) It takes care that after the voting process the ballots are introduced into the ballot box and gives back the ID after having received the stamp;

- (q) It unseals the ballot box after the polling section is closed;
- (r) It checks each ballot, separates the valid ballots from the invalid ones and determines the number of votes obtained by each candidate.

Article 9. (1) Students' candidacies are submitted directly on place or by e-mail at the electronic address, during the period of time established by the Election Commission and are registered according to ANIMV internal procedures (Annex no. 2).

(2) The following students cannot candidate:

- a) Students who were sanctioned for breaking the rules of academic and/ or professional behavior, according to national law.
- b) Students who do not have security clearance to access classified information.
- c) Students who do not follow the procedure for candidacy established by the Election Commission.

(3) The candidates invalidated by the Election Commission may appeal, and a solution will be given before the beginning of the elections (according to Annex no.1).

Article 10. (1) In case of a conventional system, based on ballots, the voting will take place by putting the voting stamp on the ballot inside the frame with the name of each candidate whom the voter wants to elect.

(2) The stamp is inscribed with "VOTED".

(3) A ballot is invalidated after voting if:

- a) The voting stamp was not applied;
- b) On the ballot there are more voting stamps than the number of positions for which the elections are held;
- c) The voting stamp was put either outside the frames or more than once in the same frame;
- d) If on the ballot any other marks or graphic signs are visible except for "VOTED".

Article 11. (1) In case of electronic vote, the time available for voting will be 8 hours, by means of a system that ensures the secrecy of the vote.

(2) The elections are considered valid irrespectively of the number of students who vote.

Article 12. (1) The student who obtained the largest number of votes is assigned to be part in the management structures.

(2) If two or more candidates get the same number of votes, to break the tie, the average at the admission to the first year is taken into consideration. If there is still the case of a tie between the candidates, the Election Commission will draw lots to choose a students' representative in CEAC, from the candidates in that tie.

Article 13. (1) After having completed the voting procedure, the Election Commission shall count the votes obtained by each candidate and shall post the results on the electronic bulletin board.

(2) The Election Commission shall write the final result of the vote in a report that shall be registered at the Academy Secretariat.

(3) Any possible appeals will be submitted to the Election Commission in a 24-hour time after posting the results of the vote. The Commission shall examine the

appeals and shall adopt a decision within 24 hours after the deadline for submitting the appeals.

Article 14. (1) The ANIMV Senate validates the results of the elections based on the report written by the Election Commission, sent to the BEA.

(2) The report is signed by the chairman and by the members of the Commission as well as by the secretary of the Commission and it is registered according to the internal regulations.

Article 15. (1) The office of students' representative in the management structures ceases:

- a) By right, at graduation;
- b) By resignation;
- c) By dismissal, for duly justified reasons, by decision of the ANIMV Senate.

(2) The elections for establishing the management structures are organized within 30 days after the beginning of every academic year or whenever necessary, within 30 days after a position becomes vacant.

Chapter 4

FINAL PROVISIONS

Article 16. (1) This Methodology shall apply to all ANIMV students.

(2) The obligation to comply with this Methodology falls also upon the students as well as upon the academic and research staff.

Article 17. This Methodology shall entry into force once it is approved by the ANIMV Senate and it replaces the former review of August 6, 2021.

The Agenda for the Organization and Conduct of the Election for Students' Representatives in _____

No.	Activity	Deadline
1.	The establishment of the Election Commission	The Election Office of the Academy establishes the composition of the Election Commission
2.	The Commission decides upon the date of the election and submits it for posting on the electronic bulletin board / or to the students by electronic means of communication	Within five working days before the date set for the elections
3.	The submission of the students' candidacies	Within 4 working days before the date set for the elections
4.	The commission validates the candidacies and posts the list of candidates on the electronic bulletin board or communicates it by electronic means	Within 3 working days before the date set for the elections
5.	Submitting appeals of invalidated candidates, as the case may be	Within 2 working days before the date set for the elections
6.	The Commission decides upon the possible appeals submitted by the invalidated candidates	One working day before the date set for the elections
7.	Conducting the elections	At the date set and posted
8.	The Commission counts the votes and writes the report on the conduct and the results of elections, as well as posting/ communicating the results to the students	Within 2 working days since the conclusion of the voting process
9.	Submitting possible appeals regarding the way the elections took place or their results	One working day from the posting / communication of the report to the students
10.	The Commission decides upon the possible appeals regarding the way the elections took place	Within 2 day-time from registering the appeals
11.	Communicating to the BEA the result of the elections and the report of the Election Commission	Within 2 days from the date of concluding the elections or from the solving of the appeals – as the case may be

**To the Election Commission for the Organization and
Conduct of the Elections for _____**

I, the undersigned, _____, student in the _____ year,
group no. _____, enrolled in the educational program of _____
request to be enlisted as a candidate for students' representatives in _____.

Date _____

Signature,