

ROMANIA
ROMANIAN INTELLIGENCE SERVICE
"MIHAI VITEAZUL"
NATIONAL INTELLIGENCE ACADEMY

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Single copy

No. 254296 of 10.04.2025

APPROVED
President of the ANIMV Senate

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METHODOLOGY
for organising and conducting elections for the
establishment of the Scientific Council at
the "Mihai Viteazul" National Intelligence Academy

Approved at the meeting of the Senate of the "Mihai Viteazul" National Intelligence Academy on 09.04.2025

-Bucharest, 2025-

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LEGAL BASIS

- *Higher Education Law No. 199/2023, as amended and supplemented;*
- *Law No. 183/2024 on the status of research, development and innovation personnel;*
- *University Charter of the "Mihai Viteazul" National Intelligence Academy, Bucharest;*
- *Regulations governing the organization and functioning of the Scientific Council of ANIMV.*

Chapter I

GENERAL PROVISIONS

Art. 1. This methodology establishes the procedures applicable within the "Mihai Viteazul" National Intelligence Academy (ANIMV) for the establishment of the Scientific Council of ANIMV (hereinafter referred to as CS ANIMV or the Council).

Art. 2. The principles underlying the establishment of procedures for the constitution of the CS ANIMV are as follows:

- a) the principle of legality;
- b) the principle of university autonomy;
- c) the principle of academic freedom;
- d) the principle of transparency;
- e) the principle of quality assurance;
- f) the principle of respecting the rights and freedoms of members of the university community;
- g) the principle of respect for ethical and professional standards.

Art. 3. The Council consists of:

a) 5 appointed members: the Director of CSUD, the Director of the Intelligence and Security Doctoral School, the Director of INSI, the Dean of the Faculty of Intelligence Studies and the Dean of the Faculty of Intelligence;

b) 2 elected members: the representative of scientific researchers within INSI and the representative of the university teaching staff from the Faculty of Intelligence Studies and the Faculty of Intelligence.

Art. 4. The Council's term of office is 5 years.

Art. 5. The appointment of the CS ANIMV is made by decision of the Rector of ANIMV, which is recorded in the Unit Daily Order

Chapter II

ORGANISATION OF ELECTIONS

Art. 6. The establishment of the CS ANIMV and the determination of the persons to be appointed to it as a result of the organization of elections will be carried out in accordance with the legal provisions in force and this Methodology.

Art. 7. Elections for the CS ANIMV will normally be held within three months of the start of the Rector's term of office.

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Art. 8. (1) The announcement regarding the organization of the elections will be published on the Academy's local network and/or on the notice board, by the Secretary of the CS ANIMV, at least 15 working days prior to the election day.

(2) Applications will be submitted to the Secretary of the CS ANIMV at least 10 working days prior to the election day.

(3) Applications for the status of elected CS ANIMV member will be validated by an Analysis and Validation Committee appointed by the Rector. The Analysis and Validation Committee of applications for the CS ANIMV will consist of three members, one of whom will be the Secretary of the CS ANIMV, who will assist the Analysis and Validation Committee from an administrative point of view.

(4) To be a member of the Analysis and Validation Committee, a university teacher/scientific researcher from ANIMV must submit a letter of intent to the Secretary of the CS ANIMV.

(5) In order to apply for CS ANIMV membership, a university lecturer/scientific researcher at ANIMV must submit an application file to the CS ANIMV secretary, containing: a letter of intent, a CV attesting to their scientific interests and scientific research activity within ANIMV, their teaching or scientific degree, as well as a copy of their doctoral diploma and documents proving their outstanding scientific achievements in their fields, with national and international¹ visibility, as well as their experience in research or education management²

(6) Applications are validated within 24 hours of their submission, during the meeting of the Analysis and Validation Committee;

(7) The decision is communicated to candidates within 24 hours of validation by the Secretary of the CS ANIMV.

(8) Applications will be announced on the ANIMV local network and/or on the notice board, by the Secretary of the CS ANIMV, within 24 hours of validation.

Art. 9. (1) The election of the CS ANIMV members referred to in Art. 3(b) will be by secret ballot, cast directly.

(2) Scientific researchers and tenured university teaching staff at ANIMV are entitled to vote. The voting lists for each constituency will include persons entitled to vote within ANIMV and will stipulate their surname, first name, and scientific degree/teaching degree.

(3) The representative of the scientific researchers from INSI will be elected by the scientific researchers from INSI.

(4) The representative of the university teaching staff will be elected by the tenured university teaching staff in the Faculty of Intelligence Studies and the Faculty of Information.

(5) An Electoral Commission consisting of three members – one of the deans, the director of INSI and the secretary of CS ANIMV (for administrative support) – will be appointed by decision of

¹ Author of at least two articles and scientific studies published in prestigious national and international journals and publishing houses in the field of security and intelligence studies

² Author of at least two articles and scientific studies published in prestigious national and international journals and publishing houses in the field of security and intelligence studies.

the Rector to organize the elections.

Art. 10. (1) The lists of ANIMV members running for election to the ANIMV Scientific Council will be made public at least 48 hours before the date set for the elections, in accordance with the election calendar.

(2) The lists of persons within ANIMV who are standing for election will be drawn up in alphabetical order of the candidates.

Chapter III

THE CONDUCT OF ELECTIONS

Art. 11. (1) Elections will be organized and conducted in rounds of voting, in accordance with the principles of universal, direct and secret voting, through the participation in the vote of persons with voting rights within ANIMV who will be registered on the voting lists for the two constituencies:

- I.** The National Institute for Intelligence Studies (INSI);
- II.** ANIMV educational structures (Faculty of Intelligence Studies and Faculty of Intelligence).

(2) Elections in a round of voting will be validated if at least half plus one of the total number of persons registered on the voting lists in each constituency have participated in the vote (simple majority required).

Art. 12. (1) The persons within ANIMV who receive the most valid votes in each constituency will be proposed for validation.

(2)) In the event of a tie for the highest number of valid votes cast in a constituency, the Electoral Commission will organize a new round of voting. Voting will continue until a winning candidate is designated.

Art. 13. The election calendar will be drawn up by the Electoral Commission and will include all the stages and deadlines for carrying out the activities necessary to determine the persons proposed for membership of the CS ANIMV (model in Annex 1).

Art. 14. The election calendar may only be modified by the Electoral Commission, and any modification will be communicated to all persons involved in the election process.

Art. 15. The elections will be validated with the approval of the ANIMV Senate for:

- a)** the process of appointing the members referred to in Art. 3, paragraph a);
- b)** the election process for the members referred to in Art. 3, paragraph b), representatives of university teaching staff and scientific researchers.

Chapter IV

RESOLUTION OF DISPUTES

Art. 16. (1) An appeal against the decision to invalidate a candidacy may be filed by the candidate within 1 working day of receiving the decision of the Analysis and Validation Committee.

(2) The outcome of the appeal will be communicated to the appellant within 1 working day of

receipt of the appeal.

(3) An appeal against the conduct of the election process may be lodged by any member of the ANIMV academic community regarding the application of this Methodology in the voting process and may be submitted to the Electoral Commission within a maximum of 48 hours of the end of the election process.

(4) The Electoral Commission will resolve the complaint referred to in point (3).

(5) The petitioner will be notified of the outcome of the appeal by the Electoral Commission within 24 hours of its resolution.

Chapter V BALLOT PAPER

Art. 17. The ballot paper is the printed form through which the right to vote is exercised.

Art. 18. (1) Voting is done by applying the voting stamp on the ballot paper, inside the box corresponding to the name of the chosen candidate; the stamp reads "VOTED".

(2) A ballot paper will be cancelled (after voting) if:

a) there is no mark from the voting stamp;

b) there are more marks from the voting stamp on the ballot paper than the number of seats for which the election is being held;

c) the voting stamp has been applied outside the boxes or two or more times in the same box;

d) if any other inscriptions, graphic symbols, etc. appear on the ballot paper, except for the "VOTED" stamp.

Art. 19. (1) The Electoral Commission will perform the following operations before the opening of the polling station:

a) check the number of ballot papers, the constituency and the names of the candidates corresponding to the round of voting;

b) check the voting lists by constituency and prepare the copy on which voters will sign after casting their vote;

c) check the ballot boxes by constituency and seal them with the seals of two members;

d) check the voting stamps;

e) check the voting booths;

f) provide the materials necessary for the smooth running of the vote throughout the entire period of operation of the polling station, in accordance with the election calendar;

g) carry out any other activity necessary for the proper organisation of the voting process.

(2) The Electoral Commission carries out the following operations during the voting period:

a) opens and closes the polling station at the appointed time;

b) verifies the identity of each voter and retains their identity document for the duration of their voting;

c) identifies the voter on the voting list and witnesses their signature in the space provided for this purpose on the voting list;

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- d)** distributes the ballot paper to the voter according to the constituency to which they belong, depending on their status (teacher/tenured researcher);
- e)** distributes the voting stamp to the voter;
- f)** ensures that, after voting, the ballot papers are placed in the ballot box;
- g)** receives the voting stamp from the person who has voted and returns the identity document; h) supervises the voting process.

(3) After the polling station closes, the Electoral Commission carries out the following operations:

- a)** opens the ballot box;
- b)** checks each ballot paper and selects the valid ballot papers;
- c)** writes the word "VOID" on invalid and unused ballot papers in that round;
- d)** determines the number of votes obtained by each candidate;
- e)** completes the official record by constituency, and submits it to the University Senate;
- f)** sends the documents and materials related to the electoral process to the CS ANIMV secretariat for storage and archiving.

(4) The Electoral Commission concludes its activity upon delivery of the documents and materials related to the voting activity to the CS ANIMV secretariat, within a maximum of 5 working days from the completion of the electoral process (including the period for resolving appeals).

Chapter V
FINAL PROVISIONS

Art. 20. The Secretary of the CS ANIMV will submit the election results to the ANIMV Senate for validation at its first ordinary meeting.

Art. 21. This methodology will enter into force on the date of its approval by the ANIMV Senate and repeals the *Methodology for the organization and conduct of elections for the establishment of the Scientific Council of the "Mihai Viteazul" National Intelligence Academy No. 39732 of January 14, 2025.*

ELECTION CALENDAR FOR THE CS ANIMV

-model-

	Stage of the process	Deadline
	Appointment of the Electoral Commission by the Rector	
	Appointment of the Analysis and Validation Committee by the Rector	
	Publication by the Electoral Commission of the announcement regarding the organization of elections	Min. 15 working days before the election date
	Submission of candidacies	Min. 10 working days before the election date
	Validation of candidacies	Max. 24 hours from submission of the application
	Communication of the decision to validate/invalidate the	Max. 24 hours from the decision of the Analysis and Validation
	Submission of appeals regarding the decision to invalidate candidacies	Max. 1 working day from the date of communication of the decision to the candidate
	Communication of the manner of resolving the appeal	Max. 1 working day from the date of submission of the appeal
	Announcement of the list of candidates	Min. 48 hours before the day of the election
	Holding of elections	Day.....
	Submission of complaints regarding the electoral process	Max. 48 hours after the end of the electoral process
	Resolution of the appeal and notification of the petitioner of the solution	Max. 24 hours from the appeal being filed
	Submission of documents and materials resulting from the electoral process to the CS ANIMV secretariat	Max. 5 working days from the date of completion of the electoral process (including the period for appeals)
	The election results are validated at the first ordinary session of the Senate	