



„MIHAI VITEAZUL” NATIONAL INTELLIGENCE ACADEMY

METHODOLOGY FOR ELECTING THE DIRECTOR OF THE DOCTORAL SCHOOL

The methodology was approved at the Senate meeting on 31.01.2024

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Section 1. Legal basis

Art. 1.

This methodology is based on the following documents:

1. Law no. 199/2023 on Higher Education, with subsequent amendments and additions;
2. Order No 6.227 of 5 September 2023 approving the Framework Methodology on the process of determining and choosing the structures and functions of leadership at higher education institutions;
3. Order of M.E.C no. 667/March 28th, 2007 on the basis of which ANIMV was accredited as an Institution Organizing Doctoral University Studies (IOSUD).
4. Regulations on the organization and functioning of CSUD ANIMV;
5. Regulations on the organization and functioning of the ANIMV Doctoral School.

Section 2. General provisions

Art. 2.

- (1) The methodology for electing the Director of the Doctoral School determines the way in which the process of choosing the Director of the Doctoral School is organized and carried out upon finding that the position is vacated.

Art. 3.

- (1) The methodology for electing the Director of the Doctoral School is developed in accordance with the principles established by IOSUD ANIMV regarding the organization and conduct of the selection processes for the leading positions in the university structures:
 - a) quality professional training;
 - b) equal opportunities and the principle of non-discrimination;
 - c) university autonomy exercised responsibly;
 - d) ensuring the quality of doctoral studies;
 - e) consistency in the management of doctoral studies programs;
 - f) transparency regarding information on the organization, functioning, and results of doctoral studies programs.
- (2) The methodology for electing the Director of the Doctoral School is developed by the Council for Doctoral University Studies of ANIMV (hereinafter referred to as CSUD ANIMV), in compliance with the legal provisions in force.
- (3) The methodology for electing the Director of the Doctoral School is endorsed by CSUD ANIMV and approved by the ANIMV Senate.

Section 3. The Director of Doctoral School

Art. 4.

- (1) The Director of Doctoral School is responsible for the management and operational leadership of the Doctoral School. He or she is responsible for developing and implementing curricula, organizational staff positions charts, research and quality management, and supports the IOSUD leadership in the financial management of the Doctoral School. In exercising this position, he or she is assisted by the Doctoral School Council.
- (2) The Director of Doctoral School is appointed from within the doctoral supervisors, on the basis of elections, by universal, direct and secret vote of all doctoral supervisors affiliated to the Doctoral School and tenured members of IOSUD ANIMV, with a permanent employment contract.
- (3) The term of office of the Director of the Doctoral School is 5 years.
- (4) The duties of the Director of the Doctoral School are as it follows:
 - a) chairs the meetings of the Doctoral School Council and is a rightful member thereof;
 - b) coordinates the drafting of the Regulations for the organization and functioning of the Doctoral School, analyzes the final form of the draft and submits it to the Doctoral School Council for endorsement;
 - c) leads the activities of organizing, conducting and administering the doctoral programs in the field of Information and National Security, in accordance with the provisions the *Regulations for the organization and functioning of the Doctoral School*, the *Regulations for the CSUD ANIMV*, and the legislation in force;
 - d) submits for endorsement to the Doctoral School Council for its opinion the *Doctoral study program plan* for each of the provisionally authorized or accredited doctoral study fields for which the Doctoral School ensures the functioning;
 - e) proposes the necessary procedures for the proper conduct of activities specific to the doctoral programs in the Doctoral School, in accordance with the *Regulations for the organization and functioning of the Doctoral School*, the *Regulations for the organization and conduct of the doctoral programs*, the *Regulations for the organization and conduct of the postdoctoral programs*, and the legislative framework in force whose organization and functioning are ensured by the Doctoral School, and submits them to the Doctoral School Council for endorsement;
 - f) conducts internal evaluation activities in the field of doctoral studies in Information and National Security and internal evaluation of the Doctoral School, based on the methodologies in force, and submits *The internal evaluation report of the Doctoral School* to the Doctoral School Council for endorsement;
 - g) ensures that the public, and in particular the candidates for doctoral and post-doctoral programs, organized and run by the Doctoral School, are provided with accurate and complete information;
 - h) ensures that doctoral students and post-doctoral researchers are informed about the content of the doctoral program and the post-doctoral advanced research program, the criteria and procedures for evaluating the results obtained within them;

- i) ensures that the documents and information provided for in the *Regulation for the organization and functioning of the Doctoral School*, in the *Regulation for the organization and conduct of doctoral programs*, in the *Regulation for the organization and conduct of postdoctoral programs* are posted on the animv.ro website;
- j) ensures the prevention and sanctioning of deviations from the norms of academic ethics and integrity and professional research, in accordance with the ANIMV Code of Academic Ethics and Deontology.

Section 4. Organization and conduct of the election process for the Director of the Doctoral School

Art. 5.

- (1) For each process of electing the Director of the Doctoral School, the CSUD ANIMV shall establish, by its own decision, a calendar of activities, at least 30 days before the end of the term of office of the acting Director of the Doctoral School, in the event of an anticipated vacancy of the position, or within a maximum of 30 days from the date of the vacancy of the position of Director of the Doctoral School, in the event of an unanticipated vacancy of the position (Annex DSD01).
- (2) Candidates for the position of Director of the Doctoral School shall submit their intention to run for office, accompanied by a 5- year educational management plan for the Doctoral School, to the CSUD Secretariat, which shall be registered in accordance with the internal rules of ANIMV (Annex DSD02).

Art. 6.

- (1) Candidacies shall be validated by the CSUD Director, who shall verify that the conditions mentioned in paragraphs (2) and (3) are met.
- (2) Doctoral supervisors affiliated with the Doctoral School and tenured staff members of ANIMV holding a permanent employment contract, shall be eligible to apply for the position of Director of the Doctoral School.
- (3) The following persons may not apply:
 - a) Doctoral supervisors who have been academically sanctioned for breaches of academic conduct and/or scientific research conduct rules, in accordance with national legislation;
 - b) Doctoral supervisors who have been disciplinarily sanctioned for breaches of professional conduct rules, in accordance with national legislation;
 - c) Doctoral supervisors who are tenured staff members of ANIMV but who are not affiliated with the Doctoral School;
 - d) Doctoral supervisors who are affiliated with the Doctoral School but are not tenured staff members of ANIMV or do not hold a permanent employment contract;
 - e) Doctoral supervisors who do not comply with the registration procedure to apply for the position of SDSN Director.

Art. 7.

- (1) Doctoral supervisors affiliated with the Doctoral School and tenured members of IOSUD ANIMV holding permanent employment contracts are entitled to vote for the appointment of the Director of the Doctoral School.
- (2) Doctoral supervisors affiliated with the Doctoral School who are not tenured staff members of IOSUD ANIMV are not entitled to vote for the appointment of the Director of the Doctoral School.
- (3) Candidacy statements and 5-year educational management plans for the Doctoral School are distributed to all doctoral supervisors affiliated with the Doctoral School and tenured staff

members of IOSUD ANIMV, at least 10 days before the date set for the election of the Director of the Doctoral School, for review.

Art. 8.

- (1) The CSUD Secretariat is responsible for organizing the election process for the Director of the Doctoral School.
- (2) On the date set for the election of the Director of the Doctoral School, the doctoral supervisors affiliated with the Doctoral School and tenured staff members of IOSUD ANIMV, holding permanent employment contracts, shall vote by secret ballot papers, for a single candidate for the position of Director of the Doctoral School.
- (3) The candidate who obtains the highest number of valid votes out of the total votes cast shall be appointed Director of the Doctoral School.
- (4) In the event that two or more candidates obtain the same number of votes in first place, the voting process shall be repeated until one of the candidates obtains the highest number of valid votes out of the total votes cast.

Art. 9.

- (1) Following the completion of the election process for the Director of the Doctoral School, the CSUD Secretariat shall draw up minutes specifying the winner of the election for the position of Director of the Doctoral School, which shall be submitted to the CSUD for validation (Annex DSD03).
- (2) CSUD shall endorse the final result of the vote by means of a specific decision, which shall be submitted to the ANIMV Senate for approval.

Art. 10.

- (1) The candidate elected as Director of the Doctoral School shall begin their mandate after validation by the ANIMV Senate, but not earlier than the date on which the mandate of the acting Director of the Doctoral School ends.
- (2) The position of SDSN Director shall cease:
 - a) on the date the mandate of the Director of the Doctoral School ends;
 - b) on the date the status of doctoral supervisor is lost;
 - c) on the date the status of tenured staff member of ANIMV ceases and the permanent employment contact with ANIMV terminates;
 - d) on the date of submission of a written statement of resignation from the position of Director of the Doctoral School;
 - e) on the date of approval by the ANIMV Senate of a request for dismissal from office, for well-founded reasons.

Section 5. Final Provisions

Art. 11.

- (1) This *Methodology* shall enter into force on the date of its approval by the ANIMV Senate.
- (2) This *Methodology* shall be updated whenever necessary and when relevant legislative amendments occur.
- (3) On the date of entry into force of this *Methodology*, any other provisions contrary to it shall be repealed.

The schedule of activities for the organization and conduct of the elections for the appointment of the Director of the Doctoral School

No.	Activity carried out	Deadline
1.	Establishment of the electoral committee	At least 15 days before the election date
2.	The CSUD Secretariat publishes the list of eligible doctoral supervisors	At least 10 working days before the established election date
3.	Submission of candidacies by candidates	At least 5 working days before the established election date
4.	The CSUD Secretariat validates the candidacies and publishes the list of candidates	No later than 5 working days before the election date
5.	Conducting the elections	On the established and announced date
6.	The CSUD Secretariat counts the votes and draws up the minutes regarding the conduct and results of the elections, and displays/transmits them to the voters	Within a maximum of 2 working days from the completion of the voting process
7.	Submission of any complaints regarding the conduct and results of the elections	Within a maximum of 1 working day from the display/transmissions of the minutes to the doctoral supervisors
8.	The CSUD Secretariat settles any complaints regarding the conduct and results of the elections	Within 2 days of receiving the complaints
9.	Transmission to the ANIMV Senate structure of the election results and of the minutes	Within a maximum of 2 days from the conclusion of the elections or from the resolution of the complaints - as applicable

**To the Electoral Committee for the organization and conduct
of the elections for the appointment of the Director of the Doctoral School**

I, the undersigned _____, doctoral supervisor affiliated to the Intelligence and Security Doctoral School and tenured in the ANIMV (Department/Faculty), with a permanent employment contract, I express my intention to run for the position of Director of the Doctoral School.

Date

Signature,

**MINUTES
OF THE ELECTION OF THE DIRECTOR OF THE DOCTORAL SCHOOL**

The CSUD Secretariat, in accordance with the provisions of the Methodology for the Election of the Director of the Doctoral School, proceeded to count the votes cast for the election of the Director of the Doctoral School and noted the following:

- 1) Total number of votes cast = xx votes;
- 2) Total number of valid votes = xx votes;
- 3) Total number of canceled votes = xx votes;
- 4) Total number of valid votes for AA candidate = xx votes;
- 5) Total number of valid votes for BB candidate = xx votes.

The CSUD Secretariat noted that the following candidates were nominated for the post of Director of the Doctoral School, in descending order of the number of votes: AA, BB, [...].

(if applicable) The CSUD Secretariat noted the equality of votes for the last-ranked candidates, informed them of this, and proceeded to resume the voting process, as a result of which the following candidate was appointed Director of the Doctoral School: CC.

These minutes are submitted for endorsement and validation by the ANIMV Senate.

Date:	Signature of CSUD Director;
	Signature of the CSUD Secretariat member 1;
	Signature of the CSUD Secretariat member 2.