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APPROVED
Chairman of the ANIMV Senate

Associate Professor Ecaterina DRĂGHICI



**METHODOLOGY
FOR ELECTING THE MEMBERS
OF THE COUNCIL FOR DOCTORAL STUDIES
AND
THE MEMBERS OF THE DOCTORAL SCHOOL COUNCIL**

Approved in the University Senate meeting on 02.08.2024

**BUCHAREST
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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 of the EMI no. 6.227 of 5 September 2023 for the approval of the Framework Methodology on the process of establishing and choosing governing structures and functions at the level of higher education institutions;
3. Order of the EMI no 3.020 of 08 January 2024 for the approval of the Framework Regulation on doctoral studies;
4. Regulation of organization and functioning of IOSUD ANIMV, 2024;
5. Regulations of organization and functioning of the Doctoral School of Intelligence and Security, 2024.

Section 2. General provisions

Art. 2. Principles of the representation of university teaching staff and scientific researchers leading PhD within university management structures

- (1) This Methodology establishes the method of electing the members of the Council for Doctoral University Studies (CSUD) and the members of the Doctoral School Council (CSD) of the "Mihai Viteazul" National Intelligence Academy (ANIMV), in order to ensure the functioning of the university management structures specific to the doctoral studies cycle, to support and defend the rights and interests of the university teaching staff and of the scientific researchers leading doctoral studies, respecting the principle of representativeness laid down in the Law no. 199/2023 on Higher Education, with subsequent amendments and additions.
- (2) The election of CSUD members and CSD members is done by universal, direct and secret vote in a classic system based on a ballot or electronic voting.
- (3) University teaching staff and scientific researchers who are doctoral supervisors in the university management structures of ANIMV are the legitimate representatives of the interests of doctoral supervisors in the academic community of ANIMV.

Article 3. Term of office of CSUD members and CSD members

- (1) The full term of office of CSUD members and CSD members shall be 5 (five) academic years. The term of office of the CSUD members and the CSD members shall be determined by specific decisions of the CSUD and the CSD.
- (2) In the event of termination of the CSUD or of the CSD membership, the community of university teaching staff and scientific researchers who are doctoral supervisors may decide to elect its representatives for a partial term of office. The partial term of office shall end no later than the next date for the regular term of office.
- (3) Elections for CSUD and CSD members are usually organized at least 30 days before the end of the regular term of office of the university management structure or whenever a position in the respective university management structure becomes vacant, but no later

than 10 days after the date of vacancy.

- (4) The number of CSUD members and CSD members shall be as specified in the organizational and operational regulations of the respective structures and in the specific decisions of those university management structures.

Art. 4. Rights and obligations of CSUD members and CSD members

- (1) CSUD members and CSD members have the following rights:
 - a) to be informed, in a timely manner, of the date and time of meetings, the venue, the agenda, draft decisions, and the documents submitted for debate;
 - b) to exercise their right to vote in full accordance with their own positions.
- (2) CSUD members and CSD members have the following obligations:
 - a) to participate in the meetings of the university management structures to which they have been elected;
 - b) to promote the interests of university teaching staff and scientific researchers who supervise doctoral studies, with proposals for the smooth running of the education and research process;
 - c) to disseminate information among the university teaching staff and scientific researchers who are doctoral supervisors regarding the decisions taken by the CSUD and CSD university management structures;
 - d) to propose updates to the procedures, methodologies, and regulations that influence the professional activity of university teaching staff and scientific researchers supervising doctoral students in ANIMV.

Art. 5. Independence of CSUD members and CSD members

- (1) It is prohibited to condition the voting of CSUD members and CSD members and to require justification for the vote given during meetings.
- (2) In the event of non-compliance with these provisions, CSUD members and CSD members have the obligation to notify the ANIMV University Ethics Commission.

Section 3. Election of CSUD members and CSD members

Art. 6. Candidates for the CSUD and CSD university management structures

- (1) The process of electing CSUD members and CSD members for regular terms of office shall be initiated by the CSUD Director or the CSD Director, respectively.
- (2) The CSUD Director and the CSD Director, respectively, shall propose the election schedule for regular or partial terms of office of the members of the CSUD and CSD, respectively, in accordance with Annex ACD01.
- (3) Candidacies from university teaching staff and scientific researchers who are doctoral supervisors (Annex ACD02) shall be submitted directly or by e-mail, within the period set by the elections calendar, to the CSUD Secretariat or the Doctoral School Secretariat, respectively, and shall be registered in accordance with the internal rules of ANIMV.
- (4) University teaching staff and scientific researchers who are doctoral supervisors at IOSUD ANIMV, respectively, who are affiliated with the Doctoral School, have the right to apply for vacant positions in the CSUD and CSD university management structures.
- (5) The ANIMV Rector and/or the CSUD Director have the right to propose doctoral supervisors from outside IOSUD ANIMV and representatives of the professional fields for which IOSUD

ANIMV prepares specialists, to apply for the CSUD.

(6) The following are not eligible to apply:

- a) university teaching staff, scientific researchers who are doctoral supervisors, and professional representatives who have been sanctioned for breaches of academic and scientific research conduct rules, in accordance with national legislation;
- b) university teaching staff, scientific researchers who are doctoral supervisors, and professional representatives who have been disciplined for breaches of professional conduct rules, in accordance with national legislation;
- c) university teaching staff, scientific researchers who are doctoral supervisors, and professional representatives who are temporarily suspended from their employment contract;
- d) university teaching staff, scientific researchers who are doctoral supervisors, and professional representatives who do not comply with the application procedure for the vacant positions.

(7) University teaching staff and the scientific researchers who are doctoral supervisors at IOSUD ANIMV who are temporarily suspended from their employment contracts have the right to choose the candidates for the vacant positions.

Art. 7. Electoral Committee for the election of CSUD members and CSD members

- (1) The Electoral Committee for the election of CSUD members and CSD members shall be established after the submission of candidacies for vacant positions of the university management structures have been completed.
- (2) The Electoral Committee is composed of 3 members, one of whom is the chairman. The Electoral Committee may include university teaching staff and scientific researchers who are doctoral supervisors, tenured at IOSUD ANIMV, who are not candidates.
- (3) In the event that the Electoral Committee cannot be established from university teaching staff and scientific researchers who are doctoral supervisors, tenured at IOSUD ANIMV, the community of doctoral supervisors may request that the Electoral Committee be formed from other persons within ANIV or outside ANIMV who are doctoral supervisors at other universities.
- (4) The Chairman of the Electoral Committee shall coordinate all of its activities and submit the results of the elections for validation to the university management structures for which the elections were organized, as the case may be.

Art. 8. Duties and activities of the Electoral Committee for the election of the CSUD members and CSD members

- (1) The Electoral Committee has the following duties:
 - a) verifies the candidacies of university teaching staff and scientific researchers who are doctoral supervisors and determines their validity, in accordance with the conditions laid down in Art. 6;
 - b) caters for the proper organization and conduct of the election of CSUD members and of the CSD members;
 - c) draws up lists of candidates and voters and publishes them, using the official means of communication of ANIMV: animv.eu platform, the internal information network, means of display, at least 5 days before the scheduled date of elections.
- (2) In the case of elections conducted in the traditional ballot system, the Electoral Committee shall carry out the following activities:
 - a) draws up the ballot papers and multiplies them in accordance with the number of voters;

- b) verifies the number of ballot papers and the accuracy of the data entered on the ballot paper;
 - c) verifies the ballot box, ensure that it is empty, and seals it with the seals of 2 members of the Electoral Committee;
 - d) verifies the ballot stamps and ensures that they print the term "VOTED";
 - e) verifies the voting booths and ensures that they allow the vote to be cast in confidentiality;
 - f) carries out any other activity necessary for the proper organization of the voting process;
 - g) opens and closes the polling station at the established times;
 - h) distributes the ballot paper and voting stamp to the voter;
 - i) ensures that, after voting, the ballot papers are placed in the ballot box and returns the identity document upon receipt of the voting stamp;
 - j) unseals the ballot box after the closing of the polling station;
 - k) checks each ballot, selects the valid ballots from the invalid ones, and determines the number of votes obtained by each candidate.
- (3) Voting is done by applying the stamp intended for the voting operation on the ballot paper in the box containing the name of each candidate for whom each voter opts and by subsequently placing the ballot paper into the ballot box.
- (4) A ballot paper is canceled, after voting, if:
- a) the ballot paper has not been stamped;
 - b) the ballot paper has been stamped more times than the number of vacant seats for which the election round is being organized;
 - c) the voting stamp was applied outside the boxes or twice or more the same box;
 - d) if there are any other inscriptions or graphic signs on the ballot paper, except for the "VOTED" stamp.
- (5) In the case of elections conducted electronically, the committee shall carry out the following activities:
- a) prepares the ballots on the animv.eu platform, in the GoogleForms application, using a questionnaire-type form with multiple answer options;
 - b) verifies the accuracy of the data entered on the ballot and the e-mail addresses of doctoral students and postdoctoral researchers with the right to vote;
 - c) verifies the form settings so that it does not collect the e-mail addresses of voters;
 - d) verifies the form settings so that it does not allow repeated votes;
 - e) verifies the access settings to the voting form, which must be allowed only for members of the electoral committee;
 - f) verifies the functioning of the voting form and ensures that it does not collect personal data that could affect the confidentiality of the vote;
 - g) verifies the identity of each e-mail address and ensures that the ballot form is sent only to addresses on the animv.eu platform specific to university teaching staff and scientific researchers who are doctoral supervisors with voting rights;
 - h) carries out any other activity necessary for the proper organization of the voting process;
 - i) opens and closes the voting option on the ballot form at the established times;

- j) opens the form with the voting results after the end of the voting period;
 - k) verifies each ballot form, selects the valid ballots from the invalid ones and determines the number of votes obtained by each candidate.
- (6) Voting is done by checking the optional box on the voting form next to the name of each candidate for whom each voter opts and by submitting the voting form using the method set out in the form.
 - (7) A voting form is canceled, after voting, if:
 - a. no voting option has been selected on the ballot form;
 - b. there are more options on the ballot form than there are vacant positions for which the election is being organized;
 - c. the response ballot form has been modified from the form submitted;
 - d. if the form is submitted in ways other than those specified on the form.
 - (8) The elections shall be considered valid regardless of the number of university teaching staff and scientific researchers who are doctoral supervisors and who cast their votes.
 - (9) After the end of the voting procedure, the Electoral Committee shall proceed to record the number of votes obtained by each candidate, in descending order, and shall communicate the results of the vote to the candidates on the same day through official means of communication of ANIMV: the animv.eu platform and the internal information network.
 - (10) The candidates who obtained the highest number of votes, in descending order, from the total number of valid votes cast, shall be appointed representatives in the university management structures.
 - (11) In the event that two or more candidates with the same number of votes are tied for last place, the Electoral Committee shall notify the candidates in question that it will proceed to a draw to designate the members of the CSUD or the members of the CSD from among them. The draw shall be carried out by the Chairman of the Electoral Committee in the presence of the members of the committee.
 - (12) The Electoral Committee shall record the final result of the vote in a report (Annex ACD03) addressed to the university management structure for which the elections were organized, as the case may be.
 - (13) The report shall be signed by the chairman and members of the Electoral Committee and shall be registered according to the internal regulations of ANIMV.
 - (14) Any appeals regarding the election process for CSUD members and CSD members shall be addressed to the structures of ANIMV and those at the level of the SRI and ME, in accordance with the legislation in force.
 - (15) The minutes with the election results shall be submitted to the university management structure for which the elections were organized, in order to validate the representative of the university teaching and scientific research staff who are doctoral supervisors in the respective university management structure.

Art. 9. Exercising the mandate of CSUD or CSD member

- (1) CSUD members and CSD members elected to university management structures shall initiate their term in office after the validation of the election results by the ANIMV Senate.

- (2) CSUD or CSD membership shall cease:
- a) on the date of termination of the term of office of the university management structure,
 - b) on the date of suspension of the employment contract;
 - c) on the date of termination of contractual relations with IOSUD ANIMV;
 - d) upon death;
 - e) upon written submission of a statement of resignation from membership in the respective university management structure;
 - f) upon approval by the ANIMV Senate of the request for revocation, for well-founded reasons.

Section 4. Final Provisions

Art. 10.

- (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 necessary and when relevant legislative changes occur.
- (3) Upon the entry into force of this Methodology, any other contrary provisions shall be repealed.

Calendar of activities for the organization and conduct of elections of CSUD/CSD members

No	Activity	Deadline
1.	Setting the date of the elections and the structures for which elections will be organized	At least 25 days before the date of the elections
2.	Publication of the lists of university teaching staff and doctoral supervisors who have the right to vote	At least 20 days before the date of the elections
3.	Submission of candidacies by university teaching staff and scientific supervisors who have the right to vote	At least 15 days before the date of the elections
4.	Establishment of the electoral committee	At least 10 days before the date of the elections
5.	Validation of candidacies by the Electoral Committee	At least 5 days before the date of the elections
6.	Conducting the elections	On the established date of elections
7.	Drafting the minutes with the results of the election process for each university management structure and submitting them to the ANIMV Senate	Within 5 calendar days at most, after the date of the elections

**To the Electoral Committee for the organization and
conduct of the elections for [university management
structure]**

The undersigned, [First name LAST NAME], university teaching staff / scientific researcher doctoral supervisor at IOSUD ANIMV, I hereby express my intention to run for one of the vacant positions in [university management structure].

Date

Signature,

**MINUTES
OF THE ELECTION OF CSUD/CSD
MEMBERS**

The Electoral Committee consisting of: Chairman First Name Last Name. Members First Name Last Name, First Name Last Name in accordance with the provisions of the Methodology for electing of members of the *Council for Doctoral Studies* and *members of the Doctoral School Council*, we proceeded to count the votes cast for the election of the representative(s) of university teaching staff and scientific researchers supervising doctoral studies, in [the university management structure] we found the following:

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

The electoral commission found that for the xx vacant positions, the following candidates were nominated as representatives of teaching staff and scientific researchers supervising doctoral studies in [the university management structure, in descending order of the number of votes: AA, BB, [...].

(if applicable) The Electoral Committee found that the candidates in last place had received an equal number of votes, informed them of this, and drew lots in their presence, as a result of which the following representative of teaching staff and scientific researchers supervising doctoral studies in [university management structure]: CC

The minutes shall be submitted for validation to [the university management structure for which the elections were organized] and the ANIMV Senate.

Date: Signature of the chairman of the Electoral Committee;
 Signature of member 1 of the Electoral Committee;
 Signature of member 2 of the Electoral Committee;