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„MIHAI VITEAZUL” NATIONAL
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APPROVED BY

ANIMV Senate President

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METHODOLOGY
FOR ESTABLISHING AND ELECTING THE
MANAGEMENT STRUCTURES AND POSITIONS
WITHIN THE „MIHAI VITEAZUL”
NATIONAL INTELLIGENCE ACADEMY

Approved in the meeting of the University Senate on November 27, 2024

- Bucharest, 2024 -

CHAPTER 1

GENERAL PROVISIONS

Art. 1.

This methodology is based on the following documents:

1. Law no. 14/1992 on the organization and functioning of the Romanian Intelligence Service, as subsequently amended and supplemented;
2. Law no. 80/1995 on the Status of Military Personnel, as subsequently amended and supplemented;
3. Higher Education Law no. 199/2023, as subsequently amended and supplemented;
4. Order of the Ministry of Education no. 6227/2023 approving the Framework Methodology regarding the process of establishing and electing management structures and positions in higher education institutions;
5. Government Decision no. 206/1995 regarding the reorganization of the National Institute of Intelligence into the “Mihai Viteazul” National Intelligence Academy;
6. The “Mihai Viteazul” National Intelligence Academy Charter.

Art. 2.

This methodology refers to the following management structures within the “Mihai Viteazul” National Intelligence Academy (ANIMV): the department council, the faculty council, and the university senate, as well as to the following management positions: ANIMV prorector, faculty vice-dean, and department director.

Art. 3.

(1) The principles underlying the process of establishing and electing the management structures and positions covered by this methodology are:

- a) the principle of university autonomy;
- b) the principle of legality;
- c) the principle of transparency;
- d) the principle of respecting the rights and freedoms of members of the academic community;
- e) the principle of representativeness at faculty and department level, in accordance with the University Charter;
- f) the principle of observing ethical and deontological norms;
- g) the principle of equal opportunities and non-discrimination;
- h) the principle of student participation in decision-making;
- i) the principle of public accountability.

(2) The management positions covered by this methodology may not be held simultaneously with other management positions within ANIMV.

Art. 4.

The process of establishing and electing the management structures and positions within ANIMV referred to in this methodology is organized as follows:

- a) starting from the basic level, for the establishment of management structures;
- b) starting from the higher level, in the process of filling management positions, except for the election of the department director, which takes place in the same meeting as the election of the department council.

Art. 5.

(1) Candidates for the management structures and positions covered by this methodology must cumulatively meet:

- a) the specific procedures and conditions provided by Law no. 80/1995 on the Status of Military Personnel, as subsequently amended and supplemented, and internal regulations governing career development within the Romanian Intelligence Service;
- b) the conditions provided by Higher Education Law no. 199/2023, as subsequently amended and supplemented.

(2) Candidates must not be under disciplinary sanction and must not be placed at disposal under Art. 89 of Law no. 80/1995, as subsequently amended and supplemented.;

(3) In the election and appointment to the mentioned structures and positions, the following shall be considered:

a) avoidance of conflicts of interest and incompatibilities regulated by current legislation and the ANIMV Charter;

b) compliance with the principles of proportionality and fair representation of departments and faculties, as applicable.

(4) Personnel reaching retirement age but maintaining their tenured status benefit from all rights and obligations arising from this status.

(5) Management structures consist, as applicable, of teaching staff, scientific researchers, and relevant intelligence instructors.

(6) Teaching staff, scientific researchers, and intelligence instructors who are tenured at ANIMV and have permanent employment contracts have the right to vote.

Art. 6.

(1) For regular elections of members to ANIMV management structures, the process is generally initiated one month before the expiration of the mandates of the current councils or senate.

(2) For partial elections, the process is initiated and completed within a maximum of one month from the date the position becomes vacant. The partial mandate ends at the expiration date of the structure's mandate.

(3) The election process for members of ANIMV management structures, for both regular and partial mandates, is initiated as follows:

a) for the department council, at the initiative of the department director;

b) for the faculty council, at the initiative of the dean;

c) for the university senate, at the initiative of the senate president.

(4) For the regular election of the department director, the process is generally initiated one month before the expiration of the mandate, at the initiative of the dean.

(5) For partial elections in the case of vacancy of the department director position, the process is initiated and completed within a maximum of 3 months from the vacancy date, at the initiative of the dean.

Art. 7.

(1) Electoral committees for the election of members to ANIMV management structures and of the department director are established as follows:

a) at the level of each faculty, for the election of the department director, members of the department council and faculty council, as well as teaching staff representatives in the university senate. For the election of the instructors' representative in the university senate, an electoral committee composed of members from both faculties shall be formed;

b) at the level of the Intelligence and National Security Doctoral School and the National Institute for Intelligence Studies, for the election of teaching staff and, respectively, scientific researchers as representatives in the university senate.

(2) Electoral committees are established after the submission of candidacies for vacant positions within the management structures or for the department director position.

(3) Electoral committees consist of 3 members, one of whom is the chairperson. Members may be teaching staff, intelligence instructors, or scientific researchers who are tenured in the respective structures and are not candidates.

(4) If a committee cannot be formed according to paragraph (3), members may be co-opted from other ANIMV structures.

(5) The chairperson coordinates the committee's activity and submits election results to the university senate for validation.

Art. 8.

(1) Elections for the position of department director and for representatives in all management structures are based on candidacies (*Annex no. 8*).

(2) Persons elected to management structures and positions must have scientific and teaching prestige, moral authority, and proven managerial or representative skills.

Art. 9.

(1) Candidates for the position of department director must submit an application file in both printed and digital format (*Annex no. 5*).

(2) Candidates for management structures must submit a declaration of candidacy (*Annex no. 8*), accompanied by the documents listed in Annex no. 5.

(3) The application file/declaration must be submitted to the secretariat of the structure for which the candidate is applying (addressed to the electoral committee).

Art. 10.

(1) Elections are valid if 75% of eligible voters at that level participate. The quorum for student elections is established in their own methodology.

(2) If quorum is not met, a new election meeting will be scheduled, which will take place regardless of attendance.

(3) Candidates receiving the majority of votes cast, ranked in descending order until all positions are filled, are declared elected for positions within department councils, faculty councils and the University Senate. The same rule applies to management positions.

(4) In case of a tie for the last eligible positions, a new round of voting will be held with only the tied candidates.

(5) After the second round, candidates with the highest number of valid votes are declared elected for the remaining positions.

Art. 11.

(1) New management structures become operational upon validation.

(2) The vice-rector and vice-deans begin their mandates upon appointment.

(3) Department directors begin their mandates after validation by the university senate, but not earlier than the expiration of the current directors' mandates.

CHAPTER 2.
PROCEDURES FOR ELECTION, SELECTION AND DESIGNATION
2.1. ELECTION OF THE MEMBERS OF THE DEPARTMENT COUNCIL
AND DEPARTMENT DIRECTOR

2.1.1. Establishment of the Department Council

Art. 12.

- (1) The Department Council represents the decision-making and deliberative body of the department.
- (2) The Department Council is composed of 100% teaching staff or equivalent teaching staff, depending on the department's profile, who are tenured within the department, as members.
- (3) The representation quota in the Department Council is a maximum of 20% of the total teaching or equivalent teaching staff, as applicable, tenured in the department, but not fewer than two members.
- (4) The actual number of members of the Department Council is determined by the incumbent Department Council in the meeting preceding the elections, in compliance with the representation quota provided in paragraph (3). The Department Director is a member by right of the Department Council.
- (5) For the departments that have not established a Department Council by the time the elections are held, the actual number of members is determined in the meeting of the Faculty Council preceding the organization of elections.
- (6) The mandate of the Department Council is 5 years. The duration of the mandate of a Council member is 5 years.
- (7) If a member of the Department Council ceases to exercise their mandate, partial elections shall be organized to designate a new member who will serve a partial mandate, until the next elections. Partial elections shall take place within a maximum of 1 month from the date the position becomes vacant.

Art. 13.

- (1) All teaching staff or, as applicable, intelligence instructors who are tenured within the department have the right to elect the members of the Department Council.
- (2) The election of Department Council members is carried out by universal, direct and secret vote of the tenured teaching staff or intelligence instructors within the department, employed under permanent contracts.
- (3) The election of Department Council members is carried out by a simple majority of valid votes cast.
- (4) The election of Department Council members takes place in the same meeting as the election of the Department Director.
- (5) The election meeting is considered validly constituted if at least 75% of the total number of tenured teaching staff or intelligence instructors within the department are present.
- (6) If quorum is not met, a new election meeting shall be scheduled, which will take place regardless of the number of participants present.

Art. 14.

- (1) Candidacies are submitted to the Faculty Secretariat.
- (2) Candidates must be teaching staff or intelligence instructors, as applicable, tenured within the department, employed under permanent contracts, whose employment contracts are not suspended.

(3) After the submission deadline, the lists of candidates are forwarded to the Faculty Electoral Committee for validation.

(4) Candidacies are publicly announced by posting on the ANIMV notice board.

2.1.2. Holding the Position of Department Director

Art. 15.

(1) The Department Director ensures the management and operational leadership of the department.

(2) The Department Director is a member by right of the Department Council and chairs the Council meetings.

(3) The position of Department Director may not be combined with other management positions within the Academy.

(4) The mandate of the Department Director is 5 years and begins from the date of appointment by the leadership of the SRI, following validation of the election results by the University Senate. Until the new Department Director takes over their duties, management activities are exercised by the Director in office at the time of the elections.

(5) The election of Department Directors is carried out in the same ballot as that for the election of the members of the Department Councils.

(6) In the event of the vacancy of the position of Department Director, elections shall be organized for a new Department Director within a maximum of 3 months from the date the position becomes vacant.

(7) The position of Department Director is lost as a result of termination of activity within the academic community, upon request, or as a managerial decision.

Art. 16.

(1) The Department Director is elected by free, direct, equal and secret vote of all teaching staff or intelligence instructors tenured in the respective department, employed under permanent contracts.

(2) The election meeting is considered valid if at least 75% of the total number of tenured teaching staff or intelligence instructors in the department are present.

(3) The election of the Department Director is carried out by a simple majority of valid votes cast.

(4) If quorum is not met, a new election meeting shall be scheduled, which will take place regardless of the number of participants present.

Art. 17.

(1) Candidates for the position of Department Director may be teaching staff or intelligence instructors, depending on the department profile, tenured within the department, employed under permanent contracts, whose employment contracts are not suspended.

(2) The application file for the position of Department Director is submitted and registered with the Faculty Secretariat (to the attention of the Electoral Committee).

(3) After the submission deadline, the lists of candidates are forwarded to the Faculty Electoral Committee for validation.

(4) Candidacies are publicly announced by posting on the ANIMV notice board.

2.1.3. Conducting the Meeting for the Election of the Department Management

Art. 18.

(1) The department director proposes to the department council the election calendar of the department council members, for full-term or partial mandates.

(2) The decision of the department council regarding the election calendar shall be sent to the faculty council for the establishment of the electoral committee and the organization of the elections.

(3) In the event that the department council is not constituted, the department director shall propose to the faculty council, for approval, the election calendar, for the establishment of the electoral committee and the organization of the elections.

(4) The process of electing the department director is initiated at the initiative of the faculty dean, who proposes to the faculty council the election calendar, for the establishment of the electoral committee and the organization of the elections.

(5) As a rule, the election of the department director takes place in the same election meeting organized for the election of the members of the department council.

Art. 19.

(1) Two days before the election date, the acting department director presents to the department council or the faculty council, as appropriate, the activity report for the mandate that is ending, correlated with the managerial program assumed at the date of their election to office.

(2) The department director convenes the election meeting, according to the election calendar proposed to the faculty council.

(3) The quorum is at least 75% of the number of department members with voting rights.

(4) If quorum is not met, a new election meeting shall be convened according to the calendar, which shall take place with a simple majority.

(5) The meeting is opened by the acting department director, who verifies the fulfillment of the conditions for conducting the election meeting.

(6) After the step mentioned in paragraph (5), the election meeting is conducted by the eldest member among those present who are not candidates for the position of department director.

(7) The eldest member presents the applicable provisions from the election methodology, as well as the candidacies submitted for the position of department director and for membership in the department council.

(8) Elections are conducted in the presence of the electoral committee and in the room where the election meeting takes place.

(9) Each person with the right to vote receives a ballot for the election of the department director and a ballot for the election of the members of the department council.

(10) Voting takes place in the room where the election meeting is held, and ballots are deposited in a sealed ballot box.

(11) After voting, in the room where the election meeting took place, the members of the electoral committee unseal the ballot box and record the election result in the minutes of the meeting.

(12) The candidate who obtained a simple majority of the valid votes cast is designated as the department director.

(13) If this cannot be achieved in the first round of voting, a second round shall be organized within the same meeting, including on the ballot only the top two candidates.

(14) Members of the department council are designated among the candidates who obtained a simple majority of the valid votes cast, in descending order of votes.

(15) If this cannot be achieved in the first round of voting, a second round shall be organized within the same meeting for the remaining vacant positions. Members of the department council are designated among the top-ranking candidates corresponding to the number of remaining positions, regardless of majority.

(16) The faculty-level electoral committee prepares the minutes of the election meeting and submits them to the University Senate for validation of the election of the department council members and the department director.

(17) After validation, the documents of the election meeting—the minutes prepared by the electoral committee and the ballots—are submitted to the faculty secretariat, where they shall be kept for the entire duration of the mandates of the elected members.

(18) In the event of invalidation of the election results by the University Senate, a new election meeting shall be organized according to a calendar established by the department council or the faculty council, as appropriate, within a maximum of 14 calendar days from the date of invalidation.

2.2. ELECTION OF THE MEMBERS OF THE FACULTY COUNCIL

2.2.1. Formation of the Faculty Council

Art. 20.

(1) The faculty council represents the decision-making and deliberative body of the faculty.

(2) The faculty council is composed of up to 75% teaching staff and assimilated teaching staff tenured within the faculty, and at least 25% student representatives from the faculty.

(3) The representation quota in the faculty council for teaching staff is up to 20% of the tenured staff of each department composed of teaching staff. Departments composed of assimilated teaching staff have one representative in the faculty council.

(4) The total number of teaching staff, assimilated teaching staff, and student representatives in the faculty council is determined by summing the actual number of representatives set by the faculty council in office, by decision, at the meeting prior to the elections, respecting the representation quota provided in paragraphs (2) and (3).

(5) The mandate of the faculty council is 5 years. The mandate of a council member representing teaching or assimilated teaching staff is 5 years.

(6) If a faculty council member ceases to hold office, partial elections will be organized to appoint a new member for the remainder of the term until the next elections. Partial elections will take place at the faculty level for the department whose representative has ceased their mandate.

(7) For students, the term is valid until graduation unless the student election methodology specifies a different duration. Vacant positions after graduation or term completion are filled through partial elections, organized and conducted by students.

(8) When new elections are organized for the formation of the faculty council, student representatives from the old council end their term and have the right to participate in elections for the new council.

Art. 21.

(1) The dean proposes to the faculty council the election calendar of the council members, for full-term or partial mandates, for the establishment of the electoral committee and organization of the elections.

- (2) The election of faculty council members representing teaching and assimilated teaching staff is conducted through universal, direct, and secret vote by all tenured teaching staff and intelligence instructors within the faculty departments.
- (3) The election of faculty council members is carried out with a simple majority of valid votes cast.
- (4) The election of department representatives to the faculty council takes place on the same day and in the same polling station for all departments of the faculty.
- (5) Elections for student representatives in the faculty council are organized and conducted by students, based on ANIMV's own methodologies. ANIMV leadership does not participate in the organization of the student election process.
- (6) The election meeting is considered validly convened if at least 75% of teaching staff or tenured intelligence instructors from each department are present.
- (7) If quorum is not met, a new election meeting will be scheduled, which will take place regardless of the number of attendees.

Art. 22.

- (1) Candidacies are submitted to the faculty secretariat (to the attention of the faculty electoral committee).
- (2) Candidates may hold any academic rank (for teaching staff) or any category (for intelligence instructors) and must be tenured in the department for which they are running.
- (3) Membership in the faculty council is obtained only through elections; there are no ex officio members. The dean chairs the faculty council meetings regardless of whether they are an elected member.
- (4) At the end of the candidacy submission period, the faculty secretariat prepares a list of registered candidates and submits it to the faculty electoral committee for validation.
- (5) Candidacies are publicly announced by posting on the ANIMV notice board.
- (6) Candidates who receive a simple majority of valid votes cast, in descending order of votes, within the allocated number of positions for each department, are declared elected.

2.2.2. Conduct of the Faculty Council Election Meeting

Art. 23.

- (1) Elections are conducted in the presence of the faculty electoral committee.
- (2) Candidates are listed on the ballot, grouped by department, in alphabetical order.
- (3) Each person with voting rights receives a ballot for the election of members of the faculty council for their department.
- (4) Each voter may vote for no more candidates than the number of positions allocated to their department in the faculty council.
- (5) Voting takes place in the space where the election meeting is held, and ballots are deposited in a sealed ballot box.
- (6) After voting, in the space where the election meeting was held, members of the electoral committee unseal the ballot box and record the results in the meeting minutes.
- (7) Election results are validated if at least 75% of members from each department participated in the vote.
- (8) If quorum is not met, the electoral committee will set a new election meeting, which will take place with a simple majority, but no later than 3 working days.
- (9) Candidates who receive a simple majority of valid votes cast for each department, in

descending order of votes, are elected as faculty council members.

((10) If this cannot be achieved in the first round of voting, a second round is organized in the same meeting for the remaining vacant positions. The top candidates corresponding to the number of remaining positions for each department are elected, regardless of majority.

(11) The faculty-level electoral committee prepares the minutes of the election meeting and submits them to the university senate for validation.

(12) Election documents, including the minutes prepared by the electoral committee and the ballots, are deposited at the faculty secretariat and kept for the entire term of the elected members.

(13) If the election results are invalidated by the university senate, a new election meeting is organized according to a calendar established by the faculty council, within a maximum of 14 calendar days from the date of invalidation.

2.3. ELECTION OF THE MEMBERS OF THE UNIVERSITY SENATE

2.3.1. Formation of the University Senate

Art. 24.

(1) The university senate represents the university community and is the highest deliberative and decision-making body at ANIMV.

(2) The university senate is composed of up to 75% teaching and research staff and at least 25% student representatives.

(3) At ANIMV, information instructors have one representative in the university senate, included within the quota established for teaching and research staff.

(4) The representation quota in the university senate for teaching and research staff is up to 20% of the tenured staff of each educational and research structure of ANIMV:

(a) Faculty of Intelligence Studies;

(b) Faculty of Intelligence;

(c) Doctoral School of Intelligence and Security;

(d) National Institute for Intelligence Studies.

(5) The total number of representatives of teaching and research staff, assimilated teaching staff, and students in the university senate is determined by summing the actual number of representatives established by the sitting university senate, by decision, at the meeting prior to the elections, respecting the representation quotas provided in paragraphs (2), (3), and (4).

(6) The mandate of the university senate is 5 years. The mandate of a member of the university senate representing teaching, research, or assimilated teaching staff is 5 years.

(7) If a member of the university senate ceases their mandate, partial elections are organized to appoint a new member for the remainder of the mandate until the next elections. Partial elections take place at the level of the constituency whose representative ceased their mandate.

(8) For students, the mandate is valid until the completion of their program, unless the student election methodology specifies a different term. Vacant positions after graduation or mandate

completion are filled through partial elections organized and conducted by students.

(9) When new elections are organized for the formation of the university senate, student representatives from the previous senate end their mandate and have the right to participate in elections for the new senate.

Art. 25.

(1) In establishing and electing the university senate, the principles of representativeness and proportionality, as established by the University Charter, must be respected. Each educational and research structure is allocated at least 2 seats in the senate (1 seat for teaching or research staff and 1 seat for students, as applicable), regardless of the number of tenured staff and students in the respective structure. Within each faculty, the allocated seats are distributed among departments as equally as possible, or otherwise according to the number of department members, to ensure representativeness.

(2) The election of members of the university senate representing teaching and research staff is conducted in electoral constituencies established by the university senate, through universal, direct, and secret vote of all tenured teaching and research staff in the respective constituencies.

(3) The representative of assimilated teaching staff is elected by tenured intelligence instructors, in a single constituency at the ANIMV level.

(4) Elections to designate student representatives in the university senate are organized and conducted by students, according to their own methodologies. ANIMV leadership does not participate in organizing the student election process.

(5) The election meeting is validly convened if at least 75% of tenured teaching staff, researchers, or information instructors from each constituency are present.

(6) Members of the university senate are elected by a simple majority of valid votes cast in each constituency.

(7) Candidates who receive the highest number of votes, in descending order, within the number of seats allocated to each faculty and department, as applicable, are considered elected.

(8) If quorum is not met, a new election meeting will be scheduled, which will take place regardless of the number of attendees.

Art. 26.

(1) Candidates submit their applications to the secretariats of the structures-constituencies, to the attention of each constituency's electoral committee.

(2) Candidates must be tenured within the constituency where they are running.

(3) At the end of the application period, the secretariats prepare the lists of registered candidates and submit them to the constituency electoral committees for validation.

(4) Candidates are publicly announced by posting on the ANIMV notice board.

(5) Normally, elections for the university senate members in the Faculty of Intelligence Studies and Faculty of Information are conducted in the same election meeting organized for the faculty council elections.

(6) For partial elections to designate representatives of teaching, assimilated teaching, or research staff, electoral committees are established for the respective constituencies.

2.3.2. Conduct of the University Senate Election Meeting

Art. 27.

- (1) The president of the university senate proposes to the senate the election calendar of members for full-term or partial mandates.
- (2) The university senate establishes the electoral constituencies.
- (3) The decision of the university senate, including the calendar and constituencies, is sent to the structures in which elections of representatives are organized, for the formation of electoral committees.
- (4) Elections are conducted in the presence of the electoral committee of each structure.
- (5) Candidate names are listed on the ballot grouped by constituency, in alphabetical order.
- (6) Each voter receives one ballot for the election of members in the university senate for their constituency.
- (7) Each voter may vote for no more candidates than the number of seats allocated to their constituency.
- (8) Voting takes place in the election meeting room, and ballots are deposited in a sealed ballot box.
- (9) After voting, the electoral committee opens the ballot box and records the results in the meeting minutes.
- (10) Election results are validated if at least 75% of members from each constituency participate.
- (11) If quorum is not met, a new election meeting is set, conducted by simple majority.
- (12) Members of the university senate are designated based on a simple majority of valid votes for each constituency, in descending order.
- (13) If no candidate reaches a majority in the first round, a second round is conducted during the same meeting for remaining positions. The top candidates corresponding to the number of remaining positions for each constituency are elected regardless of majority.
- (14) The constituency electoral committee prepares the minutes of the election meeting and submits them to the university senate for validation.
- (15) Election documents, including the minutes and ballots, are deposited at the structure secretariat and kept for the duration of the elected members' mandate.
- (16) If the election results are invalidated by the university senate, a new election meeting is organized according to a calendar established by the faculty council, within a maximum of 14 calendar days from the date of invalidation.

Art. 28.

- (1) The president of the university senate is elected by the newly formed senate from among its members, through direct and secret vote, by simple majority.
- (2) Any member of the senate, regardless of academic or research rank, may run for president.

- (3) Candidate files are submitted to the secretariat of the newly formed senate and include: (a) a declaration of candidacy;
- b) a signed Curriculum Vitae listing the most significant professional and managerial achievements.
- (4) Candidate files may be consulted by members of the newly formed senate.
- (5) The meeting for electing the president is validly convened if at least 75% of the new senate members are present.
- (6) Election of the university senate president may occur in two rounds if no candidate obtains a majority. In the second round, the two candidates with the highest number of votes participate.

2.4. APPOINTMENT OF THE PRORECTOR

Art. 29.

- (1) The prorector of ANIMV is proposed by the commander (rector), based on consultation with the university senate. The opinion of the senate members is expressed through secret vote and has an advisory character. The formal appointment is made by the SRI leadership.
- (2) The mandate of the prorector is 5 years. No person may hold the position of prorector at ANIMV for more than two terms.
- (3) The mandate of the prorector cannot exceed the one of the commander (rector) who appointed them, except in cases of interruption of the commander's term, when the prorector's mandate continues until a new commander (rector) is appointed.
- (4) The prorector may be revoked from office by the commander (rector) during the term. In case of revocation, the prorector may resume their previous position.

Art. 30.

The prorector performs the duties established by law and those assigned by the commander (rector) within the area of responsibilities specified in the ANIMV Charter.

2.5. APPOINTMENT OF VICE-DEANS

Art. 31.

- (1) Within a maximum of 30 days from assuming office, the dean appoints a vice-dean after consultation with the faculty council.
- (2) The vice-dean is appointed by the dean from among the teaching or assimilated teaching staff of the faculty and is formally appointed by the SRI leadership at the proposal of the ANIMV commander (rector).
- (3) The mandate of the vice-dean cannot exceed the one of the dean who appointed them, except in cases of interruption of the dean's term, when the vice-dean's mandate continues until a new dean is appointed.

Art. 32.

- (1) The position of vice-dean is lost due to cessation of activity in the university community, at request, or as a managerial act.
- (2) In the event of a vice-dean vacancy, a new appointment is made under the provisions of this methodology within three months of the vacancy.

CHAPTER 3.

DUTIES AND ACTIVITIES OF ELECTORAL COMMITTEES

Art. 33.

(1) The duties and activities of electoral committees are as follows:

- (a) Verify the candidacies of teaching staff, intelligence instructors, and researchers and determine their validity;
- (b) Ensure the proper organization and conduct of election meetings;
- (c) Prepare lists of candidates and voters and publish them using official communication channels: internal network, notice boards;
- (d) Prepare ballots and make copies according to the number of voters;
- (e) Verify the number of ballots and the correctness of data on the ballots;
- (f) Inspect the ballot box, ensure it is empty, and seal it with the seals of two committee members;
- (g) Verify voting stamps and ensure they imprint the word "VOTED";
- (h) Inspect voting booths to ensure privacy;
- (i) Perform any other necessary activities to organize the voting process properly;
- (j) Open and close the voting station at scheduled times;
- (k) Distribute ballots and stamps to voters;
- (l) Ensure ballots are placed in the box after voting and return ID cards upon receiving the stamp;
- (m) Unseal the ballot box after voting closes;
- (n) Verify each ballot, separate valid from invalid votes, and count votes for each candidate;
- (o) Prepare the minutes of the election meeting and submit them to the university senate for validation.

Art. 34.

A ballot is considered invalid if:

- (a) It does not bear the voting stamp;
- (b) The voting stamp appears more times than the number of vacant positions for which the election is held;
- (c) The stamp is applied outside the boxes or more than once in the same box;
- (d) The ballot contains any other inscriptions or marks besides the stamp "VOTED."

CHAPTER 4.

FINAL PROVISIONS

Art. 35.

(1) Any interference or attempt to interfere with freedom of decision is prohibited.

(2) Persons attempting to influence in any way voters, the voting procedure, or the election results violate the University Code of Ethics and Deontology and are subject to its consequences.

(3) Persons who were targeted by attempts to influence – as stipulated in paragraph (2) – or who became aware of such attempts and failed to report them to the university ethics committee, are jointly liable with those attempting influence.

Art. 36.

(1) Any complaints regarding the election process shall be addressed to ANIMV structures or SRI and ME authorities, in accordance with applicable legislation.

(2) If electoral fraud is reported and proven, the electoral committee must organize a repeat of the entire election process within a maximum of 14 calendar days, according to this methodology.

(3) Any candidates involved in affecting the election results are barred from running for the next 5 years.

Art. 37.

(1) This methodology comes into force on the date it is approved by the university senate.

(2) Amendments to this methodology are made only with the approval of the university senate, according to the law.

NOTICE

On the date of _____, the election meeting will take place for the position of Department Director in the _____ department, within _____ / member of the Department Council of _____ / member of the Faculty Council at _____ / member of the University Senate in the _____ constituency.

Eligible to run are teaching staff, scientific researchers, and intelligence instructors tenured in the departments/structures for which they are applying, in accordance with the provisions of the methodology.

Applications must be submitted by the date of _____.

DEAN / DIRECTOR OF THE DOCTORAL SCHOOL / DIRECTOR INSI

(Full name) _____

NOTICE

For the purpose of electing _____, which will take place on the date of _____.

THE FOLLOWING CANDIDATES HAVE SUBMITTED THEIR APPLICATIONS:

_____;

The election meeting will be held in room _____, starting at _____.

Eligible participants include teaching staff, scientific researchers, and intelligence instructors tenured in/at _____

PRESIDENT OF THE ELECTORAL COMMITTEE OF _____

(Full name) _____

**BALLOT PAPER TEMPLATE
FOR THE ANIMV MANAGEMENT STRUCTURES**

**“Mihai Viteazul” National Intelligence Academy
[Department/Faculty _____ / Doctoral School / INSI]**

**BALLOT PAPER
for the position of
[member of the Department Council _____ / member of the Faculty
Council _____ / member of the University Senate]**

Maximum number of eligible positions:

Candidates (in alphabetical order):

1.
2.
3.
4.

Note: A vote IN FAVOR is expressed by applying the voting stamp in the box next to the candidate’s name. A vote IN FAVOR given to more candidates than the number of allocated positions indicated on the ballot paper will result in the vote being invalidated.

**BALLOT PAPER TEMPLATE
FOR THE POSITION OF DEPARTMENT DIRECTOR**

**“Mihai Viteazul” National Academy of Intelligence
Department_____ /Faculty_____**

**BALLOT PAPER
for
the position of Department Director_____**

Candidates (in alphabetical order):

- 1.
- 2.
- 3.
- 4.

Note: A vote IN FAVOR is expressed by placing the voting stamp in the box next to the candidate’s name. A vote IN FAVOR given to more than one candidate will result in the vote being invalidated.

VOTING MINUTES TEMPLATE

**“Mihai Viteazul” National Academy of Intelligence
ELECTORAL COMMISSION OF _____**

MINUTES

**regarding the election of [purpose of the election session]
[date]**

1. Attendance at the polls:

[Number] teaching staff/scientific researchers/intelligence instructors with voting rights were present, out of a total of [number] teaching staff/scientific researchers/intelligence instructors entitled to vote.

The nominal attendance list, with the signatures of participating members, is attached to the minutes.

2. Period for submitting candidacies:

Candidacies were submitted during the period [period] at [place of submission].

3. Candidacies submitted:

a. [academic/research rank/instructor category, full name]

b. [academic/research rank/instructor category, full name]

c. [academic/research rank/instructor category, full name]

...

The candidacy form is attached to the minutes.

4. Voting method:

Secret ballot, held on the date of ____ between ____ and ____.

The votes cast are attached to the minutes.

5. Voting results:

Following the counting of valid votes, the candidate(s) declared elected is/are:

a. [academic/research rank/instructor category, full name] - _____ votes

b. [academic/research rank/instructor category, full name] - _____ votes

c. [academic/research rank/instructor category, full name] - _____ votes

...

Invalid votes: _____ votes.

These minutes are to be submitted to _____, where they will be kept for the entire duration of the mandate, after which they will be archived.

Members of the electoral commission (one of whom is the president):

a. [academic/research rank/instructor category, full name] [signature]

b. [academic/research rank/instructor category, full name] [signature]

c. [academic/research rank/instructor category, full name] [signature]

REGISTRATION DOCUMENTS

a. For the position of department director

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b. For the position of member in the department council/faculty council/ university senate

1. Declaration of candidacy (Annex No. 8)
2. Europass CV, accompanied by a list of publications;
3. Other documents considered relevant by the candidate.

Note: All copies must be certified as true copies by the candidate.

STATEMENT ON MY OWN RESPONSIBILITY

I, the undersigned, _____, candidate for the position of Department Director for the Department of _____ within the Faculty of _____, at the "Mihai Viteazul" National Academy of Intelligence for the _____ mandate, aware of the provisions of Article 326 of the New Penal Code regarding false statements and the provisions of Article 170, letter a) of the Higher Education Law No. 199/2023, according to which *it is incompatible for spouses, in-laws, and relatives up to the third degree, inclusive, to simultaneously hold positions in which one is in a position of leadership, control, authority, or direct institutional evaluation over the other at any level within the same higher education institution*, hereby declare that I am not in any situation of incompatibility under Article 170, letter a) of the Higher Education Law No. 199/2023.

Full name: _____

Signature: _____

Date: _____

STATEMENT ON MY OWN RESPONSIBILITY

I, the undersigned, _____, candidate for the position of Department Director for the Department of _____ within the Faculty of _____ at the “Mihai Viteazul” National Academy of Intelligence for the _____ mandate, hereby declare under my own responsibility that I am not subject to any disciplinary sanctions for violations of university ethics or for misconduct in scientific research.

Note: I understand that any omission or incorrectness in presenting information is punishable by law (Penal Code Article 322, regarding false statements in private documents).

Full name: _____

Signature: _____

Date: _____

DECLARATION OF CANDIDACY

I, [academic rank/research grade/instructor category, full name], tenured within [department/faculty/doctoral school/INSI] at the “Mihai Viteazul” National Academy of Intelligence, hereby submit this declaration of candidacy in order to run for the position of:

Member of the Department Council of

Member of the Faculty Council of

Member of the University Senate

Director of the Departamentului

I, on my own responsibility, declare the following:

- 1. I meet all the legal requirements provided by the current legislation to run for the position mentioned;
 - 2. I am not in a conflict of interest, specifically:
 - a. My spouse or relatives up to the fourth degree, inclusive, are not elected in the management structures of ANIMV, in positions hierarchically superior or inferior to the position for which I am a candidate;
 - b. My spouse or relatives up to the fourth degree, inclusive, are not tenured teaching staff within the department I am seeking to lead;
 - c. I do not hold a management position and/or am not part of governing bodies in other universities;
 - d. I am not in any other situation of conflict of interest as defined by current legislation.
- If a conflict of interest arises after the validation of the election results, I commit to resigning from the management position within 7 days of the conflict’s emergence, formally notifying the management/Senate of ANIMV.
- 3. I am not in any situation of incompatibility as defined by current legislation.
 - 4. I agree to the publication of my candidacy documents on the www.animv.ro website.

Attachments: **(see Annex No. 5)**

Date: _____

Signature: _____

Annex 9

**Calendar for organizing and conducting elections for
department councils, department directors,
faculty councils, and the university senate**

No.	Activity	Deadline
1.	Determining the number of members in the department council/faculty council/university senate, establishing the election calendars through decisions of the current department councils/faculty councils/university senate, and defining the electoral constituencies for electing members of the university senate.	
2.	The leadership of the structures involved in the election process announces the location and calendar for conducting the elections for the department council/department director/faculty council/university senate.	At least 30 calendar days before the elections
3.	Submission of candidacies to the secretariats of the structures involved in the election process for: - Department Director - Member of the department council - Representative of the department in the faculty council - Representative of the faculty/doctoral school/INSI in the university senate.	At most 7 days before the elections
4.	Formation of electoral commissions at .the level of each faculty/constituency structure.	6 days before the elections
5.	Validation and posting of voter lists and candidate lists.	4 days before the elections
6.	Submission of any complaints regarding the composition of voter lists and candidate lists to the electoral commissions.	4 days before the elections
7.	Posting the final lists of voters and candidates and printing the ballots.	3 days before the elections
8.	Conducting the elections for the department council/department director/faculty council/university senate.	
9.	Re-running the elections if the legal quorum is not met.	
10.	Electoral commissions prepare the minutes and post the election results..	On the day of the elections
11.	Submission of any complaints regarding the conduct of the elections.	On the day of the elections
12.	Resolution of any complaints, posting of final results by the electoral commissions, and forwarding the minutes for validation to the university senate.	One day after the elections
13.	Validation of the elections by the university senate.	