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APPROVED
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METHODOLOGY

FOR ELECTING REPRESENTATIVES OF DOCTORAL STUDENTS AND POSTDOCTORAL RESEARCHERS TO UNIVERSITY MANAGEMENT STRUCTURES

Approved in the University Senate meeting on 31.07.2024

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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 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. Regulation of organization and functioning of IOSUD ANIMV, 2024;
4. 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 doctoral students and postdoctoral researchers within university management structures

- (1) This Methodology establishes the method of electing the representatives of doctoral students and postdoctoral researchers of the "Mihai Viteazul" National Intelligence Academy (ANIMV) within university management structures in order to support and defend the rights and interests of the doctoral students and postdoctoral researchers, 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 the representatives of doctoral students and postdoctoral researchers within ANIMV university management structures is done by universal, direct and secret vote in a classic system based on a ballot or electronic voting.
- (3) Doctoral students and postdoctoral researchers appointed in ANIMV university management structures are the legitimate representatives of the interests of doctoral students and postdoctoral researchers in the academic community of ANIMV.
- (4) ANIMV management does not get involved in organizing the process of electing the representatives of doctoral students and postdoctoral researchers within ANIMV management structures.

Art. 3. Term of office of the representatives of doctoral students and postdoctoral researchers in university management structures

- (1) The full term of office of the representatives of doctoral students and postdoctoral researchers in ANIMV university management structures shall be one academic year. The term of office of the representatives of doctoral students and postdoctoral researchers generally runs from March 1 to February 28.
- (2) In the event of termination of the position of representative of doctoral students and postdoctoral researchers during the period from March 1 to February 28, the community of doctoral students and postdoctoral researchers may decide to elect its representatives for a partial or extended term of office. The partial or extended term of office shall end no later than the next date for the regular term of office.
- (3) Elections for the representatives of doctoral students and postdoctoral researchers within

ANIMV university management structures are usually organized at least 30 days before the end of the regular term of office of the university management structure or whenever the position of the representative of doctoral students and postdoctoral researchers in the respective university management structure becomes vacant, but no later than 10 days after the date of vacancy.

- (4) The number of representatives of doctoral students and postdoctoral researchers in each ANIMV university management structure 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 the representatives of doctoral students and postdoctoral researchers in the university management structures

- (1) The representatives of doctoral students and postdoctoral researchers in ANIMV university management structures 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) The representatives of doctoral students and postdoctoral researchers in the university management structures 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 doctoral students and postdoctoral researchers, with proposals for the smooth running of the education and research process;
 - c) to disseminate information among the doctoral students and postdoctoral researchers regarding the decisions taken by ANIMV university management structures;
 - d) to propose updates to the procedures, methodologies, and regulations that influence the professional activity of doctoral students and postdoctoral researchers in ANIMV.

Art. 5. Independence of the election of the representatives of doctoral students and postdoctoral researchers in the university management structures

- (1) It is prohibited to condition the voting of the representatives of doctoral students and postdoctoral researchers in the university management structures and to require justification for the vote given during meetings.
- (2) In the event of non-compliance with these provisions, the representatives of doctoral students and postdoctoral researchers in the university management structures have the obligation to notify the ANIMV University Ethics Commission.

Section 3. Election of the representatives of doctoral students and postdoctoral researchers in the university management structures

Art. 6. Candidates for the university management structures

- (1) The process of electing the representatives of doctoral students and postdoctoral researchers for regular terms of office, from March 1 to February 28, shall be initiated by the community of doctoral students and postdoctoral researchers. The process of electing the representatives of doctoral students and postdoctoral researchers for partial terms of office, ending on February 28, shall be initiated by the representatives of doctoral

students and postdoctoral researchers or at the request of the university management structures.

- (2) The community of doctoral students and postdoctoral researchers shall propose the election schedule for regular or partial terms of office of the representatives of doctoral students and postdoctoral researchers in the university management structures, in accordance with Annex ASD01.
- (3) Candidacies from doctoral students and postdoctoral researchers (Annex ACD02) shall be submitted directly or by e-mail, within the period set by the elections calendar, to the Doctoral School Secretariat, and shall be registered in accordance with the internal rules of ANIMV.
- (4) Doctoral students and postdoctoral researchers enrolled in a doctoral degree program or in a postdoctoral study program for advanced research have the right to apply for vacant positions in the university management structures.
- (5) The following are not eligible to apply:
 - a) doctoral students and postdoctoral researchers who have been sanctioned for breaches of academic and scientific research conduct rules, in accordance with national legislation;
 - b) doctoral students and postdoctoral researchers who have been disciplined for breaches of professional conduct rules, in accordance with national legislation;
 - c) doctoral students and postdoctoral researchers who are on a leave of absence from their doctoral study program or postdoctoral advanced research program;
 - d) doctoral students and postdoctoral researchers who do not comply with the application procedure for the vacant positions.
- (6) Doctoral students and postdoctoral researchers who are on a leave of absence from their doctoral study program or postdoctoral advanced research program have the right to choose the candidates for the vacant positions.

Art. 7. Electoral Committee for the election of the representatives of doctoral students and postdoctoral researchers in the university management structures

- (1) The Electoral Committee for the election of the representatives of doctoral students and postdoctoral researchers in the university management structures shall be established after the submission of candidacies has been completed.
- (2) The Electoral Committee is composed of 3 members, one of whom is the chairman. The Electoral Committee may include doctoral students enrolled in a doctoral degree program and postdoctoral researchers enrolled in postdoctoral study programs for advanced research, who are not candidates.
- (3) In the event that the Electoral Committee cannot be established from doctoral students and/or postdoctoral researchers enrolled in ANIMV doctoral or postdoctoral study programs, the community of doctoral students and postdoctoral researchers may request that the Electoral Committee be formed from other persons within ANIMV who are PhD students at other universities or hold a doctoral degree and do not hold leadership positions at ANIMV.
- (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 representatives of doctoral students and postdoctoral researchers in the university management structures

- (1) The Electoral Committee has the following duties:
- a) verifies the candidacies of doctoral students and postdoctoral researchers 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 the representatives of doctoral students and postdoctoral researchers in the university management structures;
 - 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) It draws up the ballot papers and multiplies them in accordance with the number of voters;
 - b) It verifies the number of ballot papers and the accuracy of the data entered on the ballot paper;
 - c) It verifies the ballot box, ensures that it is empty, and seals it with the seals of 2 members of the Electoral Committee;
 - d) It verifies the ballot stamps and ensures that they print the term "VOTED";
 - e) It verifies the voting booths and ensures that they allow the vote to be cast in confidentiality;
 - f) It carries out any other activity necessary for the proper organization of the voting process;
 - g) It opens and closes the polling station at the established times;
 - h) It distributes the ballot paper and voting stamp to the voters;
 - i) It 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) It unseals the ballot box after the closing of the polling station;
 - k) It 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 in 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) It prepares the ballots on the animv.eu platform, in the GoogleForms application,

- using a questionnaire-type form with multiple answer options;
 - b) It 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) It verifies the form settings so that it does not collect the e-mail addresses of voters;
 - d) It verifies the form settings so that it does not allow repeated votes;
 - e) It verifies the access settings to the voting form, which must be allowed only for members of the electoral committee;
 - f) It 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) It 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 doctoral students and postdoctoral researchers with voting rights;
 - h) It carries out any other activity necessary for the proper organization of the voting process;
 - i) It opens and closes the voting option on the ballot form at the established times;
 - j) It opens the form with the voting results after the end of the voting period;
 - k) It 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 doctoral students and postdoctoral researchers 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 a descending order, and shall communicate the results of the vote to the candidates on the same day through the 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 a 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 representative of doctoral students and postdoctoral researchers in the respective university management structure 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 the minutes (Annex ACD03) addressed to the university management structure for which the elections were organized, as the case may be.

- (13) The minutes 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 the representatives of doctoral students and postdoctoral researchers in the university management structures 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 doctoral students and postdoctoral researchers in the respective university management structure.

Art. 9. Exercising the mandate of representative of doctoral students and postdoctoral researchers in the university management structures

- (1) The representatives of doctoral students and postdoctoral researchers elected to university management structures shall initiate their term in office after the validation of the election results by the university management structure for which they ran.
- (2) The role of representative of doctoral students and postdoctoral researchers in the university management structures shall cease:
 - a) on the date of termination of the term of office of the university management structure;
 - b) on the date of commencement of the interruption of the doctoral program or the postdoctoral advanced research program;
 - c) upon completion of the doctoral program or the postdoctoral advanced research program;
 - d) upon termination of the doctoral study contract or postdoctoral study contract;
 - 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 relevant legislative changes occur.
- (1) Upon the entry into force of this *Methodology*, *Methodology for Electing Representatives of Doctoral Students and Postdoctoral Researchers to University Management Structures* (2024) (no. 100583 dated 02.02.2024) and any other previous provisions shall be repealed.

Annex ASD01

**Calendar of activities for the organization and conduct of elections of representatives of
doctoral students and postdoctoral researchers to [university management structure]**

No	Activity	Deadline
	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
	Publication of the lists of doctoral students and postdoctoral researchers who have the right to vote	At least 20 days before the date of the elections
	Submission of candidacies by doctoral students and postdoctoral researchers who are eligible to run	At least 15 days before the date of the elections
	Establishment of the electoral committee	At least 10 days before the date of the elections
	Validation of candidacies by the Electoral Committee	At least 5 days before the date of the elections
	Conducting the elections	On the established date of elections
	Drafting the minutes with the results of the election process for each university management structure and submitting them to the respective structure	Within 5 days at most, after the date of the elections

Annex ASD02

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

The undersigned, [First name LAST NAME], PhD student / postdoctoral researcher enrolled in the [academic year] year of the doctoral program / advanced research program, I hereby express my intention to run for one of the vacant positions for representatives of doctoral students and postdoctoral researchers in [university management structure].

Date

Signature,

**MINUTES
OF THE ELECTION OF REPRESENTATIVES OF DOCTORAL
STUDENTS AND POSTDOCTORAL RESEARCHERS TO
[university management structure]**

The Electoral Committee consisting of: Chairman First Name Last Name. Members First Name Last Name, in accordance with the provisions of the *Methodology for electing the representatives of doctoral students and postdoctoral researchers to university management structures*, we proceeded to count the votes cast for the election of the representative(s) of doctoral students and postdoctoral researchers, in [the university management structure] and 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 doctoral students and postdoctoral researchers 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 candidate(s) was/were nominated as representative(s) of doctoral students and postdoctoral researchers in [university management structure]: CC.

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

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.