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Chairman of the ANIMV
Senate

Associate professor
Ecaterina DRĂGHICI



METHODOLOGY

FOR THE COMPETITION FOR THE POSITION OF DIRECTOR OF THE COUNCIL FOR DOCTORAL UNIVERSITY STUDIES

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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 completions;
2. Ministry of Education Order no. 6227 of September 5, 2023, on the approval of the Framework Methodology on the process of determining and choosing leadership structures and positions at higher education institutions;
3. Ministry of Education Order no. 3020 of January 8, 2024, on the approval of the Framework Regulation on doctoral university studies;
4. Ministry of Education and Research Order no. 667 of March 28, 2007, on the basis of which ANIMV was accredited as an Institution Organizing Doctoral University Studies (IOSUD);
5. "Mihai Viteazul" National Intelligence Academy Charter;
6. Regulations on the organization and functioning of CSUD ANIMV.

Section 2. General provisions

Art. 2. The role of the methodology for the competition for the position of Director of the Council for Doctoral University Studies

- (1) This methodology ensures compliance with the legal, methodological and procedural provisions in force regarding the process of filling university leadership positions within "Mihai Viteazul" National Intelligence Academy.
- (2) The methodology for the competition for the position of Director of the Council for Doctoral University Studies (CSUD) establishes the procedures for organizing and conducting the competition for filling the position of CSUD Director upon finding that the position is vacated.
- (3) The methodology for the competition for the position of CSUD Director is developed in accordance with the principles established by ANIMV regarding the organization and conduct of competitions for the leading positions within the university departments:
 - 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.
- (4) The methodology for the competition for the position of CSUD Director is developed by ANIMV's Council of Doctoral University Studies, in compliance with the legal provisions in force.
- (5) The methodology for the competition for the position of CSUD Director is endorsed by CSUD ANIMV and approved by the ANIMV Senate.

Art. 3. Director of the Council for Doctoral University Studies

- (1) The CSUD Director carries out the management and operational leadership of the Council for Doctoral University Studies. He or she is responsible for establishing the strategy of IOSUD ANIMV, developing its own regulation for organizing and conducting the doctoral studies program at IOSUD level, coordinating the activity of the doctoral schools within IOSUD ANIMV.
- (2) The CSUD Director is appointed on the basis of a public competition, organized by the management of ANIMV, which is open to individuals who have the right to supervise doctoral studies and who meet the minimum mandatory standards for obtaining the habilitation certificate in force at the time the vacancy announcement for the position of CSUD Director is published in the Official Gazette of Romania.
- (3) The position of CSUD director is equivalent to that of vice-rector of ANIMV. The CSUD director's term of office is five years.
- (4) The position of CSUD director cannot be held concurrently with other university leadership positions.
- (5) The main responsibilities of the CSUD director are the following:
 - a) chairs CSUD meetings and is a rightful member thereof;
 - b) coordinates the drafting of the *Regulations on the organization and functioning of IOSUD ANIMV*, analyzes the final draft and submits it to CSUD for endorsement;
 - c) submits *the Strategic plan for doctoral and postdoctoral research of IOSUD ANIMV* to CSUD for endorsement;
 - d) oversees the development of regulations for the doctoral studies program and the postdoctoral advanced research program within IOSUD ANIMV;
 - e) proposes the methodologies necessary to ensure the smooth operation of activities specific to doctoral and postdoctoral programs, in accordance with current legislation;
 - f) ensures that the public and public institutions are provided with accurate and complete information regarding the activities of IOSUD ANIMV;
 - g) oversees IOSUD ANIMV's relations with the structures of the Ministry of Education and Research.

Section 3. Organization of the competition for the position of Director of the Council for Doctoral University Studies

Art. 4. Announcement of the competition for filling the position of CSUD director

- (1) For each process of electing the CSUD director, ANIMV's Board of Trustees shall establish, by its own decision, a calendar of activities (Annex CSUD01), at least 60 days before the end of the term of office of the acting CSUD director, in the event of an anticipated vacancy of the position, or within 30 days from the date of the vacancy of the position, in the event of an unanticipated vacancy of the position.
- (2) The announcement regarding the selection process of the CSUD director and the calendar of the competition are published on the main webpage of "Mihai Viteazul" National Intelligence Agency, www.animv.ro; on the specialized website managed by the Ministry of Education; in the Official Gazette of Romania, Part III.

Art. 5. Committees for the competition for the position of CSUD director

- (1) In order to verify the fulfilment of the minimum and mandatory standards for granting the habilitation certificate in force, the scientific committee shall be set up to verify the information in the ANIMV standards verification form and for the analysis of the file.
- (2) The scientific committee consists of 3 full members, from within and/or outside ANIMV, and at least one alternate member, from within and/or outside ANIMV.
- (3) The appeals committee on the resolution of the scientific committee consists of 3 full members, including at least 2 members from within and/or outside ANIMV, and at least one alternate member, from within and/or outside ANIMV.
- (4) The evaluation of the professional and managerial skills of the candidates for the position of CSUD director shall be carried out by a competition committee consisting of 5 full members, including at least 3 members from outside ANIMV, from the country or from abroad. At least one member of the competition committee needs to hold an employment contract with a higher education or research institution from abroad, recognized as such by the Ministry of Education.
- (5) The competition committee shall also consist of at least 2 alternate members, including at least one from outside ANIMV, from the country or from abroad.
- (6) The members of the competition committee for the position of CSUD director must have the right to lead doctoral studies, in the country or abroad, and meet the minimum mandatory standards for granting the habilitation certificate in force on the date of publication in the Official Gazette of Romania, Part III, of the notice on the competition for filling the position of CSUD director.
- (7) The competition committees for the position of CSUD director shall be established by ANIMV's Board of Trustees, appointed by Decision of the Rector of ANIMV, recorded in the unit's daily agenda, after the registration period has expired, at least 15 days before the announced date of the public competition for the position of CSUD director.
- (8) Spouses, relatives and relatives of up to and including the third degree cannot be appointed in the public competition committees for the position of CSUD director.

Art. 6. Candidates for the position of CSUD director

- (1) Only persons who are entitled to lead doctoral studies and meet the minimum and mandatory standards for granting the habilitation certificate in force at the date of publication in the Official Gazette of Romania, Part III, of the notice on the competition for filling the position.
Candidates for the position of CSUD director shall submit their intention to run for office, accompanied by a 5-year educational management plan for IOSUD ANIMV, to the CSUD Secretariat, which shall be registered in accordance with the internal rules of ANIMV.
- (2) The application file (Annex CSU02) shall be submitted to the ANIMV Registry within the period set by the public notice of the competition for the position of CSUD director.
- (3) After registration, the application files will be distributed to the CSUD Secretariat, which will make them available to the members of the competition committees.

Section 4. Organization and conduct of the competition for the position of Director of the Council for Doctoral University Studies**Art. 7. The phase of reviewing applications for the position of CSUD director**

- (1) The phase of reviewing applications for the position of CSUD director takes place at least 10 days prior to the competition.
- (2) The scientific committee for verifying the information in the ANIMV standards verification form verifies that candidates meet the minimum eligibility requirements for the competition, namely:
 - a) have the right to be a doctoral supervisor;
 - b) meet the minimum mandatory standards for granting the habilitation certificate in force on the date of the public notice on the competition;
 - c) compliance with the declarations of conflict of interest and academic integrity;
 - d) completeness of the application file.
- (3) The resolution of the scientific committee verifying the information in the ANIMV standards verification form is communicated to the Legal Department which issues the legal opinion on the candidate's compliance with the legal requirements for taking part in the competition.
- (4) The legal opinion and the resolution of the scientific committee for verifying the information in the ANIMV standards verification form is communicated to the candidate in maximum 48 hours of its issuance, but at least 5 working days before the competition takes place.
- (5) Candidates who do not comply with one or more of the requirements for taking part in the competition shall be rejected. The successful candidates are scheduled to proceed to the next stage of the competition, which will take place on the date of the public notice on the competition for the position of CSUD director.

Art. 8. Appealing the result of the phase of reviewing applications for the position of CSUD director

- (1) Candidates rejected during the first stage of the competition for the position of CSUD director may lodge an appeal within 24 hours of the announcement of the rejection.
- (2) The appeal shall be submitted to ANIMV's Registry and will include the contested elements.
- (3) After registration, the appeal will be distributed to the CSUD Secretariat, which will make it available to the members of the appeals committee.
- (4) The appeals committee shall examine the appeal and shall issue a ruling within 24 hours. The decision of the appeals committee is final.

Art. 9. The phase of evaluating the managerial program and the university managerial capacity of the candidates for the position of CSUD director

- (1) At the date set for the competition for the position of CSUD director, the competition committee evaluates candidates through individual interviews, focusing on:
 - a) university experience – maximum 1 point;
 - b) research experience – maximum 1 point;
 - c) professional experience – maximum 1 point;
 - d) managerial experience – maximum 2 points;
 - e) knowledge of the specific doctoral fields of IOSUD ANIMV - maximum 2 points;
 - f) the proposed IOSUD ANIMV strategy for the next 5 years – maximum 3 points;
- (2) The competition committee shall rank the candidates for the position of CSUD director, establishing the candidate who obtains the highest number of points.
- (3) If two or more candidates are ranked first with equal number of points, the highest-ranking candidate shall be determined on the basis of the score obtained in the evaluation of the proposed IOSUD ANIMV strategy.
- (4) If, in this situation as well, two or more candidates are ranked first with equal number of points, the highest-ranking candidate shall be determined on the basis of the score obtained on knowledge of the specific doctoral fields of IOSUD ANIMV.
- (5) The result of the evaluation process of the managerial program and the university

managerial capacity of the candidates for the position of CSUD director is not subject to appeal.

Art. 10. Completion of the competition for the position of CSUD director

- (1) Following the completion of the competition for the position of CSUD director, the competition committee of CSUD shall draw up a minute specifying the winner of the competition for the position of CSUD director (Annex CSUD03), minute which shall be submitted to the ANIMV Senate for validation.
- (2) The decision of the ANIMV Senate validating the competition for the position of CSUD director shall be submitted to ANIMV's Board of Trustees for approval.
- (3) The candidate elected as CSUD director shall begin their mandate after the approval of the ANIMV's Board of Trustees, by Decision of the Rector of ANIMV, but not earlier than the date on which the mandate of the acting CSUD director ends.
- (4) The position of CSUD director shall cease:
 - a) on the date the mandate of the CSUD director ends;
 - b) on the date of submission of a written statement of resignation from the position of CSUD director;
 - c) 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.

**Annex
CSUD01**

**The schedule of activities for the organization and conduct of the
competition for the position of CSUD director**

No.	Activity carried out	Deadline
1.	Publication of the announcement regarding the competition for the position of CSUD director	At least 60 days before the established competition date
2.	Submission of the application files by the candidates	At least 30 days before the established competition date
3.	Establishment of the competition committee, the appeals committee, the scientific committee for verifying the information in the ANIMV standards verification form	At least 15 days before the established competition date
4.	The phase of reviewing applications for the position of CSUD director	At least 10 days before the established competition date
5.	Submission and resolving appeals	Within maximum 1 day after and minimum 5 days before the established competition date
6.	The phase of evaluating the managerial program and the university managerial capacity of the candidates for the position of CSUD director	The established competition date
7.	Drawing up the minute of the competition for the position of CSUD director	The established competition date
8.	Validation of the results of the competition for the position of CSUD director by the ANIMV Senate	The next meeting of the ANIMV Senate
9.	Approval of the results of the competition for the position of CSUD director by ANIMV's Board of Trustees	The next meeting of ANIMV's Board of Trustees
10.	Decision of the Rector of ANIMV on appointing the CSUD director	At least 5 days after the Decision of ANIMV's Board of Trustees

Annex CSUD02**The application file of the candidate for the position of CSUD director**

The application file shall consist of the following documents:

1. statement of intent regarding the application for the position of CSUD director;
2. the strategic plan of IOSUD ANIMV for the five-year term;
3. curriculum vitae;
4. the list of public works;
5. the self-assessment sheet relating to the minimum mandatory standards for obtaining the habilitation certificate in force on the date of the competition;
6. a copy of ME's Order certifying the right to lead doctoral studies;
7. affidavit regarding compliance with the conditions governing incompatibility and the holding of multiple management positions;
8. affidavit regarding academic integrity;
9. copy of doctoral degree;
10. copy of identity card;
11. copies of documents certifying the name change, if applicable.

**MINUTES
OF THE COMPETITION FOR APPOINTING
CSUD DIRECTOR**

The competition committee for the position of CSUD director, designated by Decision of the Rector of ANIMV, no. xxxxxx/20xx, in compliance with the provisions of the *Methodology for appointing the director of the Council for Doctoral University Studies*, established the following:

During the phase of analyzing candidates' applications for the position of CSUD director, a number of x files were evaluated and a number of y files were validated, as follows:

- 1) Candidate n1 = ACCEPTED/REJECTED (the reason);
- 2) Candidate nn = ACCEPTED/REJECTED (the reason).

During the phase of evaluating the managerial program and the university managerial capacity of the candidates for the position of CSUD director, a number of x candidates were interviewed and ranked as follows:

- 1) Candidate n1 = xx points;
- 2) Candidate nn = xx points.

The competition committee for the position of CSUD director determined that the highest score was obtained by candidate [Name SURNAME], who was declared the winner of the competition for the position of CSUD director.

(if applicable) The competition committee for the position of CSUD director determined that candidates n1 and nn, who were tied for the first place, had the same number of points, then applied the provisions of the *Methodology for the competition for the position of director of the Council for Doctoral University Studies* regarding the tiebreaker of candidates and determined that the highest score was obtained by candidate [Name SURNAME], who was declared the winner of the competition for the position of CSUD director.

The minute shall be submitted to the ANIMV Senate for validation.

Date: Signature of the President [Name SURNAME];

Signature of member 1 [Name SURNAME];

Signature of member 2 [Name SURNAME];

Signature of member 2 [Name SURNAME];

Signature of member 2 [Name SURNAME].