



MINISTERUL EDUCAȚIEI NAȚIONALE

UNIVERSITATEA "TITU MAIORESCU" DIN BUCUREȘTI

Calea Văcărești nr. 187, sector 4, București, cod 040051

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# METHODOLOGY ON THE PROCESS OF ELECTION OF STUDENT REPRESENTATIVES IN THE MANAGEMENT STRUCTURES OF THE "TITU MAIORESCU" UNIVERSITY FOR THE 2020-2024 PERIOD

## CHAPTER I. GENERAL PRINCIPLES

**Art. 1.** The process of choosing the student representatives in the management structures of Titu Maiorescu University is carried out in compliance with the principles of legality, university autonomy, transparency, respect for the rights and freedoms of students, representation of faculties, and of the UTM Senate, as well as of compliance with the rules of ethics and professional deontology of the university.

**Art. 2.** The present Methodology is prepared in accordance with:

- a) The National Education Law no. 1/2011 with subsequent amendments and completions;
- b) The Charter of the the Titu Maiorescu University;
- c) The Code of Student Rights and Obligations of the Titu Maiorescu University;
- d) The methodology regarding the process of establishing and choosing management structures and functions of the Titu Maiorescu University for the period 2020-2024;
- e) The Statute of the Maiorescu Students' Association.

**Art. 3.** The present Methodology establishes the rules according to which the election of student representatives in the management structures of Titu Maiorescu University (the faculty councils, the Senate of the Titu Maiorescu University) for the period 2020-2024 according to **Annex 1** - Number of seats in the faculty councils and the UTM Senate for the 2020-2024 mandate.

**Art. 4.** The elections for the management structures will be held as follows:

- (1) The faculty councils within UTM - the student representatives are elected by the universal, direct, secret, equal and freely expressed vote of the students from each faculty, enrolled in the undergraduate and masters programs.
- (2) The University Senate - the students' representatives are elected by the universal, direct, secret, equal and freely expressed vote of the students of the "Titu Maiorescu" University, enrolled in the undergraduate and masters programs.
- (3) The term of office of the student representatives in the management structures is 4 years.
- (4) The term begins on the first day after the validation of the structure in the UTM Senate.
- (5) The process of electing student representatives in faculty councils and in the UTM Senate shall be carried out according to the Calendar of student elections for the period 2020-2024 presented in **Annex 2**.



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**Art. 5.** Students, Romanian and/or foreigners regardless of race, religion, sex, enrolled in the bachelor's degree programs (either in the full-time or distance learning programs) and in the master's programs also exercise electoral rights.

**Art. 6.** (1) The elections will be held in the academic space of the Titu Maiorescu University, as follows: Section no. 1- the V Building (Calea Văcărești, no. 187, sector 4, Bucharest, ground floor), Section no. 2 – the M Building (Calea Văcărești, no. 189, sector 4, Bucharest, ground floor), Section no. 3 – the IOR Building (Str. Gheorghe Petrascu no. 67A, Sector 3, Bucharest, ground floor), Section no. 4 - Tg. Jiu, Ecaterina Teodoroiu Boulevard no. 100.

(2) In each of the four locations, voting booths and ballot boxes shall be installed.

## **CHAPTER II. RULES OF REPRESENTATION**

**Art. 7.** (1) The Senate is composed of 35 members, of which:

- a) 75% representatives of the professors;
- b) 25% student representatives.

(2) The faculty council consists of 3-11 members, as follows (**Annex 1**):

- a) maximum 75% professor representatives;
- b) at least 25% the student representatives.

## **CHAPTER III. STUDENT CENTRAL ELECTORAL OFFICE**

**Art. 8.** At University level, the Central Student Electoral Bureau, hereinafter referred to as CESB, is constituted, and at the level of each faculty an Electoral Student Commission, hereinafter referred to as ESC, will be established.

**Art. 9.** (1) CESB is made up of 9 members (one member from each faculty in Bucharest of the Titu Maiorescu University and one member from the UTM extension from Târgu Jiu).

(2) The ESC President is the student representative in the Central commission for the organization of elections and public competitions

**Art. 10.** (1) From the members of the CESB, a President and a Vice-President shall be elected, by secret ballot, at the first meeting of the CESB.

(2) At the level of each faculty, an Electoral Student Commission consisting of 3 members will be established, of which a President will be elected, by secret vote, during the first working session.

(3) Both the CESB and the ESC at faculty level will be composed of members proposed by the student representatives in exercise at the time of commencement of the student electoral procedure.

(4) The ESC established at faculty level has the obligation to transmit the results of the CESB elections immediately after the counting of the votes in electronic or physical



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format, and in the case of the Voting Section no. 4 in Tg. Jiu, the ballot papers, the electoral lists and the minutes of the counting of votes will be transmitted in physical format, at the latest, the second day after the end of the vote.

## CHAPTER IV. SUBMISSION OF APPLICATIONS

**Art. 11.** (1) Each candidate shall submit to the secretariat of the faculty at which he is enrolled, the application file which will include:

- a) their résumé (in Europass format) - **Annex 3**;
- b) program of activities - **Annex 4**;
- c) copy of student card / student ID / certificate attesting the quality of student;
- d) self-declaration - **Annex 5**;
- e) Minutes for submitting the application - **Annex 6**.

(2) The application files will be submitted on the basis of a Minutes for the submission of the application (**Annex 6**) within the deadline provided in the Student Election Calendar - **Annex 2** (displayed on the notice board of the Maiorescu Student Association and on the UTM website), at the secretariat the faculty where the candidate is enrolled.

**Art. 12.** Students enrolled in full-time or distance learning (IF / ID), bachelor's and / or master's degree programs may apply.

**Art. 13.** The presidents of the Electoral Student Commissions will take the candidacy files from the secretariat of all faculties based on a Minutes for the retrieval of the applications - **Annex 8**, concluded with one of the faculty secretaries, and will send them to the CESB for their verification and validation.

## CHAPTER V. THE ELECTORAL CAMPAIGN

**Art. 14.** Candidate students have the opportunity to give speeches in front of their colleagues, to share brochures, to display electoral posters or to post messages on social networks, from the moment of validation of the application and up to a day (24 hours) prior to the commencement of the electoral process.

(2) Anti-campaigns are forbidden. "Anti-campaign" refers to any information offered/distributed/promoted by a candidate, directly or through other persons, through verbal or written means, on social networks, as well as through graphic means, which target one or more candidates, whether or not they are counter-candidates for the same position or whether the information regarding them is true or not.

(3) Candidates may not use the image of the Maiorescu Student Association.

(4) It is forbidden to conduct election campaigns on election day and outside the period provided for in the Student Election Calendar - **Annex 2**.



## CHAPTER VI. THE CONDUCT OF THE ELECTION

**Art. 15.** In each of the four locations, an Electoral Student Commissions will be established, having the following attributions:

- a) rounding up the students with voting rights on polling stations for the election of student representatives in the faculty councils and the UTM Senate;
- b) the elaboration, securing and distribution of the ballots for the election of student representatives in the faculty councils and the UTM Senate, as well as of other materials necessary for the voting process;
- c) receiving applications for student representatives in the faculty councils and the UTM Senate;
- d) publicizing the location of polling stations;
- e) directing the electing students in order to exercise the right to vote in accordance with the present Methodology;
- f) verification of the students' affiliation with the faculties within the UTM and the existence of the annual visa on the student card/student ID; students can vote on the basis of the student card/student ID, and in their absence based on a certificate issued by the secretariat of the faculty at which they are enrolled, together with their ID/Passport/driver's license;
- g) ensures the signing of the electoral lists by each voter, immediately after the ballot is handed over;
- h) returns the identification documents on the basis of which the voter exercises his right to vote (the student card/ID card stamped for the current year; the certificate issued by the secretariat of the faculty at which they are enrolled and the ID/Passport/driver's license);
- i) at the closing of the ballot box, the votes from each polling station are counted and the Minutes of vote counting are signed - **Annex 8**;
- j) handing over to the CESB the minutes of the counting the votes for the section where they performed their activity together with the electoral lists and ballots;
- k) verification of the minutes drawn up by the ESC of the polling stations following the elections for the student representatives in the faculty councils and the UTM Senate;
- l) receiving and resolving disputes regarding the voting process.

**Art. 16.** The polling stations will be opened on the date and time provided in the Student Election Calendar - **Annex 2**.

**Art. 17.** The elections for the student representative members in the faculty councils and the UTM Senate shall be held in accordance with the following procedure:

- a) Following the verification of the application files and after the final lists of candidates have been displayed, the CESB will proceed to prepare the ballots according to the Student Election Calendar - **Annex 2**.



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- b) The candidates will be listed in alphabetical order on the ballot, in the form of a list.
- c) The ballot papers shall bear the ASM stamp on the back;
- d) In accordance with **Annex 1** - The number of seats on the faculty councils and the Senate of the UTM for the 2020-2024 term, voters may choose between 1-3 representatives, depending on the number reserved for students in the faculty councils, respectively in the UTM Senate.
- e) Representation/delegation for voting is not allowed.
- f) The voting method is achieved by striking out the names of the candidate/candidates they do not wish to vote for with a single, horizontal line.

**Art. 18.** After the end of the voting period, the ballot boxes are opened, the committees proceed to count the votes and draw up the Minutes for counting the votes - **8**.

**Art. 19.** The minutes of counting the votes - **Annex 8** are handed over with the signature of all the members of the Commissions present in the polling stations, at the CESB.

**Art. 20.** The minutes containing the final results of the votes (**Annex 9**) shall be signed by the President and Vice-President of CESB and published on the notice board of the Maiorescu Students Association and on the UTM website according to the timetable of the elections (**Annex 2**).

**Art. 21.** In the event of the existence of appeals for review, they shall be submitted to the headquarters of the Maiorescu Students Association according to the Calendar of student elections (**Annex 2**).

**Art. 22.** (1) The student electoral commission at the level of the faculty for which appeals for review have been filed has the obligation to recount the votes under the supervision of the CESB;

(2) The final results will be announced by the CESB by publishing the final results report - **Annex 9** to the notice board of the Maiorescu Students Association and on the UTM website.

## CHAPTER VII. RIGHTS AND OBLIGATIONS

**Art. 23.** (1) The members of the CESB and those of the Electoral Student Commissions are obliged to exercise their attributions correctly and impartially.

(2) Failure to comply with this obligation may result in disciplinary, civil or criminal liability, as the case may be.

**Art. 24.** The CESB records the result of the student elections and draws up a Minutes (**Annex 9**) signed by the president and vice president, together with all the documents



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underlying its preparation (the used, null, annulled, white, unused, ballot lists, electoral lists) .

**Art. 25.** The CESB submits the documents used in the election procedure to the Central Commission for organizing the UTM elections and public competitions, except for the ballot papers, within 48 hours from the date of the completion of the student electoral procedure. The ballots are filed at the headquarters of the Maiorescu Students Association before the term of office of the collective management body expires (Senate, the faculty council) for which the elections have been organized.

**Art. 26.** the CESB and Electoral Student Commissions have the following attributions:

- a) publication of the election calendar;
- b) arranging the locations of polling stations;
- c) the designation, among its members, of the observers participating in the polling stations;
- d) the manner of appealing for a review of the elections;
- e) multiplying the ballots and other necessary materials;
- f) lists for the calculation of the voting results;
- g) centralization of votes and communication of results;
- h) archiving of documents.

## CHAPTER VIII. VALIDATION OF RESULTS

**Art. 27.** (1) The candidates who received the highest number of votes, but no less than half plus one of the total number of registered students (bachelor's program – full-time, distance learning, masters program), are declared elected in descending order of the number of validly cast votes at the faculty for which they have candidated for the Faculty Council, respectively for the students enrolled (bachelor's program – full-time, distance learning, masters program) at all UTM faculties for student representatives in the UTM Senate.

(2) If no candidate met the minimum number of votes to be elected on the Faculty Council (half plus one of the number of students enrolled/faculty), respectively in the Senate of the UTM (half plus one of the number of students enrolled in the 10 faculties of the UTM ) a new poll will be organized after which the candidates who have obtained the most valid votes will be declared admitted.

**Art. 28** (1) The term of the students elected in the councils of the faculties and in the Senate ceases on the date of the loss of student quality, when the structure of the Faculty Councils and the UTM Senate changes.

(2) The results will be notified to the Maiorescu Student Association, the UTM Faculty Councils and the UTM Senate by the CESB.



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## CHAPTER IX. SANCTIONS

**Art. 29.** (1) The violation of any rule stipulated in the present Methodology by a member of the CESB, respectively ESC, attracts its exclusion from the structure of which it is part and its replacement immediately.

(2) The violation of any rule provided in this Methodology by a candidate shall result in the rejection of his candidature.

## CHAPTER X. FINAL AND TRANSITIONAL PROVISIONS

**Art. 30.** (1) The following annexes form an integral part of the present Methodology:

- a) **Annex 1** - Number of seats in the faculty councils and the UTM Senate for the 2020-2024 mandate;
- b) **Annex 2** - Student election calendar;
- c) **Annex 3** - Europass résumé;
- d) **Annex 4** - Program of activities;
- e) **Annex 5** – Self-declaration;
- f) **Annex 6** - Minutes for the submission of the application;
- g) **Annex 7** - Minutes for the retrieval of the application files;
- h) **Annex 8** - Minutes for counting the votes in the Voting Section;
- i) **Annex 9** - Minutes of final CESB results.

(2) The students of the Titu Maiorescu University conduct the elections for the representatives of the students in the faculty councils and the Senate of the UTM, without any interference from the University, the University exclusively only granting logistical support.

(3) This Methodology shall be published on the UTM web page, [www.utm.ro](http://www.utm.ro), immediately following approval.